Longfellow Elementary School

Student & Family Handbook

2026 - 2027

Council Bluffs Community SCHOOL DISTRICT

NON-DISCRIMINATION STATEMENT

It is the policy of the Council Bluffs Community School District not to illegally discriminate on the basis of race, color, age, (for employment), national origin, sex, sexual orientation, marital status, (for programs), socioeconomic status (for programs), physical or mental disability, religion, creed, genetic information, ancestry, geographic location, citizenship, political party preference or belief, familial status or any other protected attribute, in its educational programs, activities or employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the school district's Equity Coordinator, Tim Hamilton, 712-328-6423, thamilton2@cbcsd.org, 300 W. Broadway, Suite 1600, Council Bluffs, IA 51503.

August 2026

Dear Longfellow Elementary Students and Families,

Welcome to the 2026-27 school year! We are so excited for the opportunity we have in front of us to work with Longfellow students and families again this year. We know what a privilege it is to partner with all of you to create the very best learning for all students at Longfellow, and to be a partner with each and every family.

My name is Devin Schoening, and I am the principal at Longfellow. Longfellow has an extensive history of family and community support. We value your partnership and your input, and we strive to provide the best experience for our students, families, and community partners. We hope you will connect with us, share with us, and help tell the story that is Longfellow Elementary.

As we continue to honor the great pride of the Southend, we thank you in advance for reviewing the student handbook policies and procedures that will help guide us during the upcoming year. The policies and procedures have been developed to provide a safe and purposeful learning environment for all members of our school community.

We look forward to assisting you, as we work together as a team to provide the highest quality experience possible for all children and families, and to help all members of our school community become the very best version of themselves.

Once again, thank you for giving us the opportunity to work with your family during this school year. Please feel free to call or stop by our office with any questions.
Office Hours:
Monday-Friday 8:00am-4:00pm
712-328-6522

Best Regards,

Devin Schoening
Longfellow Principal
dschoening@cbcsd.org

Morgan Wyant
Administrative Assistant
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Calendar 2026-2027 *Approved*

July 2026	M	T	W	T	F
			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	31

August 2026	M	T	W	T	F
	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	31				

September 2026	M	T	W	T	F
		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30		

October 2026	M	T	W	T	F
				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

November 2026	M	T	W	T	F
	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30				

December 2026	M	T	W	T	F
		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	

January 2027	M	T	W	T	F
					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

February 2027	M	T	W	T	F
	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26

March 2027	M	T	W	T	F
	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30	31		

April 2027	M	T	W	T	F
				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

May 2027	M	T	W	T	F
	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	31				

June 2027	M	T	W	T	F
		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30		

Teacher Trade Day & Student Vacation
Staff Devel./Work Day & Student Vacation
School Vacation
Parent-Teacher Conferences Student Remote Learning Day

District Closed
Beginning of Semester
End of Semester
Graduation Day
Teacher Professional Development Day

IMPORTANT DATES

August	18-21	Teacher Work Days/Staff Development
	24	First Day of School / Begin Semester 1
September	7	Labor Day Holiday - District Closed
October	29	Student Remote Learning Day-Parent-Teacher Conferences
	30	End of Quarter 1 - Teacher Trade Day/Student Vacation
November	25-27	Thanksgiving Vacation
December	21-Jan 4	Student Winter Vacation
January	4	Staff Development/Work Day & Student Vacation Day
	15	End of Semester 1
	18	Martin Luther King Holiday - District Closed
	19	Begin Semester 2
February	15	Presidents' Day Holiday - District Closed
March	19	End of Quarter 3
	22-26	Spring Break
	25	Teacher Trade Day/Student Vacation
	26	District Closed
May	20	Senior Last Day
	21-22	Graduation Ceremonies - Class of 2027
	27	Early Out: Last Day of School/ End Semester 2
	31	Memorial Day - District Closed

Notes:

October 29th will be a district-wide parent-teacher conference date, with in-person options available into the evening. An additional evening of parent-teacher conferences will be planned at the building level.
Up to four (4) remote learning days may occur for students if school is canceled for inclement weather or other related reasons. Additional days may be added at the end of second semester, as necessary, for make-up days.

All tentatively scheduled work and staff development days are subject to further review.

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SCHOOL ATTENDANCE, ARRIVAL AND ABSENCES

SCHOOL HOURS

Regular school hours start at 8:55 a.m. and end at 3:45 p.m., except on Mondays when school is dismissed at 2:05 p.m. Students may enter the building at 8:30 a.m. Students eating school breakfast should arrive no earlier than 8:30 a.m., as breakfast is served from 8:30-8:45 a.m. Students must be in the cafeteria no later than 8:30 a.m. to have adequate time to eat breakfast.

ATTENDANCE/ABSENCES/TARDIES

A child must be 5 years of age on or before September 15th in order to enroll in Kindergarten. A child who has reached the age of six and is under sixteen years of age by September 15th is of compulsory attendance age. Each child is expected to attend school each day it is in session.

Your child's daily and regular attendance at school is one of the most important factors contributing to successful achievement. Parents are the biggest factor in a child's attendance at school. Your support and encouragement of your child's attendance will show your child that education is important. Excused absences may include illness, medical appointments, a funeral, required court appearance, religious services or special family functions that cannot be arranged outside of the school day. Whether or not a student's absence is considered "excused" is to be determined by the building principal.

Unexcused absences may include missing the bus or a ride to school, shopping, oversleeping and traveling out of town (unless arrangements have been made with the school). Allowing your child to stay home for these unexcused absences sends a message that school is not an important place to be. Letters stating the number of absences will be sent home periodically. When your child has excessive unexcused absences, his/her name can be referred to the County Attorney.

If your child is going to be absent, please call the school in the morning to notify of the absence. If the school has not received a phone call and the classroom teacher reports your child absent, the school will make a reasonable attempt to contact you. If you cannot be reached we may call the person you have indicated on your enrollment card to contact in case of an emergency and will await a return confirmation from them of the whereabouts of your child. This procedure is in effect to assure the safety of your child. You may call at any time to report your child's absences and may leave a message in the voice mail. If you do not contact the school and the school is unable to speak with you, please send a note with your child explaining the absences upon his/her return.

STUDENT RELEASE DURING THE SCHOOL DAY

Students are expected to remain in school until dismissal time. If you need to pick your child up early from school for an appointment or due to illness, you are required to sign your child out in the office. Please know an early departure from school may count against your child's attendance. If you want someone other than a parent to pick up your child, please coordinate with the office who will be taking your child. This is for your child's safety.

DOCTOR AND DENTAL APPOINTMENTS

Doctor and dental appointments should be scheduled when possible on days when school is not in session. Most healthcare providers and dentists are willing to work with parents in scheduling appointments outside of school hours. Situations may arise however for a child to miss school due to appointments. A note from the healthcare provider or dentist must be brought into the office in order for the absence to be excused. Students must be signed out in the office before leaving and must check in at

the office upon returning. It is important that your child only miss the portion of the school day while at the appointment unless otherwise stated by the doctor. Please note that frequent absences are one of the prime reasons for poor work performances on any job. Success begins with excellent attendance and work effort.

STAYING AFTER SCHOOL
Occasionally students will be required to stay after school to complete work or for discipline reasons. You will be notified so that you can pick up your child at a specific time or make arrangements for them to travel safely home.

ENROLLMENT
Each year a parent must complete enrollment information for each child. If you have a change of address, phone number or employment, please contact the school office to update your child/children's information throughout the year. It is important that we have the most current information in case we need to reach you in an emergency situation. Please be sure the relative or neighbor(s) are aware if you have given their number as an emergency number.

WEATHER-RELATED CLOSINGS
Parents are encouraged to be prepared in the event we would need to cancel or shorten any school day due to the timing of severe weather, including ice, snow or extreme cold. The decision to cancel, delay or close school early will be made as soon as practical and communicated in a timely manner to all parents. Because weather forecasts can change, it is not always possible to make the decision the evening before.

We will use local news media, social media and our parent notification system to contact parents with this information. As a reminder, please update your email or phone number information if this has recently changed, and make sure you add the school district's email address to your saved contacts so the emails do not go to spam. This will help ensure you receive these notifications. You are also invited to follow the school district's Facebook, Twitter and Instagram pages.

Two-Hour Late Start
We recognize that starting two hours late could allow staff and families to avoid rush hour traffic, provide additional time for streets, sidewalks, and parking lots to be cleared, and reduce the need for students to travel in the conditions while it is still dark outside. In the event of a two-hour late start,

- School buses will pick up students two hours later than the normal time.
- There will be no morning ½ day preschool.
- Kids & Company will make every effort to remain open, beginning at 7:30 am to serve elementary school students who are already registered for the program.
- Breakfast will be served, but will begin two hours later than normal.
- School will be dismissed at the end of the day at the normal time.
- Please note, we would not call for a two-hour late start on a Monday due to the early dismissal schedule.
- *Two-Hour Delay Start Times:*
- Middle School - 9:30 am
- High School - 10:00 am (doors will not open until 9 am)
- Elementary School/Full-Day Preschool - 10:55 am

Early Dismissal
Closing school early is also an option due to the forecast, based on the timing or severity of the predicted winter weather. In the event of a two-hour early dismissal, for example, buses will leave school two hours

earlier than normal. Lunch will be provided prior to the early dismissal. Kids & Company will open at the early dismissal time for families already registered.

A late start or early dismissal may turn into a full-day closure if a review of the most current weather forecast warrants such a change.

We understand the inconvenience that weather cancellations, delays, and early dismissals can create for families. Please know that we will make school delay or closing decisions as early as possible based on the best information available, and with student and staff safety as the main priority.

If the weather is bad and schools are open, principals will respect parent's decisions not to send children to school for safety reasons. However, students are expected to make up any school work missed.

FIELD TRIPS

Throughout the school year, your child will be involved in field trips away from the school property. Before leaving the school, teachers must provide parents/guardians the nature of the field trip, the date, the hour and the type of transportation to be used. Parent permission will be required. If your child does not return his/her permission slip and we are unable to contact you, your child will not be able to leave the school property. Please sign field trip requests and return them to school promptly to assure a successful learning experience for your child. Parents wishing to volunteer to assist on field trips must have completed the background checks. These do take up to 6 weeks to be completed

ACADEMIC PROGRAM

PARENT-TEACHER CONFERENCES AND STUDENT PROGRESS REPORTS

You will have an opportunity to confer with your child's teacher during the first and second semesters. During these times, you will be able to discuss and learn more about your child's academic and social/behavioral progress. Regardless of when you confer with your child's teacher, you will receive information on accessing your child's progress report in PowerSchool at the close of each quarter. You should feel free to call your child's teacher, whenever you feel the need to know more about your child's progress or when there is a concern with any aspect of the educational program. Teachers will also call upon you for your help when additional support is needed for your child or to recognize their achievement. Teachers and parents work together as partners in the educational process.

USE OF INSTRUCTIONAL TECHNOLOGY

For grades kindergarten through five, the school district limits digital instruction to no more than sixty minutes per school day. Digital instruction means the use of instructional technology to deliver lessons, assignments, assessments, or instructional activities. A student's parent or guardian may request additional reductions in the student's digital instruction. Students in these grades will not have access to and use digital devices during recess.

There are some exceptions to this policy, including:

- Use required pursuant to an individualized education plan (IEP) or plan developed pursuant to section 504;
- Assistive or adaptive technology used to provide a student access to instruction or to accommodate differing student abilities;
- Teacher directed demonstrations using a projector, smartboard, or similar display device when students are not individually operating a digital device;

- State assessments, screenings, progress mentoring, and local diagnostic assessments that require the use of one-to-one digital devices.
- Dedicated computer science and technology curriculum.
- Students enrolled in an online learning program operating pursuant to Iowa Code 256.43

HOMEWORK GUIDELINES

Homework for elementary students is productive when properly planned and supervised. Teachers may assign homework so children can complete regular classroom assignments, work on basic skills, or pursue personal curiosities. Homework may also be assigned to make up work missed due to absences. Parents play an important role in this area.

Please support your child's efforts and help them fit homework into the family schedule. Encourage them to see the fun in learning and the personal self-satisfaction gained through a job well done.

FAMILY NIGHT

Wednesday is set aside by the Board of Education as family activities night. No practices, meetings or other school events involving students will be held on Wednesday after 4 p.m. during the school year. Teachers will not make homework assignments for students for Wednesday evening, **except when school work was not completed by a student during allotted class time**. Teachers shall not give major tests on Thursdays.

STANDARDIZED TESTS AND ASSESSMENTS

Grade levels K-5 will be involved in standardized testing during the school year. You will be informed about exact dates for these tests. The purpose of this testing is to help the school collect information regarding the progress students are making in meeting curriculum objectives. All tests are used by the school to review past efforts, program directions, and as a basis for making future plans for growth and change. Results of student testing and their meaning are shared with parents. Please note these tests are only one measurement of your child's overall achievement.

INSPECTION OF EDUCATIONAL MATERIALS

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional material should contact the school principal.

EVERY STUDENT SUCCEEDS ACT
PARENTS'/GUARDIANS' RIGHTS NOTIFICATION

Parents/Guardians in the Council Bluffs Community School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/graduate certification/degree. Requests can be made by emailing hr@cbcsd.org. The Council Bluffs Community School District ensures that parents will be notified in writing if their child has been assigned, or has been taught by a teacher for four or more consecutive weeks by a teacher who is not considered highly qualified.

PARENT, VISITOR AND VOLUNTEER INVOLVEMENT

COMMUNICATION WITH CLASSROOM TEACHER

Parents/Guardians are encouraged to download the school district's mobile app, available on the Android and Apple app stores. Search for "Council Bluffs Comm Schools" to find, download and install the app on your smartphone or tablet.

Within the app, secure direct messages can be sent to your child's teachers, in addition to the more traditional email or phone calls. Parents may also receive classroom-wide reminders and updates.

The app provides easy access to the school calendar, lunch menu, and other resources all in one place, placing information you need at your fingertips.

SCHOOL QUESTIONS

As the year progresses, you may at times have questions. Please contact the teacher or school office for answers and clarification. Everyone will be working together to keep you informed and aware of upcoming events, decisions and involvement opportunities. Parent input and support is both appreciated and necessary to help every student achieve their fullest potential.

CUSTOMER SERVICE

If at any time there is a concern involving an issue at the local school, please courteously approach the School Operations Manager (SOM) or building principal for problem solving. If the principal is unable to resolve your concern, s/he will identify the appropriate administrator at the Educational Service Center who may be able to assist with further problem solving.

VISITORS

All visitors, including parents/guardians are required to sign in and out of buildings when school is in session and students are present. The District uses a Visitor Management System in all buildings. The system scans visitor driver's licenses and conducts an on-the-spot check of the nationally-compiled sex offender database. A visitor badge is printed to include the visitor's photo and date of visit. The information for repeat visitors, or those who have been screened at another building in the district, will be stored and available without a new scan or photo being taken.

Other than for early childhood programs, parents are expected to say goodbye to their children outside the school door and children will independently go to lockers and their classrooms. Parents are expected to wait outside the building for student dismissal.

Parents wishing to visit classrooms, breakfast, lunch programs or recess are required to have the advance permission of the building principal. All procedures for sign in and visitor badges are to be followed. Parents and other visitors who fail to follow expected procedures, or who interfere with the responsibilities of staff, or behave or speak inappropriately to students or staff, shall have visitor access privileges limited or revoked.

PARENT INVOLVEMENT

Parents are given many opportunities to play an active role at the school, such as: Parent/Teacher Organization (PTO), and Booster Clubs. Many parents serve as classroom volunteers with children and teachers. The PTO has many occasions throughout the year for parents to volunteer and participate. Please contact your child's school for more information.

VOLUNTEERING IN THE SCHOOLS

For the safety of everyone, parents who wish to volunteer in the classroom or help on field trips will need to be approved in advance by completing the form necessary to allow the district to obtain any related information on the child and adult dependent abuse and sex offender registries. Upon clearance, individuals will receive personalized volunteer cards indicating when the two-year approval as a volunteer should be renewed.

GIFTS TO EMPLOYEES

The school district recognizes parents and students wish to show their appreciation of teaching and support staff members with gifts. Please note that state law prohibits public employees from receiving gifts of a monetary value of more than $3.00. Teachers may accept gifts for use in the school or classroom to benefit students. With this in mind, schools and classroom teachers often have a "wish list" of items that can be made available to parents upon request.

STUDENT ORGANIZATIONS, NON-CURRICULUM RELATED

Our school offers curriculum-related organizations. Please ask your child's teacher for this information. Equal access is also provided to non-curriculum related student-initiated clubs and activities. These organizations are neither approved nor endorsed by the school. You are welcome to request information about student-initiated clubs at your child's school. Students who wish to start a non-curriculum related student organization should contact a building administrator for a formal application for facility use. The School District application and facility access shall be used by all schools to approve or disapprove all facility access applications for a student initiated non-curriculum group which is neither endorsed nor approved by Council Bluffs Community Schools.

STUDENT BEHAVIOR AND EXPECTATIONS

STUDENT RESPONSIBILITY

It is important for each student to be a responsible school citizen. The basic rules of student responsibility are:

- Be Prepared
- Be an Active Listener
- Be Non-disruptive
- Be Disciplined (self-control)
- Be a Problem Solver
- Be Safe and Successful

DISCIPLINE

All children should be able to learn in a school that is safe and orderly, where youngsters respect their teachers, themselves and their classmates.

Most students will never have serious discipline problems. But to protect the rights of all our children to learn, it's important that parents and students understand what is expected and what the consequences can be. The Council Bluffs Community School District-Wide Student and Family Handbook is provided to all students. Please become familiar with all policies and procedures, as they will be strictly followed.

VANDALISM

In the regrettable event of student-caused damage, parents and/or legal guardians are financially responsible to the school for any personal property damage committed by their student.

STUDENT DRESS CODE GUIDELINES

When, in the judgment of a 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. Students shall abide by the following guidelines. Modifications could also need to be made to items that are not listed. Administrators may approve religious and medical exceptions.

Guidelines

1. Shirts or the equivalent must have an opaque fabric that covers the front, back, and torso areas under the arms, and must cover undergarments.
2. Pants, skirts, shorts or the equivalent must cover undergarments and the buttocks.
3. Footwear is to be worn at all times. Footwear should be appropriate to classroom activity. Slippers are not allowed.
4. Clothing that blocks or covers the face is not allowed.
5. No clothing, tattoos, accessories or other items will be allowed that advertise or promote drugs, alcohol, tobacco, gang activity*, racism, discrimination, violence or other illegal activity. There will be no sexually suggestive, lewd, profane or obscene language or images on garments, tattoos, accessories or other items.
6. Billfold chains, spiked wristbands, cleated shoes, jewelry with razor blades, or any other similar articles of clothing or accessories that are a hazard to safety or may damage school property may not be worn in school.
7. Activity uniforms must follow these guidelines during the school day.
8. Exceptions may be made to this code for administratively sanctioned events.

*A gang is defined as "any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or have engaged in a pattern of criminal gang activity. The 'pattern of gang activity' means the commission, attempt to commit, conspiring to commit or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of, or belong to, the same criminal street gang."

PHYSICAL EDUCATION

It is recommended by the physical education teacher that all children participating in a physical education class should wear tennis shoes. These shoes allow students to have traction on the floor surfaces inside and outside, to stop and start better, to allow better movement and agility, provide stability for the foot during movement, and to participate at their optimum level of performance.

District Physical Education Excuse Policy:

1. A parent note will excuse a student for one to three days of nonparticipation or a "school week".
2. If an illness or injury lasts longer than a "school week", then a doctor's note would be required indicating what the diagnosis is and the duration of nonparticipation.
3. If the date on the doctor's note is "open ended" or it says "until released by the physician", then the nonparticipation will last until a doctor's note is given with a release to play.
4. All notes, either parent or doctor, mean non-physical activity, which also includes no recess.

RECESS AND OUTDOOR ACTIVITIES

The recess period is an opportunity for students to socialize and participate in vigorous activity. Adults supervise recess periods at all times.

All children are expected to go outside during recess unless it is raining or extremely cold, or unless the teacher requests academic help sessions. During cold weather, students should be dressed warmly, including hats, scarves, and mittens. Please see to it that your children have boots, hats, and gloves during wet or snowy weather. Students will not be allowed to play on snowy ground unless they have boots and dry shoes for after recess. Schools adhere to the following extreme temperature guidelines to determine outdoor recess on any given day.

Recess Temperature Guidelines
100 Degrees+ All students will have indoor recess.
90-99 Degrees Use caution, check extremities, lots of water before, during, and after recess.
50-60 Degrees Encourage students to have legs and feet covered if possible.*
40-49 Degrees Encourage students to have legs and feet covered and several layers or a coat on. Hats and gloves are suggested, as well.*
11-39 Degrees Temperature or Wind Chill Encourage students to have all extremities covered at all times.*
10 Degrees and Below Temperature or Wind Chill
All students will have indoor recess.

*These are suggested guidelines, but are not required for outside play. Students will be going outside if the air temperature or wind chill is above 10 degrees.

Health requests to stay indoors will be honored for short periods of time. If a child needs to remain inside longer than three days, parents are required to provide a medical provider's note.

LUNCHROOM BEHAVIOR
The following rules and expectations will be expected of all students. Your cooperation in reviewing the rules with your child is helpful.
- All students are required to enter the lunchroom in a quiet and orderly manner
- Classes will be seated by the supervising teacher
- Students are to use appropriate voice tones when visiting with others
- No food may be shared or traded
- No food may be taken out of the lunchroom
- No soda pop is allowed

LOST AND FOUND
If your child should lose an article of clothing while at school, it may be turned into the office and placed in the lost and found. We encourage you and your child to check the lost and found in the office for any lost items. It is also a good idea to label your child's clothing, book bags, lunch boxes, etc. For safety reasons, your child's name should be placed on the inside of these items to avoid the possibility of a stranger approaching your child and calling them by their first name and giving them the impression of knowing them. At the end of the year, we will donate the unclaimed lost articles to a local charity.

USE OF SCHOOL TELEPHONES
Telephones at the school are for the staff and for business/school purposes; children may only use school telephones in emergency situations. Messages from parents/guardians will not be delivered to the child unless it is an emergency. Students and parents are encouraged to make plans at home prior to the school day. Teachers are required to be with the student during the school day. For this reason it is better to contact your child's teacher from 8:30–8:55 am and 3:45-4:00 pm.

CELL PHONES/ELECTRONIC DEVICES

It is the policy of the Council Bluffs Community School District that students may not use personal electronic devices during instructional time. Students have access to district-owned electronic devices and may use them as appropriate during the school day.

For the purposes of this policy, instructional time is defined as any time during which a student is scheduled to be under the guidance and supervision of licensed instructional staff, including while participating in independent study during the school day.

In preschool through grade 5, instructional time shall be from the beginning of the school day until the end of the school day. During these times, personal electronic devices will be required to be placed on silent and not be visible.

For purposes of this policy, a "personal electronic device" is a device that is owned and used by a student to send or receive information or create or review content, including cellular and mobile phones, watches or other wearable devices in a receive or transmit mode, laptop or notebook computers, tablets, video game devices, portable media players, headphones, and any applications or programs installed by the student on a school-owned or issued device. Wearable devices may be visible but set to "do not disturb" mode.

Personal electronic devices that have been specifically authorized under a current individual education plan (IEP), a Section 504 plan, or an Individual Health Plan (IHP) are exempt from this policy.

A student's personal electronic device may be used during instructional time under the following conditions:

- a member of the school's instructional staff permits use of personal electronic devices for a specific instructional purpose that aligns with the course standards or outcomes.
- a member of the school's instructional staff permits use of personal electronic devices during an emergency situation

If there is a matter requiring the student's immediate attention, a parent or guardian may contact the school office or attendance office. School personnel will relay messages to the student or request the student come to the office to communicate with the parent.

<u>Interventions for Violations of Personal Electronic Device Policy</u>

Interventions of this policy will align with the Student Code of Conduct, which includes appropriate consequences for behaviors that disrupt the learning environment.

First Incident: The student will surrender the device to school staff who shall return the device at the end of the instructional period.

Subsequent Incidents: Each building will determine repeated violation interventions, which may include:

- Personal device will be held until the end of the school day
- Conference with student
- Parent/guardian conference
- Support/intervention plan
- Extended period of loss of device use during the school day
- Detention or other extended school time options
- Suspension

Any time a device is surrendered, the confiscated device will be secured by a school staff member.

<u>Student-Specific Exceptions to Policy</u>

A parent or guardian of a student may apply to allow their child to maintain access to a personal electronic device for a legitimate reason related to the student's physical or mental health, based on the unique facts of the student's case and healthcare provider documentation. The application, available on the district's website, shall be submitted to the building principal. If not granted, a parent or guardian may appeal to the superintendent or designee, whose decision shall be final. A parent or guardian has the burden of providing a legitimate reason for allowing the child to maintain access to a personal electronic device contrary to policy.

PERSONAL PROPERTY AT SCHOOL

Students are responsible to keep track of their personal belongings while at school. Placing a name on or in personal belongings helps if items are misplaced.

PARTIES/TREATS

If your child wishes to bring birthday treats, all treats must be purchased at a bakery or store. No handmade food is allowed. There must be a treat for each child in the classroom. Gum is not allowed as a birthday treat. You are welcome to donate a book in your child's name to the school library. Your child's teacher would be glad to provide a list of recommended books.

PARTY INVITATIONS

To guard against hurt feelings, unless everyone in a class is being invited to a birthday party, invitations should not be distributed at school.

STUDENT HEALTH

ILLNESS

You or the person designated on your child's enrollment form will be notified if your child should become ill during the school day. A sick child will not be sent home alone. Please remember it is very uncomfortable for children to remain at school when they are ill. Please plan ahead for these illnesses and have a person and place available when the situation arises. Also, remember that any child who has a fever may not return to school for 24 hours after the fever has broken.

IMMUNIZATION

State law requires a "certificate of immunization" for attendance at any Iowa School. All enrolling kindergarten students must have a complete immunization series prior to enrolling. (Children wishing to enroll in kindergarten must be at least five years of age on or before September 15th the year in which they are to enroll.) Students transferring from out of state will be given a grace period to update any missing shots or boosters.

STUDENT MEDICATIONS AT SCHOOL

Students may need to take prescription or non-prescription medication during the school hours. Students must provide written instruction for administration of the medication as well as parental authorization to administer the medication. Medication is held in a locked cabinet and distributed by the nurse, health associate or other trained employee. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parent authorization: name of the student; name of the medication; directions for use including dosage, times and duration; name, phone number and address of the pharmacy; date of the prescription; name of the physician; potential side effect; and emergency number for parents.

If medication is to be taken three times a day, we request morning before school and after school at home and just before bed, are much better solutions than sending the medication to school, where the student might forget to come to the office for dosage or forget to take it home.

HAWK-I INSURANCE FOR CHILDREN
Students can apply for low-no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa HAWK-I Program. Children birth to 19, who meet certain criteria are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-256-8563 (toll free) or go to the web site at www.hawk-i-.org for more information.

STUDENT RECORDS, RIGHTS AND PRIVACY

ACCESS TO STUDENT RECORDS
Parents may review their student's records upon written request. If they disagree with any part of the school records, they may request a conference to discuss their concerns with the principal.

STUDENT PRIVACY and FERPA
Student privacy and rights will be protected at school under all local and federal laws. Further information about student rights and privacy are included in the School District Handbook for your review.

CHILD CUSTODY
A copy of any court order that limits the rights of one parent regarding visitation or custody should be provided to the school. The District is required to follow court orders. During parent/teacher conferences, each parent is entitled to all information provided by the teacher and the school. Copies of grades, academic and student records will be provided upon request.

CHILD ABUSE AND NEGLECT
All school employees are mandatory reporters of suspected child abuse. Any adult employed by the District who has reason to believe or suspect that a child has been abused is legally responsible to report such information to the Department of Human Services.

NON-DISCRIMINATION STATEMENT
The Council Bluffs Community School District offers career and technical programs in the following areas of study:

- Agricultural Education
- Business Education
- Health Occupations Education
- Family and Consumer Sciences Education
- Industrial Education
- Marketing Education

It is the policy of the Council Bluffs 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 the District's Equity Coordinator Tim

Hamilton, 712-328-6423, thamilton2@cbcsd.org, 300 W. Broadway, Suite 1600, Council Bluffs, IA 51503.

Inquiries regarding compliance may be directed to the U.S. Department of Education Office of Civil Rights, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Phone: 312-730-1560; Facsimile: 312-730-1576;
Email: OCR.Chicago@ed.gov.

HOMELESS CHILDREN AND YOUTH

Homeless children have a right to an education. If you know of any homeless children please notify your principal or Student Services. A homeless child is defined as a child or youth between the ages of 5 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent, or abandoned building or some other form of shelter not designed as a permanent home; who is living in a community shelter facility; or who is living with non-nuclear family members or with friends, who may or may not have legal guardianship over the child or youth of school age. If you are homeless and feel you are being denied an education, contact your child's principal. The designated liaison for Homeless Children and Youth for the Council Bluffs Community School District is Tim Hamilton at (712) 328-6423 or call Iowa Legal Aid at 1-800-532-1275.

TRANSFERS

Students must live within the established attendance area or be approved for transfer to another school within the Council Bluffs Community School District. Families that do not live in the area of the school they wish their child to attend may apply for an in-district transfer. Transfers may not be granted due to large class sizes in the receiving school.

Parent/guardian requests for in-district transfers are limited to one per year, per student. Transfers may only take place at the beginning of the year or at the end of the first semester.. Students with excessive absences will not be allowed to transfer to another school unless approved by both the sending and receiving building as part of a planned attendance intervention or unless approved as part of a court-ordered mediation. Students who develop excessive absences after a transfer may have the transfer revoked and be returned to their home attendance area school.

When a transfer is initiated by the parent/guardian, transportation is the parent's/guardian's responsibility.

If a family moves outside of the Council Bluffs Community School District, they may request to remain in your current school. Please ask the school office for a form to request Open Enrollment into the Council Bluffs School District. If a change of address creates the need to attend a school in another school district, your student's records will be provided to the new school district upon request.

SCHOOL SAFETY

SAFE + SOUND IOWA

As part of Council Bluffs Community School District's commitment to our students' safety and mental health, we are utilizing the Safe+Sound Iowa free, anonymous school violence reporting tool. Students, parents, teachers and other community members can use this tool to help identify and provide intervention for students in crisis before they harm themselves or others.

Safe+Sound Iowa was developed by the Governor's School Safety Bureau to help prevent violence, unlawful possession of weapons, self-harm and other forms of victimization and threatening behaviors.

Safe+Sound Iowa provides easy, convenient and confidential ways to report safety concerns. Reports can be made securely and anonymously:
Online at SafeandSoundIowa.gov
Through the Safe+Sound Iowa mobile app (available on the App Store and Google Play) or by phone at 800-224-6018.

Trained dispatchers monitor reports 24/7 and immediately engage in two-way communication with those raising concerns. They then reach out to the appropriate local school safety contact, law enforcement or other community partners.

Additional information can also be found on SafeandSoundIowa.gov. If you have any questions, please do not hesitate to contact your school office or Tim Hamilton, Chief of Student & Family Services, at thamilton2@cb-schools. org or 712-328-6423.

EMERGENCY DRILLS AND EMERGENCY RESPONSE
The Standard Response Protocol is used in the Council Bluffs Schools. This protocol provides training and resources for staff and students to respond appropriately to emergency situations. These responses include a Hold to keep the hallways clear in the event of minor disruptions or medical emergencies, a Secure for potentially disruptive situations outside of the school, Lockdown for potentially disruptive situations inside the school, Evacuate for potentially dangerous situations inside the school, and Shelter for moving to a safer location within the building. Each school conducts Secure and Lockdown drills, fire evacuation, tornado shelter, and other emergency drills. At the beginning of each school year, teachers notify students of the procedures to follow in each of the potential situations. Emergency procedures and proper exit areas are posted in all rooms. All students are required to participate in drills for everyone's safety, and are expected to remain quiet and orderly during a drill or an emergency.

EMERGENCY COMMUNICATION
We make it a priority to communicate with parents/guardians as soon as practical when there is a safety concern at the school. This will occur once measures have been taken to respond to the emergency to help ensure the safety of students, staff and visitors, and when accurate information is confirmed. We realize that students often text or call parents when school implements a safety protocol. Please know that we do our best to communicate specifics with students in a timely manner. However, your child may not have all of the information and may unknowingly share incomplete or inaccurate information with you.

The School District's automated calling, texting and email system is the primary way we communicate during an emergency. Please make sure you update your phone number and email address if there are changes and ensure you do not block the school district's calls. Also, please make sure to listen to the message in full, and press the * key if you want to re-play the message. In addition, you are encouraged to please download the free school district mobile app (Council Bluffs Comm Schools) so that you can receive emergency alerts on your phone or tablet.

During a school emergency, we ask that parents not come to or call the school, or approve your child to leave school grounds. It is important to keep the streets and parking area near the school, and phone lines open for emergency responders and communication. We need to be able to effectively account for all students and staff following an incident.

SURVEILLANCE CAMERAS
Surveillance cameras may be located on school buses and in various public spaces in school buildings and on school grounds. These cameras are present to assist school officials in providing a safe environment for all students, staff and visitors. Video records from these cameras, although otherwise confidential student records, may be reviewed in the presence of school officials by parents of students being disciplined as a result of misconduct recorded on tape and may be used as evidence in student hearings. Students and others should know that they have no expectation of privacy in those places where surveillance cameras are installed and that student discipline records become public records if a student in an appeal to the Board of Education requests a public hearing or files a lawsuit challenging the decision of the Board of Education.

ACCESS TO BUILDING DURING THE SCHOOL DAY
All doors to the building will be locked throughout the school day. All persons entering must use the main door buzzer to gain access and check in at the school office.

FEES AND STUDENT LUNCHES

FEES FOR MATERIALS
Consumable textbook fees are $30.00 per year for each child in grades Kindergarten through fifth grade. The reduced fee is $5.00 for those who submit paperwork to qualify for fee waivers. We request that if you send money with your child to school, please put it in an envelope with your child's name and teacher's name on the outside.

BREAKFAST AND LUNCH MENU
Free breakfast and lunch are offered every day in the school cafeteria. Menus are sent home each month, available on the district's app, and posted on the district website www.cb-schools.org.

We will make every effort to have all of the items available for every child each day, but menus are subject to change without notice due to the fact that we are never 100% sure how many students will be eating with us. We do our best to forecast accurately.

OTHER SCHOOL INFORMATION

TOBACCO FREE ENVIRONMENT
The School Board recognizes its responsibility to provide a healthy, safe and productive environment in which to work and learn. There will be no smoking or use of any tobacco, nicotine products, vaporizers, e-cigarettes or electronic nicotine delivery systems in any school-owned facility, vehicle or on school premises at any time.

USE OF SCHOOL FACILITIES
School facilities are available for use by organizations. Permission for the use of an area within the school may be obtained by completing a facility use agreement, which is available through the school district's Facilities, Maintenance, and Custodial Services Department at 712-328-6406. Acceptance of the request will be based on availability. In some cases, fees may be charged for the use of the facility.