Adair-Casey Elementary School



2026-27 Student and Parent Handbook

Mission: Expect the Best. Every Charger, Every Day.

Vision: Cultivate each individual and unlock their full potential.

Values: Empower-Engage-Inspire

District Philosophy

As a school corporation of Iowa, the Adair-Casey Community School District, acting through its board of directors, is dedicated to promoting an equal opportunity for a quality public education to all its students within the limitations of the school district's ability and willingness to furnish financial support in cooperation with their parents. It offers students the opportunity to develop a healthy social, intellectual, emotional and physical self-concept in a learning environment that provides guidance and encourages critical thinking for a lifeline.

The board endeavors, through the dedication of the school district's resources, to encourage students, who come to the school district from a variety of backgrounds, to look forward to the time when they will have jobs, homes, families, places in the community, and attain recognition as individuals. In order to achieve this goal,

the board seeks qualified employees dedicated to the development of their professional skills for the betterment of the educational program.

Instruction and curriculum are the key elements of a public education. Critical thinking and problem-solving skills that will assist the students' preparation for life are taught as part of a sequentially coordinated curriculum. The school district strives to prepare students for employment, to discover and nurture creative talent and to prepare them to meet and cope with social change in an atmosphere conducive to learning.

Belief Statements:

· We believe all individuals have equal worth and deserve equal opportunities.
· We believe the school board is responsible for establishing policy & the administration, teachers, students and community serve in an advisory capacity in the decision-making process.
· We believe parents and community are an important influence on a child's development, behavior, & attitude about learning.
· We believe a dedicated teacher is one who sincerely cares about students & strives to motivate, educate, & maximize their potential.
· We believe an effective classroom relationship exists when teacher & student cooperate together in a respectful manner toward a common goal where both, as a team, work for the good of the student & the school.
· We believe that instructional decisions should be made by collecting and evaluating relevant data.
· We believe it to be our responsibility to provide all students with a positive, safe and orderly, academically-focused learning environment.
· We believe an effective school should aid in the development of all employees to the best of their abilities so they may reach their full potential as lifelong learners, be responsible members of the community, and contributing citizens of society.
· We believe a quality instructional, co-curricular, & extra-curricular program offers opportunities & challenges that create an environment for all students to be successful.
· We believe successful students are able to think and reason for themselves & are responsible, respectful, & resourceful individuals.
· We believe it is critical to the success of the learning process to apply knowledge & practice learned.

SAFETY PROCEDURES FOR VISITING THE SCHOOL

Safety and security of students and staff is a top priority of the Adair-Casey Elementary. As a result, the following procedures are in place:

- Staff will enter the building via personalized fobs that can be deactivated if lost.
- Cameras have also been installed inside and outside of the building for safety purposes
- All exterior doors will be locked during school hours, including front entryways at both the elementary and junior high school. Visitors will be "buzzed" into the building through a single access point, via use of a new buzzer system.

Parents and Community Members planning to visit the school at any time please make sure that you check in when arriving and sign out when departing at the office. The office staff will ask you to sign in and get a nametag. This is to ensure that the office staff and other staff are aware of visitors in the building. Please check in anytime that you enter the building, even if you are just here to eat lunch or drop something off for your student.

ATTENDANCE

Students who are enrolled for classes in the Adair-Casey Schools are expected to be in school for the full school day and are expected to be punctual in their arrival for school and all classes. Students should not expect to be absent any more than is absolutely necessary. Irregular attendance interferes with the progress of those students who are regular and prompt in attendance as teachers find themselves taking class time to repeat information and class work for those students who have been absent.

Students are not released to anyone other than their parents during the school day unless the office has a note signed by the student's parent(s)/guardian. Students are to stop in the office to sign out when leaving for an appointment during the school day. In the interest of our students' safety, parents/guardians are requested to report directly to the office when picking their child up rather than going to the child's classroom. Likewise, when a student returns to the building following an absence during the school day, he/she is to stop in the office and sign in. This procedure is needed for attendance purposes.

If a student is late to school 30 minutes or less he/she will be counted tardy, however, if a student is 31 minutes or more later he/she will be counted absent. Five tardies will equal an absence. **Please call NO later than 8:15 a.m. if your child is NOT going to be in school, along with the reason for the absence**.

ABSENCES IN GENERAL

Parents should give a lot of thought to keeping their children out of school. The parents of absent students K through 6th grade are urged to phone the school by 8:00 am to inform us of the reason for the absence. **If a student is absent without an advance make-up, the parents will be notified by phone.**

TRUANCY

Truancy is the act of being absent without a reasonable excuse. If a student is absent five(5) consecutive days or a total of eight(8) in one quarter, he/she shall be considered truant. The school determines whether an absence is excused or unexcused. Truancies may be turned over to the county attorney for prosecution.

SCHOOL DAY - 8:05 - 3:15

There is no need for children to be at school before 7:35 am. Parents who pick up students at the end of the day are asked not to park by the southwest or northwest entrances where the buses are loading. Arriving between 8:05 and 8:30 a.m. constitutes a tardy.

DRESS CODE

The Adair-Casey Elementary is education based. The clothing worn by all students should be neat, clean and modest in nature, so as to not be distracting to others.

Clothing- During warm weather students will need to wear appropriate clothing to school. We ask that students do not wear short shorts (guideline: shorts should be at fingertip length), tight clothes (biking shorts), bare midriffs (tops/shirts must be long enough to meet the beltline), halter tops, or tube tops. Students may not wear articles of clothing with alcohol and/or tobacco references, offensive language, double meanings of a sexual or offensive nature.

Shoes- for safety, footwear must be worn which provides a firm walking surface and good balance. Please NO FLIP-FLOPS in P.E.

Parents are asked to dress their children with consideration to the day's weather.

If the school feels a student's attire is not appropriate, students will be asked to put on clothes provided by the school.

Hats, caps, and other headwear are not to be worn in the school building.

PROOF OF STUDENT'S DATE OF BIRTH

Adair-Casey requires some form of proof of date of birth to ensure that the child is of "school" age (5 on or by September 15 and under the age of 21). One of the following can be used for proof of birth of a student: birth certificate, certified statement of physician, or anything reasonably reliable.

HEALTH & IMMUNIZATION CERTIFICATES

Students enrolling for the first time in the district shall also submit a valid Iowa Department of Public Health certificate of immunization reflecting proof of immunization that complies with current Iowa immunization Laws. Exemptions from this immunization requirement will be allowed only for medical or religious reasons. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this requirement.

BREAKFASTS, LUNCHES & EXTRA MILK

Breakfast will run from 7:40 A.M. to 8:05 A.M., and is available to all students. The cost per/day for breakfast is $1.95. Cost for a single lunch will be $2.90. Extra milk or milk to accompany sack lunches can be purchased for 50¢ per carton.

HOT LUNCH PROGRAM

Hot Lunch service is available to all students, and they are encouraged to participate in this low cost school program. Elementary students will not have lunch tickets. Elementary students will have to remember their lunch account ID numbers. New students will be issued numbers as they enroll. The numbers will be kept on record in the office. These numbers should be treated as confidential information.

Students who do not plan to eat hot lunch at school will be able to bring their own sack lunches. There will not be any way to warm food so make sure that you pack something that can be eaten cold. The cost for a single lunch will be $2.90. The price per carton for extra milk is $.50. Parents that would like to have lunch with their child can do so at a cost of $5.25.

PAYMENT OF MEALS POLICY

Students have a meal account. When the balance reaches $0.00 a student may not be allowed any ala carte items or seconds. A families' balance may not exceed negative $25.00. When an account reaches this limit, a student shall not be allowed to charge further meals until the negative account balance is paid. Families may add money to student accounts by using the Infinite Campus electronic payment system or by paying with cash or check at the school office.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received. The school district may provide an alternate meal to students who have charged the maximum allowance to the student account and cannot pay out of pocket for a meal.

Negative Account Balances

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance by notes or letters sent home, email, telephone calls or texts. Negative balances not paid prior to the end of the school year will be turned over to the superintendent or superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

RECESS

All grades have scheduled recesses. All students are expected to go outside for recess. Please do not request that your child stay in for recess. If there is a special health concern and there is a reason your child must remain indoors, it is necessary for you to send a note stating this concern. A note from the doctor may be requested.

COLD WEATHER DRESS

Please dress your child warmly for outdoor recess. It is part of our thinking that if a child is well enough to come to school; he or she is well enough to participate in the daily program. Our outdoor recess is part of the daily program. Boys and girls desperately need vigorous exercise and the freedom for social interplay as a part of their unassigned time on the playground. We understand there will be times when a physician will request a child remain inside from recess following an illness.

Cold weather tips:

PK-2

Above 60 Degrees - no coats

45-60 Degrees

Jackets, long pants

32-45 Degrees

Coats, long pants, hats, and gloves

32-45 Degrees (If there is snow on the ground and a windchill of below actual temps)

snow pants, coats, hats, gloves possibly snow boots

Below 32 Degrees

Snow pants, coats, hats, gloves and snow boots

Grades 3-6

Above 50 Degrees

Teacher discretion as to coats being worn

32 to 50 Degrees

Long pants and Coats

20 to 32 Degrees

Long pants, Coats, Hats, and Gloves

Below 20 Degrees

Coats, Snow pants, Snow Boots, Hats, Gloves

TESTING PROGRAM

The testing program in the elementary school is as follows:

ISASP- Grades 3-6

FAST Assessments will be administered to K-6 students in the fall, winter and spring. (Reading and Math)

Formative Assessments will be administered throughout the school year based on the Iowa Common Core Standards

NOTES TO AND FROM SCHOOL

When sending a note or email to school, the students should receive clear instruction from the parent about who is the appropriate person to receive the note. Also, the school regularly sends notes home with students. 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 the notes or papers sent home.

Please send a written note or email with your child to the appropriate staff member explaining:

1) Any absence
2) Request to stay indoors at recess
3) Request to ride a different bus
4) Request to take a prescription or nonprescription medicine

BUS NOTES

All students who ride a bus to school are expected to return home on that same bus unless the teacher is notified otherwise. If a child is not to ride home on his/her regular bus, it is imperative that you notify the school or the teacher. If a child who does not normally ride a bus desires to ride one of the buses, a note or email from home is required. Also, please send a note or email if your child is to go somewhere other than home.

HOMEWORK POLICY

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make up for incomplete class work. Students are expected to complete homework on time. Failure to complete homework may result in a failing grade in the class.

BIRTHDAY AND CLASSROOM PARTIES

Parties in the classroom will be limited to three during the school year - Fall, Winter, and Valentine's Day - plus birthday treats. Treats will need to be prepackaged, the edible part should not be touched by anyone other than the student eating the treat. The prepackaged items will be used for all parties. Treats with little or no sugar are recommended. Any bouquets sent to the school will be kept in the office, where they may pick them up on their way out.

ASSEMBLIES

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away. Students who are not attending assemblies shall report to the principal's office.

FIELD TRIPS

Field trips are considered as an integral part of the curriculum. Notices will be sent to the parent explaining the nature of the trip and time requirements for the trip. A parent that prefers their student not to participate in a trip should notify the school in writing.

Prior to attending a field trip, students must return a note signed by the student's parents. All fees will be paid for by the school district. Lunch will also be available through the hot lunch program if desired.

LOST AND FOUND

The lost and found department is located outside the nurse's office. Report all lost articles and leave found articles in that location. Any books or personal matter left unclaimed will be taken to the office. At the end of the school year, unclaimed items that cannot be used by the nurse's office for student use will be given to Goodwill.

Any personal property such as money, jewelry, etc. is the responsibility of the student. If students must bring extra money or something valuable to school they should give it to their teacher or turn it into the office for safekeeping.

VOLUNTEERS

Parents, friends, grandparents, and other adults are encouraged to take an active part in the educational process of the children. Please contact a teacher, building principal, or our office secretary if you would like to be a school volunteer.

SCHOOL TELEPHONE USE

The elementary school has a direct line for Casey and Adair telephones: Casey - (641) 746-2242 and Adair- (641) 742-3310. Students and teachers will not be called to the phone during class time unless an emergency exists. Unless it is an emergency, please leave your message with the secretary. Under most circumstances, students will not be allowed the use of the school telephones or to come to the phone during the day.
All office communications should begin with the office secretary who will aid you in finding the proper assistance.

Electronic Devices:

Board policy states: Electronic devices including but not limited to, electronic games, cell phones, smart watches, laser pointers, and tablets are not to be used by students during the school day, including all buildings and grounds**.** Students using these types of devices during school hours will have them confiscated and they will be returned to a parent/guardian. The district shall not be liable for the loss or damage of any electronic device confiscated.

Exceptions to the prohibitions set forth in this policy may be made for health, safety, or emergency reasons with prior approval of the building principal or designee, or when use is provided for in a student's individualized education program or health plan. (IEP/504).

SCHOOL CLOSING ANNOUNCEMENTS

The Superintendent will make the decision as to when school should start late, dismiss early or cancel because of weather conditions or an emergency. In the event of a late start or early dismissal due to weather conditions/emergency, the superintendent's office will notify radio and television stations. Unfortunately, the school has no control when or if the notification will get on the air nor do we have time to monitor all the stations. Please direct any complaints to the radio/TV station. Several of these stations keep a list of school announcements on their Internet website.

Radio:	K-107.9 FM	Stuart
	96.5 FM	Atlantic
TV:	Channel 5	Ames/Des Moines
	Channel 8	Des Moines
	Channel 13	Des Moines

A text or phone message through the Infinite Campus system is available to parents who register with an active cell phone number.

REPORT CARDS AND PARENT-TEACHER CONFERENCES

Our school system is on a nine-week reporting basis. Parents will receive a report card at the end of each nine weeks. Parents are requested to attend a scheduled conference with the classroom teacher as well as the special teachers during the fall and spring semesters. These conferences are important for both you and the teacher. Parents are encouraged to request a conference with their child's teacher whenever they think one is necessary and parents are invited and encouraged to review their student's records at any time. Parents may access students' grades throughout the year on the computer grading system, Infinite Campus. Please sign up for access to the online grade book by contacting the office at any time.

STUDENT RECORDS

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parent's permission. Parents may access, request amendments to, and copy their child's records during regular office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the high school administration office.

ILLNESS & ACCIDENTS

Each parent's help is earnestly requested in the matter of watching their child's health and not sending him/her to school when he/she seems to be coming down with an illness or has a temperature. It is recommended that students should not return to school following an illness until their temperature has been down to normal for a period of 24 hours. It is important that the information on the emergency sheet be as accurate and complete as possible. Be sure the school has a person and telephone number that can be contacted in case of an emergency. No child is ever sent home until prior arrangements have been made. Please refer to the “Guidelines for Medication Administration" and "Request for Giving Medicine at School" provided by the nurse.

MEDICATIONS

Some medication regimens necessitate the administration of prescription or nonprescription medication during school hours. In order to be administered at school, a medication must be in its original, labeled container and must be accompanied by a signed, dated note from the parent or guardian. The note must state the student's name and must list the name, dosage, administration time and administration method of the medication. Any medication that does not meet these requirements will not be administered.

If a student brings medication to school, he or she should inform the teacher immediately. All medication is stored in a secure area and is distributed by trained personnel. Refrigeration will be available if necessary. It is the parent's responsibility to ensure safe delivery of any medication to and from the school.

Included in the Emergency Information forms collected each year is a parent permission statement allowing the school nurse or trained school staff to administer Tylenol, ibuprofen or topical skin ointments to your child for minor illnesses or injuries. Parents may choose whether or not to issue this permission. If an emergency form has not been returned, no medications may be administered.

COMMUNICABLE DISEASES AND THE ENROLLED STUDENT POLICIES

Students with a communicable disease will be allowed to attend school as long as they are physically able to do so, and, so long as their presence does not create a substantial risk that others will catch the disease. The term "communicable disease" means an infectious or contagious disease spread from person to person or animal to person. Once the administration, school nurse and family doctor decide that the student's condition poses a health threat to other students, the student will be excluded from school for the duration of the period of contagion. In order to prevent the spread of communicable diseases, parents should use their good judgment in keeping sick children home from school.

The following are local health policies for the minimal exclusion and re-admittance of ill students into the school system:

1. Children with a fever of 100 degrees or above, and/or they are not performing in class due to symptoms suggesting illness will be sent from school.
2. Children should be fever-free for 24 hours before returning to school after illness.
3. Children should be symptom-free from stomach flu, vomiting, or diarrhea for at least 12 hours before returning to school. They should also be tolerating a regular diet and activity.
4. Children should be excluded for a minimum of 7 days from the onset of chicken-pox and all lesions must be dried.
5. Children with bacterial conjunctivitis (pink eye) should be excluded for a minimum of 24 hours after antibiotic eye medication has been started, and readmitted if there is no eye discharge.
6. Children with any rash that is not identifiable by the school nurse will be sent home until it is determined by a physician that the rash is not contagious.
7. Children with ringworm do not need to be excluded from school. The lesion needs to be covered at all times. The child will not be allowed to participate in contact sports or P.E. until the lesion has been determined to be inactive by a physician.

HEAD LICE POLICY

Head lice are frequently found in school age children. They are spread through direct contact with an infected person, or indirect contact with the personal belongings of an infected person (i.e. combs, brushes, hats, scarves.) If you detect head lice on your child, please notify the school nurse. Early detection and reporting helps decrease the number of children infected with head lice.

If head lice is detected, the student will remain in school. Parents or guardians will be notified by the school nurse and provide educational materials on treatment as needed, and review treatment protocols.

BODILY FLUID CLEAN UP PROCEDURE

Expelled body fluids in a facility are not only a cleaning issue, but they also have the potential to spread disease. An effective body fluids spill response program should focus on the proper procedures to reduce the potential for disease being spread. When encountering expelled body fluid it is important to isolate the area, wear the proper protective gear, ensure the fluid is properly absorbed and the area is sufficiently disinfected.

- Use wet floor signs near the spill to warn that a slippery or hazardous condition may exist.
- Use the proper personal protection measures. Disposable gloves and a surgical mask are recommended.
- Sorb-It should be applied to the spill to absorb body fluids. Once the liquid has been allowed to soak into the Sorb-It for one minute, scrape up the solids with a scoop or onto a sturdy piece of cardboard. Place all disposable materials into a red plastic biohazard bag.
- Spray the affected area with Suprox D and allow it to sit wet for ten minutes. After ten minutes, wipe up the solution with a disposable paper towel, then dispose of the towel in the red plastic biohazard bag.
- Clean and disinfect all non-disposable equipment with Suprox D.
- Place all disposable items, including disposable gloves and mask in the red plastic biohazard bag. Secure the bag and dispose of it according to local regulations.
- Thoroughly wash hands.

- Once the body fluid spill has been properly addressed, clean the area following normal cleaning procedures.

Bus Behavior Guidelines and Consequences

Riding the school bus is a privilege and carries the obligation of proper conduct by the riders. Each student is held accountable for his/her own behavior. Upon boarding the bus, students come under the jurisdiction of the district's administration, and violation of school bus rules shall be treated as a violation of any other school rule. The primary authority for enforcement of conduct belongs to the bus driver, but in situations where a member of the faculty or other adult is assigned by the building administrator to accompany students on the bus, the conduct and general supervision of the students, shall be that adult's responsibility. The driver, when the only adult employee on the bus, shall assume responsibility for the student's conduct and shall generally exercise his or her authority through instruction and direction.

Inappropriate bus behavior shall result in:

1. Drivers will contact parents/guardians and the transportation supervisor about the inappropriate behavior and identify the preventative disciplinary measures implemented or measures that plan to be implemented.This disciplinary action may include an assigned seat for a time or contact with parent/guardian.

2. If misbehavior continues despite measures implemented, the building principal, transportation director, and bus driver will determine disciplinary actions depending on the age of the student and the severity of the behavior. Parents/Guardians will be notified of the disciplinary action via phone.

3. Upon subsequent instances of misbehavior, the above procedures shall be followed but additionally, the student may be suspended from bus riding for one (1) to five (5) days under the direction of the principal.

4. Bus riding privileges, if suspended, may only be restored after a meeting with the parents, bus driver/transportation director, principal and an agreement regarding the following of rules is signed by all involved.

5. Any student who continues to violate rules after signing the agreement shall be suspended until a meeting with parents, principal, and the superintendent can determine whether to reinstate the student's privilege, or to enforce the suspension for the remainder of the school year.

6. Any habitual offenders will begin the following school year on probation.

7. Types of misconduct for which a student may be put off the bus for first offense would be fighting, harassment, anything that threatens the safety of those on or outside the bus, use of drugs, alcohol, or tobacco on the bus, or failure to follow the directions of the bus driver or someone under their authority. This type of behavior may result in a minimum of ten (10) school days suspension or as much as the suspension of bus riding privileges for the entire school year. (The length is to be determined by the principal, transportation director, and superintendent.)

8. For any suspension of riding privileges, parents will be notified by the principal. Inability to notify the parent shall not interfere with student suspension.

9. Students are to ride the bus they are assigned unless permission is granted from the office. This includes town bus stops.

The Adair-Casey Community School District Board of Directors has authorized the use of recording devices on school district buses. The recording devices will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the recording may be used in a student disciplinary proceeding. The content of the recording are confidential student records and will be retained with other student records. Recordings will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view the recording of their child if the recordings are used in a disciplinary proceeding involving their child.

STUDENT CONDUCT

Student Discipline and Classroom Disruption

The AC/GC School District is committed to providing a safe, respectful, and productive learning environment for all students and staff. Students are expected to follow school rules, respect others, and conduct themselves in a manner that supports learning.

Recent changes in Iowa law, including **Senate File 2428**, establish new standards and expectations regarding classroom disruption. The legislation identifies two general categories of classroom disruption:

- **Non-Violent Classroom Disruption** – Disruptive behavior that interferes with the educational environment but does not involve violence or the threat of violence.
- **Violent Classroom Disruption** – Behavior involving violence or the threat of violence that disrupts the educational environment or creates a safety concern for students or staff.

Behavior Rubric K-5

Behavior Rubric 6-12

The District reserves the right to address student behavior through appropriate disciplinary measures in accordance with Iowa law, District policy, and the circumstances of each individual situation.

Disciplinary measures may include, but not be limited to, removal from the classroom, after school detention, in or out of school suspension, probation, and expulsion.

If any of the last four are decided upon, parents will be notified so that arrangements may be made. Detentions will be served during lunch or recess times. Suspension may be either in or out of school as determined by the principal. We have a school wide PBiS program that will reinforce appropriate behavior and make ethical choices based on respect, responsibility, and safety.

CHEATING

Students are expected to do their own homework. Cheating by looking at another student's homework, copying others' work, copying from other sources or similar cheating is not tolerated. In addition to the

discipline outlined in this handbook, discipline may include the loss of a grade for assignment or repeating of the assignment.

SEARCH OF DESKS/LOCKERS

Student desks and lockers are the property of the school district. Students shall use the desks and/or locker assigned to them for storing their school materials and personal items necessary for attendance at school.

A student's desk and/or locker can be searched whenever the administration or teacher has a reasonable suspicion that a criminal offense or a school district policy, rule or regulation bearing on the school order has been violated and the administrator or teacher has a reasonable belief that the search will produce evidence of the violation. Items in violation of policies can be confiscated and illegal items may be given to law enforcement officials.

THREATS

When a spoken, written, or symbolic threat is made to individuals or groups of students or staff or the district as a whole, a school team will determine if the threat has a low, medium, or high-level probability to be carried out. Law enforcement will be contacted as necessary.

If administration and/or law enforcement determine that the school community needs to be aware of a threat, parents will be notified via Infinite Campus text. (To ensure you will receive these Infinite Campus texts on your cell phone, log in to Infinite Campus, go to your contact information and edit contact information, and enable SMS text message by clicking in the box.) Text characters are limited, so parents may be texted to read an email sent from Administration.

A threat of high-level probability includes, but is not limited to

- Specific and plausible details such as a specific victim, time, place, and method
- Repeated over time or conveyed to differing individuals
- Involves planning, substantial thought, or preparatory steps
- Recruitment or involvement of accomplices
- Invitation for an audience to observe threat being carried out
- Physical evidence of intent to carry out threat (e.g., lists, drawings, written plan)

AC/GC Schools Threat Plan is a work in progress in conjunction with state and local agencies and will be amended as needed.

RESPECT FOR PROPERTY

Students are responsible for the care of school property (books, desks, equipment) that is given to their care. Failure to assume responsibility for any school owned property will result in parental notification and replacement and/or repair being assumed by the student. Please have the respect and care for others property that you would expect and like to have for your own personal property and belongings.

WEAPON POLICY

No student shall carry, have in his or her possession, store, keep, leave, place or put into the possession of another student any real weapon or a look-alike weapon on any school premises, in any school vehicle or any vehicle used by the school or for school purposes, in any school building or other buildings or premises used for school functions, whether or not any person is endangered by such actions. "Look-alike weapon" means any item which resembles or appears to be a weapon.

ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENTS' POSSESSION

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-alike substances; and possessing or using tobacco, tobacco products or look-alike substances. Weapons are not allowed on school grounds or at school activities including hunting rifles even if unloaded and locked in cars with the exception of weapons in the control of law enforcement officials, or those being used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

TOBACCO/NICOTINE-FREE ENVIRONMENT

The Smoke Free Air Act, effective July 1, 2008 prohibits smoking in public places. Public places, which are defined to include public school facilities, as well as public buildings and vehicles owned, leased or operated by, or under, the control of a school. As of July 1, 2008, no one will be able to smoke on school grounds at any time.

School district facilities and grounds, including school vehicles, are off limits for tobacco or nicotine use, including the use of look-alikes where the original would include tobacco or nicotine. This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored and non-school-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco, nicotine or other product or leave the school district premises immediately. It is the responsibility of the administration to enforce this policy.

EQUAL EDUCATIONAL OPPORTUNITY/NON-DISCRIMINATION POLICY

The Adair-Casey Community School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. The belief in equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Karla Mahaffey, Curriculum Director, 3384 Indigo Avenue, Adair, IA 50002, 641-746-2241, kmahaffey@acgcschools.org

AFFIRMATIVE ACTION POLICY

It is the policy of the Adair-Casey Community School District not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, gender, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C.§§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.). If you have questions or grievances related to compliance with this policy by the Adair Casey Community School District, please contact the Karla Mahaffey, Curriculum Director, 3384 Indigo Ave Adair, Iowa, (641) 746-2242 or 906 School Street Guthrie Center, Iowa 50115 (641) 332-2972: or by email at kmahaffey@acgcschools.org.; or the Director of the Office

for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661, telephone number 312-730-1560, fax 312/730-1576, e-mail: OCR.Chicago@ed.gov

CHILD ABUSE AND/OR NEGLECT

School employees are required by the Code of Iowa to report suspected child abuse or neglect. Failure to report suspected child abuse by school personnel may result in a fine of $100 or imprisonment of up to 10 days. Civil liability may also be imposed for the damages caused by failure to report suspected child abuse.

CHILD ABUSE REPORTING

Sexual Abuse and Harassment of Students by Employees: The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Mr. Josh Rasmussen at 641-746-2241. The alternate investigator is Kari Leveke and may be reached at 641-746-2242 or 641-742-3310. Child Abuse Hotlines: Adair County 1-800-550-5753, Guthrie County 1-877-683-0323, Statewide Hotline 1-800-362-2178

While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property, or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition for the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

HOMELESS CHILDREN AND YOUTH

The board will make reasonable efforts to identify homeless children and youth of school age within the district, encourage enrollment, and eliminate existing barriers to their receiving an education, which may exist in district policies or practices.

A homeless child is defined as a child or youth between the ages of 5 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent, or abandoned building or some other form of shelter not designed as a permanent home; who is living in a community shelter facility; or who is living with non-nuclear family member or friends, who may not have legal guardianship over the child or youth of school age.

INITIATIONS, HAZING OR HARASSMENT

Harassment, bullying and abuse are violations of school district 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 or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
    1. Tell a teacher, counselor or principal; and
    2. 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 or bully did;
        - Witnesses to the harassment or bullying;
        - What the student said or did, either at the time or later;
        - How the student felt; and
        - How the harasser or bullying responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis or 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 includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

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

Sexual harassment includes, but is not limited to:

- Verbal, physical or written harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks to a person with sexual or demeaning implications; and
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes, but is not limited to:

- Verbal, physical, or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, job, etc; and
- Demeaning jokes, stories or activities.

GRIEVANCE PROCEDURE FOR COMPLIANCE VIOLATION

Any student or employee of the Adair-Casey Community School District shall have the right to file a formal complaint alleging non-compliance with regulations outlined in Title IX of the Education Amendments of 1972.

Level One - Principal or immediate supervisor (informal and optional - may be by-passed by the grievant). Any employee with a grievance of sex discrimination may first discuss it with his/her principal or immediate supervisor, with object of resolving the matter informally. A student with a complaint of sex discrimination may discuss it with his/her teacher, counselor, or building administrator.

Level Two - Title IX Compliance Officer, Karla Mahaffey, Curriculum Director
If the grievance is not resolved at level one and the employee or student wishes to pursue the grievance, the employee or student then may formalize it by filing a complaint in writing on a Compliance Violation Form, which may be obtained from the Title IX Compliance Officer. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within fifteen (15) working days from date of the event, giving rise to the grievance or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Title IX Compliance Officer. A minor student may be accompanied at the meeting by a parent or guardian. The Title IX Compliance Officer shall investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent to the grievant within fifteen (15) working days after receipt of the complaint.

Level One Investigator for Student Abuse by School Employee: Edward Den Beste at 742-3661 or 746-2241 or 746-2242 . Alternate is Kari Leveke at 742-3310 or 746-2242.

Level Two Investigators for Student Abuse by School Employee: Deputy Sheriff Blake Michaelson (641) 747-2214.

PARENTS'/GUARDIANS' RIGHTS NOTIFICATION

Parents/Guardians in the Adair-Casey 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 the instructional paraprofessional who serves your student in a Title 1 program.
Parents/Guardians may request this information from the office of the Superintendent by calling 641-742-3661 or 641-746-2241 or sending a letter to the Office of the Superintendent, Attn: Josh Rasmussen, 3384 Indigo Ave, Adair, Iowa 50002.

JURISDICTIONAL AND BEHAVIORAL EXPECTATIONS STATEMENT

This handbook is an extension of board policy and is a reflection of the goals and objectives of the school board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students, teachers, employees, and visitors are expected to treat each other with respect and courtesy so that all may be safe within the school environment. 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 school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; 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. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule, regulation or student

handbook may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations and student handbook may be disciplined for conduct which disrupts or interferes with the education 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 disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. 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, regulations and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the Adair-Casey Community School administrative office for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

Board Approved-10-19-26