

Student/Parent Handbook

ELEMENTARY



206 E. Indian Street
Cherokee IA 51012
(712) 225-6760

Cherokee Elementary School Student/Parent Handbook

ATTENDANCE

Regular and punctual attendance is essential for the optimum growth and development of students. The Iowa Compulsory Attendance law supports the claim. If your student is sick, please keep your child at home, as they will not be able to do their work properly and can also spread their sickness to others in the school. If your student is absent from school for any reason, please call the school office or submit an attendance hotline using the JMC Family app by 9:00 a.m. to inform us of the absence. If we do not receive a call from you, an official of the school will call you. This is a safety factor that will help ensure the well-being of our students.

A student who arrives at the CES classroom after 8:05 a.m. is considered tardy. A student who arrives at school after 10:00 a.m. is considered absent for one-half day. A student who leaves school before 10:00 a.m. is considered absent for the entire day. A student who leaves before 2:00 p.m. is considered absent for one-half day.

In the event a student cannot make school, the absence would fall under one of the following categories:

Excused absences occur due to an event the student has little or no control over. Examples could include illness, death in the family, and doctor appointments that cannot be scheduled outside the school day. Any absence over three consecutive school days or the fifth excused absence in a semester will need to be verified through a doctor's note, or the school nurse, to be excused. Student notes will need to indicate that they were seen by their healthcare provider on the day of the absence and that they have determined that the student is too ill to attend school that day. Without such verification, the absence will be deemed as unexcused. Students will have 2 days to notify the office as to the purpose of the absence before it becomes an unexcused absence.

Unexcused absences are those times when a student chooses to do something that falls within the school day that could be scheduled at another time. Examples include haircuts, shopping, working outside the family, senior pictures, and oversleeping. There are some absences that, though excused, are not approved by the school, due to the disruption of the educational process. These categories would include working at home and family vacations. Parents will be notified by mail expressing the concern about the number of unexcused absences.

CHRONIC ABSENTEEISM

Board Policy 501.9.r.1

Research has shown that students that miss school even twice a month are at risk for increased dropout rate, behavior referrals, and academic struggles

In accordance with Iowa State Code Chapter 299 on Compulsory Education, the Cherokee Community School District has adopted the following policy to combat chronic absenteeism:

Level I:

- When a student accumulates 17 full days worth of absences (both excused and unexcused absences) in a school year, the school will send a written notice to the parents (includes both excused and unexcused absences).

Level II:

- When a student accumulates 26 full days worth of absences (both excused and unexcused absences) in a school year, the school will send a written notice to the parents, and parents will be contacted by the principal to set up an attendance plan.

Level III

- If the Level II plan is not fulfilled, or if parents refuse to attend a Level II hearing, the school will refer the case to the County Attorney for further action.

The principal reserves the right to make exceptions to the Parental Notification process based on the mitigating circumstances in each case. This may include placing the student on an Attendance Contract and/or referring the case to the County Attorney earlier than Level III.

GENERAL EXPECTATIONS FOR BEHAVIOR

Our goal is to provide a positive environment that is conducive to learning. The general expectations for our students are to be safe, be respectful and be responsible. The Cherokee elementary staff will teach these expectations in a way that helps students understand these are not just rules for school, but rules for life.

All staff members and students will be expected to behave with respect towards others without inappropriate attitudes and actions. Cherokee Elementary staff will teach, reteach, model, and supervise students helping them to understand the expectations as well as the issues of respect, harassment, and bullying. Cherokee Elementary students are expected to:

- Be Your Best
- Stay Safe
- Show Respect
- Take Responsibility

The PBIS (Positive Behavioral Intervention and Supports) framework will be used at the Cherokee Elementary School to support appropriate student behaviors. PBIS is a school-wide system of support that includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. A continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings (such as hallways, lunchrooms, and restrooms). A Behavior Incident Report will be filled out by the student and a copy will be sent home to the parent to sign and return. Through this, parents will be notified of the student behavior and consequences.

To be successful in the classroom, each individual must be able to function within the disciplinary parameters set up by the PBIS (Positive Behavioral Intervention and Supports) framework. Students must realize that they are the only ones who can change their behavior and thus, must accept the responsibility and consequences when the behavior is inappropriate. The cornerstone of successful interaction in a group situation is to treat all with respect and, in turn, be treated with respect by all.

In the event that a student needs to be removed from class despite teachers' warnings and other disciplinary measures, the following steps will be administered.

Step 1- The student is sent to the office. The teacher notifies the office immediately that the student has been asked to leave the class and is coming to the office. The teacher then fills out documentation. The building administrator or designee will address the problem. The student will be responsible for any work missed.

Step -2 At the discretion of the school staff, if a student is removed from class a second time due to a behavioral problem, the administrator will assign the student a consequence which, up to and including the possibility of an in-school suspension from the classroom. In the case of an assigned suspension, the student will not return to class until the administrator or designee notifies the parents.

CES BEHAVIOR MATRIX

Description	1st Offense	2nd Offense	3rd Offense
Possession of Tobacco. E-Cigarettes, E.N.D.S, Juul Pods, and Vape Liquid Products or Alcohol	Up To 2 Days ISS Police notified	Up To 2 Days OSS Police notified	Principal's Discretion Superintendent Referral Police notified
Use of Tobacco. E-Cigarettes, E.N.D.S, Juul Pods, and Vape Liquid Products or Alcohol	Up To 2 Days OSS Police notified	Up To 4 Days OSS Police notified	Principal's Discretion Superintendent Referral Police notified
Possession of Weapons	OSS Refer to Superintendent Police notified	OSS Refer to Superintendent Police notified	Principal's Discretion Superintendent Referral Police notified
Acts of Terrorism	Up To 5 Days OSS Psychological Evaluation Before Returning	Up To 10 Days OSS Expulsion or Possible Alternative Setting	Expulsion
Vandalism or Theft	Up To 3 Days ISS Repair/Replace Police notified	Up To 2 Days OSS Repair/Replace Police notified	Refer to Superintendent
Assault/Act of Violence Simple Assault Student to Student	Up To 4 Days OSS Up To 2 Days OSS	Up To 8 Days OSS Up To 4 Days OSS	Refer to Superintendent
Language	Office Referral	Parent Meeting prior to returning to class	Principal's Discretion
Defiance	Office Referral	Parent Meeting prior to returning to class	Principal's Discretion
Assault toward Staff Member	Refer to Superintendent Police notified	Refer to Superintendent Police notified	Refer to Superintendent Police notified
Harassment or	Up To 3 Days ISS	Up To 2 Days OSS	Principal's Discretion

Threats Towards Students			
Threats Toward Faculty or Staff	Up To 4 Days OSS	Up To 8 Days OSS	Refer to Superintendent
Use of Camera/Camera Phone in an inappropriate location or for inappropriate pictures	OSS Refer to Superintendent Police notified	OSS Refer to Superintendent Police notified	OSS Refer to Superintendent Police notified
Inappropriate Use of the Internet	Verbal Warning (Depending on Violation)	Placed on a severe restricted list	Laptop confiscated
Dress Code	Change clothes and a warning Parents notified	Change clothes Parents notified Principal's discretion	Change clothes Parents notified Principal's discretion
At any time the building principal may deem it necessary to assign a consequence anywhere along the continuum for a specific offense.			

PLAYGROUND Expectations

1. Tackle football is not permitted on the playground. No other games that involve rough play or inappropriate physical contact will be permitted.
2. Students must ask permission of the playground supervisor in order to come back into the building during recess.
3. There is no climbing on fences or trees. Students need to play away from parking lots and other non-school buildings.
4. Students should use playground equipment as it was intended. Inappropriate use is not allowed.
5. Bicycles must be walked on school property and parked in the bicycle rack upon arrival and not be moved until school is dismissed.
6. No skateboard, roller skates, "Heelys", or cell phones will be allowed on the playground during school hours.
7. Boots and snow pants are required to play off the blacktop during snowy conditions.
8. Appropriate Clothing Expectations:
 - a. 40 Degrees or Below: Students will need to wear a winter coat, hat and gloves, and snowpants are recommended
 - b. 41 Degrees-50 Degrees: Students will need to wear a coat, hat, and have their legs covered
 - c. 50 Degrees to 60 Degrees: students will need to wear a jacket or sweatshirt and have their legs covered
 - d. Above 60 Degrees: Students can choose what they wear outside.

BICYCLES, SKATEBOARDS, ROLLER SKATES

Riding a bicycle to school can be a convenience or a hazard depending on the student who is riding the bike. Students who ride a bicycle to school should have their parent's permission and will be required to obey the school rules for riding such. The following guidelines have been established:

- Your child will be requested to observe traffic rules while riding the bike to school.
- Each child will be required to park the bike in the racks provided as soon as the child arrives at school. They will not be allowed to ride the bike on school property during school hours.
- The school will not assume responsibility for damages to bicycles while it is at school.
- Skate boards and/or roller skates will not be allowed before, during, or after school hours on school property.

BULLYING/HARASSMENT

Harassment and bullying of students and employees are against federal, state, and local policy, and are not tolerated by the board. The board 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. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but 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. Harassment against employees based upon, 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 is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If, after an investigation, a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If, after an investigation, a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and 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; or
- 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.

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

ANTI-BULLYING/HARASSMENT POLICY

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

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

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

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

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

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

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have

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

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The superintendent or designee will be responsible for handling all complaints by students alleging bullying or harassment. The superintendent or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment. The superintendent shall report to the board on the progress of reducing bullying and harassment.

Bullying/Harassment is described as the following:

- Behaviors/overt acts and or circumstance, verbal, nonverbal, physical or written harassment.
- Bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim.
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear or suffering to the victim.
- Implied or explicit threats concerning one's grades, achievement, property, etc. that have the purpose of causing injury, discomfort, fear or suffering.
- Demeaning jokes, stories, or activities directed at the students that have the purpose or effect of causing injury, discomfort, fear or suffering to the victim

BUS

Riding the school bus is a privilege extended to students by the school district. The rules of the bus are posted in the front of each bus. To ensure the safety of the students, proper bus behavior and rules must be observed by all riders. Failure to comply with bus rules may result in removal from the bus for a limited or permanent period of time.

Rules to ride bus:

- Observe the same conduct as in the classroom.
- Be courteous, no profane language.
- Do not eat or drink on the bus.
- Keep the bus clean, throw all trash in the can at your bus stop.
- No Vaping or Smoking
- Do not be destructive to seats.
- Cooperate with the bus driver.

- Stay in your seat at all times.
- If a seat belt is available, you must wear it.
- Keep head, hands, and feet inside the bus at all times.
- Do not open windows without permission.
- Bus drivers are authorized to assign seats.

Students who misbehave on the bus are subject to the following:

Step 1: Driver verbally warns student, report mailed to parents.

Step 2: Driver, transportation director and principal confer with student, report mailed to parents.

Step 3: Driver, transportation director, and principal confer with student, call parents, and report mailed to parents. Suspension of up to 3 days.

Step 4: Driver, transportation director, and principal confer with student, call parents, and report mailed to parents. Suspension of up to 2 weeks.

Step 5: Driver, transportation director, and principal confer with student, call parents, and report mailed to parents. Suspension for up to the remainder of the school year

Bus conduct violations of violence are up to the discretion of the transportation director and principal.

CELL PHONES/Smartwatches

All student cellphones will need to be brought to the office in the morning and they can be picked up at the end of the day. Cell phones/Smartwatches are not to be turned on inside the building or on the playground. A student is not allowed to make calls on his/her phone/Smartwatch during the school day without prior permission from the office. At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (including school vehicles), or at school activities, without the consent of a teacher, coach, or school administrator. Non Picture Phones: The first time a student's cell phone is seen, it will be confiscated, and the student will be able to retrieve it at the end of the day from the building principal. If there is a second offense, the cell phone will only be given to the student's parent/guardian. Picture Phones: Any time a student is seen with a picture phone, it will be confiscated. The student's parents will have to come to school to pick it up. Together the building principal and the parent will review the contents of the picture files in order to determine if other school rules have been broken.

DRESS

Students are expected to dress appropriately, professionally and with modesty, for the school setting. Clothing that may be appropriate for other events or a setting is not always acceptable in a learning environment. Any style of dress, article of clothing, or hairstyle, which interferes with or disrupts the maintenance of an atmosphere conducive to learning is unacceptable. These apply at school, extra curricular activities, and away events where you are representing Cherokee.

- Shoes are to be worn at all times. Shoes or boots that leave black rubber marks on floor or walls are prohibited.
- Any article of clothing that is obscene or which contains profane or sexually suggestive language/graphics/pictures is unsuitable attire.
- Any article of clothing which promotes drugs or alcohol is considered improper.
- Clothing or material containing any print or image that is derogatory to any race, gender, or ethnic group is prohibited.
- Hats, caps, hoods, do-rags and bandanas are not to be worn in school. Scarves are not to be worn on the head unless worn for religious purposes etc.
- Any item associated with gangs, gang symbols, or gang colors is prohibited.
- Any article of clothing which is excessively revealing or disruptive is considered improper. Spaghetti straps, midriff tops, muscle shirts, short shorts, and tops that reveal excessive

cleavage are not permitted. Overalls worn without a shirt are not permitted. Undergarments should not be visible.

- Coats will not be worn in the classrooms. Blankets will not be allowed during the school day.
- Sunglasses will not be permitted during the school day.

If clothing is deemed inappropriate for school, the student will be asked to change his/her clothes and will be given a warning not to wear inappropriate clothing again. If a second violation occurs, consequences may occur and parents may be notified. If he/she chooses to continue to wear inappropriate clothing, there may be additional consequences.

DRILLS

Emergency drills are conducted periodically according to state regulations. Teachers will review designated safety routes with students. Emergency evacuation routes and procedures are posted in each room. For all drills, students who require extra assistance will be assigned an adult assistant.

EQUAL EDUCATIONAL OPPORTUNITY

Pursuant to Policy 102, the board will not discriminate in its educational activities on the basis of, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity. Coordinator: Thomas Ryherd 712-225-6767 email: tryherd@ccsd.k12.ia.us

EXTRACURRICULAR ACTIVITIES

Elementary students are encouraged to attend junior high and high school athletic and fine arts activities. It is expected that students attend events to watch. Parental supervision is expected.

FIELD TRIPS AND ACTIVITIES

Students at each grade level will have the opportunity to participate in in-district field trips and activities. Field trips are planned that enhance the classroom curriculum and learning activities.

Parents will approve student travel on school field trips during online registration. Students who have not shown responsible behavior and/or not showing responsibility toward assignment completion may be asked not to participate. Teachers will notify both parent and student if the expectations for behavior and or assignment completion are not being met. Students will be given a substantial amount of time to show assignment completion and/or a change in behavior before they are not allowed to participate in field trips or activities.

At times, parents may be invited to participate in field trips with the students. Parent participation may be limited due to transportation capacity. Parents may be responsible for admission costs if they attend the field trip with the students.

For field trips in which the students will be gone over lunch, parents will be given the option to provide a sack lunch for their student or for the student to receive a sack lunch provided by the school lunch program. If a sack lunch is requested from the school lunch program, the student's lunch account will be charged for the lunch.

HOMELESS CHILDREN AND YOUTH

Pursuant to Policy 501.16, the board shall make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving education which may exist in district policies or practices. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities is Krista Miller (712-225-6750) krmiller@ccsd.k12.ia.us

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.

So that enrollment of homeless children and youth of school age may be facilitated, the following policy areas shall be modified as follows:

School Records: For students transferring out of the district, records may be provided directly to the student or the student's parents. In addition, students transferring into the district may provide cumulative records directly to the district. The district shall not require that such records be forwarded from another district before that student may enroll. The school shall then request the official records from the sending school.

Immunization Requirements: Homeless students shall not be denied enrollment for lack of immunization records if:

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

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

Waiver of Fees and Charges: Fees and charges, which may present a barrier to the enrollment or transfer of a homeless child or youth, may be waived at the discretion of the superintendent.

Enrollment Requirements/Placement: Enrollment requirements, which may constitute a barrier to the education of the homeless child or youth, may be waived at the discretion of the superintendent. If the district is unable to determine the grade level of the student because of missing or incomplete records, the district shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.

Residency: For purposes of a homeless child or youth, residence for the purpose of attending school shall be where the child actually resides or the child's district of origin. A child's district of origin is the school district where the child was last enrolled. The deciding factor shall be the welfare of the child. As much as possible, the child will not be required to change attendance centers within the district every time the child changes residence unless that change results in the child no longer being classified as homeless.

Transportation: Policies or practices regarding transportation of students, which might cause a barrier to the attendance of a homeless child or youth, may be waived by the superintendent.

Special Services: All services which are available to resident students shall be made available to homeless children or youths enrolled in the district. Services include special education, talented and gifted programs, vocational education, English as a second language programs, health services and food and nutrition programs.

HOURS

During normal operation, the school day begins at 8:05 a.m. and ends at 3:20 p.m. Students who arrive at school between 7:45 and 8:00 can either go into the school and eat breakfast or play on the supervised/designated areas of the playground. Parents are asked to see that their children do not arrive at the school grounds until 7:45 in the morning when supervision is available on the playground.

Students will be dismissed to go to their lockers/classrooms at 7:55 so they are ready to begin classes at 8:05.

Students that arrive after 8:05 need to check in at the office before going to their classroom.

If children are going home in a different manner than their regular routine, a note **MUST** be sent or a phone call must be received at the office. It is more likely that phone messages received before 2:30 p.m. will get to the students. After 3:00 p.m. staff members are in the process of dismissing students – making bus lines, supervising students and monitoring hallways and are not always able to hear messages called into their classroom. Every attempt to ensure that children arrive safely to and from school is made. If for some reason we do not hear from parents, we will go by what your child normally does at the end of the day.

The school playgrounds are not supervised after school. Your child will be requested to leave the playground immediately after school is dismissed.

JMC

JMC is an online system that provides parents with access to student grades, attendance, lunch account, etc. at any time. Parents will need a username and password to access the system. Information is provided at registration. If you have questions, please call the elementary office. JMC can be accessed through the school website, under the “Parent Info” tab at the top of the page.

LEVEL I INVESTIGATORS

The Cherokee Community School’s Level I Investigators responsible for investigating the abuse of students by employees are Brian Christiansen and Thomas Ryherd. bchristiansen@ccsd.k12.ia.us or tryherd@ccsd.k12.ia.us.

LEVEL II INVESTIGATORS

The Cherokee Community School’s Level II Investigator responsible for investigating the abuse of students by employees is Sgt. Brett Gannon bgannon@ccsd.k12.ia.us

LUNCH AND BREAKFAST PROGRAM

Cherokee Community Schools operate a cafeteria, which offers students hot, nutritious lunches each day at school. Breakfast is also available to students in the cafeteria each day. Breakfast is served from 7:40 until 8:05. The free and reduced price lunch program applies to the breakfast

program also. When there is a late start, breakfast will not be served. Money to be used for meals is placed in each student's computerized account. As money runs out, students are given a notice to replenish the account. The price of lunch and breakfast will be set by *the Cherokee Board of Education* according to the price of food items and may change from year to year. Federal assistance is available for income-qualifying families. Applications for free and reduced price lunch programs need to be filled out each and every year. These forms do not carry over from one school year to the next. These forms will be provided at the time of registration in August.

We encourage all students to purchase the hot lunch. Parents who opt to pack a student's lunch are cautioned to pack only those foods that do not spoil easily. We discourage soft drinks and other carbonated beverages in the cafeteria. Students who bring their lunches from home may purchase milk in the cafeteria. Students with cold lunches will sit separately from hot lunch due to potential for exposure to peanut products.

LUNCH POLICY

Lunch accounts need to be kept current. A family lunch account with a negative balance of \$20.00 or more, will be offered an alternative lunch in place of a regular lunch. If there are any questions about your lunch account, you may contact the Food Service Director, Cara Jacobson at 225-6765, or any building secretary. Families will also receive notices from the school when an account is negative.

No students will be allowed to purchase ala carte items unless there is a positive lunch balance.

PERSONAL ITEMS/LOST AND FOUND

Students are discouraged from bringing toys, trading cards, athletic items, electronic equipment, or any nonessential personal items onto school property unless authorized by a staff member. Cherokee Community Schools are not responsible for lost or stolen items. Pets may only be brought to school with the consent of the principal or classroom teacher and must be brought by an adult. No pets are allowed on school buses.

STUDENT LOCKERS

Students are allowed to use the lockers for storing school-related materials and personal items where necessary for attendance at school. Open drinks and food items are not to be stored in lockers. They will be confiscated and left to teacher discretion on consequence. Students are required to keep their assigned locker clean and undamaged. Expenses to repair any damage done to a student's locker 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. The school administrator and/or classroom teacher 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.

SCHOOL PARTIES

We have three main parties each school year. They are a Fall, Winter, and Spring party. We consider school parties to be an enrichment type activity. If you don't want your child to participate in these events, please notify the building principal or your child's teacher and suitable arrangements will be made to exclude them.

SNACKS AND BIRTHDAY TREATS

All snacks brought to school must be purchased and prepackaged. Please do not send any homemade snacks or birthday treats with your child. For ease of serving snacks, please ensure that snacks are easily distributed and include any plates, napkins, or silverware as needed to enjoy the food item.

SNOW AND EMERGENCY VACATIONS

Occasionally it is necessary to call off school because of extreme weather conditions or other emergencies. If this situation occurs, you will be notified of the school closing with announcements made over the radio station KCHE FM 92.1 (Cherokee) as soon as the decision to close school has been made. JMC will send out voice messages and text messages regarding late starts, early outs, and cancellations. School staff will also use the school website and Facebook page to post weather related announcements.

STUDENT RECORDS ACCESS

The Cherokee School Board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information shall be kept confidential at collection, storage, disclosure and destruction stages. The high school main office and counselors shall maintain student records.

Parents and eligible students shall have access to the student's records during the regular business hours of the school district. An eligible student is a student who has reached eighteen years of age or is attending an institution of post-secondary education. Parents of an eligible student shall be provided access to the student records only with the written permission of the eligible student. If a student is a dependent as defined by the IRS, the parents may be provided access without the written permission of the student. A representative of the parents or eligible students may be denied access to a student's record if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student records.

Parents and eligible students shall have a right to access the student's records upon request without unnecessary delay and in no instance more than forty-five days after the request is made. Parents, an eligible student, or an authorized representative shall have the right to access the student's records prior to an Individual Education Program (IEP) meeting or hearing.

Copies of student records will only be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the student records. Fees for copies of the records shall be waived if it would prevent the parents or student from accessing the records. A fee may not be charged to search or retrieve information from student records.

STUDENT DIRECTORY INFORMATION

Directory information is gathered with the intent of it being used for district purposes. There are times when this data is requested from an outside source. This data includes name, address, telephone number, date and place of birth, e-mail address, grade, enrollment status, participation in school activities, weight and height of members of athletic teams, degrees and awards received, dates of attendance, photographs and other likenesses, the most recent educational agency or institution attended by the student, and other similar information.

A parent or any student over eighteen years old can request that this information not be shared. Contact the high school office for the appropriate form to be signed and returned. Policy reference 506.2

STUDENT PARTIES

The teachers would appreciate it if you would not send birthday invitations to be handed out at school. Many children are not included and it makes for hard feelings and disrupts the learning environment. Invitations will not be distributed at school if they are not inclusive of all students (or all boys/all girls) in the class.

SCHOOL PROPERTY

Students are expected to be responsible for all textbooks, library books, desks, and school property issued to them. Students are expected to pay for school property that is intentionally broken, lost, or stolen.

TARDINESS

Being at school on time is an important responsibility of both students and parents. The definitions of an excused or unexcused tardy follow the definitions of an excused or unexcused absence.

A student will be allowed three (3) unexcused tardies for each quarter. Parents will be notified when their child has received two and three unexcused tardies. A fourth unexcused tardy will result in a meeting to include the parent, student, principal, and other appropriate personnel. The principal reserves the right to make exceptions to the Parental Notification process based on the mitigating circumstances in each case.

All students arriving late for school need to be checked in at the office by their parent or guardian before going to the classroom.

As mentioned previously, students must be in their classroom by 8:05 a.m. or they will be considered tardy.

TESTING PROGRAM

The Testing Program used at Cherokee Elementary is quite comprehensive in scope. We give a variety of these tests in an attempt to evaluate student progress and the results of the curriculum that we use. The tests used and the grades in which we use them are as follows:

- Iowa Assessments – for Second through Eighth Grade will be given every year. This will help determine a student's achievement in basic learning skills and consideration for placement in Title I Programs and special education.
- FAST – Formative Assessment System For Teachers. This is Iowa's reading screening process. They will be given to TK through Sixth Grade students.
- Basic reading tests and assessments – will help determine a student's growth in reading. (These assessments will be given at the end of each book or reading level, depending on grade level.)
- Reading probes and other diagnostic tests – will be given to Kindergarten through Fourth Grade, to assist with placement of students at their proper reading level.

VISITORS

For the safety and security of guests and students, our doors will be locked during the school day and visitors will be required to ring the doorbell at the front door (on the north side of the building) and be buzzed in. Visitors still need to report directly to the office and get a visitors' pass to wear while in the building. All visitors will be required to provide a valid state ID when signing in. There should be no visitors, including parents, in the hallways at any time without a visitors' badge. All visitors will be asked by classroom teachers to go to the office if they do not have a visitors' badge.

At the end of the visit to school, visitors are asked to check out at the office. We want to create a safe environment for all students during the school day.

We will expect that students that are dropped off or picked up by parents to do so in the west parking lot. In order to keep traffic flowing, the lane through the west parking lot will be a “moving lane”, designated with red paint on the curb, with only brief pauses to allow the student(s) to exit the car, school staff will be present to assist students. If you need to help your child gather their gear, get out of the car, or to bring your child into school, please move out of the “moving lane” and into a parking space.

Parents are asked to notify their child’s classroom teacher in advance if they wish to visit their child’s classroom. This will give the teacher an opportunity to ensure that the visit will be the least disruptive and engaging to the parent and students. If a student from another school district would like to visit a classroom, parents will need to notify the classroom teacher and principal. The arrangements for student visitation will be limited to ½ day time period.

WEAPONS

Pursuant to Policy 502.6, the board believes weapons, other dangerous objects, and look-alikes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on the school district premises or property within the jurisdiction of the school district.

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

Parents of students found to possess weapons, dangerous objects, or look-a-likes on school property are notified of the incident. Possession or confiscation of weapons or dangerous objects may be reported to law enforcement officials, and students may be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame, or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary, or poison gas.

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

WELLNESS POLICY

In compliance with the School Wellness Policy, the Cherokee Community School District encourages healthy food items (low in fat, sugar, and salt) to be served for celebrations and/or snacks. We strive to teach students a healthy attitude about treats. “When we are hungry and thirsty, it is best to choose healthy items to satisfy that hunger and thirst.” Celebrations/birthdays happen frequently in the elementary classroom so we do encourage healthy treats. Food items could include: string cheese, yogurt products, whole grain granola bars, fresh fruits and vegetables, dried or canned fruits, dried cereal, whole grain crackers, and popcorn. Drinks could include fruit juices and/or water. We do not allow peanut/tree nut products for snacks or treats. The Cherokee Community Schools Wellness Policy can be found on The Cherokee Community Schools district

website under policies 507.9. This policy outlines the district's goals for wellness and nutrition for the students and faculty of the Cherokee Community School district. The committee of parents, students, teachers, and directors meet every three years to update this policy. If you are interested in being a part of this committee, please contact any school and ask to be added to this committee.

HEALTH PROGRAM INFORMATION

The Cherokee Community Schools have the service of two full time registered nurses. They attend to the health needs of the students while they are at the school and are available for parent consultation when necessary.

Immunizations

Each student must have an Iowa Certificate of Immunization card or proper exemption paperwork on file in the School Nurse's office. Vaccine requirements are set by Iowa Health and Human services and the chart may be viewed here. <https://hhs.iowa.gov/media/669/download?inline> If a student does not have a signed complete, provisional, or exemption card, he/she will not be allowed to attend school. Cherokee Public Health Dept conducts yearly audits of all student immunization records.

If a child becomes ill at school, the parents or a responsible adult will be notified as specified on the emergency contact information. Please keep home and emergency phone numbers up-to-date in JMC. If the school has not been able to reach an emergency contact within 30 min, the SRO or CCPD will be contacted to help locate a contact to arrange pick up of the ill student. Parents may not be informed of all minor injuries, unless the parent has asked the school specifically to inform them. Any injury or accident, which under the judgment of the Cherokee staff may require further treatment, will be brought to your attention immediately.

Student Illness/Communicable Disease

CCSD follows Iowa Public Health exclusion criteria for communicable disease. The exclusion chart may be viewed here. [/https://hhs.iowa.gov/media/2819/download?inline](https://hhs.iowa.gov/media/2819/download?inline) The school will follow the recommendations of public health officials in regards to the notification of parents on exposure of communicable disease.

Your child should be able to go outdoors for recess and participate in Physical Education activities if they are in school. If your child is unable to participate in recess or Physical Education class a doctor's note is required.

Please notify the school if your child has been diagnosed with any illness. This will help to alert the school nurse of illness trends and the possibility of the exposure of other pupils. Building absenteeism of 10% or higher due to illness will be reported to the state public health department. Your school nurse encourages you to call her any time you have questions or if there is any change in your child's health that may affect his/her work at school.

Parents frequently have questions about their child's illness or attendance at school. Please follow the guidelines below, or contact the school nurse, when deciding whether your child may attend school or should stay home.

If your child presents to the health office with any of the symptoms below, they will be sent home.

- Fever over 100.4 degrees – child must remain home for 24 hours after the temperature has returned to normal without over-the-counter fever reducing medications.
- Vomiting & Diarrhea – a child must be free from vomiting and/or diarrhea for 24 hours before returning to school.
- Unexplained skin eruptions or rash suspected to be contagious - doctor's note required to return
- Communicable disease-Follow IHHS exclusion criteria

- Severe cold or persistent cough that is disruptive to the learning environment
- Any health condition that, in the nurse's judgment, is of concern for the child's health or other's.

If your student has had a significant injury outside of school or surgery this should be communicated this with the school nurse prior to the student returning to school so you can discuss any needed pain medication or accommodations that the student will need.

Food and Nut Allergy Aware Environment:

A number of children in the Cherokee Community School District and throughout schools across the United States are affected by food and/or nut allergies. Cherokee Community School District (CCSD) has implemented a "Food and Nut Allergy Aware Environment". It is the parent/guardian's responsibility to notify the school nurse of any food allergies your student has been diagnosed with. A Diet Modification form will need to be filled out annually for all food allergies in order for the nutrition team to properly modify school meals.

All appropriate staff members will be notified of students with food allergies by the school nurse and instructed of the policies/procedures that will be followed in the event of an allergic reaction. Parents will supply the school nurse with an up to date Allergy Action Plan regarding treatment of their child in the event of an allergic reaction. In the event of a food allergy reaction at school, parents will be informed immediately.

All snacks or treats brought into the classroom from home must be prepackaged with ingredient information available for review.

Head Lice

Head lice are not a health hazard but should always be considered as "going around". Full classroom checks are discouraged by public health and will not be performed at school. If a student shows symptoms of lice they can be sent to the school nurse for individual assessment. If a child is found with live lice, his or her parents will be notified and asked to treat the head lice as soon as possible. The student does not need to leave school to start treatment but parents may opt to pick them up. If needed an Iowa HHS Lice treatment brochure will be provided for families. All family members should be checked at home and treated if necessary. It is the School Nurse's recommendation that you make it a routine to check your child's hair weekly and discuss lice prevention measures with your child. The school nurse will work with teachers to also discuss with students ways to prevent the spread of head lice.

Medication in School

If a student requires medication to be administered at school a parent/guardian must fill out and sign a Medication Administration form in the nurse's office. The medication must come to school in the original container with the most up to date prescription label from the pharmacy intact. It is safest if a parent or guardian brings medications directly to the office and it is not sent in a backpack/with the student. Over-the-counter medication such as acetaminophen, ibuprofen, cough drops, etc. requires parent/guardian's permission upon registration on JMC. Parents should communicate with the school nurse if your child was given an over-the-counter medication at home prior to coming to school. A record of the medication administration will be kept for each student receiving medication at school.

Medications will be stored in a secured area unless an alternate provision is documented. Only the school nurse or employee who has successfully completed the medication administration course reviewed by the Iowa Board of Pharmacy Examiners shall have access to and administer the medication.

Class Sectioning

In early May, CES teachers will begin to formalize class rosters for the next school year. Student placement is taken very seriously and initiated according to a process involving time and careful

thought concerning the best interest of every child in each classroom. Parents may participate in this process by providing written input of the educational needs of their child, such written input should be sent to the building principal. Acceptable letters of information may include issues related to a learning disability, medical needs, and your student's learning style or preferences. These letters may be shared with teachers in the process so we will not consider letters that request or "unrequest" a teacher by name or letters requesting two students to be placed in the same class. Adjusting a student's classroom placement is subject to the building principal's discretion.

Iowa Nondiscrimination Statement

It is the policy of the Department of Education not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, gender, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX, Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act.

If you have questions or grievances related to compliance with this policy by the Iowa Department of Education, please contact the legal counsel for the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, telephone number 515-281-5295; or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661, telephone number 312/730-1560, fax 312/730-1576, or email: OCR.Chicago@ed.gov

**LIST OF ELEMENTARY SCHOOL PERSONNEL
AND THEIR ASSIGNMENTS**

Stacey Zwiefel	-	Transitional Kindergarten
Kate Leavitt	-	Transitional Kindergarten
Rachel Lucas	-	Kindergarten
Kayla Reuter	-	Kindergarten
Lindsey Renken	-	Kindergarten
Laura Ebert	-	Kindergarten
Shannon Chaffin	-	1 st Grade
Shaylin Carlson	-	1 st Grade
Michelle Sleezer	-	1 st Grade
Dawn Jenness	-	1 st Grade
Liz Perry	-	2 nd Grade
Keisha Lockin	-	2 nd Grade
Abby James	-	2 nd Grade
Jason Wood	-	2 nd Grade
Angela Carver	-	3 rd Grade
Mandi Koedam	-	3 rd Grade
Kelsey Todd	-	3 rd Grade
Libby Wagner	-	3 rd Grade
Stephanie Freed	-	4 th Grade
Pam Wilson	-	4 th Grade
Austin Todd	-	4 th Grade
Karissa Friedrichsen	-	4 th Grade
Benjamin Mauritz	-	Special Needs Teacher
Laura Franzmier	-	Special Needs Teacher
Brooklynn Tewes	-	Special Needs Teacher
Lacy Hanson	-	Title I Reading Teacher
Reagan Erdman	-	Title I Reading Teacher
Wendy Richardson	-	TK-4th Grade Math Interventionist
Jen Burch	-	Instructional Coach
Amy Brunsting	-	Guidance Counselor
Breeana De Vos	-	Vocal Music
Susan Jensen	-	Art
Jim Leonard	-	Physical Education
Ashley Mizner-Bruce	-	Media Center Teacher Associate
Streeter Johnson	-	English Language Teacher
Rhonda Smith	-	Secretary
Rachel Doeden	-	Nurse
Amanda Bengston	-	Speech-Language Pathologist

I. Guidelines.

Individuals, including students, may have the right to distribute on school premises, at reasonable times and places, unofficial written material, petitions, buttons, badges or other insignia, except expression which:

1. is obscene to minors;
2. is libelous;
3. contains indecent, vulgar, profane or lewd language;
4. advertises any product or service not permitted to minors by law;
5. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, gender, disability, age or ethnic origin);
6. 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.

Distribution on school premises of material in categories (1) through (4) to any student is prohibited. Distribution on school premises of material in categories (5) and (6) to a substantial number of students is prohibited.

II. Procedures.

Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the building principal at least twenty-four hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting request and, if a student, the homeroom number;
2. Date(s) and time(s) of day of intended display or distribution;
3. Location where material will be displayed or distributed;
4. The grade(s) of students to whom the display or distribution is intended.

Within twenty-four hours of submission, the principal will render a decision whether the material violates the guidelines in subsection I or the time, place and manner restrictions in subsection III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial. Permission to distribute material does not imply approval of its contents by either, the school, the administration, the board or the individual reviewing the material submitted.

If the person submitting the request does not receive a response within twenty-four hours of submission, the person will contact the building principal's office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three school days of submitting the appeal, the person will contact the superintendent to verify that the lack of response is not due to an inability to locate the person. If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

At every level of the process the person submitting the request will have the right to appear and present the reasons, supported by relevant witnesses and material, as to why distribution of the written material is appropriate.

Permission to distribute material does not imply approval of its contents by either, the school district, the board, the administration or the individual reviewing the material submitted.

III. Time, place and manner of distribution.

The distribution of written material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school or otherwise disrupts school activities. The distribution of unofficial material is limited to a reasonable time, place and manner as follows:

1. The material will be distributed from a table set up for the purpose in a location designated by the principal, which location will not block the safe flow of traffic or block the corridors or entrance ways, but which will give reasonable access to students.
2. The material will be distributed either before and/or after the regular instructional day.
3. No written material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.

IV. Definitions.

The following definitions apply to the following terms used in this policy:

1. "Obscene to minors" is defined as:
 - a. The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 - b. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
 - c. The material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
2. "Minor" means any person under the age of eighteen.
3. "Material and substantial disruption" of a normal school activity is defined as follows:
 - a. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.

- b. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous demonstration, sit-in, stand-in, walk-out, or other related forms of activity.
 - c. In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecasted including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
- 4. "School activities" means any activity of students sponsored by the school and includes, by way of example but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and in school lunch periods.
- 5. "Unofficial" written material includes all written material except school newspapers, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, placards and underground newspapers, whether written by students or others.
- 6. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him/her in the esteem of the community.
- 7. "Distribution" means circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school which are generally frequented by students.

V. Disciplinary action.

Distribution by any student of unofficial written material prohibited in subsection I or in violation of subsection III may be halted, and students may be subject to discipline including suspension and expulsion. Any other party violating this policy may be requested to leave the school property immediately and, if necessary, local law enforcement officials will be called.

VI. Notice of policy to students.

A copy of this policy will be published in student handbooks and posted conspicuously in school buildings.