

Sidney Elementary



Student-Parent Handbook

2017-2018

"We hold tomorrow in our hands!"

The Sidney Community School District's mission is to prepare responsible citizens who are lifelong learners. Through a partnership with students, staff, parents, and community, we will create a nurturing, disciplined, and challenging learning environment.

Sidney Elementary

Principal- Shannon Wehling

Email: swehling@sidney.k12.ia.us
Address: Sidney Elementary
1004 Illinois Street
Box 609
Sidney, Iowa 51652
Phone: (712) 374-2647
Fax: (712) 374-2648

Sidney Jr.-Sr. High and Central Office

Principal—John Schultz

Email: jschultz@sidney.k12.ia.us
Address: Sidney Jr. - Sr. High
2754 Knox Road
Box 609
Sidney, Iowa 51652
Phone: (712) 374-2141
Fax: (712) 374-2013

Superintendent- Tim Hood

Email: thood@sidney.k12.ia.us
Address: Sidney Jr. - Sr. High
2754 Knox Road
Box 609
Sidney, Iowa 51652
Phone: (712) 374-2141
Fax: (712) 374-2013

Transportation Director - Pat Barrett

Email: pbarrett@sidney.k12.ia.us
Phone: (712) 370-2434
Bus Barn -- 712-374-6316

Facilities/Maintenance Director - Josh Poe

Email: jpoe@sidney.k12.ia.us
Phone: (712) 370-2432

TABLE OF CONTENTS

Definitions	Page 5
Human Growth and Development	Page 5
Jurisdiction	Page 5
Notice of Nondiscrimination	Page 5

ATTENDANCE AND SCHOOL DAY POLICIES

Arrival and Dismissal	Page 6
Attendance and Absenteeism	Page 7
Elementary Attendance Policies	Page 7
Communication With Parents	Page 7
Tardiness	Page 7
Attendance Contract	Page 8
Inclement Weather	Page 6
Leaving School Early	Page 6
Safety	Page 6
Truancy	Page 8

BUS POLICIES

Bus Assignments	Page 8
Notice of Video Cameras on Buses	Page 8
Regulations for Student Bus Riding	Page 9-10

GRADES

Academic Integrity Policy	
Cheating	Page 11
Consequences for Cheating and Plagiarism	Page 12
Plagiarism	Page 12
After-School Homework Club	Page 11
Elementary Grading Scale	Page 13
Elementary Honor Roll	Page 11
Elementary Promotion/Retention	Page 14
Grade Reports	Page 11

CONDUCT POLICIES

PBIS	Page 14
Care of School Property	Page 13
Child Abuse	Page 18
Corporal Punishment	Page 17

Discipline	Page 14
Dress Code	Page 13
Expulsion	Page 15
Harassment	Page 17
Interferences	Page 14
School Events	Page 13
Search and Seizure	Page 17
Sexual Abuse and Harassment by School Employees	Page 17
Suspension	Page 15
Weapons	Page 16

ENROLLMENT PROCEDURES

Dual Enrollment	Page 18
Educational Records	Page 19
Fees and Expenses	Page 18
New Students	Page 18
Open Enrollment	Page 18
Records Policy	Page 19
Transfers Out or Withdrawals	Page 19

GENERAL PROCEDURES

Birthday and Party Treats	Page 22
Breakfast/Hot Lunch	Page 20
Emergency Drills	Page 21
Field Trips	Page 22
Fund Raising	Page 21
Invitations to Parties	Page 21
Posting of Information	Page 21
Recess	Page 21
School Visitation	Page 21
Telephone Use	Page 21

STUDENT SERVICES

Administration of Medications	Page 24
Health and Immunization Certificates	Page 23
Nurse	Page 23
Parent-Student-Teacher Compact	Page 22
Parent Teacher Group	Page 23
Special Services/Staff Assistance	Page 22
Title I	Page 22
Wellness Policy	Page 24

TECHNOLOGY ACCEPTABLE USE

Internet Access	Page 24
Computer and Other Technology Use	Page 26
Laptop Acceptable Use Policy	Pages 29-33
Laptop Agreement	Page 32

FORMS

Grievance Procedures/Forms	Pages 39-40
Staff/Student Webpage	Page 36
Student Picture/Personal Works Web Release	Page 37-38
Technology Acceptable Use Permission Form	Page 34, 38
Technology Acceptable Use Policy Infraction Notice	Page 34
Webmaster	Page 35

Parent & Student Handbook

Sidney Community School

Notice of Nondiscrimination

Students, parents, employees and others doing business with or performing services for the Sidney Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age, religion, creed, national origin, sex, marital status (for programs), socioeconomic programs (for programs), sexual orientation, gender identity or disability in admission or access to, or treatment in, its programs and activities.

The school district does not discriminate on the basis of race, color, age, religion, creed, national origin, sex, marital status (for programs), socioeconomic status (for programs), sexual orientation, gender identity, or disability in admission or access to, or treatment in, its hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or *Iowa Code* § 280.3 is directed to contact: Gregg Cruickshank, Superintendent of Schools, who can be reached at 374-2141; or Mrs. Kelli Urton – Compliance Officer, who can be reached at 374-2141. Mrs. Urton has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504 and *Iowa Code* § 280.3.

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The Teacher Assistance Team is responsible for this process. Representatives from the area education agency may also assist the school district in this process. Parents wanting access to this process should contact Mrs. Kelli Urton.

Human Growth and Development

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

Jurisdictional Statement

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration, and employees expect students to conduct themselves in a manner fitting 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, guests, and others with respect and courtesy. Students may not use abusive language, profanity, or obscene gestures or language.

Definitions

In this handbook the word “parent” also means “guardian” unless otherwise stated. An administrator’s title, such as superintendent or principal also means that individual’s designee unless otherwise stated. The term “school grounds” includes the school district facilities, school-owned or school-operated buses or vehicles, and chartered buses. The term “school facilities” includes school district buildings. The term “school activities” means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

ATTENDANCE and SCHOOL DAY POLICIES

Arrival and Dismissal

Elementary school begins at 8:30 a.m. and dismisses as 3:20 p.m. Supervision at the elementary begins at 8:00 am until 3:40 p.m. Students are expected to leave the school grounds within 15 minutes of dismissal. ***Parents who occasionally require a student to be at school prior to 8:00 are to make arrangements with the building principal.***

To ensure the safety of children walking to and from school, parents who drive students to school are asked to drop their child off in the parking lot on the south side of the school and at the west end of the parking lot. The students will wait outside the office doors until the 8:00 bell rings. When picking up your child, please park in the designated lane of the parking lot, facing west. Please wait in your car to pick up your child. Once you have your child, and they are in a car seat or secure with a seat belt, you will be directed to exit the parking lot.

If parents need to pick their child up early, we ask you to check in at the office and we will call the classroom and have your child sent to the office. Parents are asked to wait in the office so there is less distraction in the classrooms. We ask for parent cooperation in keeping the early dismissals to a minimum and only for legitimate reasons.

School Safety

While students are all instructed in traffic safety at school, it is important that parents review with their children the rules of safety for coming to and leaving school. Students are to use the crosswalks provided on the streets on the north and east sides of the school. When walking to school, students are to use the west door when arriving. When walkers are dismissed, they are accompanied by an adult and exit through the east or west building doors. Please remind your child of the importance of traveling directly to school and back home again. Your child's safety is of utmost importance to us.

Bicycles may be used as transportation to and from school. Because riding a bicycle to and from school is a privilege, students who fail to follow the rules will have the privilege of bike riding revoked. Upon arrival at school, bicycles must be walked onto the playground and school sidewalks, and they should always be parked in the bike racks until departure. Students may not ride roller blades, roller skates, or skateboards to school.

Inclement Weather

When school is canceled because of inclement weather prior to the start of the school day, students and parents will be notified over KMA radio - 960 AM and Omaha television stations. You may also sign up through JMC to receive text messages and/or emails. The missed day will have to be made up at a later date. If school is dismissed because of inclement winter weather after the school day has begun, parents are also notified on KMA radio, email, or JMC notifications. Extra-curricular activities or scheduled practices will be canceled for the day or evening of a day when school is canceled or dismissed early.

Attendance and Absenteeism

The home environment is a most powerful factor in determining the level of achievement of students, student interest in learning and the number of years of schooling the children will receive. It accounts for more of the student's motivation in learning than does the school curriculum or the quality of instruction in our schools.

Benjamin Bloom

Regular attendance is very important to the success of children in school. Therefore, we encourage students to develop consistent attendance patterns. While a student can make up work missed during or following an absence, a lost day can never be made up. Going to school is a full time, not part time, job. Many employers consider attendance of equal importance to scholarship. Parents and students carry the main responsibility for attendance. Students who meet this responsibility should be rewarded for their dedication.

Student illness or some other urgent necessity should be the only reasons for absence or tardiness. Students who wish to participate in school-sponsored activities must attend school at least one-half of the day of the activity unless permission to miss school has been given by the principal.

Leaving School Early

Any student who leaves school early must present a parental request to the office. Any parent who arrives at school to take a student early must first notify the office. Each parent is asked to sign the register in the office prior to taking his/her child. This procedure will be in place not only to ensure the safety of all children, but also to help the office maintain accurate records. Students excused for more than 50% of the morning or afternoon will be counted as absent on the daily attendance records. We ask for parent cooperation in keeping the early dismissals to a minimum and only for legitimate reasons.

Elementary Attendance Policies

Communication With Parents Regarding Absences

For the safety of our students, please call the school between 7:45-9:00 a.m. on days your student will be absent or tardy. The office will make an effort to verify absences if parents do not call in an absence. In the event that a student was absent and did not communicate the reason with the school office, the student must present a written excuse stating the reason for the absence on the day he/she returns.

Tardiness

Tardiness of students to classes seriously interrupts classroom work. Not only does the student who is tardy miss valuable class time, but learning in the classroom is interrupted because of the late arrival. Students must be in their homeroom seats before the tardy bell stops ringing. Students arriving late to school are to report immediately to the office.

In elementary school, teachers emphasize the life skills which impact students for the rest of their lives. Showing responsibility by arriving at school promptly is a life skill that all students should acquire. To reinforce the importance of promptness, tardiness is recorded in the school records. Any student who is tardy for **more than 3 days per quarter will be required to serve a 15 minute detention after school. Each tardy thereafter during the quarter will result in an additional 15 minute detention.** Habitual tardiness will be subject to additional disciplinary action at the discretion of the principal.

Attendance Contract

In elementary school, the parents carry the primary responsibility for helping students develop the habit of regular school attendance. Students at the elementary school are required to be in attendance unless the absence is justified. (funerals, extended illness, family vacations (approval by principal).

Advisory letters will be sent to the parents/guardians when a child has accrued **5 and 10** absences during the semester. An attendance contract may be written for any student who is absent for more than **8 days** per semester. This contract will be developed with input from the classroom teacher, parent, student, and principal. When a contract is developed, the student will be subject to serving an after school detention to makeup the time absent from school. For each day that the student is absent after the 8 day limit, he or she will be required to serve a one-hour (half day absence) or a two-hour (full day absence) after school detention.

If the student/parent feels that the absence is justified, the student/parent may file an appeal form with the principal. Based on the individual circumstances regarding the excessive absences, the principal and/or Teacher Assistance Team will determine whether an attendance plan is written.

Justified absences: funeral, extended illness, notes from doctor/dentist, family vacations (approval by principal)

Truancy. Code 501.10

Truancy is the failure to attend school for the minimum number of days established in the school calendar by the board. Truancy is the act of being absent without a reasonable excuse. These absences shall include, but are not limited to, (tardiness, shopping, hunting, concerts, preparation, or participation in parties and other celebrations, and employment). Truancy will not be tolerated by the board. The Fremont County Attorney will be contacted in cases of extreme truancy.

BUS POLICIES

Bus Assignment

Students must ride to and from school on the bus assigned for their transportation unless written permission from the parent is presented and approved by the office for a change. Changes in drop-off/ pick-up sites must be on the driver's regular route. No child will be permitted to ride the bus to which he/she is not assigned without prior permission from the office. Please send a note or call the school to change the normal transportation procedure for your child (i.e. to walk instead of ride the bus, be picked up by someone else.)

Notice of Video Cameras on Buses

The Sidney Community School District Board of Education has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses, and to promote and maintain safe environment. Students and parents are hereby notified that the content of the videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matters as determined by the administration.

Regulations for Students Riding Buses Code No. 711.2, 711.2R1

Bus transportation for students enrolled in the school district is one of the requirements set forth by the Iowa State Department of Education. In complying with this requirement, the Board is authorized to establish policies and regulations that will ensure safe transportation for all students.

Although the law requires the district to provide transportation, it does not relieve parents from the responsibility of supervision until such times as the child boards the school bus and after the child leaves the bus at the end of the school day. Nor does it relieve students from the responsibility to behave in an orderly and safe manner on the bus. School bus transportation is a privilege that can be taken away any time a student's conduct is considered severe enough to jeopardize the safety of the other passengers. The right of safe transportation will not be taken from an entire bus load of students because a few of them disobey the rules.

Those students guilty of flagrant, repeated, or gross disobedience or misconduct on school buses are subject to suspension within the guidelines of the district's Student Suspension Policy, Code No. 503.1R1. Continued violation of bus rules will be considered sufficient cause to refuse to transport the student(s) involved and may lead to suspension from school, depending upon the seriousness of the matter.

The bus driver shall have complete control of the bus and the student he/she is transporting for the duration of the bus ride. Any problem arising with a student will be promptly reported to the building principal who shall discipline the student in accordance with procedures developed by the superintendent and approved by the Board.

School Bus Regulations

1. Bus riders shall be at the designated loading point before the bus arrival time.
2. Bus riders shall wait until the bus comes to a complete stop before attempting to enter.
3. Riders must not extend arms or heads out of the windows at any time.
4. Aisles must be kept cleared at all times.
5. All bus riders shall load and unload through the right front door.
6. A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
7. A rider may be assigned a seat by the driver.
8. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
9. Riders are not permitted to leave their seats while the vehicle is in motion.
10. Permission to open windows must be obtained from the driver.
11. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
12. The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and cheerfully.
13. Students shall assist in looking after the safety and comfort of younger students.
14. Students shall not throw objects about the vehicle nor out through the windows.
15. Students shall keep feet of the seats.
16. Roughhousing in the vehicle is prohibited.
17. Students shall refrain from crowding or pushing.
18. Helium balloons are prohibited on the bus.
19. The use or possession of alcohol, tobacco or look-alike substances is prohibited in the vehicle.
20. The Good Conduct Rule is in effect.

NOTE: FAILURE TO FOLLOW THESE REGULATIONS MAY RESULT IN SUSPENSION FROM THE SCHOOL BUS.

The following procedures will be used to enforce the previously listed bus rules.

FIRST OFFENSE: Bus driver will visit with the student individually. The incident will be reported to the building principal on the reporting form. Depending on the offense, the bus driver or principal may contact the parent and/or suspend the student from riding the bus.

SECOND OFFENSE: Bus driver will report the incident, on the form provided, to the building principal. The principal will meet with the student and report the incident by phone or letter to the parent and may suspend the student from riding the bus. The parent will be advised that a third offense will result in the student being suspended from the bus for a minimum of one day.

THIRD OFFENSE: When a student is reported for a third offense, the principal will suspend the student from the bus for a minimum of one day. The principal may suspend the student from the bus for a longer period of time if he/she determines the offense to warrant a longer suspension. The principal will have a conference with the parent and student.

FOURTH OFFENSE: When a student is reported, on the form provided by the driver, the student will be suspended from the bus for a minimum of one week. The student may be suspended for a longer period of time if the administration determines the offense to deserve a longer suspension. Before the student will be eligible to return to the bus, a parental conference will be held with the principal and/or the superintendent. For a more serious offense, it may be determined that the parent and student will meet with the Board of Directors before being admitted on the bus.

GRADES

Elementary Grading Scales (4th - 5th Grade)

Breakdown

A	100-90	Excellent	A	100-93
			A-	92-90
B	89-80	Above Average	B+	89-87
			B	86-83
			B-	82-80
C	79-70	Average	C+	79-77
			C	76-73
			C-	72-70
D	69-60	Below Average	D+	69-67
			D	66-63
			D-	62-60
F	59-Below	Failing	F	59-Below

The above percentage ranks will be combined with the following:

A = Consistently produces work of high quality/applies learned skills.

B= Frequently produces work of high quality/usually applies learned skills.

C= Produces work of satisfactory quality/usually applies learned skills.

D= Produces work of inconsistent quality/demonstrates lack of effort.

Elementary Grading Scales (6th Grade)

Breakdown

A	100-92	Excellent	A	100-94
			A-	93-92
B	91-83	Above Average	B+	91-90
			B	89-85
			B-	84-83
C	82-74	Average	C+	82-81
			C	80-76
			C-	75-74
D	73-65	Below Average	D+	73-72
			D	71-67
			D-	66-65
F	64-Below	Failing	F	64-Below

The above percentage ranks will be combined with the following:

A = Consistently produces work of high quality/applies learned skills.

B= Frequently produces work of high quality/usually applies learned skills.

C= Produces work of satisfactory quality/usually applies learned skills.

D= Produces work of inconsistent quality/demonstrates lack of effort.

Elementary Honor Roll

Students in grades 4-6, who earn a grade point average of 3.0 on a 4.0 grading scale (in the core classes of reading, math, science, language arts, and social studies) will qualify for the Honor Roll. The Honor Roll will be determined and published at the end of each grading period.

Grade Reports. Code No. 505.1

PreK-12 Report Cards

Students receive progress reports in the form of report cards at the end of each quarter and semester. Mid-term grade reports are sent to parents in grades 3-6 during each quarter. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance.

PreK-6 Conferences and Grade Notifications

Parent/Teacher Conferences are held twice during the school year -- during the first and third quarter grader.

Elementary School After-School Homework Club

As students advance to the upper elementary grades, more responsibility for work completion and learning is placed upon them. Students in grades 4-6 will be expected to complete work on time and to the best of their abilities. An After-School Homework Club is available to assist students who experience difficulty with work completion. The details are as outlined below:

- The Homework Club will be available on Tuesday and Thursdays from 3:30-4:30, for both voluntary and required attendance.
- Any student in grades 4-6 who wants to participate in the Homework Club will be eligible to attend.
- Parents will be contacted prior to the student's attendance at Homework Club.
- Parents are responsible for transportation after Homework Club.

Academic Integrity Policy

Cheating

Cheating may be defined as intending to deceive and act dishonestly. Students who knowingly or negligently allow their work to be used by other students or who otherwise aid others in academic dishonesty are as guilty of cheating as the student who receives the material.

Plagiarism

Plagiarism may be defined as using and representing the words or ideas of another, in whole or in part, as one's own. Any use of outside sources without proper acknowledgement will be seen as an intent to deceive by plagiarism. It will be presumed that students who allow their work to be plagiarized also do so with the intent to deceive. Plagiarism applies to words or ideas taken without proper acknowledgement from any source—from published material, from any Internet site, from any material written by another person, from any electronic medium, or from any other source that is not the student's own creation.

Consequences of Cheating and/or Plagiarism:

The teacher will investigate the matter with the student(s) involved. The teacher will then communicate the outcome of the investigation to the building principal. If it is determined that cheating and/or plagiarism has occurred, the following consequences will apply. If the use of school technology is involved, the Technology Acceptable Use Policy may also be enforced. If two or more parties are involved, the consequences will apply equally to all parties. No distinction will be made between those who knowingly or negligently allow their work to be used by other students or who otherwise aid others in academic dishonesty and those students who access or receive the material and/or aid.

First Offense of the School Year

- The teacher will file a report with the building administrator, a copy of the report will be placed in the student's file, and the teaching staff will be notified.
- Parents/guardians will be notified and a copy of this notification will be placed in the student's file.
- No credit will be given for the work (the student(s) receives a zero).

Second Offense of the School Year

- The teacher will file a report with the building administrator, a copy of the report will be placed in the student's file, and the teaching staff will be notified.
- Parents/guardians will be notified and a copy of this notification will be placed in the student's file.
- No credit will be given for the work (the student(s) receive a zero), and the student(s) will serve one day of in-school suspension.

Third Offense of the School Year

- The teacher will file a report with the building administrator, a copy of the report will be placed in the student's file, and the teaching staff will be notified.
- Parents/guardians will be notified and a copy of this notification will be placed in the student's file.
- The student(s) will receive an F or the actual percent the student(s) has earned for the quarter, whichever percent is lower.

Elementary Promotion/Retention. Code No. 505.2

Educational success is the primary goal of a child's school career. Students will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment.

The retention of a student will be determined based upon the judgment of the licensed employee and the principal. When it becomes evident that a student in grades kindergarten through eight may be retained in a grade level for an additional year, the parents will be informed. **It shall be within the sole discretion of the board to retain students in their current grade level.**

CONDUCT POLICIES

School Events

Student conduct at all school events, athletic and otherwise, is an expression of oneself as an individual. Students are to keep it outstanding. Students should remember that they are representing Sidney whenever they attend school functions at our school or out of town. Students are to conduct themselves in such a way that others will be proud of them. Students should consider what conduct is expected of them during the regular school day; that is what is expected of them at the various activities.

Care of School Property

Students are expected to take care of school property including desks, chairs, books, lockers, and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. If library books or other Media Center materials are damaged or not returned, students will be required to pay the replacement cost of those items. Depending upon the nature of damage done to school property, students may be reported to law enforcement officials.

Dress Code. Refer to Code No. 502.1

There is a strong connection between academic performance, student appearance, and student conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate, and students must comply with the stricter requirement.

The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school. Parent cooperation in this matter is greatly appreciated. No hats, caps, or bandannas will be worn in any school building during the school day except when prior permission has been given by the building principal. This applies to both boys and girls.

Elementary parents: Please see that your child is properly dressed (hats, gloves, boots, etc.) for safe outdoor play during the winter season. **If students are wearing sandals to school, they must have a strap around the ankle. Flip flops are strongly discouraged for the safety of the students.**

Interferences in School

Students may not use radios,, cell phones, water guns, toys, laser pointers, and other similar items during regular school hours, as these cause distractions to learning. The items will be taken away from the students and **may** be returned at a later date or returned to the parent. Consequences will be assigned by the principal according to the handbook discipline policy. If a child needs to get in contact with parent/ guardian, they are allowed to use the phone in the office for emergency reasons. Cell phones are to be turned off during the school day and remain in the student's school bag. They are not to be used during the school day.

Discipline

What does PBIS stand for? PBIS stands for **P**ositive **B**ehavioral **I**nterventions and **S**upports. The overall goal is to create and maintain a positive and safe behavioral environment where everyone strives for excellence and everyone holds each other accountable for reaching their individual, classroom, grade-level, and building/district goals. The staff defines and teaches behavioral expectations for common areas and then monitor and acknowledge appropriate behavior.

What is the Cowboy Code?

“At Sidney Elementary, we are people of character.
We are prepared. We are respectful. We do our best. We are responsible.”

Come Prepared

Sh**O**w Respect

Do Your Best

BE Responsible

PreK-6 Expectations for Behavior

Students who exhibit inappropriate behavior in the opinion of the staff and /or administration shall be subject to discipline. Inappropriate behavior includes behavior which disrupts or interferes with the educational program, the orderly and efficient operation of the school or school activity, the rights of other students to participate in the educational process or activity, or the educational atmosphere. The staff is expected to be firm, fair, and consistent in dealing with student discipline. When a discipline problem persists, the principal or teacher may call the parents for a conference.

Students may be required to remain in from recess or after school if the teacher feels such action is necessary because of misbehavior and /or incomplete assignments. Parents will be notified prior to after-school detention. Detention will be planned for the day or the following school day. It is the parent's responsibility to provide transportation home for their children.

Student Suspension. Code No. 503.1R1

The Iowa Code gives the Board of Directors the power to suspend students and the authority to confer this power on members of the professional staff.

The principal of each school building may discipline a student up to and including a three day suspension . The student is afforded the following due process procedures. The minimal due process procedures include the right of students to:

1. Be given oral and/or written notice of the charges.
2. Be given the opportunity to admit or deny such charges.
3. Be given an explanation of the evidence against the student if he/she denies the charges.
4. Be given an opportunity to explain the situation.

If after hearing the facts of a case from both sides, the building administrator decides that suspension of the student is warranted, the following steps shall be taken:

1. Inform the student of the suspension, explaining the length and provisions of the suspension and the basis for the decision to suspend.
2. Inform the parent, orally, of the decision to suspend the student and explain the basic facts of the case to the parent.
3. All parties named in the three steps above shall be informed, in writing, of the facts of the case as soon as is reasonably possible.

The Superintendent may extend the suspension upon the principal's request, for a total of no more than 10 days. Readmission after an extended suspension may occur following a hearing conducted by the Superintendent. The purpose of this informal hearing shall be to determine the most appropriate educational program available for the student or to consider an administrative recommendation to the Board of Directors for expulsion.

The informal hearing shall be attended by the Superintendent, the Principal, the student, the parents, and any other persons deemed appropriate by the superintendent or requested by the parent or the student.

Parents and student should be aware that under certain circumstances school officials are obligated to inform law enforcement authorities of certain types of student misbehavior. In addition, legal action may be instituted against the student.

Student Expulsion. Code No. 503.2

Students shall conduct themselves in accordance with board policy, "Student Conduct." Students who fail to abide by that policy may be expelled from school.

The principal shall inform the Superintendent of Schools of the recommendation to expel the student explaining the basic facts of the case. It shall be within the discretion of the superintendent to recommend to the board the expulsion of a student for disciplinary purposes. Only the board may take action to expel a student and to readmit the student. It shall be within the discretion of the board to discipline a student dependent on the nature of the offense and circumstances surrounding the offense. The principal shall keep records of expulsions in addition to the board's records.

When a student is recommended for expulsion by the board, the student shall be provided with:

1. Note of reasons for the proposed expulsion.
2. The names of witnesses and an oral or written report on the facts to which each witness will testify.
3. An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf.
4. The right to be represented by counsel.
5. The results and finding of the board in writing open to the student's inspection.

In addition to these procedures, a special education student will be provided with the following procedures:

1. Determine whether the student is actually guilty of misconduct.
2. A staffing team should determine whether the student's behavior is caused by the student's handicap and whether the conduct is the result of inappropriate placement. Discussions and conclusions of this meeting should be recorded.
3. If the handicapped student's conduct is not caused by the handicap, the student may be expelled or suspended for a long-term period following written notice to the parent and pursuant to the district's expulsion hearing procedures.
4. If the misconduct is caused by the handicap and a change in placement is recommended, the change must be made pursuant of the placement procedures used by the school district.
5. If a change in placement is not recommended, a determination must be made as to how to cope with the student in the future.

Cross re: 502.2 Student Suspensions

Weapons. Code No. 502.6

The board believes weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement to be modified for a student on a case by case basis. For purposes of this portion of this policy, the term "firearm"

includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary, or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Search and Seizure. Code No 502.8

School district authorities may, without a search warrant, search a student, personal effects, desks, or work areas based on a reasonable suspicion that a board policy, school rule, or law has been broken.

Corporal Punishment. Code No. 503.5

An employee of an accredited public school district, accredited nonpublic school, or area education agency shall not inflict, or cause to be inflicted, “corporal punishment” upon a student. For purposes of this section, “corporal punishment” means the intentional physical punishment of a student. An employee’s physical contact with the body of a student shall not be considered corporal punishment if it is reasonable and necessary under the circumstances and is not designed or intended to cause pain, or if the employee uses reasonable force for the protection of the employee, the student, or other students; to obtain the possession of a weapon or other dangerous objects within a student’s control; or for the protection of property.

Harassment/Bullying Refer to Code No. 104

Harassment is “any intentionally hurtful, demeaning, or disparaging acts, words, symbolic representations or behavior used by a student or students against another student(s) that is disruptive of the educational process. Those actions may include, but are not limited to: name-calling, taunting, mocking, slandering, humiliating, defaming, teasing, pestering, making derogatory remarks, demeaning jokes , and degrading drawings or notes.

Harassment of students by other students will not be tolerated on school or at school-sponsored activities in the district. Harassment prohibited by the district includes, but is not limited to, harassment on the basis of race, gender, creed, color, age, national origin, sexual orientation, gender identity, religion, marital status, or disability. Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including suspension and expulsion. Copies of the entire policy, procedures, complaint form, and witness disclosure form will be made available at student registration in August. Copies may also be obtained from the building administrators. EOE/AA

Sexual Abuse and Harassment of Students by Employees. Code No. 402.3

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 Elementary Principal Carolyn Maher and Jr.-Sr. High School Principal Bill Huntington, as its Level 1 Investigators. Level II Investigator is the Fremont County Sheriff.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. 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 advance, request of sexual favors or other verbal or physical conduct of a sexual nature when submission is made either implicitly a term or condition of 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. *EOE/AA*

Child Abuse

Schools have a legal and moral responsibility to report all suspected cases of child abuse. A teacher who has reason to believe or suspect that a child has been abused is legally responsible to report such information to the DHS. The school may notify parents that a report is being made to the Department of Human Services, but is not required to do so by law.

ENROLLMENT PROCEDURES

Enrolling New Students

We are always happy to receive new students into our district. In order for us to be able to prepare and make sure that we have proper supplies and facilities for your student, we ask that the school be given prior notice and that the student not attend school the day of enrollment.

Open Enrollment. Code No. 501.14

Iowa's open enrollment law allows students residing in one school district to request admission to another school district upon the parent's request. Parents wishing to enroll their children in another school district must apply for open enrollment by March 1, 2018 for the 2018-2019 school year. Exceptions: September 1, 2018 is the last date for open enrollment requests for entering Kindergarten students and those students falling under the "good cause" definition for the 2018-2019 school year. Contact the Office of the Superintendent for further details. Parents of open enrolled students whose income falls below 16% of the Federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of direct payment. Parents should be aware that open enrollment may result in the loss of athletic eligibility.

Dual Enrollment Students

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

Fees and Expenses

To assist you with your planning to meet the expenses that are a part of your participation in school classes and activities, you will find listed below the items you need to consider.

Instructional Supply Fee: \$30.00 per student. This fee will need to be paid at registration at the start of each school year.

Educational Records. Refer to Code No. 506.1

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 central administrative office.

Student Record Policy. Code No. 506.

A student's parents may access the student's educational records. Other than parents, only authorized certified personnel, the student, authorized government officials from the US Comptroller General, the Secretary of Health, Education and Welfare, the Commissioner and Director of National Institute of Education, the Assistant Secretary for Education and State Education Department, and appropriate authorities in a health or safety emergency may access the student's education records without approval or the notification of the student's parents. Records of a student who has reached the age of majority or who is attending a post-secondary educational institution may be accessed by the student's parents or others only with the student's permission.

Information from a student's education records, designated as directory information by the school district in compliance with board policy "Student Directory Information" may be released without the consent of parents. Parents will have an opportunity to deny the release of directory information without their consent. It shall be the responsibility of the Superintendent to provide parents with notice annually informing them of their rights under this policy and allowing them to deny the release of directory information. It shall be within the discretion of the Superintendent to determine the method of notice that will inform parents.

It shall be the responsibility of the principal under the direction of the board secretary to approve requests for access to other records.

Student's educational records may be accessed during the regular business hours of the school district. If copies of documents are requested, a fee for such copying may be charged.

School district personnel shall be informed annually about their rights and about parents' rights to access student records and the procedure for doing so under this policy.

It shall be the responsibility of the Superintendent to develop administrative regulations regarding this policy. The administrative regulations shall include, but not be limited to, the location and types of education records maintained by the school district, an explanation of the process for amendment of the records, the name of the contact person for access to the records, a procedure for recording disclosures of the records, the amount of a fee to be charged for copies of the records, and the name of the contact person for clarification of the records.

Student Transfers Out or Withdrawals. Code No. 501.7

If a student's parents wish to withdraw or transfer the student from school prior to completing and graduating from the education program, they shall notify the building principal in writing as soon as possible of the decision to withdraw or transfer the student from the education program. The student or parent should present this written notice to the office and receive instructions regarding the return of textbooks, library books, locker equipment, hot lunch tickets, etc.

The notice shall state the student's final day of attendance. If the student is not enrolling in another school district, the school district shall maintain the student's records in the same manner as the records of students who have graduated from the school district.

If the parents wish to have the student's cumulative record sent to the new school district, the parents shall notify the building principal in writing. This notice shall include the name of the school district and the person at the new school district to whom the student's cumulative records should be sent. If the new school district requests the student's cumulative records, the school district will forward the cumulative records and notify the parents the records have been sent. The parents have the right to review the records sent.

If the student is of compulsory education age and not transferring to another public school district or an accredited nonpublic school, the parents shall notify the superintendent that the student is receiving competent private instruction and file the necessary competent private instruction reports.

GENERAL PROCEDURES

Breakfast/Hot Lunch Program

The Sidney Community School offers breakfast and lunch to the students and staff. Those who wish to eat school lunch and/or breakfast must establish accounts with the building secretaries. Breakfast will be served from 8:10-8:30 a.m. at the elementary and 8:00-8:15 a.m. at the jr./sr. high school.

When your child's meal account is running low on funds, the office will send home a note/email stating your child needs lunch money. Office personnel may also attempt to contact parent/guardian. If the balance reaches a negative \$50.00 or more, food services will provide a modified meal until the lunch account is brought back to a positive standing. A charge will also occur for a modified meal.

NOTE: Parents may access the balances in meal accounts by using the JMC Parent Access program on the school's website.

Free and reduced priced meal applications are available for those children whose parents meet federal income guidelines. Application forms for these services are available in the offices and on the school website. Students requiring special diets (i.e. milk allergies) should bring a note from their family doctor.

Elementary

Students bringing cold lunches to school are not allowed to bring pop to drink. Individual cartons of milk can be purchased for cold lunch at a cost of \$.35. Parents are welcome to eat meals with their children. Please contact the school in advance if you are planning to eat.

Milk may be available for students PK-3 as a mid-afternoon milk break. Students must have a meal account to participate, as all students must purchase the extra milk. It is not included in the free meal program.

Emergency Drills. Code 507.5

Students will be informed of the action to take in an emergency. Emergency drills for fire, weather, and other disasters shall be conducted each school year. Fire and tornado drills shall be conducted regularly during the academic school year with a minimum of two before December 31 and two after January 1. Employees shall participate in emergency drills. Licensed employees shall be responsible for instructing the proper techniques to be followed in the drill.

Crisis drills will be conducted each school year including procedures for intruders and escape plans.

Posting of Information

Individuals who wish to post or distribute information must receive permission from the principal at least one day before the posting or distribution. This applies whether the information deals with school-sponsored or non-school-sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials.

Telephone Use

The office will forward messages from parents to students during school hours. However, calls for pupils during school hours are disturbing to the school routine and therefore should be held to a minimum. Messages will be taken by the office staff and delivered to the pupils in the elementary. Pupils will not be called to the telephone while in class except in an emergency situation.

Students may use the office telephone only when a special need exists. The student must receive permission from his/her teacher prior to using the telephone. The phone is not to be used for making after-school arrangements except in an emergency. Those arrangements should be made in advance.

Student Fund Raising. Code No 504.5

Students may raise funds for school-sponsored events with the permission of the principal. Fund raising by students for events other than school-sponsored events is not allowed. Collection boxes for school fund raising must have prior approval from the principal before being placed on school property.

School Visitation

We invite parents to visit their child's classroom. Upon arrival at school, please check in with the office prior to going to your child's classroom. Visitations are usually more profitable after the third week of school in the fall and prior to the last two weeks in the spring. Our doors are always open, and we appreciate the opportunity of having you visit the school. Please contact your child's teacher to check the schedule and make arrangements prior to your visit.

Children not enrolled in Sidney Elementary may not visit in the classrooms unless accompanied by an adult.

Recess

Recess is an important part of a child's day, and it is felt that all students should participate. The school's curriculum includes social, physical, and emotional skill areas in addition to the academic requirements. A student who must remain indoors because of illness must bring a note from home to give to his/her teacher. After remaining indoors for recess three consecutive days, we ask that the student bring an excuse from the doctor.

Field Trips

Elementary teachers occasionally schedule educational trips which are within walking distance or which require a short bus ride (i.e. health care center, local businesses.) Each student will need a signed Field Trip permission sheet which will allow him/her to accompany his/her class on the in-town trips.

Parents are frequently asked to accompany the students and their teachers on study trips. We appreciate your willingness to help supervise students, and ask that you make child-care arrangements for your other children so that you can devote your full attention to the children in the class.

Birthday and Party Treats

Parents are encouraged to provide healthy food choice options to students for treats for celebrations. All treats are to be approved by the classroom teacher. This will be in the form of an approved list provided at the beginning of the year. Parents will note that we respectfully ask that all birthday and party treats be store-purchased, packaged and unopened or ordered from a bakery (list of ingredients must be available). Treats for the three planned holiday parties will be assigned by the classroom teachers. This policy is in place for the health and safety of your children. Helium balloons are not to be given to students at school.

Invitations to Parties

Parental cooperation and courtesy is respectfully requested when sending party invitations to school for distribution. Invitations will not be distributed at school unless every child (or all boys or all girls) in the classroom is to receive one. Too often, the child or children who are not included become upset, and it is not our intention to ever be the cause of such feelings.

STUDENT SERVICES

Special Services and Staff Assistance

The following services are available to your child at Sidney Elementary: speech and language therapy, hearing and vision screening, remedial reading and math, resource room, talented and gifted program, guidance counselor, psychologist, and social worker. At some time during the year, it may be beneficial for teachers and parents to request these services in order to provide a better educational program for your child. Every attempt will be made to notify parents as to special services being provided to students.

Title One

Parents in the Sidney 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 area taught, current licensing status of your child's teacher, and baccalaureate/graduate certification/degree. Credentials of professional staff are on file at the Superintendent's office. Upon request, parents may review those above stated items.

Parent-Student-Teacher Compact

The Sidney Community School encourages parental involvement and supports the partnership between home/school/community in a variety of ways. Parents, elementary students, and teachers will be asked to read and sign the Parent-Student-Teacher Compact, vowing to share in the responsibility for improved student achievement. The Compact will be reviewed with each parent and student at the beginning of the school year.

Parent Teacher Group

Partners in Education (PIE) is the parent-teacher group which supports Sidney Elementary. Notice regarding regular monthly meetings of this group will be announced. Involvement in this organization can be profitable for parents, children, and the entire school community.

Student Health and Immunization Certificates. Code No 507.1

Students desiring to participate in athletic activities or enrolling in kindergarten or first grade in the school district shall have a physical examination by a licensed physician and provide proof of such an examination to the school district. Students enrolling for the first time in the school district shall also submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubella, and other immunizations required by law. The student may be admitted conditionally to the attendance center if the student has not yet completed the immunization process but is in the process of doing so. Failure to meet the immunization requirement will be grounds for suspension, expulsion, or denial of admission. Upon recommendation of the Iowa Department of Education and Iowa Department of Public Health, students entering the district for the first time may be required to pass a TB test prior to admission. The district may conduct TB tests of current students.

Exemptions from the immunization requirement in this policy will be allowed for medical or religious reasons recognized under law. The student must provide valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this policy.

Homeless Children and Youth exemptions: Homeless students shall not be denied enrollment for lack of immunization records if:

1. They have a statement signed by a physician stating that immunization would be injurious to the child.
2. They provide an affidavit stating such immunization would conflict with their religious beliefs.
3. They are in the process of being immunized.
4. They are a transfer student from another school.

The district shall make a reasonable effort to locate immunization records from the information provided or shall arrange for the student to receive immunizations.

School Nurse

A registered nurse is on duty half- time during the school day for children needing assistance. Various screening procedures such as vision, hearing, and health care programs will be carried out during the year.

When a child becomes ill at school, the parent will be notified. We ask that a child not return to school following an illness unless the child is fever free (without taking any fever controlling medication, such as Tylenol) for 24 hours. If you are not sure how your child is feeling in the morning and you do send them to school, please send a note letting the school know where you can be reached or designate someone else for us to call.

Communicable diseases will be treated on an individual basis, according to the disease and upon the advice of the child's doctor and the school nurse. Children who are deemed contagious will be required to go home. In order to

obtain care in the nurse's office during the school day, you must have the permission of the office. Students with symptoms of illness are expected to report to the office.

Head Checks – The school nurse will conduct head checks as needed throughout the school year. To prevent possible spread of head lice, encourage students not to share combs, brushes, or caps at any time. Thank you for your past cooperation in reporting any cases of head lice to school. This is the only way we can curtail the problem.

Administration of Medication to Students. Code No. 507.2

Some students may need prescription and nonprescription medication to participate in their educational program. These students shall receive medication concomitant with their educational program. Medication shall be administered when the student's parent provides a signed and dated written statement requesting medication administration at school, and the medication is in the original labeled container, either as dispensed or in the manufacturer's container.

When administration of the medication requires ongoing professional health judgment, an individual health plan shall be developed by the licensed health personnel with the student and the student's parent. Students who have demonstrated competence in administering their own medications may self-administer their medication. A written statement by the student's parent shall be on file requesting co-administration of medication, when competence has been demonstrated.

Persons administering medication shall include the licensed registered nurse, parent, physician, and persons who have successfully completed medication administration course reviewed by the Board of Pharmacy Examiners. A medication administration course and periodic update shall be conducted by a registered nurse or licensed pharmacist and a record of course completion kept on file at school. Medication shall be stored in a prescription bottle. The medication will be kept in a locked cabinet in the nurse's office.

Wellness Policy

The Sidney Community School District promotes healthy students by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health optimizes student performance potential.

Technology Acceptable Use Policy for Students

Parents, guardians and students should have no expectation of privacy for any use of the computers, their contents, or district network. Administration and staff have the right to inspect the contents of the computers, internet files, and server files on a regular basis.

Internet Access

The Internet can provide a vast collection of educational resources for students. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. Although students will be under staff supervision while on the Internet and precautions to restrict access to controversial materials have been taken, it is not possible on a global network to control all materials accessed. Consequently, some students might encounter information that may not be of educational value to them. However, the district believes that the valuable

information and interaction available on this world-wide network far outweighs the possibility that users may produce material that is not consistent with the educational goals of the district.

The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. All uses of the Internet must be in support of education and /or research and be consistent with the educational purposes of the curriculum of this district. The building administrators will deem what is inappropriate use and their decision is final. Also, the building administrators may close a student account at any time as required. The administration, faculty, and staff of the district may also request the building administrator to deny, revoke, or suspend specific user accounts.

Students will be expected to abide by the following Internet guidelines:

- ❖ The use of the Internet is a privilege. As a user of the Internet, students may be allowed access to other networks with their own sets of policies and procedures. Students are to abide by the policies and procedures of these other networks.
- ❖ Internet use must be in support of education and research consistent with the educative purposes of the curriculum of the school district.
- ❖ Students shall cite all quotes, references, and sources.
- ❖ Students shall respect all copyright and license agreements.
- ❖ Students shall not intentionally access restricted materials which might be available on the Internet. Material that is threatening, prejudicial, obscene, abusive, demeaning, racially offensive, profane, illegal, or promotes substance abuse is prohibited.
- ❖ Students may not access Internet services that have a cost involved. In the event that these services are accessed, the student will be responsible for payment of those costs.
- ❖ Anyone engaged in or supporting illegal activities will be reported to the appropriate local, state, and/or federal authorities.
- ❖ Electronic mail is not guaranteed to be private.
- School email accounts are for school-related communication only. This is not personal email. Availability and use may be restricted based on school policies.
- School email is for teacher-student or student-student collaboration only or for use applying for colleges or scholarships.
- Student-student collaboration must be for a joint project assigned by a teacher.
- Google talk (chat) should be used for project collaboration only and will be turned off if necessary.
- Students should realize that others may be able to read or access any mail. Messages of a private nature should never be sent.
- Students should be polite and use appropriate language when communicating.
- Students should delete unwanted messages immediately. Keep your inbox and sent messages cleaned out.
- Students should always sign messages with their own names and should never imply that they are someone else.
- Students should always acknowledge receipt of documents or files that have been sent to them.
- Students should not reveal personal information about themselves, such as addresses or phone numbers or the addresses and phone numbers of other students or staff.
- Students should never allow anyone else to use their email accounts or passwords under any circumstances.

Computer & Other Technology Use

Students will be expected to abide by the following:

- ❖ The use of the school district's copiers, computers, printers, scanners, cameras, software, and other technological equipment is a privilege. Misuse of school district resources will result in appropriate consequences. Misuse of resources would include but not be limited to doing non-school related work on school computers, wasting paper and ink, damaging equipment through carelessness, vandalism, or inappropriate use.
- ❖ Using another person's username or password, with or without their knowledge or permission, or trespassing in another person's folders, work, or files is not permitted. Students will respect others' files and will not copy, destroy, or use them. Whenever another person's username or password is used, both parties will be in violation of this agreement.
- ❖ Using a staff person's username and password, accessing or attempting to access a staff person's files, or using a staff person's name without their express consent for any reason in any format will be considered highly serious offenses and will be dealt with accordingly by the administration. Consequences for these actions will reflect the seriousness of the offense.
- ❖ Students will not try to hack the system or attempt any unauthorized access to the system.
- ❖ Only software that is purchased by the school district can be installed or used on district computers. Students will not attempt to install or download unauthorized software onto the system or onto any computer unless instructed to do so by the teacher. Students may not bring any student or commercially prepared software to school.
- ❖ Each student has been provided a storage area on the school district's server where school-related files and documents may be stored (saved). The system administrator reserves the right to limit the size of this storage area if necessary. All student files on the server will be deleted at the end of each school year. Student files that are saved to locations other than the area provided on the server will be routinely deleted as part of ongoing maintenance.
- ❖ Students should not expect privacy in the contents of personal files or record of internet searches or activities. The school district reserves the right to monitor and inspect data stored or transmitted on the network server and to investigate unauthorized or improper use of school resources. If use is determined to be contrary to school policy or applicable laws, appropriate measures will be taken. These measures may include, but are not limited to, suspension of user privileges, deletion of files, appropriate disciplinary action, and cooperation with law enforcement agencies.
- ❖ Anyone engaged in or supporting illegal activities will be reported to the appropriate local, state, and/or federal authorities.
- ❖ Vandalism will result in cancellation of privileges and may result in charges for replacement/repairs. Vandalism may be defined as any attempt to damage equipment, to harm or destroy data of another user, or to interfere with another user, Internet, or other networks.
- ❖ Students who allow another student whose computer privileges have been revoked to use their username/password or laptop will also receive appropriate consequences as stated in the Technology Acceptable Use Infraction Notice.

Harassment/Bullying

- ❖ Students will not deliberately use school computers or other school equipment for the purpose of annoying, bullying or harassing another individual(s).

- ❖ Cyberbullying will not be tolerated. Harassing, impersonating, cyberstalking, tricking, excluding, denigrating, and dissing are all examples of cyberbullying.
- ❖ Emails or posted comments with the intent of scaring, harming, harassing, or intimidating someone else is also considered cyberbullying.
- ❖ Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person will result in severe disciplinary action. Any such activities will be reported to the appropriate local, state, or federal authorities. In addition, district policies will be enforced as outlined in the Student Handbook, and any other appropriate consequences may also be applied.

Plagiarism

- ❖ Research conducted via the Internet should be appropriately cited, giving credit to the original author.
- ❖ Students shall not plagiarize another person's work by copying it, in whole or in part, and misrepresenting themselves as the author or creator of something found online. Copying text, images, graphics, musical scores, mathematics solutions, artistic layouts, or presentations, or any idea from another source without proper citation is also plagiarism.
- ❖ Plagiarism is a form of cheating and will be dealt with accordingly by faculty and administration.

Social Networking/Personal Safety

Use good judgment

- ❖ Use good judgment in all situations.
 - ❖ Know and follow the school's Code of Conduct and Student Handbook Policies.
 - ❖ Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.
- Be respectful
- ❖ Always treat others in a respectful, positive and considerate manner.
- Be responsible and ethical
- ❖ State that the views expressed in your postings, etc. are your own and don't represent anyone else or the school.
- Be a good listener
- ❖ Keep in mind that one of the biggest benefits of social media is that it gives others another way to talk to you, ask questions directly and to share feedback.
 - ❖ Be responsive to others when conversing online. Provide answers, thank people for their comments, and ask for further feedback, etc.
 - ❖ Always be doing at least as much listening and responding as you do "talking."
- Personal Safety
- ❖ Never share personal information (such as phone number, social security number, birthday, age, home address, etc.) over the Internet without adult permission.
 - ❖ Recognize that communicating over the Internet brings anonymity and associated risks, so safeguard personal information about yourself or others.

- ❖ Never agree to meet someone in real life that you met online.
- ❖ If you see a message, comment, image or anything else online that makes you concerned for your safety, immediately bring it to the attention of an adult (teacher or staff at school, parent/guardian at home.)
- ❖ Students should not sign up for any mailing lists, subscription services, online games, chat rooms, or any site that asks for a name or other personal information.
Please be cautious with respect to:
 - ❖ Images
 - Respect brand, trademark, copyright information and/or images from online sources.
 - Do not post pictures of others (students, teachers, etc.) without their permission.
 - Do not post anything online that you wouldn't want parents, teachers, future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared or spread in ways that you never intended.
 - ❖ Other Sites
 - A significant part of the interaction on blogs, Twitter, Facebook and other social networks involves passing on interesting content or linking to helpful resources. Don't blindly repost a link without looking at the content first.
 - Pay attention to the security warnings that pop up on your computer before clicking on unfamiliar links. They actually serve a purpose and protect you and the school.
 - When using Twitter, Facebook and other tools, be sure to follow their printed terms and conditions.

PROJECT *STRIVE*
**STUDENT TECHNOLOGY-RELEVANT, INTELLECTUAL,
VIGOROUS, & ENGAGING**

**LAPTOP ACCEPTABLE USE POLICY FOR STUDENTS
 GRADES 3-6**

The Apple laptops and any accessories that have been issued to students are the property of the Sidney Community School District.

The laptop is on loan to the student and must be used in accordance with the following policies & procedures as well as those outlined in the Technology Acceptable Use Policy for Students:

- * The student's parent/guardian must have signed and returned the Laptop Agreement prior to the student receiving a laptop.
- * Teachers may be given the child's login name and password so that they can supervise the student's use of the computer.
- * Parents, guardians and students should have no expectation of privacy for any use of the laptop computers or district network.
- * The District has the right to randomly inspect any laptop, application, or peripheral device on any or all laptops on a regular basis. This includes but is not limited to browser history, email,

media that has been accessed, downloaded or created, documents, pictures, and all files. The District has the right to review these items for appropriateness and to limit or revoke a student's access to them.

- * Each laptop is assigned to an individual student and names should be visible on each laptop. Students should never "swap" or "share" their laptop with another student.
- * Keep your login and password private; use by anyone other than yourself creates a security risk to your files and the network. If you forget your password or wish to change it, ask your teacher to have the Technology Coordinator change it.
 - * Use of the computer for anything other than teacher directed or approved activity is prohibited during instructional time (8:30 a.m.-3:30 p.m.) This includes but is not limited to internet or computer games and other entertainment activities, email, instant messaging, chat, and use of the internet for anything other than school-related research
 - * Laptops should display the default background and screensaver at all times.
 - * Pornographic, obscene, or vulgar images, sounds, music, language or materials, including screen savers, backgrounds, and or pictures are prohibited. District policy will be followed.
 - * Students are not allowed to download or install any software or other materials. District technology staff will perform all approved software installations.
- * Computers are not to be used to make sound recordings without the consent of all persons being recorded. Sound on the laptop computer must be turned off at all times except when being used as part of the class. Use of personal headphones to listen to music is allowed with express permission of the classroom teacher.
- * Computers are not to be used to take pictures without the consent of all persons being photographed. Cameras are to be turned off at all times except when being used as part of a class.
- * Students will not use the laptop for illegal purposes. Students will not deliberately use the laptop to personally attack, annoy, harass, or bully others. Any such activities will be reported to the appropriate local, state, or federal authorities.
- * Student files will automatically "sync" with the server at login and logoff as well as periodically throughout the day. However, it is the student's ultimate responsibility to make sure files are "synced" with the server in order to back up files. Music and picture files will not be backed up to the server. These files should be backed up to other sources such as a jump drive or CD. The District will limit the amount of storage space available to each student on the server, so only school-related files should be on the laptop and server and all files should be deleted when they are no longer needed.
- * Appropriate and responsible use is expected of all users. Violation of any policies or procedures outlined in the Technology Acceptable Use Policy or the Laptop Acceptable Use Policy will be subject to the appropriate disciplinary action as outlined in the AUP's and district policy.

GENERAL USE AND CARE OF THE LAPTOP

- * Never walk with the laptop lid open. This puts stress on the laptop and the screen.
- * When transporting laptops between classes, hold the laptop with both hands.
- * Heavy objects should never be placed on top of the laptop. This includes books, musical instruments, sports equipment, etc. Laptops should never be placed in a backpack or book bag.
- * Laptops should be used on a flat, stable surface.
- * Laptops should be protected from the food and liquids. Eating or drinking near the laptops is strictly forbidden.
- * Avoid touching the LCD screen.
- * Each student's laptop has his/her name displayed. This name should remain in place unaltered and clearly visible.
- * Students may not deface the laptop with stickers, tape, whiteout, markers, pens, engravings or any other items or marks.
- * The laptop should be brought to the library associate for cleaning. Never use sprays of any kind on the laptop.

INSURANCE COSTS/DAMAGE COSTS

Each computer is covered by Applecare which covers defects in materials and workmanship.

- * All appropriate acceptable use policies must also be signed by students and parents/guardians.
- * Any laptop left in any unsecured location that is stolen or damaged will result in the student being responsible for replacing or repairing the laptop at 100% of the cost.
- * Any attempt to repair the laptop or intentional damage or malicious mischief to the laptop will result in the student being responsible for replacing or repairing the laptop at 100% of the cost.
- * All damage fees must be paid by the end of the current school year. Students with unpaid damage fees will not be issued a laptop or charger the following year until all fees are paid.

LAPTOP AUP CONSEQUENCES

- * Students who are habitually neglectful of their laptop may be required may lose the privilege of using the laptop.
- * Students who have a cracked LCD screen, whether accidentally or purposefully, will lose the laptop for five (5) school days. At the end of five (5) school days, the student will be issued a loaner laptop until repairs are completed on the student's laptop.
- * Consequences for not complying with the use and care guidelines will result in the following consequences and a letter will be sent home to parents/guardians. In addition, other district

policies may also be enforced and all other appropriate consequences as outlined in the Student Handbook may be applied.

1st Offense: Confiscate 1 school day

2nd Offense: Confiscate 1 school day/5 more school days with restricted programs

3rd Offense: Confiscate 1 school day/20 more school days with restricted programs

4th Offense: Confiscate 1 school day/restricted programs remainder of school year

- * Students who allow another student whose laptop privileges have been revoked or restricted to use his/her laptop will also receive appropriate consequences as outlined above or as stated in the Technology Acceptable Use policy.

Sidney Community Schools
Project **STRIVE** Laptop Agreement
Grades 3-5

This Agreement represents an outline of the Laptop Policies & Procedures. By signing this Agreement, students and parents/guardians agree to follow the Policies & Procedures. Students and parents/guardians are encouraged to read and understand these Policies & Procedures prior to signing this Agreement.

Student Responsibilities

I agree to abide by the computer use Policies & Procedures in the student handbook and abide by all local, state, and federal laws.

I agree that my use of District technology is for educational purposes only.

I agree that use of District technology is a privilege, and that I am responsible for the proper care of the computer that is assigned to me, as well as any other District technology equipment I am allowed to use.

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

I agree that I will never share personal information over the Internet. In addition, if I am asked for personal

information or harassed in any way I agree to report it immediately to my parents, teacher, or staff member.

I agree that I will not install, download, or otherwise utilize any software that is not authorized by the District Technology Department.

I will not remove programs or files from the laptop.

I will honor my family's values when using the laptop.

I will treat the laptop with care by not dropping it or using it with food or drink nearby.

I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.

I will comply with all copyright laws.

I will not walk with the laptop lid open and will carry it with both hands when it is being moved.

I understand that only desktop and document files will sync with the server. Movie, music, and picture files will not be backed up to the server. These files should be backed up to other sources, such as a jump drive or CD.

Parent Responsibilities

I will discuss with my student the acceptable use policies and make sure he/she understands them and the consequences of not following them.

I will discuss with my student our family's values and expectations regarding the use of the Internet and email.

I will make sure my student understand the proper care and usage of the laptop.

I will notify the school of any problems my student might report having with the laptop.

I understand that if my student misuses the laptop there will be disciplinary actions.

I understand that the usage of the laptop is a privilege

and that it is provided for educational purposes.

=====

My signature, and that of my parent or guardian, acknowledges that we have received and read the Student Laptop Acceptable Use Policy and Student Technology Acceptable Use Policy and agree to abide by them. **Only one student per form.**

Grade Level

Student Signature

Date

Parent/guardian Signature

Date

Technology Acceptable Use Policy Infraction Notice Code No. 603.12 - A

Student: _____

Teacher/Staff Member: _____ Date and Nature of Infraction: _____

Students who violate the Technology Acceptable Use Agreement shall be subject to appropriate action described in the school's student handbook and/or to the following consequences:

_____ First Offense: The above named student has violated the Technology Acceptable Use Agreement for the first time and consequently has lost all computer privileges for twenty (20) school days.

_____ Second Offense: The above named student has violated the Technology Acceptable Use Agreement for a second time and consequently has lost all computer privileges for forty (40) school days.

_____ Third Offense: The above named student has violated the Technology Acceptable Use Agreement for the third time and consequently has lost all computer privileges

for the remainder of the school year or eighty (80) school days, whichever is longer.

_____ Fourth Offense: The above named student has violated the Technology Acceptable Use Agreement for the fourth time and consequently all computer privileges are permanently revoked.

Students who violate the Technology Acceptable Use Agreement in regard to staff files, accounts, or passwords shall be subject to appropriate action described in the school's student handbook and/or to the following consequences:

_____ First Offense Involving Staff Files, Accounts, or Passwords: The above named Student has violated the Technology Acceptable Use Agreement regarding staff files, accounts, or passwords for the first time and consequently has lost all computer privileges for eighty (80) school days.

_____ Second Offense Involving Staff Files, Accounts, or Passwords: The above named student has violated the Technology Acceptable Use Agreement regarding staff files, accounts, or passwords for the second time and consequently has lost all computer privileges for the remainder of the school year or one hundred twenty (120) school days, whichever is longer.

_____ Third Offense Involving Staff Files, Accounts, or Passwords: The above named student has violated the Technology Acceptable Use Agreement regarding staff files, accounts, or passwords for the third time and consequently all privileges are permanently revoked.

Loss of computer privileges will carry over into the following school year if the appropriate number of days has not passed at the end of the current school year.

The supervising teacher or staff member will provide a copy of this notice to the appropriate building administrator at the time the violation occurs. Due process will be followed by the administrator. The building administrator will send a copy of this notice to the student's parent/guardian by mail as soon as possible after receiving notification and assuring due process has been followed.

Administrator Signature

Date of Notice

Webmaster (Adult sponsoring a class, group, or organization webpage)

I have read, understand, and agree to follow the Web Publishing Guidelines. I understand that I am responsible for all material published on my webpage. I understand I am also accountable to the guidelines within the district Acceptable Use Policies. I understand any violations of the guidelines may result in disciplinary and/or legal action.

Webmaster Name _____

Signature _____

Date _____

I have read, understand, and agree to follow the district Web Publishing Guidelines. As the sponsoring teacher/adult, I agree to instruct the student on those guidelines. I understand that I am ultimately responsible for all material published on the student webpage. I understand I am also accountable to the guidelines within the district Acceptable Use Policies. I understand any violations of the guidelines may result in disciplinary and/or legal action.

Student Name _____

Sponsoring Teacher/Adult Name _____

Sponsoring Teacher/Adult Signature _____

Date _____

Student (Student's webpage)

I have read, understand, and agree to follow the district Web Publishing Guidelines. I understand I am also accountable to the guidelines within the district Acceptable Use Policies. I understand any violations of the guidelines will result in appropriate disciplinary and/or legal action.

Sponsoring Teacher/Adult Name _____

Student Name _____

Student Signature _____

Date _____

Staff Member (Staff member's webpage)

I have read, understand, and agree to follow the Web Publishing Guidelines. I understand that I am responsible for all material published on my webpage. I understand I am also accountable to the guidelines within the district Acceptable Use Policies. I understand any violations of the guidelines may result in disciplinary and/or legal action.

Student Name _____

Student Signature _____ Date _____

SIDNEY COMMUNITY SCHOOL
SIDNEY, IOWA

Internet/Laptop Access Permission Form for Students

Grades K-2

After reading the Internet Access Use Agreement and the Internet Appropriate Use Infraction Notice, please determine whether or not you would like your child to be granted Internet access at school. Then, complete the form below and return it to your child's principal. **No student will be allowed access to the Internet on school district computers if the proper Internet Access Permission Form for Students is not signed and dated by the parents/guardians and on file in the respective building principal's office.**

Student's Name _____ Grade _____

_____ I hereby give permission for my child to be granted internet access at school.

_____ I request that my child be denied access to the internet from the date of this request for the balance of the school year.

Signature of Parent/Guardian

Date of Signing

If you have granted your child internet access, please have him/her respond to the following:

I have read the Internet Access Use Agreement and the Internet Appropriate Use Infraction Notice (found in school handbook). I understand that violation of these provisions may result in suspension or revocation of Internet privileges.

I agree to be responsible for payment of costs incurred by accessing any Internet services that may have a cost involved.

Signature of Student

Date of Signing

Student Picture/Personal Works

Parents are hereby notified that student's personal works (art, voice, and writings) and photos are occasionally posted on the school's website.

Any parent who wishes to deny having his/her child's personal works or photos published on the **school website** is to contact the building principal at 374-2647.

**SIDNEY COMMUNITY SCHOOL
SIDNEY, IOWA**

Internet/Laptop Access Permission Form for Students

Grades 3-6

After reading the Internet Access Use Agreement and the Internet Appropriate Use Infraction Notice, please determine whether or not you would like your child to be granted Internet access at school. Then, complete the form below and return it to your child's principal. **No student will be allowed access to the Internet on school district computers if the proper Internet Access Permission Form for Students is not signed and dated by the parents/guardians and on file in the respective building principal's office.**

Student's Name _____ Grade _____

_____ I hereby give permission for my child to be granted laptop/internet access at school.

_____ I request that my child be denied access to the laptop/internet from the date of this request for the balance of the school year.

Signature of Parent/Guardian

Date of Signing

If you have granted your child laptop/internet access, please have him/her respond to the following:

I have read the Internet Access Use Agreement and the Internet Appropriate Use Infraction Notice (found in school handbook). I understand that violation of these provisions may result in suspension or revocation of Internet privileges.

I agree to be responsible for payment of costs incurred by accessing any Internet services that may have a cost involved.

Signature of Student

Date of Signing

Student Picture/Personal Works

Parents are hereby notified that student's personal works (art, voice, and writings) and photos are occasionally posted on the school's website. Any parent who wishes to deny having his/her child's personal works or photos published on the **school website** is to contact the building principal at 374-2647.

**Sidney Community School
Sidney, Iowa**

**Grievance Procedure
Title IX**

All students, parents or guardians of students, Sidney school staff, and applicants for employment in the Sidney 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 and Section 504 of the Rehabilitation Act 1973.

Level One -- Principal or Immediate Supervisor

(This step is informal and optional -- it may be bypassed by the grievant.)

Employees with a grievance of discrimination on the basis of gender, race, national origin or disability may first discuss it with their principal or immediate supervisor, with the object of resolving the matter informally.

A student or parent with a complaint of discrimination on the basis of gender, race, national origin, or disability may discuss it with the teacher, counselor, or building administrator involved.

Applicants for employment with a complaint of discrimination on the basis of gender, race, national origin, or disability may discuss it with the Compliance Officer or with the Superintendent.

Level Two - Title VI, Title IX, and Section 504 Compliance Officer

If the grievance is not resolved at Level One and the grievant wish to pursue the grievance, they may formalize it by filing a complaint in writing on a Compliance Violation Form, which may be obtained from the 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 the 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 Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer shall investigate and attempt to resolve the issue. A written report from the Compliance Officer regarding action taken will be sent within 15 days after receipt of the complaint.

Level Three -- Superintendent

If the complaint is not resolved at Level Two, the grievant may process it to Level Three by presenting a written appeal to the Superintendent within ten (10) working days after the grievant receive the report from the Compliance Officer. The grievant may request a meeting with the Superintendent or his/her designee. The Superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent or his/her designee within ten (10) working days after receipt of the written appeal.

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

Title IX and Section 504 Compliance Officer:

Kelli Urton

Office Address: Sidney High School, 2754 Knox Road, Sidney, Iowa 51652

Phone Number: 712-374-2731

Office Hours: 8:00 am - 4:00 p.m. Monday through Friday

