CLEAR™ CREEK AMANA

COMMUNITY SCHOOL DISTRICT

BRINGING LEARNING TO LIFE

ELEMENTARY (K-5)

HANDBOOK

2026 - 2027

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OPENING STATEMENT

Welcome Letter

Welcome to the Clear Creek Amana Community School District! As your Superintendent, it is my honor to welcome you to another promising school year. Our district is committed to creating a supportive, engaging, and educationally rich environment where all students can succeed.

The student handbook serves as a vital resource designed to guide and support our students and their families. It outlines important information, including but not limited to:

- Guidelines and Policies: Clear rules to help maintain a safe and respectful learning environment.
- Academic Information: Details on our curriculum and expectations, ensuring students know how to achieve success.
- Behavior Expectations: Standards for conduct that foster a positive atmosphere conducive to learning and personal growth.
- Safety and Emergency Procedures: Essential protocols to ensure the well-being of our students at all times.
- Support Services: Resources available to students, including counseling and academic assistance.
- Parental Involvement: Opportunities and expectations for parents to engage and partner with us in their child's education.

Our goal is to clearly communicate these expectations and resources to foster a collaborative and thriving educational community. By working together, we create an environment where students not only learn, but also grow into responsible and capable individuals.

Please use this handbook as a starting point for essential information, policies, and resources to help you succeed. If you are unable to find answers to your questions via the handbook, please check the district policies on the website or reach out to an administrator.

Yours in Education,

Aaron Davidson
Superintendent

School District Mission Statement, Vision Statement, and Goals

Mission Statement: The mission of the Clear Creek Amana Community School District is to prepare students to be productive, responsible, community members by providing an environment that brings learning to life.

Vision: As Clear Creek Amana Community School District moves into the future, we will foster a family atmosphere, while immersing students in a diverse academic experience, for their tomorrow.

Core Values: The philosophy of the Clear Creek Amana Community School District is founded on three core values:

1. **Student Opportunities**- We believe all students can achieve academic success when provided with the appropriate structures and support. We feel all children in this country deserve access to a high-quality, free, public education.
2. **Collaborative Learning Culture**- We believe collaborative and qualitative teachers drive exceptional results. We must invest in exceptional teachers to achieve exceptional results. We must recruit, support, and retain the nation's highest quality teachers and staff. Core to our mission, curriculum and school culture are the foundation from which our students will excel. We firmly believe that this investment is critical to the success of our students.
3. **Managing Growth**- As the district continues to grow, we will advocate for reasonable class sizes. We will focus on building and maintaining our buildings and grounds to create an inviting learning environment. We will welcome the community to our district to share their expertise and knowledge in order to collaboratively improve our local community.

School Song, School Colors, and School Mascot

Clipper Fight Song

Clippers are strong and true
Forevermore
Fight is our battle call
At CCA we're one for all
Clippers are strong and true
Forevermore
Sail on to victory
Let's show them
It's Clippers all the way
C – L – I – P – P – E – R - S
Clippers are strong and true
Forevermore
Fight is our battle call
At CCA we're one for all
Clippers are strong and true
Forevermore
Sail on to victory
Let's show them Yeah Team Fight Fight
Yeah Team Fight Fight
Yeah Team Fight Fight Fight!

School Colors

Royal Blue and White

School Mascot

The Clipper ship mascot embodies the spirit of the district as clipper ships are sharp-lined and built for speed; meant to lead the way for others. The Clipper logo represents the intensity, pride, and tradition of a Clear Creek Amana Clipper.



Map of the District/School

Covering more than 175 square miles of scenic eastern Iowa, CCA serves a population of over 17,000 residents across Tiffin, Oxford, the Amana Colonies, and parts of Coralville and North Liberty. Families choose CCA for its strong academics, caring educators, and innovative programs that help every student reach their full potential. CCA serves 3,206 students across eight attendance centers. Link to Maps, Feeder Schools and School finder.

Staff Introductions

District Administration

Superintendent	Aaron Davidson
Executive Director of Finance	Lori Robertson
Executive Director of Special Services	Megan Clark
Executive Director of Curriculum & Instruction	Christine Mangrich
Executive Director of Technology	Kael Hankins
Executive Director of Human Resources	Catherine Westfall
Executive Director of Educational Services	Mark Moody
Director of Communication	Laurie Haman
Director of Transportation	Denny Schreckengast
Director of Buildings and Grounds	Maury Gallagher
Director of Nutrition & Food Service	Missy Ortman
Director of Health Services	Whitney Eister
Director of Development	Mike Parker

Elementary Principals

Amana Elementary	Dan Dvorak	319-622-3255
Clear Creek Elementary	Kayla Rummelhart	319-828-4505
East Ridge Elementary	Ryan Paulson	319-545-2075
North Bend Elementary	Brenda Parker	319-626-3950
Oak Hill Elementary	April Bickford	319-545-2248
Tiffin Elementary	Stacy Stull	319-545-2081

Definitions

- **“The district”** means Clear Creek Amana Community School District

- **“CCA”** means Clear Creek Amana Community School District
- **“Parent”** also means “guardian” unless otherwise stated.
- **“School grounds”** includes the school district-owned or operated facilities, school district-owned or operated property, property within the jurisdiction of the school district or school district premises, and school-owned or operated buses, vehicles, and chartered buses.
- **“School facilities”** includes school district buildings and vehicles.
- **“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

It is the policy of the Clear Creek Amana 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, 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 Mark Moody, Executive Director of Educational Services, District Office, 1486 Hwy 6 NW, Oxford IA 52322, (319) 828-4510, markmoody@ccaschools.org.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn St., 37th Floor, Chicago, IL, 60604 (312) 730-1560, fax (312) 730-1576 OCR.Chicago@ed.gov, the Iowa Civil Rights Commissioner, https://icrc.iowa.gov, (515) 281-4121 or the Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA 50319. (515) 281-5294. This inquiry or complaint to the federal or state office may be made instead of, or in addition to, an inquiry or complaint at the local level.

Clear Creek Amana, in its educational program, has an intervention process to assist students experiencing behavior and learning difficulties. Classroom teachers/Interventionists are responsible for this process. Parents wanting access should contact the classroom teacher.

STUDENT ATTENDANCE

Student Registration and Enrollment

New Student Enrollment: Registration for new students is online at the registration link below. If an in-person appointment is needed, please call the administrative office at 319-828-4510 to schedule an appointment. Please notify us ahead of time if an interpreter is needed for the appointment.

All new students entering the district must provide documentation for proof of residency. The name and address on these documents must match the name and address of the parent or legal guardian of the student(s) being registered.

Please keep in mind that it could take 2-3 school days or longer to complete the enrollment process. Sometimes it may take longer depending on certain circumstances.

Online Registration Link

Returning Student Enrollment: All continuing families will need to complete the returning student registration process to be prepared for the first day of school. Families are notified by email when registration is available to be completed online.

If you encounter issues during this process, please email registration@ccaschools.org or call 319-828-4510 and someone will be able to assist you.

To update phone numbers, contacts and email addresses, you may log into your Parent Portal account. Please keep all the information up to date so you don't miss out on any information the school and/or district may send.

Class List Assignment

Class List Assignment: Each spring school staff collaborates to develop class lists. Our prime objective is for every student to have a successful year. Staff consider student's emotional, social, and academic strengths as they consider placements. **Parent requests for classroom assignments will not be accepted.** If siblings are in the same grade level, please contact the principal to discuss placement. Classroom placements for the upcoming school year can be viewed through your child's PowerSchool Portal in August.

Admission and Attendance

Admission

Kindergarten students must be five years of age and first grade students must be six years of age by September 15 of the current school year to be considered for admission and admitted. Under certain circumstances, children five years of age, in the judgment of the school board, may not be admitted into kindergarten. These circumstances include maturity level, physical or mental inability to attend due to a physical or mental condition, or whose presence in the school has been found to be injurious to the health of other pupils. Special education programs and services will be provided for all children requiring special education.

Student Attendance Policy

Iowa law defines compulsory age as a child who is a resident of Iowa and is four years of age on or before September 15 of a school year and enrolled in Statewide Voluntary Preschool Programs (SWVPP), and children who are under sixteen years of age by September 15 of a school year. Regular, punctual attendance is expected for all students in the District. The research supports that ten percent (10%) of the days school is in session or more absences substantially impedes a child's learning and shall be considered excessive. Any child who has missed ten percent or more days in a school year shall have his/her circumstances, including academic achievement, reviewed by school personnel. Unexcused absences may result in disciplinary action. Findings may result in a truancy referral to the Iowa or Johnson County Attorney's Office.

Students must attend school for the number of days or hours school is in session in accordance with the school calendar. Students are expected to be in class and to make attendance a priority. Attendance is not only compulsory by Iowa law (*Iowa Code* Chapter 299) but is the only way a student can participate and benefit from Clear Creek Amana's education program and accomplish the student's educational objectives. Although Clear Creek Amana believes that traditional, in-person school attendance leads to the greatest learning opportunities for students, there may be rare and unusual circumstances created by public emergencies declared by state or local officials which temporarily prevent students from attending traditional, in-person school. In such cases, the superintendent will have discretion to make reasonable accommodations for students on a case-by-case basis, to attend school through remote learning opportunities. Attendance will still be taken during these remote learning experiences.

Attendance
Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the Clear Creek Amana School Community District board. Students will attend school the number of days or hours school is in session in accordance with the school calendar. Students of compulsory attendance age will attend school a minimum of 175 days or 1080 hours. Students not attending school as stated in Board Policy 501.9 or exempted by this policy as listed below, must be referred to the county attorney.

Exceptions to this policy include children who:

- have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;
- are excused for sufficient reason by any court of record or judge:
- are attending religious services or receiving qualifying religious instruction in accordance with relevant laws;

- are unable to attend school due to legitimate medical reasons;
- has an individualized education program that affects the child's attendance;
- has a plan under Section 504 of the federal Rehabilitation Act, 29 U.S.C. §794, that affects the child's attendance;
- are attending an approved or probationally approved private college preparatory school;
- are attending an accredited nonpublic school;
- are receiving independent private instruction; or,
- are receiving competent private instruction.
- are a military applicant undergoing military entrance processing;
- are engaged in military service;
- are traveling to attend a funeral;
- or are traveling to attend a wedding

It is the responsibility of the parent of a child to provide evidence of the child's mental and physical inability to attend school or of the child's qualifications for one of the exceptions listed above. Evidence may be shown in written or verbal communications with the building level administration. Reasonable travel time will be afforded for engaging in the exceptions listed above.
Policy 501.09: Chronic Absenteeism

Policy 501.09R1 Chronic Absenteeism Regulation

Absences
A student is considered absent:

- For a full day, if not present in the assigned school or class on a day or time school is in session.
- For half a day, if the student arrives more than 45 minutes after the school starts.
- Absences of any length of time will be documented in our student management system each day.

Tardiness:

- A student is considered tardy if late to school within 45 minutes of starting time on a day or time school is in session.

If advance notification is not possible, parents must notify the school secretary on the day of the absence prior to ***8:30 am.*** If notification is not received, the office will attempt to contact the parent at the given emergency number on file. Before a student is re-admitted to class after returning from an absence without prior notice, the district may require:

- Note written and signed by the parents or emailed to the staff.
- Health care provider note signed by the health care provider.
- Health care provider note signed by the parent.

- Other evidence or written explanation.

Iowa law outlines guidelines that districts must follow to address chronic absenteeism. State guidelines are the basis for the Clear Creek Amana policy and practices regarding attendance.

Clear Creek Amana School District will no longer determine if an absence is excused or unexcused. Absences are either **counted** or **exempt**. All absences will be counted towards a student's total absences for the grading period unless they meet specific criteria for exemption as outlined by Iowa law.

Being in school every day and on time is important for a child's learning experience and academic success. We understand that children get sick and sometimes personal circumstances can come up that can affect attendance. However, even when absences are exempt, they can add up and affect a student's progress.

The following absences are **counted** *against a student's total absences for the grading period*:

MED	Medical - (potentially excluded if meets requirements and approved)
UN	Unexcused Absence
FAM	Family Leave, Non-Medical Absences
CV	College Visit
UN	Unexcused absence - skipped class, absent with no parental contact
SRNP	School Related Non-participant
OSS	Out of School Suspension

The following absences are **exempt** *from being counted in a student's total absences for the grading period*:

*MEDX	Unable to attend school due to approved medical reason(s)
RELX	Attending religious services or receiving religious instructions
IEPX	Individualized Education Program (IEP) that affects attendance
504X	Section 504 plan under of the Federal Rehabilitation Act that affects attendance
CRTX	Excused for sufficient reason by any court of record or judge. (e.g., jury duty)
GRDX	Completed the requirements for graduation or has obtained a high school equivalency diploma

*The following medical absences are considered **exempt**:

- A parent-reported illness that a healthcare provider would recommend that the child not come to school, including those listed under "Illness Guidelines" on the CCA website
- Illnesses for which health or office staff send a student home
- Illnesses for which a doctor's excuse is provided
- Pre-arranged, planned absences for medical appointments or treatment that have been reported at least 24 hours before the absence or for which a doctor's excuse is provided
- Absences resulting from a chronic or long term medical condition (i.e. cancer treatments, hospital stays, recovery from surgery, etc)

In order to assist families with monitoring student attendance, the district will be implementing notification letters when students reach 5%, 10% and 15% absenteeism. The following chart outlines the number of absences for each grade level, per grading period:

	Grading Period	1st Letter	2nd Letter	3rd Letter
Elementary	Trimester	3 days	6 days	9 days
Middle School	Trimester	3 days	6 days	9 days
High School	Semester	4 days	9 days	14 days

1st Letter — The first letter is meant as a reminder to the parent or guardian of the Chronic Absenteeism and Truancy Policy.

2nd Letter — The second letter provides notification to the parent or guardian that the student has been absent from school 10% or more in the current grading period, which by Iowa law is considered Chronic Absenteeism. State law requires the district to notify the County Attorney when a compulsory age student has reached 10% absenteeism.

3rd Letter — The third letter will start a *School Engagement Meeting* to find out why the student is missing school and ways to improve attendance. The meeting must include the student, their parent or guardian, and a school official. Together, they will create and sign a *Absenteeism Prevention Plan* to prevent further absences. This plan will explain why the student has been absent and what each person will do to help. The school official will check on the plan every week for at least the rest of the grading period.

When a student meets the threshold to be considered chronically absent, the school official will send notice by mail or e-mail to the county attorney where the district's central office is located. The school official will also notify the student, or if a minor, the student's parent, guardian or legal or actual custodian via U.S. mail, electronic mail, electronic message or in person delivery that includes information related to the student's absences from school and the policies and disciplinary processes associated with additional absences.

Iowa law requires that districts notify the County Attorney when a compulsory age student is chronically absent or truant. If the student and/or the student's guardian fails to attend a *School Engagement Meeting*, fails to enter into an Absenteeism Prevention Plan, or violates the terms of the Absenteeism Prevention Plan, the County Attorney may initiate a legal proceeding for compulsory age students.

Frequently Asked Questions

How many days can my child miss school?
Absences are either **counted** or **exempt**. If an absence does not meet the requirements to be considered exempt, then it will be counted towards the student's total absences for the grading period.

Absences which are exempt from being counted in at student's total absences for the grading period include specific medical absences, religious reasons, court or legal proceedings, absences included in a Section 504 or IEP, or absences which occur after completion of graduation requirements.

Are my child's absences counted for the entire school year?
All counted absence totals start over each grading period. CCA Middle School and all elementaries have 3 grading periods per year (trimesters). CCA High School has 2 semesters per year.

What are the criteria for "excused" or "unexcused" absences?
Clear Creek Amana School District will no longer determine if an absence is excused or unexcused. Absences are either **counted** or **exempt**. All absences will be counted towards a student's total absences for the grading period unless they meet specific criteria for exemption as outlined by Iowa law. The only absence that is considered unexcused is when a student is absent for unknown reasons and the school has not heard from the student's guardian regarding the absence.

How do I report my child's absences?
All student absences need to be reported to the main office of your child's attendance center. Parents may call the main office, email the building secretary, or report the absence through the PowerSchool parent portal by 8:30 am.

What are some examples of absences that are <u>counted</u> against my child's attendance?
Absences which count against a student's total absences for the grading period include:

- Unexcused absences
- Family Leave (i.e. vacation, out of town, funeral, non-medical appointments, etc.)
- School Related, Non-participant (i.e. spectator at a school-sponsored event)
- Out-of-School Suspension
- Medical illness determined not exempt
- College visits
- Non-participant for a school-sponsored event (i.e. spectator at an athletic event)

What are some examples of absences that are <u>exempt</u> from being counted?
Absences which will not be counted against a student's total absences for the grading period include:

- Medical illness determined to be exempt
- Religious holiday or service
- Court-directed activity
- IEP or 504 Plan that restricts attendance
- Participant in a school-sponsored activity
- In-School Suspension

Is mental health included in exempt medical reasons?
Iowa law does not distinguish between physical health and mental/behavioral health when determining medical exemptions. Mental and behavioral health may be included for medical exemption. Decisions are made on a case-by-case basis according to district policy and based on the information provided to school personnel.

I'm planning to do college visits with my student. Are those absences exempt?
Per Iowa Code and Iowa Department of Education guidance, college visits are <u>not exempt</u>.

My student wants to attend state basketball to cheer on their friends. Is that an excused absence?
Per Iowa Code and Iowa Department of Education guidance, attending activities and events as a spectator is not exempt.

Are family funerals an excused absence?
Per Iowa Code and Iowa Department of Education guidance, attending funerals is not exempt.

We have a family vacation planned. How does that impact my student's attendance record?
Per Iowa Code and Iowa Department of Education guidance, family vacations are not exempt.

My student isn't feeling well, but it doesn't warrant a doctor's visit. Do I need to make an appointment to get a note?
If a student has an illness or symptoms that a healthcare provider would recommend that the child not come to school, including the symptoms and illnesses listed under "Illness Guidelines" on the CCA website, then the illness will be exempt from being counted towards the student's total absences for the grading period.

What does it mean for my student's attendance record if the nurse sends them home sick?
When a nurse sends a student home for health-related reasons, the absence will be considered medically exempt from being counted towards the student's total absences for the grading period.

My student has a planned surgery (i.e., tonsillectomy). Will that count against their attendance?
With a doctor's note, this would be considered medically exempt from being counted towards the student's total absences for the grading period.

If I have to pick my student up early for an appointment, are they considered absent?
With a doctor's note, or 24-hour advance notice of the appointment, this would be considered medically exempt from being counted towards the student's total absences for the grading period.

My student has recurring appointments (i.e., physical therapy, counseling, specialist). Does each appointment require a doctor's note, or can I bring in one note for the year?
It may be possible for recurring doctor appointments to be outlined with one note and considered medically exempt from being counted towards the student's total absences for the grading period. Decisions are made on a case-by-case basis according to district policy and based on the information provided to school personnel.

Who do I give a doctor's note or other documentation to, and when?
Doctor's notes can be given to the building secretary, nurse, or an administrator either prior to the absence or upon return.

What happens if my student's bus is late?
Students will not be counted absent or tardy due to bus-related delays.

How does this law affect students enrolled in college courses?
The student is considered present, given the student is attending a class through the school district under the direction, instruction and supervision of the college's educational staff.

What is the difference between "Chronic Absenteeism" and "Truancy"?

- "Chronic Absenteeism" = **counted** absences from school which total more than 10% of the days in a grading period
- "Truancy" = **counted** absences from school that add up to more than 20% of the days in a grading period, and failure to participate in the *School Engagement Meeting* and/or to follow the *Absenteeism Prevention Plan*

What ages fall under this policy?
"Compulsory Attendance Age" is the age range in Iowa that children must attend school. Iowa law defines compulsory age as a child who is a resident of Iowa and is four years of age on or before September 15 of a school year and enrolled in Statewide Voluntary Preschool Programs (SWVPP), and children who are under sixteen years of age by September 15 of a school year.

Compulsory Age applies in terms of communication with the County Attorney, design of plans, etc. However, the district is required to track and report attendance to the state for all students enrolled, regardless of age.

What is the purpose of the *School Engagement Meeting*?
The purpose of the *School Engagement Meeting* is to identify reasons that are keeping the child from attending school and figure out ways to improve their attendance.

What are the consequences for not cooperating with the *School Engagement Meeting* and *Absenteeism Prevention Plan* requirements?
If the child or the child's guardian do not participate in the *School Engagement Meeting*, or if they fail to enter into an *Absenteeism Prevention Plan*, or if the child or the child's guardian violates a requirement of the plan, the County Attorney will be notified if the child is of compulsory age. The County Attorney is then the decision-maker regarding truancy charges.

School Calendar

Clear Creek Amana's school calendar may be subject to change throughout the school year due to weather, emergencies, or other reasons.

The District maintains a calendar on its website.

Daily Academic Schedule

Elementary School Hours

School	Regular School Hours	Wednesday/Early Out
Amana	7:50 a.m. -3:00 p.m.	7:50 a.m. -1:00 p.m.

Clear Creek	7:50 a.m. -3:00 p.m.	7:50 a.m. -1:00 p.m.
East Ridge	7:50 a.m -3:00 p.m.	7:50 a.m. -1:00 p.m..
North Bend	7:50 a.m. -3:00 p.m.	7:50 a.m. -1:00 p.m.
Oak Hill	7:55 a.m.- 3:05 p.m.	7:55 a.m.- 1:05 p.m.
Tiffin	7:50 a.m. -3:00 p.m.	7:50 a.m. -1:00 p.m.

School Day – Arrival and Departure

Arrival Time

Students eating breakfast at school may enter the building at the times listed below. Students attending band or music lessons before school should follow the instructions and procedures given for those lessons. If you have questions about arrival time procedures, please check with your child's principal.

School	Doors Open	Breakfast Served	Classes Start
Amana	7:30	7:30-7:50	7:50
Clear Creek	7:30	7:30-7:50	7:50
East Ridge	7:30	7:30-7:50	7:50
North Bend	7:30	7:30-7:50	7:50
Oak Hill	7:30	7:35-7:55	7:55
Tiffin	7:30	7:30-7:50	7:50

Before School Arrangements

The Before and After School program is the only on-site program available for before school care (see BASP below). There is no regular supervision on the playground, in classrooms or the hallway prior to the times listed above. Students who arrive before supervision starts create a supervision problem since the classroom teacher is preparing for the day and may not be in the classroom. Please do not send or bring your child before supervision is available.

After School Arrangements

To ensure your child's safety, teachers will send students to their regular destinations unless parents call or send a written note informing the school of any change. This applies to all

students who are going to a different destination (e.g. a friend's house), or not riding the bus for whatever reason.

Student Pick-Up Procedures

To ensure the safety and supervision of all students, families are expected to arrange for timely student pick-up at dismissal. The following procedures will be followed if a student is not picked up after school:

1st Occurrence

- School staff will call all available emergency contacts listed in PowerSchool.
- One hour after dismissal, the school reserves the right to contact law enforcement and/or the Department of Human Services (DHS).

2nd Occurrence

- The same procedures as the 1st occurrence will be followed.
- One hour after dismissal, the school reserves the right to contact law enforcement and/or DHS.

3rd Occurrence

- The same procedures as previous occurrences will be followed.
- A parent/guardian meeting will be requested to discuss ongoing concerns and develop a plan moving forward.
- One hour after dismissal, the school reserves the right to contact law enforcement and/or DHS.

4th Occurrence

- School staff will call all available emergency contacts.
- If there is no response, a message will be left stating that if the student is not picked up within 15 minutes, law enforcement and/or a DHS report will be initiated.
- One hour after dismissal, the school reserves the right to contact law enforcement and/or DHS.

Subsequent Occurrences

- The same procedures as the 4th occurrence will be followed for any additional incidents.

Student Check-in and Check-out Procedures

Students arriving after the start of the school day or leaving prior to dismissal time must be signed in or out in the office log sheet. Students must leave school with a parent or guardian, a

person listed in PowerSchool as an emergency contact, or with another adult for whom the parent or guardian provides verified permission. Parents and guardians and other adults picking up students early, will be asked to present a valid photo ID.

Before and After School Program (BASP)
The Clear Creek Amana Community School District partners with Champions and the City of Coralville Parks and Recreation for before and after school childcare (as available) for those families who wish this service. Before school care will be from 6:30 a.m. until 15 minutes prior to the start of the day. After school care will be from after school dismissal until 6:00 p.m. This service includes childcare on scheduled days of early dismissal. Operation of the BASP will follow the school district calendar for days of student attendance. However, we will make provisions for **Day Care** on early dismissal and in-service days as needed if there is enough interest among families. The center will not be open for Thanksgiving or Winter break. **Day Care** will be an option during spring break if there is enough interest. In those cases there would be an additional fee. Additional questions in regard to Champions can be answered by calling 319-504-3408. Questions for BASP at East Ridge Elementary can be directed to the city of Coralville Parks and Recreation at 319-248-1750.

In the event that weather conditions make it unsafe for school employees to attempt to come to work, all child supervision will be canceled for that day. If school is released early due to weather, students will need to be picked up within ONE HOUR of the release time. Please watch for weather notifications through district messaging systems. Cancellations will also be posted on our website.

Please contact Champions for before-and-after-school childcare fees for the 2026 - 2027 school year.

Open Enrollment

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Parents/guardians may apply for open enrollment for their child to attend another Iowa public school at any time during the year. Students wishing to open enroll to another school must contact the CCA District Office for more information at (319) 828-4510.

Link to Clear Creek Amana Open Enrollment Application and Deadlines

Inclement Weather

We hold classes as scheduled unless conditions such as severe weather pose danger to the health and safety of students and staff. The Superintendent will make the decision to cancel school, delay the start time or dismiss classes by 5:30 am.

The district always strives to make decisions affecting the school schedule as soon as possible. We know our decision to close schools in poor weather has a big effect on families. We also

believe students benefit both academically and socially by being in school. We try to balance many factors when it comes to decisions regarding school closings.

Should school be canceled due to inclement weather prior to the start of the school day, students and parents will be notified via *District Communication Channels* (see list below). These days are typically built into the school calendar, however, there may be instances where missed days will need to be made up.

Should school be dismissed early due to inclement weather, parents will be notified by *Inclement Weather Communication* (see list below). Parents will also be notified of the status of the school's transportation services by the same means.

Unless weather conditions prevent it, students will still be returned to their regular drop-off sites. Should weather conditions be too extreme for regular school transportation, students will be kept at school, or potentially returned to school until parents are available for pick-up.

Should there be extracurricular activities or practices scheduled during school or after school on the day of inclement weather, the Superintendent of Schools or designee will determine on a case-by-case basis whether to hold the extracurricular activity. This is true should school be canceled or experience an early out.

Inclement Weather Communication
To provide you with the most accurate, up-to-date information, we always recommend checking with official district resources first for delay and cancellation information.

We will use the following methods to communicate with families for weather announcements:

- **ParentSquare (email, text, & phone):** We will provide updated information as it becomes available to all families using the contact information in PowerSchool. ParentSquare fully integrates with PowerSchool, and families receive communication from their contact information provided in PowerSchool.
- **CCA Mobile App:** Any community member subscribed to our CCA mobile app can receive a push notification of weather related announcements.
- **Website (ccaschools.org):** Emergency messages and updates will be posted on the district homepage as they develop.
- **Facebook (@CCAClippers):** Messages will be posted as quick as possible to our Facebook page.
- **Local news media:** Messages will be posted as quick as possible to local media.

If the District holds class during inclement weather conditions, parents/guardians may pick up their children or keep them at home. Parents/guardians must notify the school if they decide to keep their children at home. The absence will be considered excused, but not exempt.

STUDENT RIGHTS AND RESPONSIBILITIES

Student Appearance

Clear Creek Amana believes inappropriate student appearance causes material and substantial disruption to the school environment and can present a threat to the health and safety of students, employees, and visitors. Clear Creek Amana believes there is a strong correlation between student academic performance and conduct and students' appearance. Because of this, students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment.

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. Clothing or other apparel promoting products or activities that are illegal for minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. When in the judgment of the building administrator, 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. Clothing that may be restricted, or requested to be modified include but not limited to:

- Drug or alcohol pictures or advertising
- Displays of obscenity, profanity, or vulgarity
- Shoes with cleats except for outdoor practices
- Clothing that is not conducive to the health and safety of a student against certain weather circumstances (i.e. requiring shoes)
- Clothing or accessories that are dangerous or could be used as a weapon
- Discriminatory remarks

Students who refuse to comply or are found to be a habitual offender may be sent to the building administrator, who will determine appropriate consequences in accordance with district adopted disciplinary policies and procedures.

Student Care of School Property/Vandalism

Students must take care of school property including desks, chairs, books, lockers, school equipment, and other school property. Vandalism and/or destruction of school property is not tolerated. Students found to have committed vandalism or to have destroyed or otherwise harmed school property may be subject to discipline and/or required to:

- Students may be required to reimburse the school district for actual cost of the damages.
- Students may be required to reimburse the school district for cost of labor to restore property.
- Student clean up and repair depending on the severity of the vandalism/damages and if cleanup would pose a threat to the safety of the student.
- Restrictions on participation in extracurricular activities.
- Other disciplinary actions.

In certain circumstances, students may be reported to law enforcement authorities.

Accidental damages may, but are not required to, be treated differently. Whether an incident is considered accidental will be determined on a case-by-case basis by the building administrator

or designee, depending on the circumstances of the situation, the student's actions leading up to the situation and the student's response after the situation occurred.

Policy 502.02: Care of School Property/Vandalism

Student Expression and Publication

The board of directors of Clear Creek Amana protects the intellectual freedom of the school district's students and practitioners. Expressions made by the students, including student expression through publication, is not an official expression of the school district. The *Student Expression and Publication Code* policy are made available to parents and students via district policy Regulation 502.03R1-R(1): Student Expression and Student Publications Code.

Students who violate expression and publication rules may be subject to disciplinary measures. Disciplinary measures cannot violate a student's protected right to expression and publication, except to the extent that regulation of protected speech is allowed by law. Disciplinary measures should relate directly to the violation of the legally allowed regulation of speech. Appropriate level of discipline will be determined by the building administrator.

Student Expression

Clear Creek Amana aims to protect the educational environment for all students to help ensure it is free from substantial disruption or infringement upon students' rights. Students are generally allowed to express their viewpoints and opinions.

The school may regulate speech in certain qualifying circumstances, to help ensure the safety and welfare of the school community. The expression must be done in a reasonable time, place and manner that it is not disruptive to the orderly and efficient operation of the school district. The school may regulate speech that: causes or is reasonably anticipated to cause a material and substantial disruption to the education environment; infringes upon the rights of others; is obscene or lewd; is school sponsored; and/or promotes illegal activities.

Clear Creek Amana generally allows for student-led protests. Student protests include walk-ins and walk-outs. Walk-ins occur when students leave their learning environments during school hours and together in a group or groups with the purpose of promoting belief(s) but remain on district property. Walk-outs occur when students leave their learning environments during school hours and gather in a group(s) off district property with the purpose of promoting belief(s). Protests are subject to the same rules and restrictions as student expression outlined above.

Students who believe they have been unreasonably restricted in their exercise of their rights should follow the complaint procedure outlined in the *Student Complaint/Grievances* portion of the student handbook.

Student Publication

Student-produced official school publications will not be offered or sponsored by the school district as part of the curriculum or a school-sponsored activity. Student-produced official school

publications include material produced in journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee.

Students cannot express, publish, or distribute in an official school district publication material that is obscene, libelous or slanderous, encourages students to commit unlawful acts, violate school district policies, rules or regulations, cause the material and substantial disruption of the orderly operation of the school as required by Iowa law. It is the responsibility of the Classroom Teacher /or Building Administrator to maintain professional standards of English and journalism and comply with the law.

Should a student believe they have been unreasonably restricted in their exercise of expression through publication, they should follow the complaint procedure as outlined in Student Complaint/Grievances portion of the student handbook.

Student Complaints/Grievance

Students may file a complaint regarding school district policies, rules, and regulations or other matters by complying with adopted procedures as outlined in Policy 502.04: Student Complaints and Grievances

Student Search and Seizure

Clear Creek Amana believes that in order to maintain and protect the health and safety of students, employees, and visitors to the school district and for the protection of school district property and educational environment, students, students' belongings, school-owned lockers, desks or other facilities may be searched or inspected pursuant to constitutional protections and state and federal law. A student and protected student areas may be searched without a search warrant based on a reasonable and articulable suspicion that a law and/or school district policy, rule, or regulations have been violated. Regulation 502.08-R(1): Search and Seizure - REGULATION

Personal Searches

A student's person and protected student areas may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal, unauthorized, or contraband materials or has violated law or school district policy, rule, or regulations. A student means a student's person. Student-protected areas are a student's personal effects which include but are not limited to backpacks, satchels, purses, gym bags, etc.

Personally intrusive searches of the student's body require more compelling circumstances to be considered reasonable. If a pat-down or search of student's garments such as jackets, socks, pockets etc., is conducted, it must be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's person and personal effects, is permissible in emergency situations when the health and safety of students, employees or visitors are threatened with imminent harm. This emergency-induced search can only be

conducted by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by delay.

Lockers and Desks

Although school lockers and desks are temporarily assigned to individual students, they remain the property of the district. The school district has a reasonable and valid interest in ensuring the lockers, desks, and other spaces are properly maintained. For this reason, lockers, desks, and other spaces are subject to unannounced inspections and students do not have a legitimate expectation of privacy in the locker, desk, or other space. Any illegal, unauthorized, or contraband materials discovered will be confiscated by school authorities and may be turned over to law enforcement.

Seizure

School authorities may seize any illegal, unauthorized, or contraband materials discovered in a search. Such items are not to be possessed by a student while they are on school district property, on property within the jurisdiction of the school district, while on school-owned or school-operated 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. Possession of such items will result in disciplinary action including suspension or expulsion and may be reported to law enforcement.

Student Lockers and Desks

Students are allowed to use the lockers and desks for storing school-related materials and personal items where necessary for attendance at school. Students are required to keep their assigned locker and desk clean and undamaged. Expenses to repair any damage done to a student's locker and desk may be charged to the student.

It is highly recommended that students do not store valuables in their lockers or desks. The school district is not responsible for such items. A student may use a lock to secure their locker space, however this does not prevent searches conducted by the school. The building administrator may periodically inspect all or a random selection of lockers and desks for inspection. Either students or another school administrator will be present during the inspection of lockers. These searches may be conducted at any time and without advance notice in compliance with the district's search and seizure rules and policies.

Bullying and Harassment

Clear Creek Amana is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. A safe and civil school environment is necessary for students to learn and achieve. Bullying and/or harassment can seriously disrupt the ability for a school district to maintain a safe and civil environment, hindering the students' ability to learn and succeed. Bullying and/or harassment of students, employees, and volunteers is against federal and state law, and Clear Creek Amana's rules, regulations, and policies. Policy 104: Anti-Bullying/Harassment

Bullying and/or harassment will not be tolerated on school district property, on property within the jurisdiction of the school district, while on school-owned or operated or chartered vehicles, while attending or engaged in school activities, or while away from school grounds if the misconduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Definitions

"Harassment" and "bullying" mean any 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:

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

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

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. It also includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.

Complaint Procedure

Complaints of bullying and/or harassment may be filed promptly, reasonably and in good faith with the superintendent or superintendent designee. Complaints will be investigated in accordance with adopted district policy and procedures. Within 24 hours of receiving the report that a student may have been the victim of conduct or behavior that constitutes bullying and/or harassment, the district will notify the parent, guardian, or legal custodian of the student.

After considering the totality of the circumstances, should the superintendent or superintendent designee determine after the investigation, that a student has suffered bullying and/or harassment by another student enrolled in the district; a parent, guardian, or legal custodian of the student may enroll the student in another attendance center within the district that offers classes at the student's grade level, subject to the requirements and limitations established in Iowa law. Policy 104.R1: Anti Bullying Anti Harassment Investigation Procedures

In case of an apparent conflict of interest, the superintendent will determine the alternate investigator.

Retaliation and False Reports

Individuals who knowingly file false bullying and/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 this policy or retaliated against another student for filing a complaint under these rules is in violation of the bullying and/or harassment rules and may be subject to discipline up to and including suspension and expulsion.

Threats of Violence

The policy for *Discipline for Students Who Make Threats of Violence or Cause Incidents of Violence* can be found at: Policy 503.08: Discipline of Students Who Make Threats of Violence or Cause Incidents of Violence**.** Parents and guardians should review and become familiar with this policy**.** All threats of violence, which include any written, verbal, symbolic, electronic, or behavioral message, that either expressly or implicitly express an intention to inflict emotional or physical injury or damage against students, employees, visitors, or school facilities are prohibited. A student who makes a threat of violence, causes an incident of violence that results in injury or property damage, or who commits an assault, will be subject to escalating levels of discipline for each occurrence.

Threats will be promptly investigated. When appropriate, referrals will be made to local law enforcement. The district retains the authority to assign the level of disciplinary measures appropriate to the severity of the threat of violence or incident of violence.

Threats issued and delivered away from the school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operations of the school.

Disciplinary measures may include discipline up to and including suspension and expulsion. The following factors will be considered in determining the extent to which a student will be disciplined for threats of violence:

- The student's intent and knowledge of their actions.
- The student's developmental level and the context of the incident.
- Whether a pattern of threats of violence exists.
- Age, grade level, and maturity of the student.
- The circumstances surrounding the threat.
- Cooperation of the student and his or her parent(s) or guardian(s).
- The degree of disruption to the school community created by the threat.
- Other relevant information from a credible resource.

Weapons and Weapon Look-a-Likes

Weapons, weapon look-alikes, and other dangerous objects 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. Weapons, weapon look-alikes, and other dangerous objects in the possession of a student that are brought onto the school district premises or property within the jurisdiction of the school district will be confiscated.

The possession will be reported to law enforcement and parents or guardians of the student. Students may be subject to appropriate disciplinary measures. Disciplinary measures may include discipline up to and including suspension and expulsion.

Firearms are strictly prohibited from school grounds, except for weapons under the control of law enforcement officials or other individuals specifically authorized by the board. Any student who is determined to have brought a firearm to school or knowingly possessed a weapon at the school must be expelled from school for a period of no less than one year. However, the superintendent may modify the expulsion requirements on a case-by-case basis. Firearms include but are not limited to any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; incendiary or poison gas, or any destructive device such as bombs, grenades, mines, etc.

Student Substance Abuse

Students are prohibited from distribution, dispensing, manufacture, possession, use or being under the influence of alcohol, tobacco/nicotine products, other controlled substances, or look-a-like substances while on school district premises or 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.

Students found to be in violation of this rule will be subject to appropriate disciplinary measures and may be required to satisfactorily complete a substance abuse or rehabilitation program. Disciplinary measures may include discipline up to or including suspension and expulsion. For students under the age of 21, local law enforcement authorities may be notified.

Internet

Students will be able to access the internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students. Students may be permitted to use district-issued email addresses and internet-based collaboration software to send and receive messages at school. Students will receive age-appropriate training prior to using the internet.

The internet can provide rich opportunities through a vast collection of educational resources. Students will be under teacher supervision while on the network and the district uses technology protection measures to block and filter inappropriate/unauthorized use as much as possible and to the extent permitted by law or vendor policies. Additionally, student’s internet activities may be monitored by the school district to ensure students are not accessing inappropriate sites that contain restricted material. However, it is not possible to constantly monitor individual students and filter everything they are accessing. Because the internet is a global network and information appears, disappears, and changes constantly, it is not possible to predict or control what students may locate. Some students may encounter information that may not have educational value.

Students' digital instruction will not exceed sixty minutes per school day. Students will not intentionally access or download any text file or visual depictions or engage in any discussion that includes restricted material. Restricted material includes but is not limited to obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or

harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations. Regulation 605.06-R(1): Internet Appropriate Use - REGULATION

Should a student be found to have accessed restricted materials, students may experience the following disciplinary measures and/or, depending on the severity violation may experience disciplinary measures up to suspension and expulsion:

- Loss or restriction of internet access privileges for a period to be determined by the district
- Loss of district provided 1:1 device or take-home privileges
- Additional supervision of online activity

Electronic/Technological Devices

Personal electronic/technological devices include but are not limited to cell phones, headphones, ear buds, radios, etc. These devices are only permitted for use prior to the start of the school day and at the conclusion of the school day. Should a student be found using a device outside of the permitted times, it may be confiscated. The confiscated device will be returned at the end of the school day. Should a student continue to violate these rules, the device may be required to be confiscated at the start of the school day and returned at the end of the school day for a certain designated time. There may be circumstances in which a student may need their devices during the restricted usage times. Devices may be used in these certain circumstances with permission from the classroom teacher or building principal.

Students are expected to refrain from using their devices for non-academic purposes. Misuse of devices include but are not limited to taking photos in the locker room or restroom, using a device to cheat, using a device to incite violence, using a device to bully, harass, threaten, or intimidate another person, to disseminate inappropriate photos or other restricted material, etc. Should a device be misused, a student may face disciplinary measures up to and including suspension and expulsion. Depending on the severity of the misuse, local law enforcement authorities may be contacted.

Academic Integrity

Students are expected to do their own schoolwork. Academic dishonesty includes but is not limited to looking at another student's schoolwork without permission, copying others' work, copying from other unauthorized sources such as past exams, or unauthorized use of devices. Academic dishonesty is strictly prohibited. Students may face disciplinary measures as outlined in this handbook if found to have engaged in academic dishonesty.

Dual Enrollment

Home schooling/private instruction or home school assistance program students enrolled in classes or participating in school activities in Clear Creek Amana 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 registration@ccaschools.org

Policy 604.07: Dual Enrollment

Policy 604.01: Private Instruction

604.01-E(1): Private Instruction - REPORT

STUDENT CONDUCT

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others 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 misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances. Link to Policy 503.01 Student Conduct and Policy 503.08–Discipline of Students who Make Threats of Violence or Cause Incidents of Violence

Temporary Removal from Classroom

Temporary removal from a classroom means that a student will be temporarily removed from the current classroom due to disruption of the learning environment and moved to one of the following areas: front office, principal's office, conference room, a different classroom, pod area (common area) or hallway. This is at the discretion of the classroom teacher or building principal.

Detention

Detention means that a student is required to attend school during non-school hours for disciplinary purposes. Whether detention is to be imposed, the time of detention, and the length is determined by the building principal on a case-by-case basis.

Student Suspensions

Suspensions and discipline in lieu of or on condition of suspension, may be considered when a student violates board policy, school rules, or the law. All suspensions will be determined by the building administrator after an investigation of the incident or allegation. Written notice and reasons will be given to the parents and student regarding the suspension, probation, or intervention. Students who are suspended from school will still be expected to complete course work to receive class credit.

Probation or Intervention

Probation is a conditional suspension of a penalty for a set period of time. Time period and conditions are determined by the building principal. This may be imposed where violations do not necessarily require removal from school.

Interventions are actions in lieu of suspension intended to help the student understand and refrain from engaging in the behavior again. This may be imposed where a student's behavior may be indicative or symptomatic of a great underlying issue.

In-School Suspension

In-school suspension is a temporary isolation of a student from one or more classes while under administrative supervision and remaining on the school property.

Out-of-School Suspension

Out-of-school suspension is used when other available school resources are unable to constructively remedy the student's behavior. Out-of-school suspension is the removal of a student from the school environment for short periods of time. A student may be removed from school for periods not to exceed 10 school days by the principal due to gross or repeated infractions or when the student's presence causes interference with the educational environment or operation of the school. The principal may use out-of-school suspension after an investigation and the student is afforded due process as outlined in school policy and the law.

Student Expulsions

An expulsion occurs when a student is removed from the school environment, including but not limited to classes, activities, and other school related events. Students may be expelled for violation of board policy, school rules, or the law.

At the recommendation of the superintendent, a student may be considered for expulsion for disciplinary purposes. Only the board may make the determination to expel a student. Students considered for expulsion will be given due process as outlined in school policy and the law. Policy 503.02: Expulsion

Fines and Fees

Students may be assessed for fines, fees, and other similar charges for materials needed in a course, overdue school materials, activity participation, misuse of school property, or any other reason permitted by law. Parents and students meeting specific financial eligibility standards will be eligible for a waiver of student fees or a reduction upon parental request. Should a parent or student seek a waiver, they should contact the building administrator for more information and waiver forms. Regulation 503.03-R(1): Fines-Fees-Charges - STUDENT FEE WAIVER AND REDUCTION PROCEDURES

STUDENT HEALTH AND WELLBEING

Insurance for Students

Children's Health Insurance Program (CHIP) is offered through the Healthy and Well Kids in Iowa program (Hawki). Hawki is the state of Iowa's medical insurance program for uninsured children. Parents can apply for low-cost health insurance for their children through the program. For more information contact Whitney Eister at whitneyeister@ccaschools.org .

More information and resources regarding the Hawki program, may be found on the Iowa Health and Human Services website: Hawki | Health & Human Services (iowa.gov)

Immunizations

Prior to starting school or transferring into the school district, students must submit a certificate of immunization as required by law. Students without a proper certificate are not allowed to attend school until they have received the required immunizations or may be admitted on the condition that the student is in the process of completing the immunization process. Should a student fail to meet the immunization requirements, this is grounds for suspension, expulsion, or denial of admission.

Exemptions are recognized only for specific medical or religious purposes as recognized by the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption. Information related to immunization requirements as well as exemption requirements are included on the district website with registration information.

Physical Examinations

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

Health services are an integral part of assisting all students to increase learning, achievement, and performance. Health services coordinate and support existing programs to assist each student in achievement of an optimal state of physical, mental and social well being. Student health services ensure continuity and create linkages between school, home, and community service providers. The school district's needs, and resources determine the linkages.

Except in emergent care situations or child abuse assessments, the district will not administer invasive physical examinations or health screenings of a student that are not required by state or federal law without first obtaining the written consent of the student's parent or guardian.
Policy 607.02: Student Health Services

Administration of Medication

Students may need to take prescription or non-prescription medication during school hours. Medication will be administered after a student's parent or guardian has provided a signed and dated written request that medication be administered. In some cases, students who have

demonstrated competency in administering their own medication may do so after receipt of a written and signed statement by the student's parent or guardian. However, a student with asthma, respiratory disease, or other airway constricting diseases must be allowed to carry and self-administer their medication without showing competency as long as the school is presented with a written approval signed by both the parent or guardian and the prescribing physician. Students are not permitted to abuse their self-administered prescriptions. Those who have been found to be abusing self-administration may have the option of self-administration withdrawn if medically advisable and lawful.

Medication is held in the health office and distributed by the school nurse, health aid, or trained staff. Medication must be in the original container, with original label, and an instruction sheet or parental authorization that includes the student's name, medication name, directions for use and dosage, times and duration of administration, contact information of the pharmacy (if applicable), date of the prescription (if applicable), name of the physician (if applicable), potential side effects, and emergency number of the parents.

Policy 507.02: Administration of Medication to Students

Student Illness or Injury at School

A student that becomes ill or is injured at school must notify their teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the student's emergency contact form. If the student is too ill to remain in school, the student will be released to the student's parents or, with the parents' permission, to another person directed by the parents.

While the school is not responsible for treating medical emergencies of an ill or injured student, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents where the student may have been transported for treatment.

Policy 507.04: Student Illness or Injury at School

Illness Guidelines:

- Report the absence and the student's symptoms (i.e. nausea, vomiting, fever, headache, sore throat, cough, rash, body aches, etc.).
- If the student saw a healthcare provider for the illness, please let us know the outcome of that visit and if your child was diagnosed with a contagious disease.
- For contagious diseases like the flu, COVID, etc., follow the same guidelines: Students/staff must be fever free 24 hours without the use of fever-reducing medication.
- If the student has a fever (100 or higher), they should not return to school until they are fever-free for 24 consecutive hours without the use of fever-reducing medication.
- If the student is vomiting, they should not return to school until they have not vomited for 24 hours.
- If the student is being treated for a contagious bacterial infection (i.e strep throat), they should not return to school until 24 hours after antibiotics are started and until they are fever-free for 24 consecutive hours without the use of fever-reducing medications.

Students with the above symptoms may be sent home. A parent/guardian will be called and asked to come and pick up the student.

All student absences need to be reported to the main office of your child's attendance center. Parents may call the main office, email the building secretary, or report the absence through the PowerSchool parent portal by 8:30 am.
Link to Health Services

Communicable and Infectious Diseases

Students who have an infectious or communicable disease are allowed to attend school provided they are able to do so, and their presence does not create a substantial risk of illness or transmission to other students or employees. The health risk to others in the school district environment will be determined on a case-by-case basis by the student's physician, a physician chosen by the school district, or public health officials. Infectious or communicable diseases include but are not limited to mumps, measles, chicken pox, etc. For more information on communicable disease charts, and reporting forms, go to the Iowa Department of Public Health Web site: https://idph.iowa.gov/CADE/reportable-diseases

Policy 507.03: Communicable Diseases-Students

Health Screenings

Vision and hearing
The school provides basic vision screenings at school for kindergarten through fifth grades annually. While a basic vision screening does not replace the need for a complete eye exam by a physician, it will satisfy the new school requirement. If you do not want your child to be screened please contact the school.

The District, in cooperation with the Grant Wood Area Education Agency, may provide a hearing test each year for students in kindergarten, first, second, third, fourth and fifth grades. There is no cost to parents or the District for this service. Parents will be notified about the results of the hearing tests only if their child does not pass the test. This is a screening process only and does not identify all hearing or ear problems. If your child has had hearing or ear problems, you may send this information to the school nurse for the audiologist. If you do not wish your child to participate in the screening program, please notify the school office. Please contact your school nurse or principal if you have any questions about the hearing testing program.

Sexual Abuse and Physical Abuse of Students by School Employees

Clear Creek Amana does not tolerate physical or sexual abuse of students, including but not limited to sexual or physical relationships, grooming behavior, and otherwise inappropriate relationships with students by employees. Students who feel they have been violated in the above manner by an employee should notify their parent or guardian, and report to Mark Moody, Executive Director of Educational Services at markmoody@ccaschools.org. The district will respond promptly to allegations of abuse of students by school district employees by timely

reporting to all relevant agencies as required by law. The processing of a complaint will be handled confidentially to the maximum extent possible.

Policy 402.03: Abuse of Students by School District Employees

Regulation 402.03-R(1): Abuse of Students by School District Employees

Health Education Program for Students

Students in grade levels one through twelve will receive, as part of their health education, instruction about personal health; food and nutrition; environmental health; safety and survival skills; consumer health; family life; age- appropriate, research-based human growth and development; substance abuse and non-use, including the effects of alcohol, tobacco, drugs and poisons on the human body; human sexuality; self-esteem; stress management; interpersonal relationships; emotional and social health; health resources; prevention and control of disease; and communicable diseases. The purpose of the health education program is to help each student protect, improve and maintain physical, emotional and social well-being.

The areas stated above are included in health education and the instructions are adapted at each grade level in compliance with relevant laws to aid understanding by the students.

Parents who object to health education instruction in human growth and development may file a written request that the student be excused from the instruction. The written request will include a proposed alternate activity or study acceptable to the superintendent/designee. The superintendent/designee will have the final authority to determine the alternate activity or study.
Human Growth And Development Student Excuse Form

NOTE: The Iowa Department of Education is required to develop and make available to school districts examples of age-appropriate and research-based materials and lists of resources. This list is titled “Health Education List” by the Iowa Department of Education and can be found here:
Health Education List (iowa.gov)

Emergency Drills

Periodically the school holds emergency drills for fire, tornado, and other threats or disasters. At the beginning of each semester students are notified by their teachers of the emergency drill procedures. Additionally, the procedures and proper exit areas are posted in each room.

Students are expected to remain quiet and orderly during a drill or an emergency. Fire alarms and other calls to alarm should be taken very seriously. Students who pull the fire alarm or call in false alarms, will be disciplined up to and including suspension or expulsion. Additionally, depending on the situation, they may be reported to local law enforcement authorities.

Physical Restraint and Seclusion of Students

Corporal punishment, mechanical restraint and/or prone restraint is prohibited in all schools by Iowa law. Employees are prohibited from administering corporal punishment, mechanical restraint and/or prone restraint.

That said, trained district employees and others may have to use behavior management interventions, physical restraint and/or seclusion of students. The school uses the least restrictive behavioral interventions appropriate for the situation.

Physical restraint or seclusion may be used for the following reasons:

- To prevent or terminate an imminent threat of bodily injury to the student or others; or
- To prevent serious damage to property of significant monetary value or significant non monetary value or importance; or
- When the student's actions seriously disrupt the learning environment or when physical restraint or seclusion is necessary to ensure the safety of the student or others; and
- When less restrictive alternatives to seclusion or physical restraint would not be effective, would not be feasible under the circumstances, or have failed in preventing or terminating the imminent threat or behavior; and
- When the physical restraint or seclusion complies with all applicable laws.

All physical restraints and seclusions will be conducted and documented in accordance with the adopted policy and state law.

Policy 503.06: Physical Restraint and Seclusion of Students

Regulation 503.06R1-R(1): Use of Physical Restraint and Seclusion with Students

STUDENT SCHOLASTIC ACHIEVEMENT

Conferences and Student Progress

Students receive progress reports in the form of report cards at the end of each trimester. Personalized Learning Plans (Parent-Teacher Conferences) provide an opportunity for parents, students, and teachers to jointly, as a team, to discuss your child's progress and to set goals for each student. Personalized Learning Plan meetings will be held in October and February. Please look for information on specific dates and times from your child's teacher.

If parents have any concerns or questions about their child's progress, they may contact the classroom teacher. Individual conferences are also available to parents with ongoing concerns. They are held outside of regular school hours and can be scheduled through the classroom teacher or building principal.

Testing/Survey Programs

Students undergo standardized testing annually. These tests are used to determine academic progress for individual students, for groups of students, and for the school district and to comply

with state law. Students may be excused from testing for certain reasons by contacting the building administrator. Department of Education Required Assessments website

Policy 505.04: Testing Program

STUDENT ACTIVITIES

Assemblies

Throughout the year the Clear Creek Amana sponsors school assemblies. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away or the student will not be attending for certain excused reasons.

Field Trips

In certain classes, field trips and excursions 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 field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences.

Buses and Vehicles Used for Activities

Students who ride a district bus or vehicle for activities must ride to the event on district transportation. Students ride home on the district bus or vehicle unless prior arrangements have been made with the pre-approval of the building administrator and parent, or the student's parents personally appear and request from the building administrator to transport the student home.

Students are to conduct themselves in an orderly manner fitting to their age and maturity level on district transportation. Students who fail to behave appropriately will be subject to disciplinary measures. Policy 711.02: Student Conduct on School Transportation.

If you want to volunteer in the District, you will need to reach out to Human Resources to begin the process of filling out background check paperwork. Please email humanresource@ccaschools.org to get started.

Once your background check is complete, Human Resources or the building secretary will let you know and you will be able to volunteer.

Student Funds and Fundraising

Students may raise funds for school-sponsored events and/or organizations with the-approval of the Superintendent/designee. All funds generated from district-sponsored student fundraising will be placed in the district's student activity fund.

Fundraising by students for school-sponsored events and/or organizations must comply with district logo guidelines. Fundraising by students for events other than school-sponsored events is not allowed at school or during school hours unless prior approval is granted by the Board.

The district has approved **SnapRaise** as our third-party vendor for online fundraising activities. Use of this platform is ***required*** for all online fundraising efforts conducted by school-sponsored organizations. While organizations may still use other methods for in-person or traditional fundraising, any fundraising conducted online must utilize SnapRaise to ensure consistency, oversight, and compliance with district standards.

504.05-R(1): Student Fund Raising - Regulation

STUDENT RECORDS AND INSTRUCTIONAL MATERIALS

Student Records; Family Educational Rights and Privacy Act Notice (FERPA)

Under the Family Educational Rights and Privacy Act (FERPA) student records containing personally identifiable information, except for directory information, are considered education records and are confidential. For a complete copy of Clear Creek Amana's policy on education records and other related information and procedures contact the Clear Creek Amana's board secretary, Lori Robertson at lorirobertson@ccaschools.org. Education records may be maintained in the central administration office or administrative office of the student's attendance center.

Policy 506.01: Education Records Access

Regulation 506.01-R(1): Education Records Access - USE OF EDUCATION RECORDS

FERPA affords parents and students over the age of 18 (eligible students) certain rights with respect to a student's education records. These rights are:

1. Right to inspect and review the student's education record.
2. Right to seek amendment(s) of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. Right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the law authorizes disclosure without consent.
3. The right to file a complaint with the US Department of Education concerning alleged failures by the district to comply with the law. Complaints should be made to the following:

Student Privacy Policy Office

US Department of Education
400 Maryland Avenue
Washington, DC 20202-8520
File a Complaint | Protecting Student Privacy (ed.gov)

Student Directory Information

Under FERPA, there is certain information that is contained in a student's education files that may be released to the public without prior consent from the parent or eligible student. This information is called directory information and is generally not considered harmful or invasive. Directory information includes:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc.(A student's SSN, in whole or in part, cannot be used for this purpose.)

If you do not want the Clear Creek Amana Community School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing annually.

Student Photos

Clear Creek Amana allows for school photos to be taken by a commercial photographer. Parents will be notified prior to the taking of pictures by a commercial photographer for student "portraits." In no case will students be required to have their picture taken or be pressured to purchase pictures.

Students or commercial photographers may take pictures of students upon consent for such things as the yearbook or student newspaper.

Student Disclosure of Identity

Students may make a request to a licensed employee to accommodate gender identity, name, or pronoun that is different from what was assigned to the student in the student's registration forms or records. Should a student make this request, licensed employees are required to report the request to the building administrator. . The building administrator will contact the student's parents/guardian regarding the request. These procedures must also be applied to nicknames.

Policy 503.07: Student Disclosure of Identity

Report of Student Disclosure of Identity

Student Legal Status

If a student's legal status, such as a student's name or the student's custodial arrangement, should change, the parent must notify the district. These changes are important to keep up-to-date to ensure that the school district is maintaining a current and accurate student record.

School Library

Clear Creek Amana maintains a school library for use by employees and students during the school day. Materials maintained in the library are consistent with all applicable laws and board policy. All parents and guardians of students enrolled in the district have access to the online catalog on the district website.

Library materials may be checked out for up to two weeks at that time and must either be renewed or returned. Students who wish to check out library materials must follow school library procedures set out by the teacher-librarian. Students are allowed to check out 2 items of library materials at a time unless given explicit written permission from the librarian to check out more. Parents and guardians must pay for lost or damaged items.

Requests from parents or guardians to prohibit their enrolled student from accessing specific library material must be directed to the building administrator.

605.03-E(4): Objection to Instructional and Library Materials - Request to Prohibit a Student from Checking out Specific Library Materials

Inspection of Instructional Materials

Parents and other members of the school district community may view the instructional materials used by the students upon request. Copies may be obtained according to board policy Policy 605.02: Instructional and Library Materials Inspection and Display.

Tests and assessment materials are only available for inspection with the consent of the building administrator. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the building administrator.

Should a parent or other members of the school district community have any objections regarding instructional materials, they may contact the building administrator who will provide all necessary forms, or they may access the objection forms through the school district's policy.

Regulation 605.03-R(1): Objection to Instructional and Library Materials - Reconsideration of Instructional Materials

Reconsideration Request Form

MISCELLANEOUS

Student Guidance and Counseling Program

Clear Creek Amana maintains a guidance program that provides certain services that assist students with their personal, educational and career development. Confidentiality is maintained by the employees involved in the guidance program to the extent the law allows.

Visitors/Guests

The Clear Creek Amana Community School District (CCACSD) board welcomes the interest of parents and other members of the school district community and invites them to visit the school buildings and sites. Visitors, which include persons other than employees or students, must notify the principal or designee of their presence in the facility upon arrival.

Persons who wish to visit a classroom while school is in session are asked to notify the principal or designee and obtain approval from the administration prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. Teachers and other employees shall not take time from their duties to discuss matters with visitors. Once arrangements are made, visitors must report to the school office with identification to sign in, and obtain and wear a District-issued ID badge or name tag.

Visitors shall conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors failing to conduct themselves accordingly may be asked to leave the premises.

If you want to volunteer in the District, you will need to reach out to Human Resources to begin the process of filling out background check paperwork. Please email humanresource@ccaschools.org to get started.

Once your background check is complete, Human Resources or the building secretary will let you know and you will be able to volunteer.

School Nutrition Program and Free and Reduced Lunch

Clear Creek Amana operates a school nutrition program out of the school cafeteria. Clear Creek Amana uses an online monitoring system. The *Meal Magic System* can be accessed from the CCA Nutrition Services web page and the CCACSD mobile app. The program creates a single account for each student. Money may be deposited in a child's account in the office or online through Powerschool Parent Portal > Purchases and Payment tab. Your registration form will be your receipt for your initial deposit into your child's hot lunch account.

The computer will charge your student's lunch account each time your child has breakfast or lunch. There is no need to send money in multiples of daily prices. You can write a check for any amount and it will be credited to your child's account. Money for lunch accounts should be sent to school in an envelope with the child's name, the amount of money enclosed and the teacher's name listed on the front. Checks should be made payable to the Clear Creek Amana School District. Making payments through PowerSchool's Purchase and Payment Tab is the most efficient and safe method of payment. When the account enters the negative, you will be notified and students will no longer be able to purchase an ala carte milk.
Students who bring food from home for lunch may return uneaten items in an appropriate container (lunch bag/box) to their lockers at the end of the lunch period. Pop will not be allowed in student lunches.

Free and reduced price lunches are available within the district. Guidelines and applications for free and reduced lunches may be requested from the school office or can be found online. Forms are also available at registration. All applicants must be approved by our district official. Applications may be submitted at any time of the year.

The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price meals. Toward this end, the school district will utilize electronic identification and payment systems, will promote the availability of meals to all students, and may use nontraditional methods for serving meals, such as "grab-and-go" or classroom breakfast.

Buses and Other School District Vehicles

Buses and other school district vehicles ("vehicles") are primarily used to transport students to and from school. Appropriate classroom conduct is to be observed by students while riding the vehicle except for ordinary, appropriate conversation. Students are responsible to the driver, chaperone and/or sponsor while on the school district vehicle, loading, or unloading or leaving the vehicle. The driver may discipline the student and may notify the principal of inappropriate conduct. All people riding school district vehicles to and from the school, extracurricular activities, or any other destination must comply with the law and school district policies, rules, and regulations. All persons riding in school district vehicles will adhere to the following rules. The driver, sponsor or chaperones are to follow the school bus discipline procedure for student violations of this policy. Video cameras may be in operation on the school buses.

- Bus riders will be at the designated loading point before the bus arrival time.
- Bus riders will wait until the bus comes to a complete stop before attempting to enter.
- Riders must not extend arms or heads out of the windows at any time.
- Aisles must be kept cleared at all times.
- All bus riders will load and unload through the right front door. The emergency door is for emergencies only.
- A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
- A rider may be assigned a seat by the driver.
- Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
- Riders are not permitted to leave their seats while the vehicle is in motion.
- Waste containers are provided on all buses for bus riders' use.
- Permission to open windows must be obtained from the driver.
- Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
- The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and cheerfully.
- Students will assist in looking after the safety and comfort of younger students.
- A bus rider who must cross the roadway to board or depart from the bus will pass in front of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
- Students will not throw objects about the vehicle nor out through the windows.
- Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
- Students will keep feet off the seats.
- Roughhousing in the vehicle is prohibited.
- Students will refrain from crowding or pushing.
- The use or possession of alcohol, tobacco or look-alike substances is prohibited in the vehicle.
- The Good Conduct Rule is in effect.

Policy 711.02: Student Conduct on School Transportation

District Owned Recording Devices

The Clear Creek Amana Board of Directors has authorized the use of recording devices on school district owned property to the extent permitted by law. The recording devices will be used to enhance safety and security within the educational environment. Students, employees, and parents are hereby notified that the content of the recording may be used in a student or employee disciplinary proceeding. The content of the recordings may be considered confidential student records and may be retained with other student records. Recordings may be routinely

recorded over and only be retained if necessary for use in a student or employee disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view the recording of their child.

Policy 804.06: Use of Recording Devices on School Property

Parent-Teacher Groups (PTG)

Parent Teacher Groups are partnerships between families and schools that strengthen communication between home and school. They promote social activities for families and support the school through fundraising events. Parents and guardians may serve as officers and volunteer in other ways. Each Parent Teacher Group has their own Facebook site for PTG information including officers, meeting dates and events.

Lost and Found

Clear Creek Amana maintains a “lost and found” located at each individual school. Items placed in lost and found will be maintained for 30 days, after which items will be donated to local charities, disposed of or put into school supply closets. Items of higher value will be kept locked in the records room. Please mark your child’s clothing and other articles to help with identification.

Artificial Intelligence

Use of Artificial Intelligence (AI) in research and graded work by students must include proper source citations. Copyright protections must be strictly adhered to. Students who fail to comply with these requirements may face discipline as stated in relevant district policies.

Prior to using AI tools, classroom teachers will inform the students how AI tools may be used to engage in and complete educational tasks and assignments. Classroom teachers are trained in the use of AI tools and how to implement them appropriately in the classroom. Classroom teachers will establish appropriate parameters for AI tool usage and will monitor student use of AI tools as appropriate. Students are expected to abide by their classroom teachers’ rules.

Students will not use AI tools to access or create information that is discriminatory, constitutes bullying or harassment, shares confidential or personally identifiable information of others, or access or create material that is harmful to minors, obscene, or child pornography. Any violation may result in the loss of access to the AI tool, and further discipline as appropriate.

Policy 605.08: Artificial Intelligence in the Education Environment

Regulation 605.08-R(1): Artificial Intelligence in the Education Environment

Citizenship

Being a citizen of the United States, of Iowa, and of the school district community entitles students to special privileges and protections as well as requires 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 education program, students will 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.

Communications To and From the School

When sending a note or money to the school, the student should receive clear instruction from the parents about who the appropriate person is to receive the note or money. The district will not be responsible for money that may be lost or stolen when sent to school with a student. Additionally, the school regularly sends notes and papers home with students. Parents need to remind their child to notify them of notes or papers from school. Parents are responsible for knowing the contents of the notes or papers sent home.

Recess and Playground Rules

Students are expected to attend recess outside unless they have a note from a health practitioner, or a written excuse approved by the building principal that would excuse a student's outdoor participation. Due to recent legislation, students will not be allowed to use digital devices during recess. In certain cases of inclement weather, recess will not be held outside but will be held indoors. Otherwise, students are expected to come dressed appropriately according to expected weather conditions to attend recess outdoors. Recess is typically held a minimum of 30 minutes per day. School employees who supervise recess are to be obeyed in the same manner that students are expected to obey their classroom teacher.

The playground is a place for safe, respectful play. The playground is located on school property and is limited to the fenced in or designated areas. Should an item fall outside of the playground parameters, students are expected to remain within the playground parameters and wait for adult supervision and/or support to retrieve the item. Should a student become injured or fall ill, school employees supervising recess must be notified and if needed, the student will be escorted to the nurse's office.

Clear Creek Amana expects all students to play in such a manner that facilitates safety and respect. Physical fighting will result in immediate removal from the playground and other disciplinary measures may be enforced. Behavior rules on the playground are as follows:

- Play must occur in designated playground areas only.
- Objects must not be thrown unless designated for such use.
- All playground equipment must be used in the way it was intended.
- No fighting will be tolerated
- Toys/items from home are not allowed

Consequences for violating behavior rules include but are not limited to

- Loss of recess time
- Removal from the playground
- Office referrals

- Parent Contact
- Restitution
- Zoned Recess
- Limited access to playground equipment
- Other disciplinary measures including and up to, detention or suspension.

Outside Food/Treats

Clear Creek Amana allows for outside food/treats to be brought to a classroom by a student. All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the school district nutrition standards and be in compliance with state and federal law. Foods should be served with consideration toward nutritional integrity, variety, appeal, taste, safety, allergies, and packaging to ensure high-quality meals. See the DE guidance on Smart Snack and School Nutrition Standards.

Snacks

Snacks served during the school day or in after-school care or enrichment programs should make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water and/or low-fat or fat-free white milk as the primary beverages. Schools will assess if and when to offer snacks based on timing of meals, children's nutritional needs, children's ages and other considerations. If schools choose to offer a milk break during the school day, only low-fat or fat-free white milk will be served (or a nutritionally equivalent non-dairy alternative as defined by the USDA for children with healthcare provider documented dairy allergy or intolerance). The school district will disseminate a list of healthful snack items to teachers and parents.

School Parties

Clear Creek Amana holds classroom parties throughout the year. During the school year, classes may celebrate three parties: fall, winter, and spring. Please watch your school newsletter or other announcements for the dates and instructions. Students who do not wish to participate in the parties may be silent or excused by the building administrator.

Show and Tell or Sharing Time

Clear Creek Amana allows for students in certain classrooms to bring approved or designated items from home to share and discuss with the class during a designated "Show and Tell" or "Sharing Time" as determined by the classroom teacher. Students, and not the school district, are responsible for all items brought to the school. Pets and other living things are not allowed as "show and tell" items.

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received or can access a copy of the ***Clear Creek Amana***'s Student Handbook available on the Clear Creek Amana website. I understand the student handbook contains important information. I acknowledge I am expected to be familiar with the contents. I also understand that I should consult ***my student's building administrator*** with any questions I have about the contents of the student handbook.

I understand that the employee handbook is a general source of information and may not include every possible situation that may arise.

_____

Parent's Signature Date

_____

Parent's Name (Printed)