

Lakeview Elementary Handbook

2023-2024
Solon, Iowa



Table of Contents

ATTENDANCE	4
School Days	4
Absences/Attendance Process	4
Lakeview Tardy Regulations	5
Leaving School During the Day	5
ARRIVAL AND DISMISSAL PROCEDURES	5
Arrival	5
Bus Procedures	6
Dismissal	7
Early Dismissal (for Professional Development)	8
Morning Gathering Time	8
Notification of Change in Transportation	8
School Cancellations	9
Walking and Biking Students	9
GENERAL PROCEDURES	9
Accident and Emergency Information/ Change of Address	9
Cell Phone Use	9
Community/ Family Night	9
Lakeview Before & After School Program	10
Lost and Found	10
Lunch Procedure	10
Personal Property	10
School Fees and Waivers	10
Soliciting On School Property	11
Student Records/ Release of Information	11
Use of School Facilities	11
HEALTH AND SAFETY PROCEDURES	11
Building Safety	11
Drills	11
Hearing Screening	12
Illness or Injuries	12
Insurance	12
Medicine	12
Recess	13
Requests for Non-Participation	13
STUDENT DISCIPLINE AND SOCIAL CONDUCT	13
Bullying or Harassment	13
Care of School Property / Vandalism	13
	2

Computer and Internet Access Policy	14
Disciplinary Consequences	14
Independent Problem Solving Plan	15
In-School and Out-of School Suspension	15
In-School Suspension	15
Out-of-School Suspension	16
Sporting Event Conduct	16
Student Appearance	16
Students' Rights and Responsibilities	16
Student Search Policy	17
Weapon-Like Toys/ Dangerous Weapons	18
VISITORS AND VOLUNTEERS	18
Parent Teacher Organization	18
Visitors Welcome	18
Volunteers Welcome	18
SCHOOL PROGRAMS AND INFORMATION	18
Academic Freedom	18
Conferences and Progress Reports	19
Classroom Parties and Treats	19
Controversial Issues	19
Distribution of Materials Regulation	20
Evaluation / Testing	20
Field Trips	20
Homework	20
Human Growth and Development	21
Media Center	21
Multicultural / Gender-Fair Programs and Policy	21
Other Referral Services	22
Religion-Based Exclusion From a School Program	22
Special Services	22
Talented and Gifted Program (TAG)	22
Wellness Policy	23
Notice of Nondiscrimination	23

School Days

School at Lakeview Elementary begins at **8:10 A.M.** each morning. Buses will drop students off between 7:55-8:05 A.M. Parents who drive their children to school should make every effort to drop their children off at this time also. Students should NOT arrive at school before 7:55 as there is no supervision until staff arrives.

School is dismissed each day at **3:10 P.M.** All students will be dismissed at this time. Students must be picked up by 3:15 P.M. as supervision will not be available.

Bus students - will be dismissed behind the school on the west side of the building.

Preschool students and their siblings being picked up - will be dismissed to the south side of the building by the playground.

Students grades K - 3 that will be walking home, riding a bike, or picked up at the end of the day will be dismissed in the front of the school on the east side.

Absences/Attendance Policy

Regular attendance at school is very important. If it is necessary for your child to be absent, please call the office at 624-3401 ext. 1290 or email lakeviewoffice@solon.k12.ia.us and classroom teacher before 9:00 A.M. If we have not heard from you, our office staff will call to verify an absence.

Student safety is our first priority.

The following are the SCSD Attendance Regulations:

Examples of excused absences:

- Medical documented illness (From Doctor, School Nurse, etc.)
- Medical documented appointments (Physician, Dentist, etc.)
- Funeral
- Court documented appointments
- School Sponsored Activities
- Religious Holiday
- Approval of building principal

Reasons not listed above are considered unexcused.

School districts define what are excused and unexcused absences. The determination of whether an absence is excused is made by the school principal (or designee), not by the parent.

Any day(s) beyond six, without a documented excuse for the absence, is considered truant. The following steps will begin towards mediation for excessive absenteeism.

Steps in the Attendance Process:

Step 1: 6th unexcused day = Letter from school notifying parent/guardian that student has accumulated 6 unexcused absences.

Step 2: 9th unexcused day = Meeting with school officials.

Step 3: 12th unexcused day = Mandatory Administrative Attendance Hearing. Parent or Guardian will be served notice and a copy of the meeting request will be sent to the Johnson County Attorney's Office.

Step 4: Continued unexcused absences= Referral for legal action

Lakeview Tardy Regulations

Students arriving at school 11 to 60 minutes (8:20 to 9:10 a.m.) minutes after the start of the day will be considered tardy. If a student is signed out of school (for lunch or the end of the day) and the child misses 11 to 60 minutes of the school day, it will also be considered a tardy. Missing more than 60 minutes of a morning or afternoon is considered a half day absent.

School districts define what are excused and unexcused tardies. The determination of whether a tardy is excused is made by the school principal (or designee), not by the parent. Four unexcused tardies will be converted to, and considered, one unexcused absence. The regulations outlined above will be followed for tardies as well as absences.

Leaving School During the Day

When parents wish to have a child leave school before the regular dismissal time, they should come into the school to pick their child up. Please notify the school by note, phone, or email to lakeviewoffice@solon.k12.ia.us, requesting that your child leave earlier than regular dismissal time. It is necessary for the child to come to the office and sign out when it is time for him/her to leave. Please contact the school as early as possible. This assures that we can make arrangements on your child's day.

A student who becomes ill at school will be dismissed through the office after parents or emergency people have been contacted and someone has come to pick him/her up. He/she will need to sign out in the office.

ARRIVAL AND DISMISSAL PROCEDURES

Arrival

We have a ten-minute period of time that is quite busy as our children are arriving each day. If you bring your child(ren) to school in the mornings, please try to keep the following in mind:

- ❑ As you pull into the front driveway to drop your children off, **please drive very slowly and watch for children!** There are two sidewalks for the children to use to cross to the building. Stop at each one and look.
- ❑ To drop off your child, pull up as far as you can so that others behind you may enter the parking lot. If at all possible, please drop your child off at the second sidewalk. After crossing they can then go to their designated entrance from there. This will allow more room for vehicles and we will not spill out onto the highway.
- ❑ There is NO PARKING in Tier 1 (closest to the building) from 7:45 to 8:30 a.m. This will be a drive through and drop off only. If you need to assist your child(ren), please pull into a parking spot in Tier 2 or Tier 3 while you attend to them. This will free up more space as well as move the lines along more quickly.

Student safety is the number one priority during arrival and dismissal times! There can be problems with traffic congestion during these times. In order to provide the safest environment for your children, we ask that you follow these guidelines for parking or unloading your child(ren):

1. All students and adults wishing to cross the drive must use the sidewalks. Cars / drivers will not be looking for students walking or running across at other places.
2. All parents who are transporting Lakeview students by private vehicle should follow these safety guidelines:
 - Arrive at school between 7:55 and 8:10 A.M.
 - Drive into one of the three tiers of the parking lot and come to a complete stop behind the car ahead of you. Students can be dropped off at either sidewalk. Parents need to pull as far forward as they can to keep traffic moving.
 - Unload all passengers onto either sidewalk.
 - Students should walk on the sidewalk to the building and report directly to their designated entrance.
 - Unloaded vehicles should leave the tier with caution.
 - **If you park and walk into the building with your child, please use the sidewalks.**

Bus Procedures

A privilege of ridership!

The goal of the SCSD Student Transportation Program is to provide each student with safe and enjoyable transportation to and from school, during co-curricular activities, and on any school sponsored activity.

Safety is the priority; therefore, proper conduct on school buses by all transported students is required.

Transportation is a privilege granted to students contingent upon the demonstration of proper behavior, therefore, the SCSD has established transportation student behavior guidelines which apply to all students. Each student and their parent/guardian is responsible for the behavior of the student while on school provided transportation.

A student's privilege to ride the school bus or in school provided transportation may be suspended or revoked. Revocation of a student's bus riding privilege is not considered an exclusion, expulsion, or suspension from school. The district does not provide alternative transportation for a student that has lost his/her riding privilege. Decisions regarding special education students will take into account their IEP needs/requirements.

Parents are encouraged to monitor their child's behavior before and after the bus' arrival/departure.

To ensure the safety of all students, the following guidelines have been established to respond to student actions that interfere with the safety of other students on SCSD provided transportation.

LEVEL 1

- o Failure to follow driver's directions
- o Standing, not facing forward, while bus is moving
- o Boarding/exiting at other than assigned stop

- o Excessive noise or misbehavior
- o Horseplay
- o Food or drink on bus
- o Other forms of misbehavior that, in the view of the bus driver, create a safety concern.

Consequences:

First Offense: Verbal warning and up to three (3) day bus suspension

Second Offense: Written warning and up to five (5) day bus suspension

Third Offense: Considered Level 2

LEVEL 2

- o Threatening comments
- o Disrespecting others
- o Possession or use of anything that may be considered a weapon
- o Running beside a moving bus
- o Distracting the driver
- o Use of obscene or profane actions / language
- o Extending any body parts out of the window
- o Throwing or shooting objects
- o Vandalism of school or student property
- o Inappropriate use of electronic devices

Consequences:

First Offense: Written warning and up to five (5) day bus suspension

Second Offense: Written warning and up to thirty (30) day bus suspension

Third Offense: Considered Level 3

LEVEL 3

- o Possession of alcohol or illegal drugs
- o Possession of a weapon, ammunition, or fire
- o Assault, violence toward bus driver or student(s)
- o Bullying
- o Flagrant disregard for safety

Consequences:

First Offense: Minimum thirty (30) day bus suspension, referral to school office for disciplinary action, and up to suspension of bus riding privilege for the remainder of the school year.

This information serves as notice to parents of the intent of the SCSD to respond to behaviors that create a safety concern on school provided transportation.

Parents are urged to review this information with their children, establish their own expectations for safe behavior while on school provided transportation, and ensure that students are aware of the SCSD expectations for student behavior as stated above.

Dismissal

Bus students are safely loaded onto their buses at 3:05 p.m. behind the school.

Parent Pick-Ups – Kindergarten through 3rd grades will be dismissed and loaded in the front of the building at 3:10 p.m. near the south fence. Please stay in line with one car following the car in front. As your child is safely loaded into your vehicle, carefully pull away so that the next vehicle can be loaded. Please do not park your car in this area. If you need to enter the building at the end of the day or if you want to escort your child to your car, please park in Tier 2 or Tier 3 and walk on the

sidewalk to the entrance or pick up area. No child will be allowed to cross to the parking lot without an adult escort. We need to know with whom the child is leaving and that they are safely entering the parking lot.

Preschool students and siblings will be escorted to the south (playground) area of Lakeview. Parents may enter the lot by the softball field from Racine Street. Please stay in line with one car following the car in front. Your child will be safely loaded into your vehicle. Carefully pull away so the next child can be loaded.

Early Dismissal (for Professional Development)

Every Thursday at 1:39 p.m., the Board of Education has designated early dismissal days to provide in-service training for teachers. These days are indicated on the school calendar which can be found on our school website. Lakeview is the second building to dismiss on Thursdays at 1:39pm.

Morning Gathering Time

As students arrive at school no earlier than 7:55 a.m., they should enter the building quietly and report to their gathering areas. All students who are dropped off by parents will be dropped off in front of the school and enter the BASP doors.

All students who need to come into the office with their parents for various reasons will enter the main Lakeview doors and go straight into the office.

All students who ride the bus will enter the back entrance near the kindergarten rooms.

Kindergarten students will report to the Small Gym.

First Grade students will report to the Multi-purpose Room/First grade hallway.

Preschool students will need to be escorted by a parent / family member and gather in the preschool commons where they will be supervised. A sign-in sheet is located by their classroom door. Preschool students will have a designated spot to sit outside of their classroom prior to 8:10 a.m.

Second Grade and Third Grade will report to the Library outside of their classroom doors.

Students will be supervised in those spaces until they are picked up by their classroom teachers at 8:05am.

If students need breakfast they will go to the cafeteria and stay until they are dismissed to go to their classrooms.

Notification of Change in Transportation

The SCSD Transportation Department requests that parents contact the Director of Transportation or school office when students need a temporary change in bus assignment.

Thank you for your cooperation and support in the SCSD's effort to provide safe and enjoyable transportation for all students! If you should have questions, please call: Dave Johnson, Director of Transportation 624-3401 ext. 1344.

School Cancellations

If it becomes necessary to cancel school due to inclement weather or other emergency weather situations, please listen to WMT-600, KCJJ-1560, KCRG-1600, KRNA-94.1, KHAK-98.1, KXIC-100.7 radio or KGAN -2 (TV)

As a secondary public announcement, a district notification system delivers personalized phone, text message, and/or e-mail messages to parents. The district APP will also send notifications. Announcements of school closing will be made as early as possible.

PLEASE DO NOT CALL THE SCHOOL
We need to keep the phone lines clear! Thank you!

Extreme temperature, humidity, and bad weather may necessitate dismissing school early. If extreme temperature and humidity are predicted and an early dismissal is made, the following procedure will be used:

1. An announcement will be made on WMT, KCRG, KXIC, KRNA, KCJJ, KHAK AND KGAN (T.V.).
2. Dismissal will be scheduled as soon as possible in emergency situations. We will attempt to allow time for parents to hear school closing announcements. Again, as a secondary public announcement, a district notification system delivers personalized phone, text message, APP push notification, and/or e-mail messages to parents.

Walking and Biking Students

Students who walk or ride their bikes to school should arrive between 7:55 and 8:10 A.M. Students should stay on the sidewalks and **walk** their bike when approaching or leaving the school. A crossing guard is on duty each morning to assist children in crossing the highway safely. After school, walkers and students with bikes will be dismissed at 3:10 P.M. A Lakeview staff member will safely assist these students during dismissal time.

GENERAL PROCEDURES

Accident and Emergency Information/ Change of Address

Each family is asked to designate emergency contacts, generally relatives or neighbors, who could be phoned regarding the care of your child and their needs when you cannot be reached. Please be sure that the neighbor or relative is aware that you have given their number as an emergency phone number. If a life threatening emergency exists and no one can be reached, school personnel will call an ambulance.

It is very important that you inform us immediately of any changes in your telephone number, address, work related phone numbers, or the identification of a person who is to be notified in case of an emergency. Please notify the school in advance of a planned move from the Solon Community School District.

Watch/Cell Phone Use

We encourage parents and children to plan ahead so they remember notes, school supplies, lunches, etc. Phones/smart watches/Gizmos may not be used to text or interact with others during the school day. Any student using their watch/cell phone inappropriately, will be asked to remove it and place it in their bag. A second violation will result in the watching being confiscated and parents will be notified and asked to pick it up from the main office.

Community/ Family Night

Wednesday night is designated as community/family night. The school cooperates with local churches by not scheduling school functions, practices, or athletic contests after 6PM on

Wednesday nights during the school year. This provides an excellent evening for parents and children to plan activities together or engage in church functions or activities. The only exception to this rule is when an agency other than the local school schedules tournaments or meetings.

Lakeview Before & After School Program

A Before and After School Program is available for students, in conjunction with the Solon Community School District. The program is offered to students from 6:15-8:00 A.M. and 3:05-6:00 P.M. daily. The program is self-supported through parent fees. Parents interested in gathering more information should contact the Director of the Before and After School Program, Mrs. Amber Feaker, at 624-3401, extension 1277 or via email: afeaker@solon.k12.ia.us.

Lost and Found

A lost and found cupboard is located near the BASP office by the small gym. As soon as a student has lost an article, he/she should check the Lost and Found area for it immediately. We strongly urge that all clothing and personal property be labeled with the student's name. Periodically, articles not claimed will be donated to a charity.

Lunch Procedure

Lunch money is collected in the classrooms every morning and must be in the office by 9:00 A.M. Lunch accounts must be kept up-to-date throughout the year.

Lunch policy procedures:

- ❑ Low balance reminders are sent home weekly when the account balance is \$5.00 or less. Students may charge meals only up to a maximum of \$25.00

If so desired, electronic payments may be made through the online payment processing system called *RevTrack*, which has a link on the district web site.

Student lunch prices: \$51.00 per 20 day

Daily:	\$2.55
Adult lunch:	\$3.85
Milk	\$.45
Milk Break (K & 1)	\$50.00/ year
Breakfast	\$ 1.70
Adult breakfast	\$1.95

Personal Property/Toys

Children are discouraged from bringing extra money, radios, electronic games, toys, trading cards, cell phones, or other objects from home during the school day. The school will not assume responsibility for the loss or breakage of these items. Some bus drivers and morning supervisors (prior to 8:10) do allow students to use some of these items, but we ask students to put them away once the school day begins at 8:10. Toys should not be out and visible once within the school building unless teachers give permission for such items as earned for a special event/party. Toys may be confiscated and parents may be contacted if they become a distraction to the learning environment.

School Fees and Waivers

The Solon Community Schools has a materials fee of \$75.00 per student. Fees are collected when a family registers with the district. Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their fees waived or partially waived. Students whose families are experiencing a financial difficulty may

be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the principal at registration time or within the first week of school for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Soliciting On School Property

The selling or renting of goods on school property (including buses) is strictly prohibited. The only exceptions to this are Solon Community School organizations (i.e. selling of Homecoming buttons, PTO activities, Student Council activities, etc.)

Student Records/ Release of Information

In order to facilitate the educational process of our students, records on each student are kept in the building in which the student is currently attending. The custodian of the records is the building principal. The Solon Community School District will release school information for the school year in accordance with the Code of Iowa, Section 99.3. The following information related to students will be released unless objections by parents of students or students 18 years of age are raised:

student's name
parent or guardian's name
address
telephone number
date and place of birth
major field of study
participation of officially recognized activities and sports
weight and height for athletic rosters
date of attendance
degrees and awards received
most recent educational institution attended by the student
other similar information

Parents or students 18 years of age may make their request for information not to be released at any school office.

Use of School Facilities

To view availability of school facilities, please go to SCSD website, click on Staff QuickLinks, click on Facilities Requests, select building and site. This will allow the public to *view only*. If you need to request facility use, please call Becky Lighty at (319) 624-2381 x1400. Requests should be made well in advance of the event. Planned district activities will take priority over other requests. For additional information, please refer to Board Policy 505.6 and 505.7

HEALTH AND SAFETY PROCEDURES

Building Safety

In order to ensure safety, the main entrance to Lakeview will be open for all visitors. School staff will be identified with photo ID's. All visitors to the school are asked to sign in and out at the front office and wear a visitor's badge.

Drills

Fire drills and tornado drills are held regularly during the year, according to the Iowa Code. Two fire drills and one tornado drill are held each semester. We will also occasionally hold a lockdown drill.

Hearing Screening

Grant Wood Area Education Agency (GWAEA) screens all students in Alternative Kindergarten (AK), kindergarten, and grades 1, 2, and 5. Students in the Early Learning Program with IEP's will be screened. Students in grades 3, 4, middle, and high school, who are new to the school, that don't have a documented normal hearing test, and some students with a history of known hearing loss will also be tested. Follow up testing may occur periodically if previous hearing test results were not within normal limits. Parents/guardians not wanting their child's hearing tested should notify the health office in writing at the beginning of the year. Parents/guardians with concerns about their child's hearing should contact the school nurse.

Illness or Injuries

The Solon Community School District has two nurses who serve the K-12 student population. When a nurse is at Lakeview, she will handle any illnesses or injuries. During times when the nurse is out of our building, illnesses and injuries will be handled by the office support staff. In the case of serious injury, the school nurse will be contacted, students will receive basic first aid, and the parents will be notified of the incident.

If a child displays symptoms of an illness, we encourage parents to assess their child's health in the morning. If they have a fever or are vomiting they are expected to stay home until they are symptom free for 24 hours.

Insurance

School insurance may be purchased during the early part of the school year. You may purchase coverage for only school hours, or on a 24-hour basis, if desired. Dental insurance is also available. No-cost or low-cost health care coverage for kids' forms are available in the Lakeview office.

Medicine

Students who have the doctor's permission to return to school after an illness, but are still taking medication, may bring their prescribed medicine to school.

- All such medicine must be in the bottle with the pharmacist's label on it, clearly marked with the student's name and amount prescribed.
- In order to administer this medication, the school must have a permission form signed by the parent. These forms are available in any school office.
- Over the counter drugs such as aspirin, cough syrup, etc., cannot be administered without written permission from the parents. If permission is obtained such over-the-counter medications must come in their original container.
- Medications will be kept in the Lakeview nurse's office and students must come to the office to take their medicine.
- Medications will be administered by the school nurse or individuals with appropriate training.

We urge you to discuss with your physician prescribing dosage times so it is not necessary to take medication at school.

Recess

Recess is a time for outdoor play and physical activity. All children are expected to go outside during recess unless it is raining or extremely cold. During winter weather, students should be dressed warmly, including hats, scarves, and mittens. All students should wear removable boots and snow pants during snowy weather in order to play on the field areas.

Requests for Non-Participation

All students will be expected to participate in outdoor recess activities unless they bring a doctor's written medical reason that requires the student to stay indoors. Almost always, a child who is too sick to go out for a few minutes at recess is probably too sick to be in school.

Since physical education classes are a regularly scheduled part of the school day, all children will be required to participate in these classes unless they have a doctor's written medical reason that requires a student to be excused.

STUDENT DISCIPLINE AND SOCIAL CONDUCT

At Lakeview Elementary, we believe in teaching the whole child. This includes not only teaching academics but also social, emotional and behavioral skills. The success of our students is dependent on collaboration between home and school.

In order to build a safe and predictable learning environment, positive behaviors are taught, acknowledged and modeled by school staff.

There are times when students are not following these expectations that adults may need to discipline students. To discipline is to teach. Teachers and administrators have a legal and moral obligation to ensure a student's respect for persons and property and to ensure an orderly educational climate in the school. The Solon Community School District supports the philosophy that all students deserve a safe and healthy school experience.

The Solon Community School District's School Board affirms its support of the school/student responsibility and discipline policies, its intent to support school staff to enforce these policies, and its intent to hold school staff accountable for implementing the policies.

We encourage parents and adult visitors to join us in being good role models of the policies listed below.

Bullying or Harassment

The Solon Community School District defines bullying as intentionally aggressive behavior, repeated over time that creates an imbalance of power. This type of behavior can include but is not limited to the following: targeted acts or threats or intent to hurt someone with no regret or remorse for the intended victim.

For the entire district policy please refer to (Board policy 104).

Care of School Property / Vandalism

Students are expected to treat school property with care and respect. Our school and equipment cost the taxpayers to construct, purchase, and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension may be necessary. If a student should happen to damage something by

accident, he/she should report it to the office immediately and may be held responsible for monetary damage.

Computer and Internet Access Policy

Students may use the Internet to participate in distance learning activities, to ask questions of and consult with experts, to communicate with other students and individuals, and to locate materials to meet their educational needs. Media specialists and teachers have a professional responsibility to work together to help students develop the intellectual skills needed to identify information appropriate to their age and development levels, discriminate among information sources, and to evaluate and use information to meet their educational goals.

Access is to be used in a responsible, efficient, ethical, polite and legal manner. Students and parents/guardians are advised that some transmitted information may be inflammatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, or racially offensive. The Solon School District does not permit use of such material in the school environment. Parents/guardians should be aware of the existence of such materials and monitor home use. Students knowingly bringing such material into the school or printing them at school will lose their access privilege to the Internet.

In using the system, students agree to abide by all policies and procedures adopted by the school district as well as current federal, state and local laws. These include district policies and procedures against harassment, plagiarism, and unethical conduct; as well as local, state and federal laws prohibiting theft, copyright infringements, insertion of viruses into computer systems, vandalism and other unlawful intrusions.

Students who violate the policies shall be subject to the following consequences:

1. First violation- a verbal and written "warning" notice will be issued to the student. The student will lose Internet access for a period of up to six weeks. A copy of the notice will be mailed to the student's parents and a copy provided to the building principal.
2. Second violation- a verbal and written "Second Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parents and a copy provided to the building principal. The student shall forfeit all Internet privileges for one calendar year.

Disciplinary Consequences

When behavior situations arise in which the educational process is unable to proceed effectively, a student has not fulfilled his responsibilities, or a student has violated the rights of other students, the following actions may occur:

- Restitution
- Private conversation with student in classroom
- Conference with student outside of classroom/in office
- Restraint
- Seclusion
- In-school suspension
- Out of school suspension
- Loss of privileges
- Conference with parent(s)/guardian(s)

The specific action taken is dependent upon the frequency, duration, and/or intensity of a behavior which may disrupt student learning and/or impact the safety of students. Disciplinary

procedures are established to provide a safe and orderly learning environment for all students. It is to be understood that disciplinary actions will be the final decision of the school. If there is a question regarding how a discipline situation has been handled with your son/daughter, please contact your child's teacher to clarify the situation. If you have any questions, our staff is always available to conference in order to communicate, set goals for improvement, and monitor progress toward the goals. Parents who do not agree with the administrative recommendation may have the case reviewed by the superintendent.

Independent Problem Solving Plan

The teacher is the administrator of classroom discipline. Therefore, minor discipline offenses are the responsibility of the classroom teacher. In each classroom, the students learn and are encouraged to use a four-step process to assist them in maintaining control of their own behavior. They learn to:

1. Ignore
2. Ask to stop
3. Walk away
4. Report

The four-step process is reinforced in classrooms, on the playground, and throughout the building. The plan serves as a way to deal with minor problems between people. When the problem is of greater concern students may seek adult help to handle the problem. Building staff are available to help solve conflicts that arise or discipline students if there is a violation of a student's rights or a building policy.

In-School and Out-of School Suspension

An administrator may issue a suspension to a student for violation of school rules or gross misconduct or gross disobedience when, in their judgment, such suspension is necessary for the good of the student or the school. In-school suspension generally involves the student being removed from the classroom for a portion of the day. Out-of-school suspension generally involves the student being held out of school for a day. The purpose of suspension is:

1. To create a closer school-home contact with the opportunity for the student, the parents, and various school personnel to review and correct the situation.
2. To separate the student from classes and social activities at school, where his/her behavior has not been acceptable.
3. To protect the rights of the other students to an education uninterrupted by those who tend to, or wish to ignore or invade those rights.

Before any disciplinary action is taken, each case is thoroughly investigated. We strive to be consistent, firm, and fair. In-school suspensions can be given in half-day increments. Violations of the following rules are considered serious violations and may result in an in-school suspension or out of school suspension:

- Fighting / Physical aggression - intent to do bodily harm
- Repetitive behavior where previous action has not resulted in a change in behavior
- Insubordination / Defiance refusal to follow a reasonable direction of a teacher or administrator
- Harassment- intimidation or harassment of a student or adult, including sexual harassment
- Vandalism - destruction or defacement of school property in our buildings or at any other school

- Creating a False Emergency - setting off a fire alarm or making a bomb threat
- Theft
- Use of Firecrackers or Other Types of Hazardous Devices
- Carrying or Using a Dangerous Weapon
- Tobacco/Smokeless Tobacco - the sale, possession of, or being under the influence of, at school or any school-related activity
- Alcoholic Beverages or Drugs - the sale, possession of, or being under the influence of, at school or any school-related activity

The administrator reserves the right to use out-of-school suspension as a consequence for high level behaviors even if in-school suspension has not been previously utilized.

Sporting Event Conduct

Lakeview students are expected to practice good character at all extra curricular sporting events. They are to:

- Establish a HOME BASE (a place to sit and watch the event with parents).
- Watch the event, cheer for the team and be a good Spartan fan.

Students should not be running, playing games, playing chase in the areas around the gym, lobby, or around the athletic fields. We look for and appreciate parent cooperation in observing these rules.

Student Appearance

While the primary responsibility for appearance rests with the students and their parents, the administration reserves the right to judge what is proper and what is not. Decisions will be made based on clothing that is sanitary, decent, safe, and not disruptive to the learning process.

Students may not wear:

1. Hats during school hours within the building.
2. Clothing or other apparel promoting products which are illegal for use by minors such as alcohol, tobacco or drugs.
3. Clothing displaying or implying obscene material, profanity or reference to subversion are not appropriate.
4. Anything that is deemed a distraction to the learning environment.

Students' Rights and Responsibilities

All students have the right to:

- Learn and work in a safe and orderly environment.
- Be treated with respect and expect others to reciprocate.
- Work in a learning environment that best meets their needs.
- Be free from harassment and physical torment while in class, passing through the halls, or on school grounds.
- A fair hearing on disciplinary matters with the understanding that the final decision must be made by the school.

These rights are for all students and any student violating the rights of others will be held responsible and appropriately disciplined.

All students must show the responsibility to:

- Put forth their best effort on all of their class work.
- Be respectful of others and tolerant of their differences.
- Come to class prepared to learn.
- Be respectful of property.
- Work to keep our building safe and clean.

Lakeview Elementary Expectations

Lakeview Leaders are...	Respectful	Responsible	Safe
All Areas	Follow directions the first time given Be kind with words and actions	Take care of materials and equipment	Keep hands and feet to self
Hallway	Voice volume level 0 or 1	Walk directly to needed location	Eyes forward Walk in line on the right Stop at signs
Lunchroom	Use table manners Voice volume level 1 or 2 Voice volume level 0 when signal shared	Raise hand for assistance Clean up table and floor Put trash in garbage can	Eat only your food Stay seated with feet under table Walk
Restrooms	Voice volume level 0, 1, or 2 Give others privacy Wait your turn	Flush Wash and dry hands Put trash in garbage can Walk directly to classroom	Keep water and soap in sink Keep feet on floor
Playground	Take turns Share equipment Follow rules of play Voice volume level 0 or 1 entering building	Ignore, ask to stop, walk away, or report to solve problem Line up when whistle blows Put equipment away	Walk on sidewalk Stay on playground area Report injury to adult Get permission to leave playground
Assemblies & Presentations	Voice volume level 0 when signal shared Look at and listen to presenter Applaud politely	Stay seated on floor or bleacher	Walk to enter and exit

Student Search Policy

The Solon Community School district may conduct periodic inspections of student desks without prior notice. Any inspection of student desks pursuant to the District's policies will only occur either in the presence of the student(s) whose desk(s) are being inspected or in the presence of at least one other person.

Weapon-Like Toys/ Dangerous Weapons

Students and staff of Lakeview have the right to attend school and school activities within a safe environment. Toy guns, knives or other weapon-like toys should not be brought to school. Children who bring these types of toys will not be allowed to use them. Parents will be called and asked to pick up any weapons or toy deemed to be dangerous.

Any student who illegally possesses, buys, sells, uses, or threatens to use a dangerous weapon (defined in School Board Policy #502.9) on school grounds shall be subject to discipline up to and including expulsion.

VISITORS AND VOLUNTEERS

Parent Teacher Organization

The Lakeview / SIS Parent Teacher Organization is a dedicated group of parents and educators working to support the mission of the school district. The organization supports the funding for programs, artists, and speakers within the district, sponsors book fairs, organizes volunteers, recognizes district personnel, coordinates the purchase of playground equipment, and provides educational programs for parents. PTO meetings are held every other month, are open to any Solon parent, and are published in the school calendar. Parents may join PTO for an annual \$10.00 membership fee. By joining PTO, parents can support our school.

Visitors Welcome

Adult visitors are always welcome at Lakeview. Visitors are asked to check in at the office when they arrive and will be given a visitor's badge. This procedure enables school personnel to know who is in the building throughout the day. It would be wise to call or send a note to your child's teacher before visiting, so that you may check the daily schedule and see the classes of your choice.

Volunteers Welcome

We encourage and welcome parent volunteers to help in the classroom, media center, computer area, and the office. We ask that all volunteers sign in at the office when they arrive and receive a volunteer badge. Some of the ways you could help would be to listen to children read, duplicate papers, shelve library books, support basic math facts, and supervise computer work. If you are interested in helping at Lakeview on a volunteer basis, please notify the office, your child's homeroom teacher, or the building principal.

SCHOOL PROGRAMS AND INFORMATION

Academic Freedom

(Board Policy 603.9 Summary)

The Board believes students should have an opportunity to reach their own decisions and beliefs about conflicting points of view. Academic freedom is the opportunity of licensed employees and students to study, investigate, present, interpret, and discuss facts and ideas relevant to the subject matter of the classroom and appropriate to and in good taste with the maturity and intellectual and emotional capacities of the students.

It shall be the responsibility of the teacher to refrain from advocating partisan causes, sectarian religious views, or biased positions in the classroom or through teaching methods. Teachers are not discouraged from expressing personal opinions as long as students are aware it is a personal opinion and students are allowed to reach their own conclusions independently.

Conferences and Progress Reports

Communicating a child's progress is essential to develop a strong school and home relationship in order to support a child's development. Throughout the year, teachers contact parents through letters, notes, phone calls, emails, and conferences. These regular contacts help teachers and parents work together to benefit the child. During the school year, parents will receive information about students during two conferences in November and March and through an end-of-the-year progress report. Conferences will focus on sharing a child's strengths and weaknesses in particular subjects and setting goals to achieve for the next conference. The end-of-the-year progress report will identify the child's achievements and goals to continue to work on during the next school year.

Classroom Parties and Treats

All classes at Lakeview have room parties to celebrate the following holidays: Halloween, Christmas, and Valentine's Day. Other than these listed and birthday treats, parties should be cleared through the classroom teacher.

If your child wishes, he/she may bring birthday treats during the year. If treats are brought, a treat should be brought for every child in the classroom. Please follow the required SCSD Wellness policy guidelines as defined in Board policy 507.9.

Many times during the year, children will have other classmates over for birthday parties or to spend the night. We would ask that all arrangements be made outside of the school day, in consideration to those students who may not be invited. Invites are not allowed to be handed out at school unless the entire class is invited. If you are sending out invitations to a small group (not the entire class), please send them in the mail. Coordinating the pick-up for parties should not be done at the school as this is often hurtful to those who are not included.

Controversial Issues

(Board Policy 603.9R1 Summary)

A "controversial issue" is a topic of significant academic inquiry about which substantial groups of citizens of this community, this state or this nation hold sincere, conflicting points of view.

It is the belief of the Board of Education that controversial issues should be fairly presented in a spirit of honest academic freedom so that students may recognize the validity of other points of view but can also learn to formulate their own opinions based upon dispassionate, objective, unbiased study and discussion of the facts related to the controversy.

It shall be the responsibility of the instructor to present full and fair opportunity and means for students to study, consider and discuss all sides of controversial issues including, but not limited to, political philosophies.

The Board encourages full discussion of controversial issues in a spirit of academic freedom that shows students that they have the right to disagree with the opinions of others but that they also have the responsibility to base the disagreement on facts and to respect the right of others to hold conflicting opinions.

Distribution of Materials Regulation

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:

- a) Is obscene to minors;
- b) Is libelous;
- c) Contains indecent, vulgar, profane or lewd language;
- d) Advertises any product or service not permitted to minors by law;
- e) 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);
- f) 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 (a) through (f) to any student is prohibited.

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 and in accordance with additional procedures outlined in (Board Policy 903.5R1).

Evaluation / Testing

Periodic evaluation and testing occurs on an ongoing basis in the elementary classroom. Tests may be given by classroom teachers in various subject areas throughout the year for individual student placement and/or evaluation.

The Iowa Assessments (ISASP tests) will be given to students in third grade during the last nine weeks of school (April / May). The main purpose of the Iowa Assessment program is to monitor the overall growth of a child in terms of strengths and weaknesses, and to provide input for the overall educational program at Lakeview. We are also required to annually report our results to the State of Iowa Department of Education.

Teachers also use a diagnostic reading assessment at least twice - in September and April - to assess their students' reading progress and to help shape future instruction. We will also use the Formative Assessment System for Teachers (FAST) as well as various math assessments to evaluate student needs multiple times per year.

Field Trips

Field trips are planned in order to provide additional educational experiences for your children. Field trips are planned which have educational value relevant to material being studied in the classroom. Written permission is necessary for your child to go on a field trip. If it is not received, verbal permission will be sought, with the written permission to follow. You will always receive advance notice of up-coming field trips. Teachers may ask parents to assist in supervision on these trips.

Homework

The Lakeview staff works toward developing strong work-study habits in our students. At home the establishment of a quiet time for reading and reviewing school work is beneficial. Reading is always an essential activity and one which is highly recommended. If parents need or want an academic task to do each night, reading is #1 on our suggestion list.

Human Growth and Development

The Solon Community School District has identified goals and objectives for students in grades K-12 in the area of human growth and development. A copy of the goals and

objectives can be found on our website. The program is approved by the board and matches the developmental levels of young children and their needs, as they mature. At the beginning of a unit, teachers will inform parents of specific goals and make materials available for preview.

The Iowa statutes also provide a provision for parents to withdraw their child from any portion of a unit, or the entire curriculum. In order to withdraw your child, you must complete a request form, which is available in the Lakeview office. This request must be filed on a yearly basis. During the time your child is excused, s/he will be given an appropriate alternative assignment, which will be supervised by district personnel. Please feel free to contact your child's teacher or the Lakeview principal if you have any questions.

Media Center

Library books are checked out for a one-week period and may be renewed for another week. Kindergartners may check out two books at a time, grades 1-3 may check out four books at a time. The media center is open to all students from 8:10-3:00 on school days. Overdue notices are sent out periodically, and overdue books are to be returned to the media center the next day. Students with overdue books will not be allowed to check out additional books.

Children are given a barcode to use to check books out from our Media Center. Students will check books out frequently and are to be responsible for the books. If a book is lost, a \$15.00 replacement fee will be charged.

Multicultural / Gender-Fair Programs and Policy

It is the policy of the Solon Community School District not to discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, or marital status in its educational programs, activities, or employment policies, as required by *Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, and the Federal Rehabilitation Act of 1973.*

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion, and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural, gender-fair society.

If you have questions or grievances related to this policy, please contact the district Equity Coordinator, Dr. Josh Lyons, 301 South Iowa Street, Solon, IA 52333, 319-624-3401, or send inquiries to the Director of the Region VII Office of Civil Rights, Department of Health, Education and Welfare, Kansas City, Missouri.

Other Referral Services

It is understood that family, school or personal circumstances occasionally warrant special help beyond what the school can provide. Students/parents with special or unique problems are encouraged to discuss these with the teacher, school counselor, or the school administrator.

Agencies that work with the school on these challenges may offer assistance/help. Please call the building principal or school counselor for these resources.

Religion-Based Exclusion From a School Program

(Board Policy 604.5 Summary)

Parents who wish to have their child excluded from a school program because of religious beliefs must inform the superintendent. The Board authorizes the administration to allow the exclusion if it is not disruptive to the education program and it does not infringe on a compelling state or educational interest. Further, the exclusion must not interfere with other school district operations.

In notifying the superintendent, the parents shall abide by the following:

- The notice shall be in writing;
 - The objection shall be based on religious beliefs;
 - The objection shall state which activities or studies violate their religious beliefs;
 - The objection shall state why these activities or studies violate their religious beliefs;
- and
- The objection shall state a proposed alternate activity or study.

The mission of the Solon Community School District is that each student will be highly engaged in mastering rigorous, relevant and meaningful content experienced through exceptional teaching and collaborative learning experiences.

Special Services

A child who requires specific accommodations due to a disability, may have a special accommodation plan written, such as a 504 Plan or an Individualized Education Plan. Each of these plans are developed with teachers and parents then monitored throughout the year. If you have any questions as to whether your child would qualify or benefit from an accommodation plan, please contact your child's teacher.

Support services are available to assist teachers and families when concerns arise with students. These services include building staff (special education teacher, counselor, nurse, health secretary, etc.) and Grant Wood Area Education Agency staff (psychologist, social worker, consultant, speech-language pathologist, occupational and physical therapist, work experience coordinators, and others). Teachers and families may use input on an informal basis or request formal assistance in identifying strategies to address a concern, in carrying out these strategies, or in monitoring individual student progress. These services are available for students through a building determination process.

Talented and Gifted Program (TAG)

The Talented and Gifted Program of the Solon Community School District is the delivery of qualitatively differentiated services that meet the social, emotional and academic learning needs of individuals who may benefit from enhanced learning experiences and who participate in program services. These qualitatively differentiated program services consist of four overlapping services: 1) Activities with broad participation; 2) Infusion of indirect services into the general curriculums of the educational program of the Solon Community School District; 3) Direct services to students with identified needs; and 4) Consultation between Talented and Gifted Program staff, general education classroom teachers, parents, and students. Questions regarding TAG may be directed to the elementary TAG teacher.

Wellness Policy

SNACKS: During daily snack time, families will send snacks for students on an individual basis. These snacks must meet the requirements of the district wellness policy. Pop will not be permitted.

LUNCH: Lunches brought to school must meet the requirements of the district wellness policy. Pop will not be permitted.

CLASSROOM CELEBRATIONS (i.e. birthday and holiday parties):

In order to protect our students with allergies and food intolerances, treats brought for celebrations must be commercially prepared food with an intact ingredient label or fresh, uncut fruit and vegetables. Items not meeting these requirements will not be used and will be returned home. No homemade treats will be accepted. (Note: Snacks are also available upon request to purchase from the school food service program. Non-food celebration items are great, too!) To review the entire SCSD Wellness Policy please reference (Board policy 507.9).

NOTICE OF NONDISCRIMINATION

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

The school district does not discriminate on the basis of race, color, age (except students), religion, national origin, sex, marital status, socioeconomic status, creed, sexual orientation, gender identity or disability in admission or access to, or treatment in, its hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or *Iowa Code* § 280.3 is directed to contact:

Dr. Josh Lyons
District Equity Coordinator
301 South Iowa Street
Solon, Iowa 52333
319-624-3401(voice) 319-624-2518 (fax)

who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504 and *Iowa Code* § 280.3 (200.7)