

# LEWIS CENTRAL ELEMENTARY HANDBOOK

*2021-2022*

It is the policy of the Lewis Central Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Laurie Thies, 4121 Harry Langdon Blvd., Council Bluffs, IA 51503, 712-366-8311 [ltbies@lewiscentral.org](mailto:ltbies@lewiscentral.org)

TABLE OF CONTENTS	
	Page
OPENING STATEMENT	
Mission Statement	1
Vision/Core Values	1
Lewis Central Fight Song	1
Kreft Staff	2
Titan Hill Staff	3-4
School Calendar	5
Definitions	6
Equal Educational Opportunity	6
Homeless Child or Youth	6
Grievance Procedure	6-7
Civil Rights Complaint Procedure	7-8
Notice of Nondiscrimination	8-9
Jurisdictional Statement	9
Positive Behavior Interventions and Support (PBIS)	9-10
Student Code of Conduct	10
Student Good Conduct	10
PreK-5 Building Discipline Matrix	11-15
Smoking, Drinking, Drugs	15
Expulsion	16
Student Search Rule	16-17
School Fees	17
Emergency Information	17-18
STUDENT ATTENDANCE	
Requirements	18
Daily Attendance	18
Tardy and Absent	18
Enrollment	18
Inclement Weather	18-19
STUDENT HEALTH, WELL-BEING AND SAFETY	
Student Arrival	19
Permission to Leave Building	19
Immunizations	19
Physical Examinations	20
Administration of Medication	20
Student Illness or Injury at School	20
Student Insurance	20
Communicable and Infectious Diseases	20
Head Lice	20

Health Screening	20
Emergency Drills Take Actions	21
Standard Response Protocol: Student/Parent Handout	21
Recess	23
Physical Education	23
Anti-Bullying/Anti-Harassment	23
Retaliation Prohibit/ Definition	22-23
Building Response to Reports of Harassment and Bullying	25
Discrimination and Harrasment Base on Sex Prohibited	25
Student Complaint Procedures for Sexual Harassment	25
STUDENT ACTIVITIES	
Assemblies/Special Events	26
Study Trips	26
School-Sponsored Student Organization	26
Student Funds and Fund Raising	26
Use of School District Facilities by Student Organizations	26
Student Activity Tickets	26
STUDENT RECORDS	
Educational Records	27
Procedures for Students Who are Transferring to Another School	
School District	27
STUDENT RIGHTS AND RESPONSIBILITIES	
Dress Code	27
Care of School Property	28
Walking and Biking to School	28
Illegal Items Found in School or in Students' Possession	28
Weapons	28
Dual Enrollment Students	29
Interferences in School	29
Student Complaints	29
Computer Equipment and Internet Appropriate Use Procedures	29
STUDENT SCHOLASTIC ACHIEVEMENT	
Grade Reports	30
Homework	30
District Assessments	30
Human Growth and Development	30
Open Enrollment	30
MISCELLANEOUS	
Telephone Information	30
Personal Property	31
Visitors/Guests	31
Dismissal Time	31
Legal Status of Student	31
School Meals	31
Nutrition Services & Meal Charges Policy	32
Payment of Meals	32
Negative Account Balances	32
Communication of Policy	32
Free and Reduced Price School Meal Program	32
Buses and Other School District Vehicles	32-34
Library	35
Lost and Found	35
Parent/Teacher Association	35

Guidance	35
Citizenship	35
Inspection of Educational Materials	35
Communication To and From School	35
Talents Program	35
Child Care	36
School Parties	36
Birthdays & Celebrations	36
Sharing Time	36
Snacks	36
Supply Lists K-5	37-41

**LEWIS CENTRAL COMMUNITY SCHOOLS  
EDUCATIONAL GOALS**

MISSION STATEMENT:

**Inspiring Excellence!**

VISION:

Developing passionate, innovative, adaptable learners prepared to embrace the challenges of the future and make a positive difference in their community.

CORE VALUES:

- **Students focus** – We foster a passion for learning by developing the whole child.
- **Opportunity** – Each person deserves to engage in experiences that help him or her grow and excel.
- **Collaboration** – We embrace differences to work together productively.
- **Excellence** – Higher expectations yield higher results for everyone.
- **Community** – We create a sense of belonging through demonstration of respect, acceptance and pride.
- **Innovation** – We seek new ways to make learning environments more exciting, challenging and rewarding.

## LEWIS CENTRAL FIGHT SONG

LEWIS CENTRAL, LEWIS CENTRAL  
FIGHT WITH ALL YOUR MIGHT  
CHEERS FOR OUR TEAM-BLUE AND WHITE TEAM  
VICTORY'S IN SIGHT – RAH! RAH! RAH!  
BE WHAT MAY BE, YOU WILL ALL SEE  
TITANS IN THE FIGHT  
LET'S FIGHT FOR LEWIS CENTRAL  
WIN TONIGHT!  
HEY!

## KREFT PRIMARY SCHOOL PERSONNEL DIRECTORY 2021 - 2022 SCHOOL YEAR

**Principal:** Mrs. Erica Kenoyer  
**Administrative Intern:** Mrs. Desiree Jensen

**Office:** Mrs. Karen Dunlop  
Mrs. Becky Riehle

**Secretary:** Mrs. Carrie Recher  
**Computer Tech:** Mrs. Kelly Rounds

### Kindergarten Teachers:

Ms. Anne Benson  
Mrs. LoriAnn Brougham  
Mr. Tyler Friedrichsen  
Mrs. Analise Letner  
Mrs. Amber Newcom  
Mrs. Ann Nun  
Mrs. Julie Ruzicka  
Miss. Emily Schwery  
Mrs. Meghan Sewing  
Mrs. Beth Smith

### First Grade Teachers:

Mrs. Kristina Beckner  
Mrs. April Gradoville  
Mrs. Linda Hahn  
Mrs. Amy Higginbotham  
Mrs. Heather Nano  
Mrs. Wendy Pomrenke  
Mrs. Kathy Pregon  
Mrs. Michelle Schaeffer  
Mrs. Heidi White  
Mrs. Tara York

### Preschool Teachers:

Mrs. Becca Bourrette  
Mrs. Jill Heller  
Mrs. Maureen Petri  
Ms. Angie Smith  
Mrs. Sandy Williams

### Instructional Coaches:

Mrs. Gina Johnson  
Mrs. Kellie Vinchattle

### Special Area Teachers:

**TAG:** Mrs. Breanna Cunningham  
**Art:** Ms. Kim Swanger  
**ELL:** Mrs. Amberly Schechinger  
**PE:** Mrs. Jeanine Toole  
**Music:** Mrs. Erin Lidgett  
**Media/Library:** Mrs. Kayla Nightser  
Mrs. Mary Aney  
TBD - Clerk

**Reading Support:** Mrs. Sarah Langille  
Mrs. Jennifer Lighthipe

**Counselor:** Mrs. Skyler Avila  
Ms. Angela Blaney- At-Risk Para

**MSW:** Mrs. Diane Goetzmann

**Special Education Rep:** Ms. Kellie Peterson

**Speech Pathologist:** Ms. Gretchen Donegan

**Speech Pathologist Assistant:** TBD

**School Behavioral Support Specialist:** Mrs. Shannon Gibson

**Special Education:** Mrs. Taylor Lund  
Mrs. Kaylyn Reynolds  
Mrs. Ashley Smith  
Mrs. Rachel Witte

**District Nurse:** Mrs. Deb Blodgett

**Health Assoc:** Ms. Brenda DeLance  
Mrs. Diana Porath



## 2021-2022 Titan Hill Intermediate Staff

**Principal-** Dana Barker   **Assistant Principal-** Michelle Hoffman

**Instructional Coaches** -Aubree Filipek,Maggie Miller,Laura Nickman

**At Risk   2-3 Counselor** Denise Johnson   **4-5 Counselor** Lauren Letizia

**Building Secretary-** Rocio Sifuentes

**Office Clerks-** Lorry Elder, Mindi Skokan

**2<sup>nd</sup> Grade Teachers-** Melinda Brewer, Cindy Cox, Darla Dixon, Stephanie Donner, Megan Gibson, Jennifer Kerber, Kristen Longmeyer, Ashlie Salazar, Emily Sidders

**3<sup>rd</sup> Grade Teachers-** Susan Drustrup, Kris Horton, Christy Hughes, Gina Johnson, Joanna McDonald, Michelle Partington, Lisa Scieszinski,Cindy Sellers, Brooke Young

**4<sup>th</sup> Grade Teachers-**Abby Borg, Deb Croson, Julie Curtis, Beth Ford, Sarah Nielsen,Tina O'Donnell, Paul Schechinger, Lanesa Statzer, Alison Toman

**5<sup>th</sup> Grader Teachers-** Bennet-Brock, Jami Devine, Collin Fast, Aubree Filipek, Evanne Jones, Katie Kinsella, Audra O'Brien, Kayla Smith, Dani Wagaman, Djuana Wambold, Rebecca Wilson

**Special Education Teachers-** Carrie Arnett, Jeanne Bartholow, Mary Broughton,Tiffany Stanton,Barb Jones,Tracie Meyer,Morgan Fast

**Special Area Teachers-** Andrew Brei/PE, Mike Ernst/PE, Nicole Fischer/Art, Belinda Jacoby/Music, Amanda Stevenson/Music, Kayla Nightser/Media, Kim Swanger/Art

**Title I/ELL Teachers-**Nicole Friedrichsen/Title, Rebecca Hodtwalker/Title, Amberly Schechinger/ELL, Ashley Wilson/Title

**Tag Teacher-** Breanne Cunningham

**AEA Support Staff-** Vince Winkler-Special Ed Rep, Teresa Johnsen-Speech, Patricia Earlywine-Speech, Tina Seguin- Social Worker

**Associates-** Kelly Alley, Tracy Blay, Lisa Gomez, Julie Meier Childers, Karen Schneidewind, Karla Strohmeier, Maja Knutson, Doreen Bierce, Makenzi Bremholm, Alecia Tomair

**At Risk** Paraprofessional-Hailey Putnam

**Health Office-** Amy Hallam,Angela Katzenstein,Brenda DeLance

**Technology-** Peter Black

**Food Service-** Mike Hoppe (Supervisor), Kathy Boughter, Amanda Carroll, Taren Hubbell, Rhonda Dittmer, Susie Cubrich, Corona Moss, Celeste Nelson, Alesha Wick, Kimberly Witters, Lorna Woods

**Maintenance-** Janet Flynn, Tom Atilano, Paul Dillahey, Steve Davidson, Kedryn Graham, Nicholas Moss, Gary Von Weihe, Beth Holt

**\*\*\*\*\*IMPORTANT NUMBERS\*\*\*\*\***

Titan Hill Office/Attendance 366-8289, 366-8297, 366-8385

Titan Hill Nurse 366-8291 or 366-7666

Food Service Department 366-8267

LCLC 366-8301

LC Pool Office 366-8273



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5

## 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 district property, property within the jurisdiction of the school district or school district premises, 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.

## Equal Educational Opportunity

The school district does not discriminate in its educational programs or educational activities on the basis of sex, race, religion, color, national origin, marital status, sexual orientation, gender identity, physical attributes or disability. Students are educated in programs which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Equity Coordinator. The Equity Coordinator is Laurie Thies and she can be reached at 712-366-8311. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, Kansas City, Missouri. or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294, (Reference Board Policy 505.4).

## "Homeless child or youth"

Defined as a child or youth from the age of 3 years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:

1. A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement;
2. A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or
4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs "1" through "3" above.

## Grievance Procedure

It is the policy of the Lewis Central Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Laurie Thies, 4121 Harry Langdon Blvd., Council Bluffs, IA 51503, 712-366-8311, [lthies@lewiscentral.org](mailto:lthies@lewiscentral.org).

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

## Filing a Complaint

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed

within fifteen (15) of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed.

#### Investigation

Within five (5) working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter "equity coordinator"). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement;
- Interviews of the Complainant, Respondent, or witnesses;
- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within fifteen (15) working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings.

The equity coordinator shall notify the Complainant and Respondent of the decision within five (5) working days of completing the written report. Notification shall be by U.S. mail, first class.

#### Decision and Appeal

The complaint is closed after the equity coordinator has issued the report, unless within ten (10) working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within fifteen (15) working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within five (5) working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent shall be final.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated time frames cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

### **CIVIL RIGHTS COMPLAINT PROCEDURE**

Lewis Central Community School District students, parents of students, employees, applicants for employment and others having business or contact with the District who feel they have been subject to denial of rights in their dealings with or education by the District shall have the right to file a formal complaint alleging discrimination under federal and/or state regulations requiring non-discrimination in programs and employment.

#### Level One – Principal or Immediate Supervisor

(Informal and Optional – may be bypassed by the Complainant)

Employees who have a complaint of discrimination based upon their gender, race, national origin, religion, age, or disability are encouraged to first discuss the problem and/or the alleged discriminatory event with their principal or immediate supervisor, with the objective of resolving the matter informally.

A student, a parent of a student, an applicant for employment or others having business or contact with the District

who have a complaint of discrimination based upon gender, race, national origin, religion, age, or disability are encouraged to discuss the problem and/or the alleged discriminatory event with the instructor, counselor, supervisor, building administrator, or program administrator directly involved, with the objective of resolving the matter informally.

#### Level Two – The Equity Coordinator

If the complaint is not resolved informally and the Complainant wishes to pursue the matter, a formal written complaint may be filed with the District's Equity Coordinator on a form provided by the Coordinator. An investigation of harassment or other discrimination may be initiated without a complaint by the Equity Coordinator, with the approval of the superintendent or the Board of Directors; the Superintendent; and/or the Board of Directors.

The written complaint shall include at least: (1) full name, address and telephone number of the complainant; (2) complainant's relationship to the District; (3) the nature of the complaint; (4) specifics about the incident(s) resulting in the complaint, (including date, time, place of occurrence, if known); (5) full name and other identifying information about the alleged violator; (6) names, addresses, telephone numbers of witnesses and (7) the remedy requested. The complaint may be accompanied by other relevant documents and/or evidence. (See Board Policy 104 for types of relevant evidence in a harassment complaint.)

The formal, written complaint must be filed with the office of the Equity Coordinator within fifteen (15) working days either from the date of the event giving rise to the complaint, or from the date the complainant could reasonably have become aware of such occurrence.

After, or as part of filing the complaint, the complainant may request that a meeting concerning the complaint be held with the Equity Coordinator. A complainant who is a minor student may be accompanied at any such meeting by a parent or guardian.

The Equity Coordinator shall be responsible for investigating the complaint. The investigation shall be confidential and include, but not be limited to: interviewing and/or obtaining written statements from the complainant, witnesses, and the alleged violator.

The investigation will be impartial and if requested every effort will be made to protect the parties' confidentiality.

A written, confidential Discrimination Complaint Report will be sent by certified mail or hand delivered to the complainant (or their parent), the alleged discriminator and the immediate supervisor, school principal or program administrator directly involved within ten {10} working days after receipt of the formal complaint. The Superintendent may approve a ten {10} day extension of time if circumstances justify the same.

This report shall include a statement of the findings of the investigation with a clear statement that, in the investigator's opinion, the complaint is founded, unfounded, or unclear. The Equity Coordinator shall determine the action to be taken, (discipline, further investigation, or dismissal of the complaint), and/or provide a statement of resolution of the complaint.

#### **Notice of Nondiscrimination**

Students, parents, employees and others doing business with or performing services for the Lewis Central Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age (except for permitting/prohibiting students to engage in certain activities), religion, national origin, marital status, sexual orientation, gender identity, socioeconomic status, gender, creed, disability or genetic information in its educational programs and/or activities.

The school district does not discriminate on the basis of race, color, age (except for permitting/prohibiting students to engage in certain activities), religion, national origin, marital status, , sexual orientation, gender identity, socioeconomic status, gender, creed, disability, or genetic information 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:

Laurie Thies  
4121 Harry Langdon Blvd.  
Council Bluffs, IA 51503  
712-366-8311  
Email address: lthies@lewiscentral.org

who 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 (2007).

### **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 and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures or language.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

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

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the principal's office for information about the current enforcement of the policies, rules or regulations of the school district, (Reference Board Policy 502.1).

### **Positive Behavior Interventions and Supports (PBIS)**

PBIS is a school-wide positive behavior program that is implemented at Kreft Primary and Titan Hill Intermediate School. Each school has three main expectations that are used throughout the school. At Kreft Primary, the three expectations are Be Respectful, Be Responsible, and Be Safe. At Titan Hill, the expectations are Be Respectful, Be Responsible, and Be Ready to Learn.

- ★ Expectations for all students, staff, and settings are in place to create consistency.
- ★ Expectations are displayed throughout the school and taught throughout the year.
- ★ Students and staff are able to state the expectations, creating consistency throughout the building.
- ★ Staff members model PBIS expectations for students.

- ★ Students are reinforced for displaying appropriate behavior in school.
- ★ The program is focused on acknowledging students for consistent positive behavior using Titan Tickets.
- ★ Direct instruction of expected behaviors will occur throughout the school year.
- ★ Problem behavior will be responded to with consistent consequences that are focused on reteaching the expected behaviors.

## **Student Code of Conduct**

Appropriate behavior is expected during the entire school day as well as at all school activities. The following rules and policies have been approved by the Board of Directors of the Lewis Central Community School District and are supported by Section 282.4 of the Code of Iowa (Majority Vote - suspension), Section 282.5 of the Code of Iowa (Re-admission of Pupil), Section 502 of the Board Policy (Student Behavior and Discipline Suspension, Expulsion and other Disciplinary Measures). A student may be suspended or expelled from school for violation of the following school rules, or for violating the Iowa Code provision contained in Section 282.4.

## **RULES**

1. Students are to be in attendance in all assigned classes and activities during the school day.
2. Students who skip school will not be permitted to re-enter school unless accompanied by his/her parents. No credit will be given for work missed when a student skips. The student may be required to make up the hours missed or may be suspended from school.
3. Any student who has to leave school because of illness or for another reason must check out through the principal's office. Leaving school without permission will be classified as truancy and dealt with accordingly.
4. Profanity is prohibited on school grounds, in any school building, and at any school function.
5. Students will be held responsible for any damage done to school equipment.
6. All students shall be expected to conduct themselves in an orderly and acceptable manner entering and leaving school, during assembly programs, and in the classroom.
7. All students shall respect the authority of school personnel assigned supervision duties.
8. In an elementary setting, most discipline concerns will be handled by the classroom teacher. However, some offenses are severe enough to merit referral to the building principal. Actions which must be reported to the principal include, but are not limited to the following:
  - a. The child willfully inflicts harm on another person.
  - b. The child willfully destroys or defaces property.
  - c. The child uses profane or abusive language.
  - d. The child overtly refuses to obey.
  - e. The child is absent from school without permission.
  - f. The child possesses or uses, distributes tobacco, alcohol, and/or illegal drugs.
  - g. The child possesses, uses, or transmits any instrument considered a weapon.

Items (a) through (g) are not intended to be all-inclusive, but merely offenses which will result in disciplinary action.

When a student is referred to the principal for serious disciplinary reasons, the parent/guardian will be contacted.

9. Due process - During all disciplinary proceedings, students will be accorded due process.  
(Reference School Board Policy 502).
10. The following matrix will be utilized for major/minor discipline referrals:

## **GOOD CONDUCT RULE**

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetimes.

Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities

which are illegal, immoral or unhealthy.

Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal will keep records of violations of the good conduct rule.

It is the responsibility of the superintendent to develop rules and regulations for school activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

## Lewis Central Elementary PreK- 5 Building Discipline Matrix

### Responding to Misbehavior

- Respond calmly and privately
- Use nonverbal cues
- Direct/remind student of desirable behavior (what s/he can do or should do)
- Provide clear, consistent consequences related to the misbehavior delivered with dignity and purpose

**Staff Managed (Minor) Problem Behaviors** - can be redirected quickly without significantly disrupting flow of instruction or activity; if performed infrequently would not be considered a problem

Minor Violation	Dealt With in the Classroom
<p><b><u>Disruptive Behavior:</u></b> Low-intensity verbal or physical actions that hinder or impair teaching and learning</p> <p>May include, but not limited to:</p> <ul style="list-style-type: none"><li>• engaging in behaviors that interfere with the work of others</li><li>• inappropriate voice levels at designated times of listening or quiet</li><li>• inappropriate out of seat behaviors during times of instruction</li></ul>	<p>Classroom problem solving initiated based on classroom management plan.</p> <p>Teacher completes Minor Violation Data Collection</p> <p><b>Possible Consequences:</b></p> <p>State rule and redirect</p> <p>Conference with student</p>
<p><b><u>Non-Compliance (Defiance):</u></b></p> <p>Brief or low-intensity failure to follow directions or talks back</p> <p>May include, but not limited to:</p> <ul style="list-style-type: none"><li>• Failing to follow the request or direction of school personnel</li><li>• Failing to comply with directions to be safe</li><li>• Failing to comply with directions to stop disrupting others</li></ul>	<p>Re-teach rules</p> <p>Restitution/clean up duty</p> <p>Time owed</p> <p>Time out (in room)</p> <p>Call to parent</p> <p>Behavior contract</p> <p>Loss of privileges</p>
<p><b><u>Inappropriate Language/Gestures (Disrespect):</u></b></p> <p>Low intensity instances of inappropriate language or gestures; low intensity, socially rude or dismissive messages to others</p>	<p>Walk &amp; think at recess</p>

<p>May include, but not limited to:</p> <ul style="list-style-type: none"> <li>• Making inappropriate comments (not directed at someone)</li> <li>• Using an inappropriate gesture (not directed at someone)</li> <li>• Using profanity (not directed at someone)</li> <li>• Verbal language, written language, or actions intended to harm or disturb</li> </ul>	
<p><b><u>Property Misuse:</u></b></p> <p>Low intensity misuse of property</p> <p>May include but not limited to:</p> <ul style="list-style-type: none"> <li>• writing on desk, breaking pencils, ripping up papers</li> </ul>	
<p><b><u>Technology Violation:</u></b></p> <p>Non-serious, but inappropriate use of electronic device</p> <p>May include, but not limited to:</p> <ul style="list-style-type: none"> <li>• having device on without permission</li> <li>• modifying the work of others without permission</li> <li>• deleting apps <ul style="list-style-type: none"> <li>• taking picture/videos without permission</li> </ul> </li> </ul>	
<p><b><u>Physical Contact - Physical Aggression:</u></b></p> <p>non-serious, but inappropriate physical contact</p> <p>May include but not limited to:</p> <ul style="list-style-type: none"> <li>• Poking, tapping, kicking, tripping, elbowing, shoving</li> <li>• Roughhousing</li> </ul>	

**Office Managed (Major) Problem Behaviors** - behaviors that are significantly disrupting flow of instruction or activity and/or raise concerns of safety for the student or others

Major Violation	Dealt With in the Office
<p><b><u>Disruptive Behavior:</u></b> High intensity or repeated verbal or physical actions that hinder or impair teaching and learning</p> <p>May include, but not limited to:</p> <ul style="list-style-type: none"> <li>• <b>Repeatedly</b> engaging in behaviors <b>intended</b> to interfere with the work of others</li> <li>• <b>Repeated</b> inappropriate voice levels at designated times of listening or quiet</li> </ul>	<p>Electronic referral is completed.</p> <p><b>Student remains in classroom.</b></p> <p>Administration will arrange to meet with student.</p>



<ul style="list-style-type: none"> <li>• <b>Repeated</b> inappropriate out of seat behaviors during times of instruction</li> </ul>	<p><b>Possible Consequences:</b></p> <ul style="list-style-type: none"> <li>• Time in Office</li> <li>• Loss of Privileges</li> <li>• Parent Contact</li> <li>• Detention</li> <li>• Restitution</li> <li>• Individualized Instruction</li> <li>• In School Suspension</li> <li>• Out of School Suspension</li> <li>• Administration and Parent Meeting.</li> </ul>
<p><b><u>Non-Compliance - Defiance:</u></b> Defiance of authority, refusal to obey directions of school personnel, and/or arguing.</p> <p>May include, but not limited to:</p> <ul style="list-style-type: none"> <li>• <b>Repeated</b> incidents of refusal to follow the request or direction of school personnel</li> <li>• <b>Refusal</b> to comply with directions to be safe</li> <li>• <b>Refusal</b> to comply with directions to stop disrupting others</li> </ul>	
<p><b><u>Inappropriate Language/Gestures (Disrespect):</u></b></p> <p>verbal, physical, or written language and/or gestures directed toward others that may cause offense</p> <p>May include, but not limited to:</p> <ul style="list-style-type: none"> <li>• Inappropriate comments or actions of a sexual nature</li> <li>• Inappropriate gesture directed at a staff member</li> <li>• Inappropriate gesture directed at a student</li> <li>• Profanity directed at a staff member</li> <li>• Profanity directed at a student</li> <li>• Verbal language, written language, or actions intended to harm or disturb</li> </ul> <p><i>If actions are determined by Administration to meet the criteria for bullying and/or harassment, an investigation will be conducted and district policy followed.</i></p>	
<p><b><u>Property Damage/Vandalism:</u></b></p> <p>Students participate in an activity that results in destruction or disfigurement of property.</p>	
<p><b><u>Technology Violation:</u></b></p> <p>Inappropriate use of electronic devices</p> <p>May include, but not limited to:</p> <ul style="list-style-type: none"> <li>• Sexting</li> <li>• Intentionally and/or repeatedly visiting inappropriate sites</li> <li>• <b>Repeated</b> issues with modifying the work of others without permission</li> <li>• <b>Repeated</b> misuse of device (deleting apps, taking pictures/videos)</li> </ul>	
<p><b><u>Inappropriate location - Out of bounds area:</u></b></p> <p>Student leaves without permission or is in an area outside the boundaries of the school</p>	

<p><b><u>Threats</u></b></p> <p>May include, but not limited to:</p> <ul style="list-style-type: none"> <li>• Intimidating others through verbal, physical, or written means</li> </ul> <p><b><u>Harassment</u></b></p> <p>Delivery of disrespectful messages related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected classes</p>	
<p><b><u>Physical Aggression:</u></b> actions involving serious physical contact where injury may occur</p> <p>May include, but not limited to:</p> <ul style="list-style-type: none"> <li>• Fighting ( mutual participation in an incident involving physical violence)</li> <li>• Biting</li> <li>• Physical contact with the intent to harm</li> <li>• Striking someone with a fist</li> <li>• Striking someone's head or face</li> <li>• Throwing items with the intent to cause harm or damage</li> </ul>	<p><b>Building administrator may be contacted immediately or the student sent to the office. Electronic referral completed.</b></p> <p><b>Possible Consequences:</b></p> <ul style="list-style-type: none"> <li>• Time in Office</li> <li>• Loss of Privileges</li> <li>• Parent Contact</li> <li>• Detention</li> <li>• Restitution</li> <li>• Individualized Instruction</li> <li>• In School Suspension</li> <li>• Out of School Suspension</li> <li>• Administration and Parent Meeting.</li> </ul>
<p><b><u>Inappropriate Display of Affection:</u></b> student engages in inappropriate, verbal and/or physical gestures/contact, of a sexual nature to another student/adult</p>	<p><b>Student sent to the office. Electronic referral completed.</b></p> <p><b>Possible Consequences:</b></p> <ul style="list-style-type: none"> <li>• Time in Office</li> <li>• Loss of Privileges</li> <li>• Parent Contact</li> <li>• Detention</li> <li>• Restitution</li> <li>• Individualized Instruction</li> <li>• In School Suspension</li> <li>• Out of School Suspension</li> <li>• Administration and Parent Meeting.</li> </ul>
<p><b><u>Illegal act or item:</u></b></p> <p>May include, but not limited to:</p> <ul style="list-style-type: none"> <li>• Use or possession of a weapon</li> <li>• Use or possession drugs</li> <li>• Use or possession of alcohol</li> <li>• Use or possession of tobacco products</li> <li>• Use or possession of combustibles</li> <li>• Theft</li> <li>• Arson</li> <li>• Bomb Threat</li> </ul>	<p><b>Student sent to the office. Electronic referral completed.</b></p> <p><b>Possible Consequences:</b></p> <ul style="list-style-type: none"> <li>• Time in Office</li> <li>• Loss of Privileges</li> <li>• Parent Contact</li> <li>• Detention</li> <li>• Restitution</li> <li>• Individualized Instruction</li> <li>• In School Suspension</li> <li>• Out of School Suspension</li> </ul>

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|--|---|
|  | <ul style="list-style-type: none"> <li>• Administration and Parent Meeting.</li> <li>• Possible police notification.</li> </ul> |
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## **SMOKING - DRINKING - DRUGS**

The board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or "look alike" substances that appear to be tobacco, beer, wine, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district.

The board believes such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors.

Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase or being in possession of cigarettes, tobacco or tobacco products for those under the age of eighteen, may be reported to the local law enforcement authorities. Possession, use or being under the influence of beer, wine, alcohol and/or of a controlled substance may also be reported to the local law enforcement authorities.

Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the school board. If such a student fails to satisfactorily complete such a program, the student may be subject to discipline including suspension or expulsion.

The board believes the substance abuse prevention program will include:

Age-appropriate, developmentally-based drug and alcohol curriculum for students in grades kindergarten through twelve, which address the legal, social, and health consequences of tobacco, drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use tobacco, drugs or alcohol;

A statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful; Standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use, being under the influence of or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities; A clear statement that disciplinary sanctions, up to and including suspension or expulsion and referral for prosecution, will be imposed on students who violate the policy and a description of those sanctions;

A statement that students may be required to successfully complete an appropriate rehabilitation program; Information about drug and alcohol counseling and rehabilitation and re-entry programs available to students; A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions required; and,

Notification to parents and students that compliance with the standards of conduct is mandatory.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

## **EXPULSION**

Only the board may remove a student from the school environment. The removal of a student from the school environment, which includes, but is not limited to, classes and activities, is an expulsion from school.

Students may be expelled for violations of board policy, school rules or the law. It is within the discretion of the board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense.

It is 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. The principal will keep records of expulsions in addition to the board's records.

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

1. Notice of the reasons for the proposed expulsion;
2. The names of the witnesses and an oral or written report on the facts to which each witness testifies unless the

witnesses are students whose names may be released at the discretion of the superintendent;

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; and,
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 must be provided with additional procedures. A determination should be made of whether the student is actually guilty of the misconduct. A staffing team should determine whether the student's behavior is caused by the student's disability and whether the conduct is the result of inappropriate placement. Discussions and conclusions of this meeting should be recorded.

If the special education student's conduct is not caused by the disability, the student may be expelled or suspended for a long term period following written notice to the parent and pursuant to the school district's expulsion hearing procedures. If the misconduct is caused by the disability and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district.

## **Student Search Rule**

### **I. Searches, Students and Protected Student Areas**

- A. All searches of students or protected student areas shall be reasonably related in scope to the circumstances which gave rise to the need for the search and be based upon consideration of relevant factors which include, but are not limited to, the following:
  - The nature of the violation for which the search is being instituted.
  - The age and gender of the student who may be searched pursuant to this rule.
  - The objectives to be accomplished by the search.
- B. A school official may search individual students and individual protected student areas if both of the following apply:
  - The official has reasonable grounds for suspecting that the search will produce evidence that a student has violated or is violating either the law or a school rule or regulation.
  - The search is conducted in a manner which is reasonably related to the objectives of the search and which is not excessively intrusive in light of the age and gender of the student and the nature of the infraction.
- C. A search of a protected student area may be conducted without the student present; however, if a student is not or will not be present at the time a search of a protected student area is conducted, the student shall be informed of the search either prior to or as soon as is reasonably practical after the search is conducted.
- D. Any contraband discovered during searches of a student or a protected student area shall be confiscated by school officials and may be turned over to law enforcement officials.
- E. A school official shall not conduct a search that involves: a) a strip search; b) a body cavity search; c) the use of a drug sniffing animal to search a student's body; or d) a search of a student by a school official not of the same sex as the student.

A "protected student area" includes, but is not limited to: a) a student's body, b) clothing worn or carried by a student, c) a student's duffle bag, book bag, backpack, knapsack, or any other container used by a student for holding or carrying personal belongings of any kind and in the possession or immediate proximity of the student.

### **II. School Searches, Lockers, Desks, and Other Facilities or Spaces Owned by the School**

- A. School officials may conduct periodic inspections of all, or a randomly selected number of, school lockers, desks and other facilities or spaces owned by the school and provided as a courtesy to the student. The furnishing of a school locker, desk or other facility or space owned by the school and provided as a courtesy to the student shall not create a protected student area and shall not give rise to an expectation of privacy on a student's part with respect to that locker, desk, facility or space. Allowing a student to use a separate lock on a locker, desk or other facility or space owned by the school and provided to the student shall also not give rise to an expectation of privacy on a student's part with respect to that locker, desk, facility or space.
- B. At the beginning of each school year, the District shall provide written notice to all students and the student's parent or legal custodians that school officials may conduct periodic inspections of school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to a student without prior notice.
- C. Any contraband discovered during searches of school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to a student shall be confiscated by school officials and may be turned over to law enforcement officials.

- D. An inspection of school lockers, desks or other facilities or spaces owned by the school and provided as a courtesy to a student may be accomplished by using such methods including, but not limited to, a visual search of lockers, desks or other facilities or spaces by school officials or the use by school officials or others hired at their discretion, or a drug sniffing animal.
- E. An inspection of school lockers, desks, or other facilities or spaces owned by the school and provided as a courtesy to a student shall either occur in the presence of the student whose locker is being inspected or shall be conducted in the presence of at least one other person.

### **School Fees**

The school district charges fees for certain items and class materials. Parents who have concerns about the fees should contact the principal. Students are responsible for taking care of their textbooks. Students will be billed for lost or damaged textbooks.

An annual fee will be charged as follows:

K-5 Textbook	\$45.00
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### **Emergency Information**

At the beginning of each school year, a parent must provide emergency information. This information should include emergency telephone numbers of the parent as well as alternate persons to contact in the event the school is unable to locate the parents. This emergency information should include a statement that **GIVES THE SCHOOL DISTRICT PERMISSION TO RELEASE THE STUDENT TO THE ALTERNATIVE PERSON IN THE EVENT THE PARENT CANNOT BE REACHED**. A parent needs to immediately notify the principal's office if this information changes during the school year.

### **STUDENT ATTENDANCE**

#### **Requirements**

A child who has reached the age of five by September 15 and who is enrolled in a school district is of compulsory attendance age unless the child's parent or guardian provides written notice to the school district of the "intent to remove the child from enrollment in the school district." Iowa Code 299.1A(2)(2013) . Any child who fails to attend school as required, without reasonable excuse for the absence, shall be defined as truant.

Parents will receive an attendance letter after a student has accumulated four absences or tardies. Tardies are defined as arriving five or more minutes past the start of the school day or leaving five minutes or more prior to the end of the day. Parents may be contacted by school personnel after a student has accumulated eight absences or nine tardies and a second attendance letter will be sent.

At 12 absences or tardies, students will be red-flagged in the school information system (PowerSchool). An Attendance Cooperation Agreement may be written when a student has accumulated 12 or more absences or tardies. The Attendance Cooperation Agreement is a collaborative plan between the school and the parent/guardian. School personnel may also choose to make contact with the County Attorney when a student has accumulated 12 or more absences or tardies to mediate a plan that will support in improving student attendance.

It is the responsibility of the County Attorney to take appropriate legal action upon receipt of said notification.

If you have any questions regarding this policy, contact your child's school.

#### **Daily Attendance**

Students are expected to be in class and make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the educational program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class help students in school as well as prepare students for adulthood.

Parents who know their child will be absent must notify the office prior to the absence. If advance notification is not possible, parents must notify the school office on the day of the absence prior to 8:00 a.m. Failure to do so will

result in an unexcused absence. If a student is absent due to illness or an appointment, parents should provide a physician's note upon return to school.

Students who need to leave school during the school day must be checked out in the office by a parent. Parents must sign students in for readmission to school. Students will not be released to anyone other than their parents unless the office has a note signed by the student's parents.

Students are responsible for arranging to make up schoolwork. Students have the same number of days they were absent plus one day to make up work. An extension of this policy may be requested in case of serious illness. Students are not allowed to make up schoolwork or to submit late school work due to an unexcused absence, (Reference Board Policy 501.1.501.14 and 501.15).

### **Tardy and Absent**

The policy for tardiness and absences in our school is as follows:

TARDY - arriving 5 or more minutes after start of day or leaving 5 or more minutes before end of day

ABSENT - ½ day if arrives 1 ½ hours after bell

½ day if leaves 1 ½ hours before dismissal

ABSENT - more than 1 ½ hours is full day

### **Enrollment**

The state law requires that a child be five on or before September 15 (Iowa Code Section 282.3).

All children who are eligible should enroll by the first week of school. It is a definite disadvantage for a child to enter school after the others are well-established. Birth certificates are required for incoming kindergarten students **and immunization records are required for all children entering our school system**, (Reference Board Policy 501.0). **These documents must be on file prior to the student starting classes.**

### **Inclement Weather**

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified over **The River, KISS Country, KQKQ, KKAR, KOIL, FOX KCTY, KGOR, KXKT, KTMP, KFAB** radio and **KMTV, WOWT, KETV, and KPTM Channel 17** television stations and the Lewis Central Website. Families that would like to be notified directly when classes are canceled may sign up for GovDelivery – a free email notification service provided by the State of Iowa by going to the website: [www.lewiscentral.org](http://www.lewiscentral.org)

The designation LEWIS CENTRAL COMMUNITY SCHOOLS includes Lewis Central High School, Lewis Central Middle School, Titan Hill and Kreft Primary Schools. It is our intent to have all information to these stations by 6:30 a.m. Council Bluffs Public School notices **DO NOT** include Lewis Central.

If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. To prepare for early dismissal parents should have arrangements made with friends or neighbors to have children stay with them. Anyone picking up children will come to the principal's office or designated area.

Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and rescheduled. If the extracurricular activity is to be held, students and a parent are notified in the same manner as the notification that school was dismissed.

## **STUDENT HEALTH, WELL-BEING AND SAFETY**

### **Student Arrival**

Students are not to be dropped off on school grounds prior to the bell signaling the start of the school day. This is for the safety of all students as there is no supervision. **Doors open at the following times:**

**Kreft Primary School- Doors open at 8:10 A.M.**

**Instruction begins at 8:30 A.M.**

**Students will be counted tardy at 8:30 A.M.**

Titan Hill Intermediate-Doors open at 8:10 A.M.

Instruction begins at 8:35 AM

Students will be counted tardy at 8:35 A.M.

### **Permission to Leave the Building**

Once students arrive at school, they are not to depart the school grounds until they are directly on their way home at the conclusion of the school day. Students who are authorized to leave the school premises for specific purposes shall follow the sign out procedure, (School Board Policy 505.3).

### **Immunizations**

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or a provisional form is on file. Exceptions are allowed for medical or religious purposes when the proper forms are submitted, (Reference Board Policy 504.1).

The State of Iowa requires children to have certain immunizations to attend school. The following are required:

4 years of age and older

**5 doses Diphtheria/Tetanus/Pertussis** with 1 dose received  $\geq$  4 years of age if born on or after September 15, 2003; or 4 doses, with 1 dose received  $\geq$  4 years of age if born after September 15, 2000, but before September 15, 2003; or 3 doses, with 1 dose received  $\geq$  4 years of age on or before September 15, 2000.

**4 doses Polio** with 1 dose received  $\geq$  4 years of age if born after September 15, 2003; or 3 doses, with 1 dose received  $\geq$  4 years of age if born on or before September 15, 2003.

**2 doses Measles/Rubella** the first dose shall have been received  $\geq$  12 months of age; the second dose shall have been received  $\geq$  28 days after the first.

**3 doses Hepatitis B** if born on or after July 1, 1994.

**2 doses Varicella**  $\geq$  12 months of age if born on or after September 15, 2003; or 1 dose received  $\geq$  12 months of age if born on or after September 15, 1997, but born before September 15, 2003, unless the applicant has a reliable history of natural disease.

### **Additional requirements**

The Department of Public Health also requires a **blood lead**, **dental** and **vision screening** for all children entering kindergarten. A vision screening is also required for 3<sup>rd</sup> grade students. School records are audited annually for compliance.

### **Physical Examinations**

Parents are encouraged to have their children receive periodic physical examinations.

### **Administration of Medication**

Students may need to take prescription or non-prescription medication during school hours. The school must know what medication a student is taking in the event the student has a reaction. Physician and a parent notes are required for all prescription medications given at school. A parent note is required for over-the-counter medications such as Tylenol, cold medications, and cough drops. The manufacturer's dosage recommendations will be followed unless a medical provider provides a written order to the contrary. Injections may be administered by the school nurse or designated trained staff. No student under age 6 will be given any cold/cough medication containing phenylpropanolamine without written consent from a qualified prescriber. Any medication to be taken at school must be delivered and picked up by an adult. No medications are to be sent in backpacks or carried by the child.

Medication is held in a locked cabinet and distributed by the nurse and/or designee. All medication must be in the original container with the following information: name of student, name of the medication, directions for use including dosage, times and duration, name, phone number and address of pharmacy, date of the prescription, name of the physician and potential side effects, (Reference Board Policy 504.10). It is the responsibility of the parent to ensure medications are current and replaced prior to the expiration, (Reference Board Policy 504.10).

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

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parent according to the information on the emergency form. If the student is too ill to remain in school, the student is released to the student's parent or, with parental permission, to another person directed by the parents. **Please have arrangements in place for transporting a sick child home.**

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school contacts emergency medical personnel if necessary and attempts to notify the parent where the student has been transported for treatment, (Reference Board Policy 504.3).

### **Student Insurance**

Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact the principal's office, (Reference Board Policy 504.6).

### **Communicable and Infectious Diseases**

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves nor does it create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class nor participate in school activities without his/her personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles, chicken pox, and ringworm. A child with a rash is not allowed in school until a doctor's note is received or the rash is gone, (Reference Board Policy 504.2).

### **Head Lice**

In accordance with the Iowa Department of Health recommendations, students will no longer be excluded from school for head lice. If head lice is detected on a student, health office personnel will make every effort to reach the parents or guardians to pick up their child and initiate the recommended treatment.

### **Health Screening**

Throughout the year, the school district sponsors health screening for vision, hearing, dental, height and weight measurements. Students are automatically screened unless the parent submits a note asking that the student be excused from the screening. The grade levels included in the screening are determined annually. However, upon a teacher's recommendation and with parental permission, students not scheduled for screening may also be screened.

### **Emergency Drills**

Periodically the school holds practice emergency drills using the Standard Response Protocol. Teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.



# IN AN EMERGENCY TAKE ACTION



## **HOLD! In your room or area. Clear the halls.**

### **STUDENTS**

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### **ADULTS**

Close and lock the door  
Account for students and adults  
Do business as usual



## **SECURE! Get inside. Lock outside doors.**

### **STUDENTS**

Return to inside of building  
Do business as usual

### **ADULTS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## **LOCKDOWN! Locks, lights, out of sight.**

### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

### **ADULTS**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## **EVACUATE! (A location may be specified)**

### **STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### **ADULTS**

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## **SHELTER! Hazard and safety strategy.**

### **STUDENTS**

Use appropriate safety strategy for the hazard

#### **Hazard**

Tornado  
Hazmat  
Earthquake  
Tsunami

#### **Safety Strategy**

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

### **ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults



Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

### **Recess**

Fresh air and exercise are beneficial for physical and mental health. The principal or designated representative has the option of indoor recess as weather and related conditions can be less than ideal. Consideration will be given to the following factors:

- Temperature and windchill
- Precipitation
- Safety (storm, lightning, ice, etc.)

Although outdoor recess decisions consider all factors listed above and may vary based on daily conditions, no one will go out if the temperature or windchill is below 10 degrees. A physician's note is required if indoor recess is requested for more than three consecutive days.

### **Physical Education (PE)**

A parent note to have their child miss PE is acceptable. If the child will miss more than two consecutive days of PE, a doctor's excuse will be required. If a doctor's note has been received stating a child may not participate in PE, the child will not be able to resume PE class until doctor's clearance is on file.

### **ANTI-BULLYING/ANTI-HARASSMENT POLICY**

The *Lewis Central District* is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.

Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. Complaints will be investigated within a reasonable time frame.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

### **Retaliation Prohibited**

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

### **Definitions**

For the purposes of this policy, the defined words shall have the following meaning:

- "Electronic" means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging. "Harassment" and "bullying" mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:

- (1) Places the individual in reasonable fear of harm to the individual's person or property.
- (2) Has a substantial detrimental effect on the individual's physical or mental health.
- (3) Has the effect of substantially interfering with the individual's academic or career performance. Has the effect of substantially interfering with the individual's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- "Trait or characteristic of the individual" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- "Volunteer" means an individual who has regular, significant contact with students.

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

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

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

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

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

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

#### Publication of Policy

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's website,
- (other) \_\_\_\_\_

### **Building Response to Reports of Harassment and Bullying:**

All reports of potential harassment and bullying are investigated by building/district administration. The Lewis Central administration:

- Will carefully review and investigate each complaint
- Will interview the student initiating the complaint
- May interview witnesses, parents, other adults, etc. to gain any additional information
- May refer any complaint directly to the District Level One Investigator or the Council Bluffs Police Department
- May require more teaching of skills, development of additional lessons, provide opportunities for counseling, take immediate action and impose consequences, or take any other actions that are designed to continue to provide a safe and positive learning environment.

## **Discrimination and Harassment Based On Sex Prohibited**

In accordance with Title IX of the Education Amendments Act of 1972, the Lewis Central Community School District prohibits sex discrimination, including sexual harassment as defined by the regulations implementing Title IX ([34 C.F.R. § 106.30](#)), against any individual participating in any education program or activity of the District. This prohibition on discrimination applies to students, employees, and applicants for employment.

The Board authorizes the Superintendent to adopt procedures for any individual to report sexual harassment to the District's Title IX Coordinator, for the provision of supportive measures to anyone who has been subjected to sexual harassment whether or not they proceed with a formal complaint under those procedures, and for the investigation and resolution of such complaints, as required by Title IX. This Title IX grievance process shall be used to respond to all complaints of sexual harassment that fall within the scope of Title IX. For complaints of sexual harassment that do not fall within the scope of Title IX, the District may still offer supportive measures to the subject of such conduct and shall apply any other policy or procedure applicable to the alleged conduct.

Any individual with questions about the District's Title IX policy and procedures, or who would like to make a report or file a formal complaint of sex discrimination or sexual harassment may contact the District's designated Title Coordinator, [ *identify Title IX Coordinator and any deputy or backup coordinators by name and/or title, mailing address, telephone, and email address* ]

Retaliation against a person who made a report or complaint of sexual harassment, assisted, or participated in any manner in an investigation or resolution of a sexual harassment report or complaint is strictly prohibited. Retaliation includes threats, coercion, discrimination, intimidation, reprisals, and/or adverse actions related to employment or education. Any individual who believes they have been retaliated against in violation of this Policy should immediately contact the District's Title IX Coordinator.

## **Student Complaint Procedures for Sexual Harassment**

Students may file a complaint regarding school district policies, rules, regulations, or other matters by complying with the following procedure. This procedure is strictly followed, except in extreme cases.

- If an employee is involved, discuss the complaint with the employee within 10 days of the incident
- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within 10 school days of the employee's response or the incident
- If unsatisfied with the principal's response, talk to the superintendent within 10 days of the principal's response
- If unsatisfied with the superintendent's response, students may request to speak to the board within 10 days of the superintendent's response. The board determines whether it will address the complaint, (Reference Board Policy 505.5).

Lewis Central Community School District students' parents of students, employees, applicants for employment and others having business or contact with the district who feel they have been subject to denial of rights in their dealings with or education by the district shall have the right to file a formal complaint alleging discrimination under federal and/or state regulations requiring nondiscrimination in programs and employment.

If the complaint is not resolved informally and the complainant wishes to pursue the matter, a formal written complaint may be filed with the district's Equity Coordinator on a form provided by the Coordinator. An investigation of harassment or other discrimination may be initiated without a complaint by the Equity Coordinator, with the approval of the Superintendent or the Board of Directors.

## **STUDENT ACTIVITIES**

### **Assemblies/Special Events**

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

### **Study Trips**

In certain classes, study trips are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a study trip is required for a course, students are expected to attend the study trip and ride the bus to and from the school with the class.

Parents must sign a study trip release upon registration.

Handheld electronic devices are not allowed on study trips. Absences in other classes or school activities due to attendance on study trips or excursions are considered excused absences. While on study trips students are guests and considered representatives of the school district. Students must treat employees, chaperones, and guides with respect and courtesy, (Reference Board Policy 603.2).

#### Chaperone Procedures and Responsibilities

Chaperones need to be identified two weeks prior to the study trip and a background check will be required.

Chaperones must be willing to lead a group of students.

Chaperones should arrive 10 minutes early for study trip instructions.

Chaperones should check in the school office upon arrival and pick up a study trip chaperone badge.

Chaperones will be asked to sign in when they go to their child's classroom after stopping at the office.

Each chaperone will be assigned to a group of students. A chaperone and his/her group of students will be teamed with another chaperone and group of students.

Fees associated with the study trip will be waived for chaperones.

Chaperones are welcome to ride the bus to the study trip destination.

Chaperoning will be open to parents and family members 21 years and older.

If you are a designated chaperone and need to change your plans, please call your child's teacher immediately.

If a chaperone cancels within the two days prior to the study trip, the teacher will find a suitable replacement.

### **School-Sponsored Student Organizations**

School-sponsored student organizations are those which are recognized by the school district and board.

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

### **Student Funds and Fund Raising**

Students may raise funds for school activities upon approval of the Board at least one trimester prior to the fund raising event or the start of a fundraising campaign. Classes who wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

Students may not solicit funds from teachers, employees, or other students during the school day. Students who violate this rule are asked to stop. Violations of this rule may result in future fund raising activities being denied, (Reference Board Policy 1005.3).

### **Use of School District Facilities by Student Organizations**

School district facilities are available during non-school hours to school-sponsored and non-school sponsored student organizations for the purpose of meetings or activities. School district policies, rules and regulations are in effect during these meetings, (Reference Board Policy 1004.13).

### **Student Activity Tickets**

Students may purchase an activity ticket for admission to certain school district activities. Students not wishing to purchase an activity ticket must pay regular prices to attend school district activities. Students who cannot afford a student activity ticket should contact the building principal.

## **STUDENT RECORDS**

### **Educational Records**

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

Student directory information is released without parental permission unless the parent asks the school district not to release it. Parents must notify the school district in writing at the beginning of the school year if they do not want the school district to release directory information. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, degrees and awards received, most recent educational institution attended, year in school, dates of attendance, and heights and weights of athletes, (Reference Board Policy 505.1).

### **Procedures for Students who are Transferring to Another School or School District**

The school district automatically transfers a student's records to a new school district upon receipt of a written request from the new school district for the student's records. Parents, notified that the student's records have been sent, are given an opportunity to view the student's records that were sent and a right to a hearing to challenge the content of the student's records that were sent. Parental consent is not necessary to forward a student's records to a student's new school district or for the school district to request them from a student's previous school district, (Reference Board Policy 501.13). When a new student transfers into the school district, the student's records are requested from the previous school district, (Reference Board Policy 501.10).

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **Dress Code**

The board believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees and visitors.

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.

The board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

It is the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy.

### **Care of School Property**

Students will treat school district property with the care and the respect they would treat their own property. Students found to have destroyed or otherwise harmed school district property may be required to reimburse the school

district. They may be subject to discipline under board policy and the school district rules and regulations. They may also be referred to local law enforcement authorities.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative rules

### **Walking and Biking to School**

Due to the safety of the children, students at Kreft will not be allowed to ride a bicycle to or from school. Students at Titan Hill will not be allowed to walk or ride a bicycle to or from school.

### **Illegal Items Found in School or in Students' Possession**

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances, and possessing or using tobacco, tobacco products, electronic cigarettes or look-a-like substances. Weapons are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials, (Reference Board Policies 502.8, 402.12 and 1006).

### **Weapons**

The board believes weapons, other dangerous objects and look-alikes 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, dangerous objects and look-alikes. Weapons and other dangerous objects and look-alikes will 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 weapons, dangerous objects or look-alikes on school property are notified of the incident. Possession or confiscation of weapons, dangerous objects or look-alikes will be reported to law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, 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, any explosive, incendiary or poison gas, or otherwise defined by applicable law.

Weapons under the control of law enforcement officials or other individuals specifically authorized by the board are exempt from this policy. The superintendent may develop an administrative process or procedures to implement the policy.

***NOTE: This is a mandatory policy.***

***NOTE: The board may specifically authorize individuals to be armed with, carry, or transport a firearm on school grounds under limited circumstances outlined in law. Reasons for this authorization may include, conducting instructional programs regarding firearms or for conducting an Iowa Department of Natural Resources approved hunter education course or shooting sports activities course on school property.***

Legal Reference:

[18 U.S.C. § 921](#)

[Iowa Code §§ 279.8; 280.21B; 483A.27\(11\), 724](#)

[281 I.A.C. 12.3\(6\)](#)



## **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 building principal, (Reference Board Policy 602.13).

## **Interferences in School**

Students may not possess items/materials that distract or interfere with learning. Items may include: trading cards, toys, digital devices, etc. or other similar items on school grounds or at school activities. The school will not be responsible for these types of items students bring to school. The items will be taken away from the students and may, may not be returned at a later date.

Students may not have their cell phones/devices out on school grounds during the school day. If they are out, students will be asked to put the item away. If the student refuses or has them out again, the phone will be taken until the end of the school day. The third offense will result in the phone or device being taken until the parent/guardian is able to pick up the phone/device.

## **Student Complaints**

Students may file a complaint regarding school district policies, rules and regulations, or other matters by complying with the following procedure. This procedure is strictly followed, except in extreme cases.

- If an employee is involved, discuss the complaint with the employee within (10) days of the incident.
- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within (10) school days of the employee's response or the incident.
- If unsatisfied with the principal's response, talk to the superintendent within (10) days of the principal's response.
- If unsatisfied with the superintendent's response, students may request to speak to the board within (10) days of the superintendent's response. The board determines whether it will address the complaint. (Reference Board Policy 505.5).

## **COMPUTER EQUIPMENT AND INTERNET APPROPRIATE USE PROCEDURES**

Lewis Central CSD recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, we provide access to various technologies, network systems, and internet access for student and staff use. Parents provide electronic permission annually when submitting registration information. Student accounts are only created with parent permission.

The district's *Technology Acceptable Use Policy 605.8* outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus. The complete policy is available online.

- The Lewis Central CSD network is intended for educational purposes. It is not a public access service or a public forum.
- All activity over the network or when using district technologies may be monitored and retained. Access is a privilege, not a right.
- Access to online content and posting of content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students and staff are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of and damage to school resources can result in disciplinary action.
- Lewis Central CSD makes a reasonable effort to ensure users' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

To read the complete policy of [605.8 – Technology Acceptable Use Policy](#) please visit the Lewis Central website.



## **STUDENT SCHOLASTIC ACHIEVEMENT**

### **Grade Reports**

Students receive progress reports in the form of report cards at the end of each trimester. Student involved conferences will be held during each trimester. Parents who have concerns about their child's progress should not hesitate to talk to their child's teacher.

### **Homework**

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

### **District Assessments**

Assessments are used to determine academic progress for individual students, for groups of students and for the school district. The following testing program is used in the elementary grades of Lewis Central Community School District:

<u>Tests</u>	<u>Grades</u>
iReady Math	K-5
ISASP (Iowa State Assessment of Student Progress)	3-5
iReady Reading	K-5
Fountas & Pinnell Benchmark Assessment System	K-5
SAEBRS	K-1

(Reference Board Policy 605.2)

### **Human Growth and Development**

The school district provides students with instruction in human growth and development at the 5<sup>th</sup> grade level. 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 school nurse if they wish to review the curriculum or to excuse their child from human growth and development instruction, (Reference Board Policy 602.14).

### **Open Enrollment**

Iowa's open enrollment law allows students residing in one school district to request transfer to another Iowa school district upon the parents'/guardians' request. Students in grades 1 - 5 wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll. Students in kindergarten wishing to Open Enroll, must apply by September 1 of the current school year. Students interested in open enrolling out of the school district must contact the Educational Resource Center at 366-8248 for information and forms, (Reference Board Policies 501.16 and 501.17).

## **MISCELLANEOUS**

### **Telephone Information**

All elementary schools are equipped with an automated message system and can be contacted at any time. Students may use the telephone in emergencies with the teacher's permission. The school office will take a message and forward it to the student. Only in emergency situations are students removed from class or another school activity to receive a telephone call. Teachers will not be called from class unless it is an emergency.

### **Personal Property**

All personal property should be clearly marked with the student's name. Students are responsible for personal property that is brought to school. The Lewis Central Community School District cannot assume responsibility for personal property on school grounds. It is encouraged for students to leave valuable items at home and for parents to review bags and pockets for anything that should be left at home.

## **Visitors/Guests**

We encourage parents to visit their child's classroom. Please call in advance and schedule a time convenient for both you and your child's teacher. Our buildings have a buzzer entry system. Guests will press the button outside of the main entrance for doors to be unlocked. All visitors must sign in and get a visitor badge in the main office. This badge should be worn by guests the entire time in the building. This is for the safety of your child.

## **Dismissal Time**

Please check into the office to request your child. You must wait in the designated area. Your child will be called to the office. Teachers try to utilize every opportunity for instruction. Please note dismissal time and plan accordingly. If a student is not picked up by the close of office hours, the Council Bluffs Police Department may be notified to pick up the student.

## **Student Dismissal Times**

Kreft Primary School: 3:15 P.M.

Titan Hill: 3:25 P.M.

Students are to be picked up within 20 min of dismissal time.

## **Legal Status of Students**

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district with a legal document. The school district needs to know when these changes occur to ensure that the parents can be reached in emergency situations. If a child is restricted from going with a parent, a legal document must be on file.

## **School Meals**

### **LEWIS CENTRAL NUTRITION SERVICES** **MEAL CHARGES POLICY**

In accordance with state and federal law, Lewis Central Community Schools (LCCS) adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent public knowledge of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

## **Payment of Meals**

All meal purchases are to be prepaid before meal service begins. Families have use of a meal account. Payment methods to the family meal account include the following:

1. Credit and debit card payments online. Go to [www.lewiscentral.org](http://www.lewiscentral.org), under Quick Links click on e-Funds for Schools.
2. Credit and debit card payments over the phone at 712-366-8267 from 7:00 am – 3:00 pm.
3. Payments in cash, check, money order or cashier's check can be accepted through any of the following methods:
  - a. Drop off at any school office.
  - b. Drop off at the Nutrition Services office located at Titan Hill.
  - c. Deposit money at the cash register in the cafeteria.
  - d. Send payment with the student in an envelope to school.

When the family account balance reaches \$0.00 only meals may be charged to the account up to -\$25.00. Students who do not have a positive balance shall not be allowed to charge a la carte items until the negative balance has been paid. When the account reaches the negative balance limit of -\$25.00, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. In the event when a family account has reached -\$25.00, students should eat breakfast at home and bring lunch until the account has returned to a positive status.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays cash for the meal when it is received.

### **Negative Account Balances**

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified by an automated email system of a low balance once the family account balance reaches \$6.00. Families will be notified by letters sent home and phone calls to parents when the family account balance reaches -\$20.00. All negative balances not paid prior to the end of the school year will be charged a \$20.00 service fee. Nutrition services will work with the superintendent or superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

### **Communication of the Policy**

The policy and supporting information regarding meal charges shall be provided in writing to:

1. All households at or before the start of each school year;
2. Students and families who transfer into the district, at time of transfer.
3. All staff responsible for enforcing any aspect of the policy.

### **FREE AND REDUCED PRICED SCHOOL MEALS PROGRAM**

Lewis Central Nutrition Services sends school meal applications to families before the start of each school year. However, you may apply for school meals any time during the school year by submitting an application directly to your school office or Nutrition Services office. If you're earning at or below current [Income Eligibility Guidelines](#), you are encouraged to contact your school to fill out a school meal application. Applications are reviewed by Nutrition Services officials before granting free or reduced price benefits. If you receive [Supplemental Nutrition Assistance Program \(SNAP\)](#) benefits, all of your children who attend school automatically qualify for free school meals. Participation in other Federal assistance programs, including [Temporary Assistance for Needy Families \(TANF\)](#) also provides automatic eligibility. Please contact the Nutrition Services office at 712-366-8267, from 7:00am – 3:00pm, to determine if you need to fill out an application.

All families who qualify for school meals must complete a new application each school year. If a new application is not completed by September 15<sup>th</sup>, the family will be removed from the program and charged full price for student school meals. Families are encouraged to submit their application for approval at registration. The school district will randomly select a percentage of families to verify income on an annual basis. Students who qualify for free and reduced school meals may have one breakfast and one lunch at the approved rate per day. All purchases of second entrees, side dishes, extra milk, and a la carte are full priced items.

#### **USDA Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

USDA is an equal opportunity provider, employer, and lender.

**LEWIS CENTRAL COMMUNITY SCHOOLS  
TRANSPORTATION RULES AND POLICIES**

Safety is our top priority, therefore, it is imperative that all students conduct themselves in an appropriate manner at all times while on a school bus. While school transportation is provided as a service to students, it is important to know that riding a school bus is a privilege, not a right. Disruptions which lead to an injury of a student or which interfere with the driver's ability to concentrate on the task of operating the bus will not be tolerated.

The following rules and policies have been approved by the Board of Education. Discipline policies regarding in school conduct and activities shall supersede transportation policies. In the event a student is suspended or expelled from school, that student will also be excluded from all transportation services. Rules and policies pertaining to transportation services include, but are not limited to, 1-7 below. Such language prevents the claim from being made that 1-7 below is all inclusive.

**1. THE SCHOOL BUS:** The school bus is considered an extension of the classroom. The driver is in charge of the bus and passengers at all times. The driver has the right to give instructions to passengers, assign seats, etc. The driver is entitled to be treated with respect. Poor conduct and/or disrespectful language will not be tolerated.

**2. ASSIGNED BUSES:** Students will only be allowed to ride the bus to which they are assigned. This is to ensure all students have a seat on the bus. To obtain permission to ride a bus other than the one assigned, written requests must be submitted by the student's parent or guardian to the building principal and the transportation coordinator prior to the change.

**3. BUS STOPS:** Students must be at their designated bus stop ten minutes prior to their assigned time. Students will not be allowed to board or exit the school bus from any stop other than their own unless a written request for a change is submitted to the transportation coordinator. Each request will be reviewed and approval may be granted or denied based on the circumstances of the request.

While waiting for the bus, students are asked to remain at the bus stop, be respectful of property, conduct themselves appropriately, and for safety reasons, stay at least ten feet from the roadway.

Students are expected to board the bus in a safe, orderly, and timely manner and seat themselves immediately. Students must then remain seated, behave themselves appropriately, and respect the authority of the driver. Students who do not behave appropriately will be disciplined.

**4. CAMERAS:** Our school buses may be monitored by on-board cameras. When available, videotaped documentation may be used to verify infractions of the bus rules.

**5. DISCIPLINARY ACTIONS:** Drivers will instruct students on the school bus safety rules. All students are expected to obey the safety rules. When a student chooses to behave inappropriately, disciplinary action will be taken. Actions may include, but not be limited to: in-school suspension, loss of riding bus, etc. During all disciplinary proceedings, students will be accorded the rights of due process. Depending on the severity of the infraction, drivers may verbally warn students. If after the driver has given a verbal warning, the student chooses again to behave inappropriately, a discipline referral will be issued by the driver and submitted to the proper school authorities.

**6. STUDENT, PARENT CONCERNS:** Students encountering problems on the bus should report the problem to the bus driver. If the student wishes not to report to the driver, they should report the problem to the building principal. A Parent who wishes to discuss a discipline issue or procedure should contact the transportation coordinator at 712-366-8207.

**7. APPEAL PROCESS:** In the case of issues that are not resolved to the satisfaction of all parties involved, appeals should be directed to the Hearing Panel at 712-366-8207. In the event the issue is still not satisfactorily resolved, appeals may then be made to the Superintendent of Schools at 712-366-8202.

## **Lewis Central Elementary Bus Misconduct Matrix**

The following is a table of guidelines for disciplinary actions related to bus misconduct. Each situation will be dealt with based upon the circumstances related to the incident, School administration will determine the final decision for any discipline actions that may be appropriate for the incident.

<b>Rule Infraction</b>	<b>1<sup>st</sup> Referral</b>	<b>2<sup>nd</sup> Referral</b>	<b>3<sup>rd</sup> Referral &amp; Beyond</b>
<p><u>Safety</u>: any action that imposes an immediate direct threat to the driver and/or riders safety.</p> <p>May include, but not limited to: assault, weapons, drugs, tobacco, possession, use, or distribution, fighting: mutual combat, etc.</p>	<p>Referral to Administration. Phone call to Parents/Guardians.</p> <p>Possible Bus Suspension of 1-3 days.</p>	<p>Referral to Administration. Phone call to Parents/Guardians.</p> <p>Possible Bus Suspension of 1-5 days.</p>	<p>Referral to Administration. Required Parent meeting with Administration. (Bus Driver may also attend).**</p> <p>Possible bus suspension of 1 - 10 days.</p>
<p><u>Disruptive Behavior</u>: verbal or physical actions that hinder or impair school bus personnel to provide safe transportation.</p> <p>May include, but not limited to: placing body parts out the window, horseplay, loud voices, standing, music, damaging and/or destroying property on purpose, etc.</p>	<p>Referral to Administration. Phone call to Parents/Guardians.</p> <p>Possible Bus Suspension of 1-3 days.</p>	<p>Referral to Administration. Phone call to Parents/Guardians.</p> <p>Possible Bus suspension of 1-5 days.</p>	<p>Referral to Administration. Required Parent meeting with Administration. (Bus Driver may also attend).**</p> <p>Possible bus suspension of 1 - 10 days.</p>
<p><u>Non-Compliance (Defiance)</u>: failure to follow the request or directions of school bus personnel.</p> <p>May include, but not limited to: not sitting in your assigned seat, failure to follow requests or directions, not providing your correct name, etc.</p>	<p>Referral to Administration. Phone call to Parents/Guardians.</p> <p>Possible Bus Suspension of 1-3 days.</p>	<p>Referral to Administration. Phone call to Parents/Guardians.</p> <p>Possible Bus suspension of 1-5 days.</p>	<p>Referral to Administration. Required Parent meeting with Administration. (Bus Driver may also attend).**</p> <p>Possible Bus suspension of 1-10 Days.</p>
<p><u>Inappropriate Language and Gestures (Disrespect)</u>: verbal, physical, or written language and/or gestures that may cause offense to others.</p> <p>May include, but not limited to: verbal abuse/harassment, sexual harassment, using profanity, making an obscene gesture, etc.</p>	<p>Referral to Administration. Phone call to Parents/Guardians.</p> <p>Possible Bus Suspension of 1-3 days.</p>	<p>Referral to Administration. Phone call to Parents/Guardians.</p> <p>Possible Bus suspension of 1-5 days.</p>	<p>Referral to Administration. Required Parent meeting with Administration. (Bus Driver may also attend).**</p> <p>Possible Bus suspension of 1-10 Days.</p>

\*\*Parent Meeting required in order for students to return to classroom/school following in or out-of-school suspension from the bus.

The library/media center is designed to facilitate student learning. The teacher is to provide instructional assistance. Students are expected to conduct themselves as if they were in class while in the library. Students may check out books from the library. Students are responsible for books borrowed from the library. Books should be returned when due in good condition. Fines will be assessed for lost or damaged materials.

### **Lost and Found**

The office will hold items found during the year. Articles lost or found should be reported to the office promptly. Please check the office regularly for lost items. Periodically, unclaimed items will be donated to charity.

### **Parent Teacher Association**

Lewis Central PTA incorporates two elementary buildings. The association meets three times a year. The association conducts an annual membership drive and encourages all parents and teachers to become involved. The PTA works closely with the schools to form a partnership between the home and school.

### **Guidance**

Guidance personnel provide individual, small group and classroom sessions at each of the elementary buildings. Parenting classes may be provided at different times throughout the school year.

### **Citizenship**

Being a citizen of the United States, Iowa, and the school district community entitles students to special privileges and protections, as well as requiring the students to assume civic, economic and social responsibilities and to participate in their country, state, and school district community in a manner that entitles them to keep these rights and privileges.

As part of the educational program, students have an opportunity to learn about their rights, privileges and responsibilities as citizens of this country, state and school district community. As part of this learning opportunity, students are instructed in the elements of good citizenship and the role quality citizens play in their country, state and school district community.

### **Inspection of Educational Materials**

Parents and other members of the school district community may come to the office to view the instructional materials used by students. Copies may be obtained according to board policy. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the building principal, (Reference Board Policies 603.5 and 603.7).

### **Teacher Requests**

Kreft Primary and Titan Hill Intermediate do not accept parent requests for specific teachers; however, do accept characteristics of a "good fit" teacher and/or characteristics of a student. Principals will do their best to consider the information provided by parents/guardians, but cannot guarantee any class placement.

### **Communications to and from School**

When sending a note or money to school, the student should receive clear instructions as to the appropriate person to receive the note or the money. Please check with your child regularly for notes or papers. Please label the envelope with the child's name, teacher, and purpose of money.

### **Talents Program**

The K-5 Talents Program includes three tiers: universal, supplemental, and intensive. Universal tier opportunities are open to all students. Participation is based on interest, initiative, and effort. Supplemental tier opportunities are based on performance on tests or try-outs and/or teacher recommendation. This includes Wordmasters, Math League, and Math Olympiad. The Intensive tier is based on exceptional academic performance and task commitment with an emphasis on mathematical problem-solving and literacy (higher level comprehension skills, genre study, and writing skills). The intensive tier may include direct studies with the TAG strategist in math, reading, or both. Process skills, critical, creative, and analytical thinking, problem-solving, communication, and research skills are emphasized through these three tiers.

### **Child Care**

Lewis Central Schools provides a year round program for school-aged children. Lewis Central Lucky Children (LCLC) provides child care on student attendance days from 6:30 a.m. to the start of school and from end of school to 6:00 p.m. During the summer, vacation days, and staff development days, the LCLC program will be open from 6:30 a.m. to 5:30p.m. For more information please call 366-8301.

### **School Parties**

Fall Celebrations and Friendship Celebrations are held at school. These celebrations are sponsored by the PTA room parents. Information relevant to individual parties will be sent home by the teachers.

### **Birthdays & Celebrations**

Birthday treats are allowed. However, they must be store purchased. If invitations to a party are not given to all students in a class, they should not be distributed on the school campus. Birthday celebrations will be limited to preserve instructional time. The school is unable to furnish class lists with telephone numbers and addresses for parents to address birthday invitations. Balloons and flower bouquets are not allowed.

### **Sharing Time**

The schedule and guidelines for sharing time will be provided to parents by the individual classroom teachers. Parents must obtain prior approval from the principal before bringing a pet to school.

### **Snacks**

Some classrooms have time for snacks at the K-5 level. Items for snacks must be store purchased. Snack information will be provided by each classroom teacher.

# **Recommended Kreft Primary School Kindergarten Supply List 2021-2022**

2 Markers, Washable, Classic Colors, Wide Tip, 10/Set 1 Expo 2 Markers, Dry Erase,  
Chisel, Low Odor, Asst., 2/pk 2 Plastic folder, 2 Pocket, w/Prongs

2 Facial Tissue, 200 Count, White

1 Fiskars Scissors For Kids, 5" Blunt Tip

2 Elmer's Glue Stick, Washable, Purple, Dries Clear, .77 oz. 2 Crayola Crayons, Tuck  
Box, 24/Box

1 Crayola Paint Set, Watercolor, Washable, 8 Colors w/Brush 1 Pencil Box, Plastic, 8 1/4"  
x 5 1/4" x 2"

1 Storage Bags, Economy Zip, Gal 20 (last name A-M) or Sandwich 50 (last  
name N-Z)

1 Large Pink Erasers

1 Headphones (no earbuds)

1 Hand Sanitizer with pump, 8 oz.

**\*\*\*No Pencils are Needed**

PE Days: Students should wear tennis shoes and bring a water bottle



# **Recommended Kreft Primary School**

## **1st Grade Supply List**

### **2021-2022**

2 Markers, Washable, Classic Colors, Wide Tip, 8/Set

2 Expo 2 Markers, Dry Erase, Chisel, Low Odor

4 Pocket folders (Solid Colors) with Prongs

1 Facial Tissue, 200 Count, White

1 Fiskars Scissors For Kids, 5" Blunt Tip

2 Elmer's Glue Stick, Washable, Purple, Dries Clear, .77 oz. 2 Crayola Crayons, Tuck  
Box, 24/Box

1 Paint Set, Watercolor, Washable, 8 Colors w/Brush (Crayola or Prang) 12 #2 Yellow Pencils,  
Sharpened

1 Pencil Box, Plastic, 8 1/4" x 5 1/4" x 2"

1 Storage Bags, Economy Zip, Gal 20 (last name A-H) 1 Sandwich 50 (last name  
I-P)

1 Napkins (last name Q-Z)

1 Binder, 3-ring, 1"

1 Headphones (no earbuds)

1 Pink rectangular eraser

PE Days: Students should wear tennis shoes and bring a water bottle

**Lewis Central Titan Hill Intermediate**  
**2nd Grade Supply List**  
**2021-2022**

- 1 – 3 ring binder, 1"
- 2 – Box zipper storage bags, sandwich size
- 1 Pair of headphones w/ear cushion (no wireless)
- 4 – 2 pocket POLY folders blue, red, green, yellow
- 2– Spiral wide ruled notebooks red/blue
- 1 – Box colored pencils – 8 count
- 1 – 8 ct classic colored washable markers, wide tip
- 1 – 5" pointed tip scissors
- 2 – Box facial tissues, hypo allergenic
- 3 – Dz #2 pencils, sharpened
- 2 – Box Crayola Crayons – 24 count
- 1 – 100 sheet wide ruled composition books
- 2 - 3 x 3 yellow sticky notes-100 sheet
- 4 – Glue sticks
- 2 – Large pink erasers
- 1 – Small notebook
- 4 – Black chisel tip dry erase markers
- 1 – plastic pencil box 8.25 x 5.25 x 2"
- 1 – Clorox wipes, if possible

**Lewis Central Titan Hill Intermediate**  
**3<sup>rd</sup> Grade Supply List**  
**2021-2022**

- 1 – 3 ring binder 1"
- 1 – 50 ct sandwich storage bags OR gallon size
- 1 – headphones with ear cushion
- 4 – 2 pocket (3 hole punched) POLY folders blue, red, green, yellow
- 5 – Spiral notebooks blue, red, green, yellow
- 1 – box colored pencils, 12 count
- 1 – washable colored markers, 8 count
- 1 – 5" pointed tip scissors
- 2 – boxes facial tissue, hypo allergenic
- 4 dozen #2 pencils
- 12 pk pencil cap erasers
- 1 – box of crayons, 24 count
- 2 – 100 sheet composition books
- 1 – package wide ruled filler paper
- 2 – blue chisel tip dry erase markers
- 1 – 100 count 3 x 5 ruled index cards
- 4 – 3' x 3" yellow sticky note pads
- 4 – washable glue sticks
- 1 – 8.25" x 5.25" x 2" plastic pencil box
- 1 – Sharpie

# **Lewis Central Titan Hill Intermediate**

## **4th Grade Supply List**

### **2021-2022**

- 1 – Eight digit calculator
- 1 – 3 ring binder, 1"
- 1 – Box zipper storage bags, quart, gallon or snack size
- 1 Pair of headphones w ear cushions
- 6 – 2 pocket folders, 3 hole punch
- 6 – Spiral wide ruled notebooks
- 1 – Box colored pencils – 12 count
- 1 – 8 ct classic colored washable markers, wide tip
- 1 – 5" pointed tip scissors
- 2 – Box facial tissues, hypo allergenic
- 3 – Dz #2 pencils
- 1 – Box Crayola Crayons – 24 count
- 2 – 100 sheet wide ruled composition books
- 1 – Pack wide ruled filler paper
- 2 – Dry erase chisel tip markers
- 1 – 100 pack ruled index cards
- 3 pack 3 x 3 yellow sticky notes
- 2 – Glue sticks
- 1 – Fine point black sharpie marker
- 1 – Double barrel pencil/crayon sharpener
- 1 – Yellow highlighter
- 2 – 12 pk pencil cap erasers
- 1- 8.25 x 5.25 plastic pencil box

**Lewis Central Titan Hill Intermediate**  
**5th Grade Supply List**  
**2021-2022**

- 1 – Eight digit calculator
- 1 – 3 ring binder, 1”
- 1 – Box zipper storage bags, gallon or quart
- 1 Pair of earbuds with case
- 5– 2 pocket folders, 3 hole punch
- 6 – Spiral wide ruled notebooks
- 1 – Box colored pencils – 12 count
- 1 – 8 ct classic colored washable markers, wide tip
- 1 – 5” pointed tip scissors
- 1 – Box Crayola Crayons – 24 count
- 1– Pencil Box
- 2 – 100 sheet wide ruled composition books
- 1 – Pack wide ruled filler paper
- 2 – Dry erase chisel tip markers
- 1 – 100 pack ruled index cards
- 6 pack 3 x 3 sticky notes
- 3– Glue sticks
- 1 – Fine point black sharpie marker
- 1 – Double barrel pencil/crayon sharpener
- 2 – Highlighters
- 1 – 4 oz. bottle glue

2 – 12 pk pencil cap erasers

1 – Large pink eraser

