

GUTHRIE CENTER ELEMENTARY SCHOOL STUDENT HANDBOOK



Updated October 13, 2026

Mission

Expect the Best. Every Charger, Every Day.

Vision

Cultivate each individual and unlock their full potential.

Values

Empower-Engage-Inspire

PBIS GOAL

To nurture individuals to become Great Guthrie Center Citizens who are
Respectful, Responsible, and Ready.

Guthrie Center Elementary
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Board Approved- 10/19/26

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This handbook is a resource of school policies and procedures of Guthrie Center School Elementary. It is arranged alphabetically by content. Some redundancies may occur. If you have any questions regarding the contents of the handbook, please contact the elementary office.

1. ABSENCES AND TARDIES

1a. Notification of Student Absence/Tardy

School begins at 8:05. If your child will be late to school or absent for the day, please contact the office before 8:05 AM.

Messages may be left on the answering machine outside of business hours. When leaving a message, please include the reason for your child's absence/tardy so that an excused/unexcused determination can be. If you do not leave a reason, it will be considered unexcused.

If a student is counted absent/tardy and the office has not heard from a parent/guardian by 8:05 a.m., the school will contact the home, parent(s) at work, or use emergency numbers listed with the school office. If the school is unable to make contact with a parent in a timely manner the Sheriff's Department may be notified to ensure the child is safe and with an adult.

1b. When to Keep Your Student Home

A student should be kept home if he/she is vomiting, has a fever and/or contagious illness, or has diarrhea. Students may return to school when they have been 24 hours without symptoms or antibiotics are in their system for 24 hours.

1c. Excused Absences vs Unexcused Absences

The office will determine whether an absence is excused or unexcused.

Absences for the following reasons will be considered excused:

1. Personal illness
 2. Death or serious illness in the immediate family or household, an emergency at home vital to the family welfare.
 3. The funeral of a relative or close friend.
 4. Medical/dental/counseling appointments, which cannot be made other than during school time and for which verification of the appointment is presented prior to or immediately following the absence.
 5. Court appearances
 6. Recognized religious observances or holidays
 7. Attendance at state sponsored activities in which Guthrie Center students are participating
 8. Any absence pre-approved by the principal.
- All other absences are considered unexcused.

1d. Excessive Absences

Once a student misses 10% of the days in the grading period (one semester) parents and the County Attorney are contacted.

Once a student misses 15% of the days in the grading period (one semester), there will be an engagement meeting with the parent(s), student, and teacher(s) weekly. Once a student has missed 20% of the days in the grading period, it is considered Truancy and enforced at the County level.

1e. Scheduling/Picking Up for Appointments

It is encouraged that parents schedule doctor/dentist appointments so that a student does not have to miss an entire day for an appointment.

If you are picking up your child during the school day, park in front of the building and call the office that you have arrived at and your child will be summoned from class and sent out to you.

Parents must pick up their child for appointments during the school day. The child may not walk home or to the appointment themselves.

1f. Makeup Work for Absent Student

When a student is absent, it is encouraged that a parent picks up work or the work be sent home with an elementary sibling. The best time for work pick up is 1:00 p.m. or at the end of the school day. Call before picking up work to ensure there is work and that it is ready.

2. ARRIVAL TIME

Supervision of students begins with the arrival of the first bus at approximately 7:35. At arrival, students will take their belongings to the gym or stay outside (weather permitting). When in the gym, students will either line up to indicate they are eating breakfast or sit in their homeroom's designated spot.

The school is not responsible for students who are on school grounds before 7:35.

3. BICYCLES

Students in grades 3-6 may ride their bicycles to school and helmets are highly recommended. Bikes are to be parked and locked (optional) in the bicycle rack and are to be used for transportation to and from school only. Riding bikes during school is not allowed, and bike riders will wait until the heavy traffic of dismissal has dissipated.

4. BIRTHDAY TREATS, INVITATIONS, AND SPECIAL OCCASIONS AT SCHOOL

Students may bring treats to school to celebrate their birthday, but it is not required. If sending treats to share with classmates, only send factory-made, prepackaged items. Bakery items, including cupcakes, are allowed if ingredients are listed on the packaging by the bakery. Due to food allergies and contamination, please do not send any homemade items. Treats should be mess-free and able to be consumed without too much time and/or effort.

Students who are having a birthday party should NOT bring invitations to school unless the whole class is invited. If a student is found to be handing out invitations to just some students, the invitations will be collected and returned home with the child.

If your child would like to celebrate special occasions like Valentine's Day, May Day, or other holidays by bringing cards or treats, they may do so, but the whole class must be included. Teachers will inform parents if the class will be recognizing any special occasions. If you do not want your child to be included in such celebrations, please contact your child's teacher.

5. BUS RIDING

Riding the school bus is a privilege. Students are expected to follow bus rules and regulations at all times. If a student continues to disregard the rules, he/she may be assigned to a seat or suspended from riding the bus.

Students will not be dropped off at stops that are not on the regular bus route unless the principal first approves the stop.

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

5a. Bus Stops in Town

Town bus stops will be announced at the beginning of each school year and are subject to change as needed.

6. BUS RULES

Rules for the bus include, but are not limited to:

Students are to remain in their seats at all times when the bus is moving.

Students should not extend anything out of the windows of the bus.

No food or candy on the bus. (Water bottles are allowed.)

Any trash is to be placed in the trash can.

Students are expected to be respectful and responsible.

Voices used should be sandpaper or student working voices.

Transportation Conduct

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 will 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, 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.

7. CLOTHING/SCHOOL ATTIRE

Acceptable clothing to wear to school is:

Positive and reflects the values taught in school

Appropriate for the day's weather

Clean

Well-fitting—not too tight, not too big

Modest (For example, shorts should be an appropriate length, tops should cover stomach and chest and should have at least one-inch straps, bottoms should cover the buttocks when standing or sitting.)

Clothing that is not acceptable would include items that are demeaning to school in general or contain alcohol and/or tobacco references, offensive language, double meanings of a sexual or offensive nature, or is deemed by school administration to be “gang related.”

Footwear must be worn at all times and should provide a firm walking surface and allow for good balance. Tennis shoes are highly recommended and are required for PE. Flip flops or strappy, non-substantial sandals, and high heels are not recommended. These types of footwear limit mobility at recess and can cause accidents.

Hats/Caps are to be removed as students, staff, and visitors enter the building and can be put back on when leaving the building.

If the school feels a student's clothing is not within the guidelines above or otherwise inappropriate for school, he/she may be provided other clothing to wear for the day.

Parents visiting the elementary are also asked to abide by the clothing guidelines to set a good example for students. This would include covering any inappropriate tattoos.

8. CONDUCT

Student Discipline and Classroom Disruption

[SF 2428 Flyer K-5](#)

[SF 2428 Flyer 6-12](#)

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.

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. Students are expected to be Great Guthrie Center Citizens and Be Respectful, Responsible, and Ready. When in the hallways, they are to be considerate of other classes in session and use whisper voices. The lunchroom is a place to visit with friends who are seated near you. Whisper voices and Student Working voices are appropriate for the lunchroom. When playing at recess, students are expected to include others in games, treat each other with respect, and play safely.

The elementary is a PBIS (Positive Behavior Interventions and Supports) building and students will learn the expectations for classroom, hallway, lunchroom, and recess behavior. Students may receive tickets when adults see the expectations in use or receive consequences when they are not.

When students do not meet/follow expectations, the following will be used as a guide:

Level 1–Staff-Managed Behaviors

Definition: Failure to follow school or classroom rules or expectations.

Examples can include, but are not limited to:

- Behaviors that won't typically escalate • Inappropriate voice level
- Not being in appropriate location
- Running/Unsafe behaviors
- Failing to follow rules/directions
- Put downs/Low-level teasing
- Hands/Feet/Objects on others
- Not walking on the right side of hall/stairs
- Inappropriate table manners
- Not waiting patiently in line
- Unsafe play or use of equipment

Possible responses and/or consequences:

- Verbal redirection
- Reteach appropriate behavior
- Remind, redirect, reinforce
- Practice the correct behavior
- Reward appropriate behaviors
- Closer monitoring/proximity
- Ask which rule was broken

Level 2–Staff-Managed Behaviors

Definition: Failure to follow school or classroom rules or expectations. Misbehavior becomes more frequent or more intense.

Examples can include, but are not limited to:

- Excessive Level 1 Behaviors
- Abusive/Inappropriate language/comments
- Disrupting instruction
- Disrespect to school staff
- Repeated inappropriate table manners
- Minor defiance
- Inappropriate displays of affection
- Repeatedly out of assigned boundaries
- Repeated inappropriate use of equipment

Possible Responses and/or Consequences:

- Reteach appropriate behavior
- Natural/logical consequence
- Restitution/Apology
- Loss of a privilege
- Contact parent
- Set up positive incentive plan
- Use Restorative Questions to respond to challenging behavior

Level 3—Administrator-Managed Behaviors

Definition: Serious misbehavior that endangers the safety or well-being of others or makes normal activities difficult or impossible. Behavior requires immediate administrator attention.

Examples can include, but are not limited to:

- After THREE Level 2 Behaviors
- Unsafe behavior that causes injury or with intent to cause injury
- Intimidation/Threats to self or others
- Weapons or Theft
- Fighting/Assault/Physical aggression
- Serious disruption
- Overt or repeated noncompliance
- Harassment/Bullying to student or staff
- Inappropriate touching
- Destruction of property/Vandalism
- Use or possession of alcohol or drugs
- Overt abusive or discriminatory language

Possible Responses and/or Consequences:

- Fill out Office Discipline Referral Form (ODR) for 3 or more Level 2 Behaviors
- Send or escort student to office, for serious or dangerous behaviors, then fill out ODR Form
- Consequences will be based on administrative discretion

9. CONFERENCES

Teachers may contact parents at any time during the school year to discuss and/or meet concerning a student, but formal Parent Teacher Conferences are held two times per year. (See the District Calendar for dates.) Teachers will make contact with parents a few weeks prior to set up a meeting time. These conferences are scheduled to last 15 minutes.

9a. Parent Questions/Concerns

Parents are encouraged to contact the elementary school whenever there are questions or concerns. If the concern or question is about the classroom or can be answered by the

classroom teacher, contact him/her first via email or phone call. When a call is made to the office to talk to the teacher, it will be determined if the teacher can come directly to the phone or if a message will be taken for the teacher to return the phone call. After addressing the questions or concern with the teacher and the parent feels the issue is not resolved, contact the principal.

Contact the principal first if the question or concern is about safety or non-classroom items. The district requests that parents call the office or teacher with concerns before posting on social media so clarification/resolution can be obtained before making the post.

10. DAY 1 - 4 SCHEDULE Guthrie Center Elementary runs on a four day cycle schedule. There are five specials: art, classroom counseling, music, PE, and library. Teachers will have a double special once a cycle.

If school is canceled for the day due to weather or other circumstances, the days will continue as written on the calendar and they will skip that special day that cycle.

11. DISMISSAL

The elementary school day will end at 3:15. Bus Route students will load the bus at 3:15. Students who walk or who are being picked up are dismissed after the buses leave, at approximately 3:20.

11a. Daily Routine/Change of Plans

It is important that your child knows how he/she will be getting home daily, so be sure to have that discussion with him/her each morning. If there is a change of plans for how your child is getting home, call the elementary office by 2:45. If you email the office and/or your child's teacher, there is no guarantee that the message will be received and the action taken. Calling is the preferred way to communicate a change of plans.

11b. Being Picked Up By Someone Other Than Parents/Guardians

The following will be observed for all children who are to be picked up at the end of the school day by someone other than one of the children's parents or guardians:

- The child must bring a written note or a phone call needs to be received from a parent and/or guardian indicating that someone will pick up him or her other than a parent or guardian. The note should include the person's name and relationship to the family.
- The non-parent who is picking up a child must present him/herself in the school office for identification before picking up the child.

11c. "Town" Students Being Picked Up

A "town" student is a student who does not get on a bus at the end of the day, but instead walks home, is picked up by an adult, or attends Little Charger Early Learning Center, etc.

When "town" students are dismissed, they will walk out to you. Please do not stand outside the entrance of the building or enter the building to get them.

Bike riders will be dismissed after most of the pickup traffic is over.

Special note to Elementary parents who pick up their child/children after school:

Ways to ensure dismissal at the Elementary runs more smoothly:

Arrive between 3:20 and 3:25 to allow buses easy access to school.

Pull into a parking space in one of the lots or park on the slab.

Do not block parking lot entrances, and do not block in other cars by parking behind them.

You may also position your vehicle along 4th Street (comply with city parking signs) and wait for buses to leave.

Do not park and wait on Park Avenue. Buses cannot make that turn onto 4th if cars are parked on Park Avenue.

Once buses are gone, cars should move to the end of the horseshoe in front of the building, forming a long line of cars waiting for children to emerge from the building.

When cars have stopped along the drive and are parked, students will be allowed to leave the building.

Do not form a double line in the drive.

Please have your children picked up by 3:30.

11d. “Town” Students Who Walk Home

The school is not responsible for students while they are walking to or from school or when they are off school grounds. Please review the rules of highway safety with your child so that the trip to and from school is a safe one.

Students who walk are to leave the school property immediately upon dismissal by way of the sidewalks and go to their after-school destination. If students wish to use the playground or the basketball hoops after school, they may return after 4:00.

A portable stop sign will be placed in the middle of Highway 25/5th Street before and after school to assist in providing a safer crossing for children.

11e. After School

The school is not responsible for students on school grounds after school hours or on days when school is not in session. School grounds are closed at sundown.

12. EMERGENCY DRILL PROCEDURES

Fire and severe weather (tornado) drill procedures are posted in each classroom. Students will be informed of these procedures the first week of classes. Fire, tornado, safety, and bus evacuation drills are conducted each school year in accordance with state regulations.

13. GRADING/ASSESSING STUDENT WORK

K-6 student learning and growth will be monitored and reported using standards-based learning and grading (SBL&G). Standards are learning targets that students are expected to learn and know at their grade level.

SBL&G

- assesses students’ knowledge of the targets, excluding behaviors

- focuses on skills and allows teachers, students, and parents to know exactly what areas need improvement and what the strengths are
- helps with differentiation so student learning needs can be targeted and addressed
- recognizes growth and learning

Terminology used for assessing the standards will be:

- 4—Exceeds Proficiency
- 3—Proficient
- 2—Developing
- 1—Emerging
- 0—Insufficient Evidence to assess the standard

Student report cards will be emailed to parents at the end of each quarter, but student progress can be monitored by parents in Infinite Campus at any time.

13a. Cheating

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork or submitting work done by someone else is not tolerated and will be subject to consequences as determined by the building principal.

13b. Plagiarism

Copying from other sources, submitting someone else's words as your own is not tolerated and will result in consequences as determined by the building principal.

14. GUM/CANDY

Students are not to chew gum or eat candy during the school day unless a teacher has granted permission. Students who chew gum or eat candy without permission may be issued a consequence.

15. IMMUNIZATIONS

Iowa law recommends children to be immunized against polio, diphtheria, tetanus, pertussis, measles, rubella, Hepatitis B and chickenpox (varicella) as a condition of enrollment in Kindergarten.

Children enrolling in preschool or early childhood special education are recommended to have immunizations for: polio, diphtheria, tetanus, pertussis, measles, rubella, HIB (aemophilus influenza B) and chickenpox (varicella). If a student has a reliable history of having had chickenpox, an immunization is not required.

Immunizations are to be completed and a validated certificate on file by the first day of school.

16. INJURY OR ILLNESS AT SCHOOL

When a student becomes ill or is injured at school, the school district will attempt to notify the student's parents as soon as possible.

When necessary, school district personnel will administer first aid. An ill or injured child will be turned over to the care of the parents or qualified medical employees as quickly as possible.

The office will contact parents and emergency contacts using information provided annually at registration. If this information changes, it is the parent's responsibility to contact the elementary office to update student contact information.

It is our policy to send a child home when his/her temperature is close to or reaches 100 degrees or higher, has diarrhea, or is vomiting.

Parents will be notified via phone or email if deemed necessary if their child visits the nurse's office.

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 spread of head lice. Your call will be kept confidential.

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.

17. INTERNET/COMPUTER USAGE/Guthrie Center Elementary Technology Handbook

Students will be able to access the Internet in the building so students and their parents must sign Internet usage forms annually. The Internet can provide a vast collection of educational resources for students. It is a global network, which makes it impossible to control all available information. Because information appears, disappears, and changes constantly, it is not possible to predict or control what students may locate, and the school district makes no guarantees as to what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor each individual student and what they are accessing on the network.

Students will also be instructed on the appropriate use of computers and the Internet and how to be good digital citizens.

Students will be held accountable to the rules and guidelines set forth in the Elementary Technology Handbook below. This handbook will be reviewed with students at the beginning of each school year.

Guthrie Center Elementary Technology Handbook

When it comes to digital technology use at Guthrie Center Elementary. . .

Be respectful. Keep your dock visible and on the bottom of the screen.

Be responsible. Leave applications where they belong. Visit appropriate websites and keep your internet history.

Be ready. Place your device on your table, desk or lap. Carry it with both hands.

Be nice. Use words you would want people to use with you.

Be smart and safe. Keep personal information a secret.

Student and staff computers are school-owned devices and there is no expectation of privacy.

Appropriate Use

Expectations for use include, but are not limited to...

I will treat my device respectfully by taking care of all the parts, including the screen, keys, and headphone jack. If I hurt my device on purpose, I may have to pay for the damage and/or lose device privileges.

I understand that this device has been given to me to use and I am responsible for what happens to it. I will not share it with another student unless my teacher tells me to.

I will keep applications on the desktop or on the dock and out of the trash.

I will keep my dock visible and at the bottom of my computer screen.

I will be ready by always having my device on the table, desk, or my lap- never on the floor.

When not in use and at the end of the day, I will charge my device, attaching it to the charger properly, looking to be sure the light indicates that it is charging.

I will stay on the website/application my teacher expects me to be on (no changing screen savers, desktop picture or chrome extensions/add-ons/themes).

I will only visit appropriate websites and will inform an adult immediately if I see something inappropriate.

I will keep my internet history.

I will treat people the way I would like to be treated.

I will keep my personal information secret.

I will use my school email only when initiated by my teacher.

I will use my device only when my teacher says I may do so.

Consequences

Consequences for infractions may include, but are not limited to:

Suspension of device privileges

Staying after school

Payment for careless and/or deliberate damages to the device

Parent contact

Reteaching (how to care for device, cyberbullying education...)

The consequences listed above are guidelines and may be changed if the teacher, Technology Integration Coach, or Principal deem it necessary to do so. Any use of technology that is considered inappropriate will be subject to consequences, even if not listed above.

18. Infinite Campus

The Guthrie Center School District uses Infinite Campus for our Student Information System. Parents are able to register annually and access their children's grades, attendance, hot lunch account, etc. via this system. A username and password is needed for you to access this information. The elementary office will provide you with this information.

Parents and students may access student progress in Infinite Campus at any time. If you have questions about assignments, tests, and/or grades, contact the teacher. At each midterm, parents will be reminded to access student progress in Infinite Campus.

Parents may also choose to use Infinite Campus to be notified of absences, tardies, and assignments/assessments that are below the percentage of your choosing.

Please keep contact information current by updating this information in Infinite Campus or by calling the elementary office.

18a. Text Message Alerts

Weather-related early dismissals, late starts, no school announcements, and general school announcements will be sent via Infinite Campus text from the District and/or Elementary Office. To be sure you receive these text messages, update your contact information in Infinite Campus and enable SMS to your cell numbers. Emergency contacts may also receive these messages to their cell phone if SMS is enabled.

19. LEAVING SCHOOL EARLY

If you are picking up a student early for the day or for an appointment, call the office upon arrival and your child will be sent out to your vehicle.

Advanced notice of students being picked up early is appreciated.

If anyone other than the parent or guardian is to pick up a student from school, prior arrangements must be made. (Please see Dismissal section.)

20. LOST AND FOUND ITEMS

Lost and found items are to be turned into the office. Items of particular value (e.g., watches, rings, keys, money, etc.) will be kept in the office to be claimed. Clothing items will be put in the lost and found bin. Items not claimed in a timely manner will be donated to an organization that can make use of them.

21. LUNCH/BREAKFAST

21a. MEAL PRICES

Current meal prices are:

Student Breakfast	\$2.75	Reduced Breakfast	\$0.30
Student Lunch	\$3.75	Reduced Lunch	\$0.40
Adult Breakfast	\$4.25	Adult Lunch	\$5.25
Additional milk	\$0.50	Preschool Snack Milk	\$0.50

Parents can monitor the family lunch account balance on Infinite Campus, which is accessible through the school's website, or balance inquiries can be made to the office secretary.

21b. Free or Reduced Meals

Free or reduced breakfasts and lunches are available to qualifying families who meet the income guidelines, the Family Investment Program (FIP), Supplemental Security Income (SSI), or children that are in foster care.

Students who received free or reduced-price lunches at the close of the last school year are again eligible to receive the same services for a period of one week into the new school year. However, in order for a student to continue on the free or reduced-price lunch program, a new application must be completed and returned to the school office by school day number 5.

Application forms for free or reduced-price lunches are available at the elementary office and can be picked up at any time throughout the year if your income changes. Prices for the reduced lunches are set by the state.

21c. Putting Money into Your Nutrition Account

Money can be put in lunch accounts electronically via Infinite Campus.

Students can also bring lunch money to the office If sending cash, place it in an envelope with your child's/children's name on it so it can get deposited in the appropriate account.

If writing a check, it should be made out to "GC Schools" for the amount to be deposited in the account.

Because all money received for meals is required to be deposited in a timely manner, the office is unable to credit accounts and hold checks.

21d. Negative Balances on Cafeteria Accounts

Notes are emailed/sent home for students when they are carrying a low balance in their cafeteria accounts. According to new state and federal guidelines, a family balance may not exceed negative \$25. 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 in the Infinite Campus family portal or by paying with cash or check at the school office.

The school district may provide an alternate meal to students who have charged the maximum allowance to the family account and cannot pay out of pocket for a meal.

Contact the office if you are unable to pay your family lunch balance. A payment plan can be agreed upon and your child/children will be able to eat the hot lunch meal until money is available.

If your situation changes, and paying for lunches becomes a hardship, free and reduced lunch applications are available in the office throughout the school year.

21e. Snack Milk

Preschoolers are the only students who receive milk with snacks.

21f. Snacks

Preschool students will have a snack time in the morning and afternoon, and parents will be provided with more information from the preschool teachers.

Most students have an allotted afternoon time for snacks, but participation is optional. If students are bringing snack food from home, they must be healthy. Suggested healthy snacks are: granola or cereal bars, goldfish crackers, low sodium crackers, low sugar dry cereal, and fruit (already peeled or sliced at home). Communicate with your teacher if they are doing snack during the school day.

21g. Breakfast

Breakfast is served from 7:35-8:05. Breakfast is not served on late start days.

21h. Milk Allergies

According to State and Federal guidelines, if your child has a milk allergy, the office needs to have a doctor's note stating such. Students with a milk allergy will be given juice. All students are required to take a carton of milk with their lunch unless a doctor's note is provided.

21i. Sack Lunch Beverages/Beverages for Special Occasions

Students may purchase milk to accompany their sack lunches from home or there is a water fountain in the lunchroom. Students are not to have pop/soda, energy drinks or other caffeine drinks. Sack lunches for field trips may be an exception to that rule at the teacher's discretion; however, when students are allowed to bring a drink of choice, energy drinks or highly caffeinated drinks are still prohibited.

21j. "Seconds" for Grades 5 and 6

If 5th and 6th grade students have eaten all or all but one item on their tray, they are eligible for seconds. However, this is an additional cost, and it is not covered under free or reduced meal guidelines. Every student who takes seconds will be charged for the item(s). The parent permission form available at registration must be filled out electronically in Infinite Campus before students can receive seconds on menu items at an additional cost.

5th and 6th graders with a negative lunch balance will not be allowed to have seconds.

21k. Backpack Program

In partnership with the FoodBank of Iowa, GC Elementary provides supplementary weekend food for families in need through the Backpack program. Students enrolled in the program receive a sack of food in their backpacks on Friday or the last day of the school week. This is done in a confidential manner to preserve the privacy of the student. This is a free program and once enrolled, families can discontinue at any time if they choose. Contact the Elementary Office for more information, or if you would like to enroll your child/ren.

22. MEDICATION AT SCHOOL

When your physician prescribes medication for your child, please ask if it is possible to schedule the medication to be given outside of school hours. If that is not possible the guidelines for prescription medication to be administered at school are:

- The prescription must be in the original container with the pharmacy label intact.
- The label must show the name of the student, name of medication, date of prescription, dosage and number of times to be given per day, etc., doctor's name, and pharmacist's name.
- You may wish to request that the pharmacist give you two bottles of medicine—one for school and one for home.

The above criterion also pertains to “over the counter” medications including aspirin, Tylenol, cough syrup, etc.

Before either non-prescription or prescription medication may be taken during school hours, WRITTEN authorization and instructions must be provided AND SIGNED by the parent or legal guardian of the student.

Parents are asked to keep appropriate school employees (nurse, teacher, secretary, etc.) up-to-date regarding their child's health condition, chronic or acute, which might affect them at school. Parents are also reminded to keep the school informed of any changes in emergency phone numbers.

23. MONTHLY NEWSLETTER/CALENDARS/MENUS

Calendars and menus are available at the end of each month and will be distributed via email. Extra copies of calendars and menus are available outside the office for student pickup.

Elementary field trips and special events are not posted on the district calendar so emails and/or notes home will be used for these notifications. Checking backpacks frequently will help keep you informed about such events.

24. NOTIFICATION OF CONTACT INFORMATION CHANGES

Report any changes of phone numbers, addresses, places of employment, and/or e-mail address to the school office in a timely manner so records are current. You can also make the changes online in your family's Infinite Campus account.

25. PERMISSION TO PHOTOGRAPH/VIDEO FOR PUBLICATION

During the school year your child may be photographed or videotaped for various reasons. These reasons may include articles highlighting school activities or coverage of school events in the newspaper or on our website. Annual permission is needed for students to be photographed or videotaped for publication and will be requested at registration via Infinite Campus.

26. PERSONAL PROPERTY AT SCHOOL

Items that are considered dangerous, harmful, or disruptive are not allowed at school and will be confiscated. Students bringing such items may incur a consequence for doing so.

Personal items such as iPads, toys, card collections, etc. are not necessary during the school day, and students bringing them to school do so at their own risk. The school is not responsible for traded, lost, stolen, or broken personal items.

Toy weapons are not allowed at school as they are inappropriate for a school setting and cause a disruption among students.

Cell phones are not to be turned on or used during school unless given permission to do so. Students who use a cell phone during school hours without permission may have it confiscated.

Smartwatches are allowed if they are only used for telling time during the school day. Students are not to send or receive texts or calls or look up information. If a student's smartwatch is a distraction at school, it may be taken away until the end of the day.

Occasionally incidents occur in which one student's property is damaged or stolen by another student. If the item damaged/stolen is one that is school equipment, an investigation may ensue to try to determine who did it.

If the damaged/stolen item is a personal item mentioned above, it is possible that no action will be taken to determine the guilty person since the student brought the item to school at their own risk. The school will not be responsible for collecting any costs for the owner. It will be the responsibility of the students and their parents to determine how much will be paid and to collect the costs outside of the school day.

If it is proven that someone has damaged or stolen something, it is up to the teacher and/or principal to determine whether a punishment should be given.

Students may not get into the desks and backpacks of other students without their permission.

27. PETS/ANIMALS AT SCHOOL

Permission from the principal must be granted prior to bringing pets to school. If permission is given, the pets may be required to remain outside and classrooms go outside to see them. Pets and their behavior are the responsibility of the pet owner. Permission from the principal must be granted prior to bringing any animals to be a classroom animal to school. Care and responsibility of the animal's well-being is the responsibility of the classroom teacher.

27A. Service Animals

See Board Policy Code No.105.

28. SCHEDULE

7:35-8:05 Breakfast available (Students to playground slab or in the gym until dismissed to classrooms)

8:00 Students dismissed to classrooms

8:05 Classes begin/Students tardy if not in their classroom

8:06 Tardy

11:10-12:35 Lunch is served. See classroom schedules for specific times.
Grade levels go to recess following lunch.

3:15 End of day & Dismissal of Bus Students

3:20 "Town" student dismissal

29. SCHOOL PROPERTY DAMAGE

Damage to school property (e.g., desks, chairs, computers/iPads, textbooks, bus seats, etc.) is to be reported as soon as possible to the classroom teacher or principal. Students may be assessed a fee for the damage if it is determined that the damage was caused by student malice or negligence.

30. STAYING INSIDE AT RECESS/EXCUSED FROM PE CLASS

A student may be kept inside for recess or excused from PE if:

- A doctor's written excuse directs that the child be kept indoors or away from physical activity.
- A teacher has approval from principal

The decision to have indoor or outdoor recess is made at the discretion of office personnel and is based on current weather conditions, temperature, and wind chill.

31. STUDENTS AT AFTER SCHOOL EVENTS

Elementary students have performance obligations at different times during the school year. Parents may be notified via the monthly newsletter, monthly calendar, notes from teachers, emails, etc.

Attendance at vocal and/or band concerts is highly encouraged so students can apply what they have been learning in class and share their talents with family, friends, and the community.

Family-oriented events (e.g., Family Fun Night, grade level activity nights, etc.) may be scheduled throughout the school year. The elementary staff hopes these events are appealing to your family and that you will be able to attend.

Elementary students are also encouraged to attend JH and HS events. Students who attend these evening activities will need to budget their time carefully to make sure the next day's schoolwork is done.

If elementary students attend JH/HS events, it is encouraged that they sit with their parents or within clear view of the parents while spectating. The school is not responsible for the supervision of students, nor will it be responsible for students who arrive without an adult chaperone.

If an elementary student is not watching the event they are attending, but is instead running around or causing possible safety concerns to self, others, or school property, school officials can request the student go sit by his/her parent/guardian/chaperone. The grass patch near the concession stand at the football/track facility and the baseball diamond and grassy areas are not to be used for a playground. Students found playing in those areas may be told to leave the area.

If a student or adult becomes physically or verbally abusive, uses vulgar, obscene or demeaning expressions, or in any way disrupts an activity, the individual in charge may remove them from the event. If necessary, law enforcement will be contacted for assistance.

If a student has been absent from school, he/she should not attend and/or participate in any after-school event in the district or the community that evening.

Football Spectator Guidelines

Sit with your parents or with your friends to watch the game.

When you go to the concession stand or go to use the restroom, walk from place to place.

Volleyball, Basketball, and Wrestling Spectator Guidelines

Sit in the gym with your parents or with your friends to watch.

When you go to the concession stand or go to use the restroom, walk from place to place.

When you are done at the concession stand or after you have sat in the commons to eat your food, return to your seat in the gym.

There is to be no running/messing around in the commons area or in any hallways.

The spectator area is the commons and gym. You are not to be in the small gym or the Fitness Facility.

For any event

Be kind and respectful to all others in attendance.

Cheer for the Chargers! Do not make fun of, or cheer against, the other team.

32. SUSPENSION FROM CLASS

If a student has broken a school rule which has resulted in the serious violation of another person's rights or there are continuous or numerous rule violations, it might be necessary to remove the student from regular classes for a short period of time. This would be for the benefit of that person who broke the rule and his/her classmates. This is called a "suspension." There can be two types:

- In-school suspension, in which the student remains in school but is removed from the classroom to do all work and loses all privileges during that time.
- Out-of-school suspension, in which the student is sent home with work for a period of time.

Use of in-school or out-of-school suspension will depend upon individual circumstances.

Offenses that could result in suspension could include, but are not limited to:

- Physical aggression towards other students or staff
- Harassment and/or bullying
- Bringing a weapon to school
- Significant disruption of the school setting

33. TELEPHONE USAGE

School telephones are to be used primarily by school personnel for school business. Students should make every attempt to make all their arrangements for sports, dance, 4-H, etc. before coming to school. Students will not be allowed to use the phone to schedule after school events like going to the public library or going to a friend's house.

If you need to talk to your child during the school day, call the office. If it is an emergency, the child will be allowed to take the call. If it is not an emergency, the child will call you back at recess, lunch, or other non-instructional time.

34. VISITORS

Parents and/or other guests are welcome to eat lunch, attend special assemblies, and participate in school events. Follow these guidelines when doing so:

- Use the front doors. There is a buzzer system to enter. Press the button and face the camera. Office personnel will instruct you to enter through the middle door when you have been identified. Walk directly to the office to check in.
- Sign in and receive a visitor's sticker that is required to be worn while visiting. This ensures school faculty that you have checked in with the office.
- Prior to exiting the building, sign out in the office.
- Parents and/or visitors are not allowed to go to the classrooms while class is in session.
- If parents must drop something off at school, call when you arrive and you will be met at the front door and the office will deliver the item to the student.

35. WEATHER/EMERGENCY ANNOUNCEMENTS

The Superintendent's Office will make the decision if school should start late or dismiss early because of weather conditions or other emergencies. In the event of a late start or early dismissal due to weather conditions/emergency, the Superintendent's Office will notify principals via Infinite Campus and then local radio stations and television stations.

These announcements can be received within a few minutes after the decision to postpone or cancel has been made via Infinite Campus (See 18a for more information.)

36. WEBSITE FOR THE DISTRICT

The district's website is www.acgcschools.org. There is a plethora of information on the site including, but not limited to:

- Information about the district, its buildings, and staff
- The official school calendar
- Individual teacher websites that contain information and links specific to their classes
- Access to handbooks, forms, policies, etc.

37. THREATS

When a spoken, written, or symbolic threat is made to an individual or to a group 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 (See 36a to enable Infinite Campus text messaging.) Text characters are limited so parents may be texted to read an email from the 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 of 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.

APPENDIX: SCHOOL STATEMENTS AND NOTIFICATIONS

A1. Abuse Investigator

Any student or employee of the Guthrie Center 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 the 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, Superintendent Josh Rasmussen. 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.

Our Level One Investigator for student abuse by a school employee is Josh Rasmussen at 332-2972 or Chris Derry at 332-2236.

Our Level Two Investigator for student abuse by a school employee is Mike Sellers at (515) 221-0111.

A2. Asbestos Notice

Management plans are available in the administrative offices at the respective buildings.

A3. Book Rent Waiver

Students whose families meet the income guidelines for free and reduced price lunch for the current school year, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have the book rent fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for a book rent waiver should contact the Superintendent's Office at registration time for a waiver form. All waivers are due on or before September 15 of the current school year to waive the school yearbook rent. This waiver does not carry over from year to year and must be completed annually.

A4. Bullying, Harassment, Sexual Harassment, and Abuse Policy

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, staff, and volunteers 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:

- 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 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
 - How the harasser or bully 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 of 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
- 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
- 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.
- Demeaning jokes, stories, or activities

A5. Compulsory Attendance Law

Iowa has a compulsory attendance law. This means the "custodian" of a child between the age of 6 and 16 (parent, guardian, or other caretaker) is responsible for making sure the child attends school. Failure to do so, or an excessive number of unexcused absences, may result in the child being declared truant and appropriate charges filed with the County Attorney.

A6. Educational Records

Student records containing personally identifiable information except for directory information are confidential. 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 superintendent's office.

A7. Emergency Procedures

Emergency procedures for fire, severe weather, intruders, and other emergencies are available for parents to view at the principal's and superintendent's offices.

A8. HAWK-I Insurance for Children

Parents can apply for low-or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children, birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 or go to the website at www.hawk-i.org for more information.

A9. Health Screenings

Throughout the year, the school district sponsors health screenings including, but not limited to vision, hearing, and height and weight measurements. Students are automatically screened unless the parent submits a note asking the student to be excused from the screening. The grade levels included in the screening are determined annually. Heartland AEA 11 will conduct its annual Hearing Conservation Program during the upcoming school year.

A10. Homeless Children and Youth

The district will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their 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 members or with friends, who may or may not have legal guardianship over the child or youth of school age.

A11. Human Growth and Development Statement

Each parent or guardian has the right to review the Guthrie Center Community School's Human Growth and Development goals, objectives and materials. The child can be excused from a particular class period where parents object to material that is being infused into the curriculum. The child will incur no penalty but shall be required to complete an alternative assignment that relates to the class and is consistent with assignments required of all students in the class.

A12. Jurisdiction 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 to their age level and maturity and 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 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 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 or regulation 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, and regulations. Students who fail to abide by the school district's policies, rules, and regulations 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 and regulations 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 elementary office (641-332-2720) or the superintendent's (641-332-2972) for information about the current enforcement of the policies, rules or regulations of the school district.

A13. Non-Discriminatory Statement

It is the policy of the Guthrie Center Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Karla Mahaffey, Curriculum Director, 906 School St, Guthrie Center, IA 50115, 641-332-2236, kmahaffey@acgcschools.org

The notice may include: Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, Email: OCR.Chicago@ed.gov

Our continuing goal shall be to provide educational programs for students as needed on the basis of individual interests, values, abilities, and potential. Our intent is:

1. To provide Guthrie Center students with the awareness and skills necessary to live productive lives based on their cultural values, preferences, and understanding of varied lifestyles.
2. To provide experiences that will assist students in the actualization of their full measure of human potential.
3. To prepare students for life and active participation in a changing, democratic society.
4. To eliminate bias, and alleviate the limiting effects of racial, ethnic cultural, and sex role stereotypes which exist in our society.
5. To utilize instructional materials that reflect the cultural and racial diversity present in the United States and the variety of careers, roles and lifestyles available to both women and men in our society.

The Guthrie Center School District will take all necessary actions to comply with the law as stated in Title VI of the Civil Rights Acts, Title IX of the Education Amendments of 1972, Title V of the Vocational Rehabilitation Act of 1973, and any other state and federal law which prohibits discrimination in educational programs and activities.

A14. Parents'/Guardians' Rights Notification

Parents/Guardians in the Guthrie Center 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 program or if your school operates a school wide Title I program.

Parents/Guardians may request this information from the Office of the Superintendent by calling 641-332-2972 or sending a letter to the Office of the Superintendent, Attn: Josh Rasmussen, 906 School Street, Guthrie Center, IA 50115.

A15. Search and Seizure

If staff have reasonable suspicion to believe or witness that a student has an item imminently dangerous to the student or to others, the item will be confiscated. If the student does not relinquish said item, action will be taken which could include removal of the student to the office or, if he/she refuses, moving the other students out of the area.

Locker/Desk Searches: Student lockers and desks are school property and remain at all times under the control of the school. School authorities for any reason may conduct periodic general inspections of lockers and desks at any time without notice, without student consent, and without a search warrant.

Car Searches: Students are permitted to park on school grounds as a matter of privilege, not of right. The school retains authority to conduct routine patrols of parking lots and inspections of the exteriors of automobiles on school property. The interiors of student vehicles may be inspected whenever there is reasonable suspicion to believe illegal or unauthorized materials are contained inside. These inspections and patrols may be conducted without notice, without student consent, and without a search warrant. Such searches will be done by administration or law enforcement.

School Computers: School computers and any data they contain remain under the control of the school and are subject to inspection at any time.

Punishment may be incurred by students who are found to be in possession of unacceptable items on school property (e.g., weapons, drugs, alcohol, stolen items, etc.)

A16. Special Education

Federal laws now require that each school system provide a program for every student with special needs. This involves programs for children with all types of special education needs, including hearing and vision impaired, educable-mentally disabled, trainable-mentally disabled, emotionally disabled, severely handicapped. Also required is a program for any child with learning disabilities.

Before a child is placed in any of the above programs, a testing and staffing procedure is necessary. Parental involvement is required in each step of the procedure. Once a child is placed in the program, the school staff must develop and maintain an Individual Education Plan (IEP) for each child. The parent has the opportunity for input into the IEP.

The same law also requires that each child with special education needs operate in "the least restrictive environment." This means that the child be placed in a classroom setting which is as near as possible to the normal classroom, keeping in mind the individual needs of the child.

In the event of a disagreement between parent and the school over program placement, an appeal procedure is outlined by statute to investigate and resolve the disagreement.