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Welcome

The Amana Elementary School staff welcomes you and your children to Amana Elementary School. We are pleased that your children are members of our student body and look forward to their participation in the educational program. We would like to encourage all parents to join the parent's organization, the PTO (Parent Teacher Organization), and become involved with the PTO to support the administration and staff in their efforts to provide quality education for our children.

If you wish to visit your child's classroom, a call to the teacher will help you find a time that will be productive for you. Teachers are glad to have parents visit and the children are proud to have their parents come to where they learn. Any adult wishing to volunteer in the classroom or attend field trips will need to complete the Volunteer Training complete with background check. Check with the office if you wish to find out more about this training.

If you have any questions or comments about the school, please address them to Ben Macumber, Amana Elementary principal at 622.3255.

Clear Creek Amana CSD Mission

The mission of the Clear Creek Amana Community School District is to prepare students to be productive, responsible community members by providing an environment that inspires quality lifelong learning.

Introduction

The intent of this handbook for parents is twofold: (1) to provide general information pertaining to Amana Elementary School, and (2) to discuss policies, regulations and operating procedures that apply to Amana Elementary School and to the total district.

Notice of Nondiscrimination

Students, parents, employees and others doing business with or performing services for the Clear Creek Amana Community School District are hereby notified that this school district does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, marital status, SES, disability, religion, or creed in admission or access to, or treatment in, its programs and activities. The school district does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, creed, sexual orientation, or gender identity 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: Lori Robertson, Equity Coordinator, 327 S Augusta Ave, PO Box 487, Oxford IA 52322, 319-828-4510 who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504 and Iowa Code § 280.3 (2007). Inquiries by

employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII, Office for Civil Rights, Citigroup Center, 500 W Madison Street, Suite 1475, Chicago, IL 60661 (312) 730-1560, email: OCR.Chicago@ed.gov or the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, Iowa, 50319-1004, (515) 281-4121 or 1-800-457-4416, <http://www.state.ia.us/government/crc/index.html>. This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Section I: Special Services

Before and After School Program

The Clear Creek Amana Community School District has a vendor (Little Clippers) that will provide before and after school childcare (as available) for those families who wish this service. The service will be provided at Amana Elementary. Before school care will be from 6:30 a.m. until 7:30 a.m. After school care will be from 3:15 p.m. until 5:30 p.m. This service includes childcare on scheduled days of early dismissal. Operation of the BASP will follow the school district calendar for days of student attendance. However, we will make provisions for **day care** on early dismissal and in-service days as needed if there is enough interest among families. The center will not be open for Thanksgiving or Winter break. **Day care** will be an option during spring break if there is enough interest. In those cases there would be an additional fee. Additional questions can be answered by calling Little Clippers at (319) 545 - 4033.

In the event that weather conditions make it unsafe for school employees to attempt to come to work, all child supervision will be canceled for that day. If school is released early due to weather, students will need to be picked up within ONE HOUR of the release time. Please listen to radio and television stations for cancellations. Cancellations will also be posted on our website at www.ccaschools.org

Please contact Little Clippers for before-and-after-school childcare fees for the 2017 - 2018 school year.

Breakfast Program

All elementary students have an opportunity to participate in the school's breakfast program. Students participating in the Before and After School Program, are dropped off or ride to school on a bus may eat breakfast beginning at 7:50 a.m. All students will have enough time to eat breakfast.

The cost of a school breakfast is \$1.70 per day. Children who are eligible for Free and Reduced Priced Lunches are also eligible for a Free or Reduced Priced Breakfast.

Students who do not comply with the rules and procedures of the breakfast program will not be allowed to continue to participate in this program.

Child Abuse Reporting

Child abuse is defined as any non-accidental physical injury suffered by a person under eighteen years of age resulting from acts or omissions of parents, guardians or persons legally responsible for the child. Certified school employees, and school nurses, are required by law to report all instances of suspected child abuse involving students to the Department of Human Services. Mrs. Kathy Campbell is the Level One Investigator for suspected abuse by a district employee. She may be contacted by calling the Amana

Elementary office at 319-545-2081.

Dental Screening

Elementary students are encouraged to have yearly dental check-ups. Students no longer are offered fluoride rinse at school. Please contact your dentist if you are interested in fluoride and fluoride treatment.

Extended Learning Program (ELP)

Clear Creek Elementary School provides an Extended Learning Program for elementary students in grades K - 5. The program is designed to extend learning in the regular education environment.

Grant Wood AEA and Building Support Services

Additional support services are available to assist teachers when concerns arise with students. These services include our building staff (*special education teacher, school social worker, nurse, student support teacher*) and Grant Wood Area Education Agency support staff (*psychologist, social worker, consultant, speech/language pathologist, occupational and physical therapist, work experience coordinators and others*). Teachers and families may use input from these persons 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 all students through teacher or parent request. Working together, we can provide the best education possible for all of our children.

Social Worker – guidance program

Amana Elementary School has the services of a school social worker. All students are welcome to the services. Students may be referred by staff members, parents, or by themselves for help in dealing with guidance issues.

Small group and classroom guidance are also an important part of the Guidance Program. The intent in these areas is to learn and reinforce skills that are used to handle daily problems. The intent is to be both pro-active, in small group and classroom guidance, and to intervene when needed on an individual basis.

Hot Lunch

Hot lunches are available in all of the buildings of the district. Clear Creek Amana district uses an online system monitoring system. The *Meal Magic System* can be accessed from the CCA homepage. The program creates a single account for each student. Money may be deposited in a child's account in the office or online through Meal Magic (found on our homepage). Your registration form will be your receipt for your initial deposit into your child's hot lunch account.

Whenever possible, please send a check rather than cash. This gives us a way to verify deposits into the correct account and provides you with a guarantee the school received the money. Your check is your receipt.

The computer will charge your student's lunch account each time your child has breakfast, afternoon beverage, or lunch. There is no need to send money in multiples of daily prices. You can write a check for any amount and it will be credited to your child's account. Money for lunch accounts should be sent to school in an envelope with the child's name, the amount of money enclosed and teacher's name listed on the front. Checks should be made payable to the Clear Creek Amana School District. Use of Meal Magic is the most efficient and safe method of payment. When the account gets below a positive \$10 balance, you will be notified of the situation. Students whose account drops below negative \$10 may be given a sack lunch of cheese sandwich and milk if arrangements are not made for payment.

Students who bring food from home for lunch may return uneaten items in an appropriate container (lunch

bag/box) to their lockers at the end of the lunch period. Pop will not be allowed in student lunches.

Prices for meals for grades K – 5 are:

Lunch cost	Breakfast cost	Milk cost
\$2.65	\$1.70	\$0.35

An extra milk program is available for grades PreK-5. *This extra beverage is not covered for those receiving free or reduced lunch.

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

Instrumental Music

All fifth grade students will be given the opportunity to participate in an instrumental music program. Instrumental music students are scheduled for one individual lesson per week. Fifth grade band members will rehearse as a group twice each week.

Policies

Insurance Program

Each year the Clear Creek Amana School District offers student accident insurance and supplemental dental accident insurance. The district makes available the student insurance program as a service and participation is entirely voluntary.

Lost and Found

Parents are encouraged to label clothing and items brought to school. Amana Elementary maintains a lost and found area. Students and parents are encouraged to check for lost items regularly. Unclaimed items will be donated to the CCA Family Resource Center located in Tiffin once a month.

Multicultural-Gender Fair Education

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, color, national origin, sex, sexual orientation, gender identity, marital status, SES, disability, religion, or creed.

The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian - Americans, African - Americans, Hispanic - Americans, American Indians, European - Americans, and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

For further information in regard to this policy, please contact Clear Creek Amana Community School District Central Office at 828-4510.

Nurse

We have the services of a school nurse. The nurse's time is split between the six centers and is on call for any emergency. The nurse acts as a resource person to teachers on health instruction as well as

maintaining the health records of the students. Please notify the nurse or school health associate if the school should be aware of any special medical needs.

Physical Education and Health

All students must wear acceptable clothing and clean shoes for physical education classes. Students may be exempt from physical education or health classes because of religious reasons or because of objections to the Human Growth and Development curriculum. Parents requesting to have a child opt out of the Human Growth and Development unit of Health can contact the principal and ask for the Human Growth and Development Student Excuse Form (Board Policy 603.5E1).

Psychologist

Grant Wood AEA provides us with the services of a school psychologist. These services are available to Amana Elementary students, teachers, and parents. The psychologist assists in the diagnosis of educational, emotional, and behavioral problems. Parents are contacted to give their written permission before any psychological testing takes place.

Special Education Program

Amana Elementary maintains special education programs for those students with special learning needs. These programs are supported with state funds and monitored by the Grant Wood Area Education Agency. Children must be evaluated and their parents invited to attend an educational staffing related to Special Education program placement. Written permission from parent(s) is required prior to evaluation and placement.

Speech and Hearing

Students are recommended for work with the speech language pathologist or itinerant hearing teacher on the basis of teacher referral, parent referral, regular yearly testing, or by a doctor's referral. The program is based upon individual needs. Grant Wood Area Education Agency provides an itinerant hearing teacher and speech language pathologist to work with students at our school.

Student Support Program

The Clear Creek Amana Community School District has a K-12 program for students who may be at-risk to drop out of school before completing the twelfth grade. The Student Support Program consists of elementary students who have been identified as being potentially at risk. The objective of the Student Support Program is to provide these students with additional instructional support at an early age.

Section II: Special Events

Personalized Learning Plans

Personalized Learning Plans provide an opportunity for parents, students, and teachers to jointly, as a team, to discuss your child's progress and to set goals for each student. Amana Elementary School Personalized Learning Plan meetings will be held in October and March. Please look for information on specific dates and times from your child's teacher.

Information, Special Events and Announcements

Every Friday, Amana Elementary School will send a school newsletter via email. If you do not have Internet access you may request a hard copy of the newsletter. This newsletter will include information about Amana Elementary School events that are scheduled in the following days and weeks. The newsletter is posted on the web at www.cca.k12.ia.us.

The Cedar Rapids Gazette is the official newspaper for the Clear Creek Amana Community School District. Minutes of School Board meetings and other official legal notices will be printed in the Gazette.

Special Events

Special events to look forward to during the school year

1. Classroom Parties
2. Track and Field Day
3. All Sports Day
4. Educational Field Trips
5. Assembly programs
6. Career Events
7. Fun Fair

Notes will be sent home prior to each of these events and most activities are advertised in the district, school, or class newsletters.

Transporting on Activity Trips

For any approved educational or activity trip, the school will furnish a bus and driver, unless the distance, time of the trip, or the number of students involved make it inadvisable to use a bus. In this case, passenger vans with CCA Staff approved by the administration may be used.

Section III: Sending Information to the School

Attendance Policy—Excused and Pre Arranged Absences

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

Students who know they will be absent must notify the office prior to the absence. *If advance notification is not possible, parents must notify the office at 622.3255 on the day of the absence prior to 9:00 a.m.* If notification is not received, the office will attempt to contact the parents at their emergency numbers.

When a student returns to school after an absence where the school was not notified in a timely manner, the student must bring a note signed by his or her parent to the office explaining the reason for the absence. Failure to call the office on the day of the absence and failure to provide a signed explanatory note may cause the absence to be deemed unexcused.

If the student's *unexcused* absences total seven, a referral to the County Attorney may be made for truancy.

Excuses for PE or Recess

In the event your child must be excused from P.E. classes for longer than three days, the school must have a note from the doctor stating the reason the child must be out and the length of the exclusion from P.E.

Students are encouraged to go outside for recess when the weather and individual health permits, as this is valuable social learning experience for them. If, for some reason your child cannot go outside, the parents should send a note to the classroom teacher. This should not be abused and should only be used as needed. In the event a teacher feels there is some abuse of this rule, he or she will contact the school nurse or principal, who will contact the parents for a conference on the matter.

Immunization Cards

All students must meet current Iowa Immunization Law requirements and have a current certificate on file in the health office.

Section IV: School Expectations

School Expectations

Our school expectations are that every child is a Safe, Appropriate, and Involved Learner. Amana Elementary uses a proactive approach to establish the behavioral supports and social culture needed for all students to achieve social, emotional, and academic success.. We use data-based decision-making for instruction of behavior and academics. We have established clear expectations for behavior that we teach, model, and reinforce across all settings and by all staff. The expectations for the Bus, Hallway, Cafeteria, Playground, Restroom and Assemblies are listed below.

Clipper Basics

1. Face Forward
2. Keep Hands and Feet to Yourself
3. Voices Off
4. Follow Directions

Bus Expectations

Be Safe

1. Stay in own seat, facing front
2. Keep hands and feet to self

Be Appropriate

1. Use kind words
2. Quiet voice

Be Involved

1. Help others
2. Keep bus clean
3. Keep aisle clear
4. Be on time

Hallway Expectations

Be Safe

1. Walk
2. Stay in a single file line
3. Stay on the right side (green and red)
4. Go to and from destination

Be Appropriate

1. Use Clipper Basics
2. Greet others with a smile

Be Involved

1. Model Clipper Basics
2. Report harmful behaviors
3. Hold door for others
4. Keep floors clean

Lunchroom Expectations

Be Safe

1. Use Clipper Basics

Be Appropriate

1. Say please & thank you

Be Involved

1. Clean up your area

- | | | |
|----------------------------------|--|--|
| 2. Use lunch items appropriately | 2. Raise your hand
3. Touch & eat only your food
4. Walk directly to your table
5. Use an inside voice
6. Keep all food in the cafeteria | 2. Stack trays neatly
3. Be a good role model |
|----------------------------------|--|--|

Playground Expectations

Be Safe

1. Use equipment correctly
2. Stay in fenced area

Be Appropriate

1. Line up quickly when whistle blows
2. Keep hands and feet to yourself
3. Enter building using Clipper Basics
4. Solve problems together with kind words
5. Be a good friend

Be Involved

1. Include others
2. Pick up all equipment
3. Report all injuries

Restroom Expectations

Be Safe

1. Go directly to and from
2. One person in a stall

Be Appropriate

1. Use flush, wash, leave
2. Respect privacy
3. Wait quietly & patiently for your turn
4. No voices

Be Involved

1. Report problems
2. Keep restroom clean

Assemblies

Be Safe

1. Clipper Basics
2. Stay Seated

Be Appropriate

1. Clipper Basics
2. Give your attention to the guest/speaker

Be Involved

1. Participate only when asked

Disciplinary Measures

All disciplinary issues will be logged into the GWAEA system through Powerschool. The principal reserves the right to handle disciplinary issues on a case-by-case basis. Respect will be given to both the victim as well as the perpetrator. The principal will abide by all school board policies when dealing with discipline issues.

The range of consequences for behavior in violation of school rules shall include, but may not be limited to:

1. 1 – 3 office referrals = tier 1 (lunch in office and think time at recess). Phone call to parents for each office referral.
- 2.
3. 4 – 6 office referrals = tier 2 (lunch in office, think time at recess and after school time in office with parents picking up student at 4:00). Students will be started on behavior plan. Phone call to parents for each office referral. Student will not participate in the next all school PBIS activity or gold ticket party on the sixth referral.
4. More than 6 office referrals = tier 3 (lunch in office, think time at recess and afterschool in office with parents picking up student at 4:00)

Office referral – an office referral may occur when a teacher feels it is necessary to send a student to the office. This is referred to as a major office problem behavior. A minor/major staff problem behavior is handled by the classroom teacher.

Think Spot - The student may have reflection time at recess. Reflection time allows a student the time to

reflect on their behavior and other, more positive, choices they could make in the future. Students also have the opportunity for physical exercise by walking the perimeter of the playground.

Telephone call: A telephone call may be made to one of the child's parents. The parent will be informed of the problem. If a serious incident occurs during the school day, one of the child's parents will be contacted at home, cell phone or at work. It is possible that the parent may be asked to come to school and remove the child from the building for the remainder of the day. Further disciplinary action may be taken.

In-School Suspension: The student is assigned to remain in a specific location during a regular school day without attending classes. Credit will be given for work performed to teacher expectations and for tests taken.

Out-of-School Suspension: The student is sent home for a period of time, usually one to three days. The student is not permitted to attend school functions or to be on school property during the time of suspension. Credit will be given for work performed to teacher expectations and for tests taken. Provisions will be made for the student to receive school work and tests.

Parent/School Conference: Parents may be requested to come to school for a conference with the principal, social worker, and teachers.

Payment of Damages: Students damaging the building or personal property will be asked to pay the cost of necessary repair.

Expulsion: The student's enrollment is officially terminated by the Clear Creek Amana Community School District's Board of Directors. Expulsion of an elementary age student may be recommended for behavior that seriously threatens the life or safety of others.

Before School Arrangements

The Before and After School program is the only on-sight program available for before school care. There is no regular supervision on the playground, in classrooms or the hallway prior to 7:45 a.m. Students who arrive before 7:45 a.m. create a supervision problem since the classroom teacher is preparing for the day and may not be in the classroom until 8:10 a.m. Please do not send or bring your child before supervision is available. Supervision in the lunchroom will begin at 7:45 a.m. and students will start to be dismissed to classrooms starting at 8:05 a.m. School begins promptly at 8:10 a.m.

After School Arrangements

To ensure your child's safety, teachers will send students to their regular destinations unless parents call or send a written note informing the school of any change. This applies to all students who are going to a different destination (e.g., a friend's house), or not riding the bus for whatever reason.

Section V: Legal Aspects of School

Cumulative File Information

The Clear Creek Amana Community School District maintains records about students in order to facilitate their educational progress. These records contain information about students and their education experiences and may include, but not be limited to, the following types of records: identification number, attendance data, record of achievement, family background data, aptitude tests, education and vocational plans, honors and observations and external agency reports.

The records of each student are located in the school in which he or she is attending. Any exception will be noted in the student's records or by the person in charge of record maintenance for each school building. The district policy on students' records may be secured upon request. The building secretaries are responsible for maintenance of student records.

The following persons, agencies, and organizations may have restricted access to student records without prior written consent of the parent or student over 18 years of age. Any other access to student records shall be only upon written consent or upon a court-ordered legally issued subpoena.

1. School officials, teachers and AEA personnel with a legitimate educational interest
2. Officials of other schools in which the student proposes to enroll
3. Representatives of state and local government when auditing and evaluating federal educational programs
4. Officials connected with a student's education financial aid application
5. Governmental officials to which information is to be reported under state law adopted prior to November 19, 1974
6. Organizations which process and evaluate standardized tests
7. Accrediting organizations for accrediting purposes
8. Parents of dependent children, regardless of child's age
9. Appropriate parties in a health or safety emergency

Student records are reviewed and inappropriate material removed periodically and, at a minimum, whenever a student moves from elementary to middle school level, from middle school level to high school level and when a student transfers out of the district. Those records not of permanent importance are destroyed five years after graduation or discontinued attendance.

Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records at a reasonable cost, to write a response to material in the records, to challenge the content of the records on grounds of inappropriateness, inaccuracy or an invasion of privacy, and to have records explained.

Students and parents may file with the Department of Education complaints concerning alleged failures of the school district to comply with federal legislation dealing with student records. Correspondence should be addressed to: The Family Educational Right and Privacy Act Office, Department of Education, Switzer Building, 330 C St. SW, Washington, DC 20201.

Directory Information

The Clear Creek Amana Community School District has developed a policy designed to assure parents and students the full implementation, protection, and enjoyment of their rights under the Family Educational Rights and Privacy Act of 1974. A copy of the school policy is available for review in the office of the principal of all of our schools or online at www.ccaschools.org under the Administration tab.

Student directory information is designed to be used internally within the school district. Student directory information includes the student's name, address, telephone number, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, and awards received. The primary purpose of directory information is to allow the school district to include this type of information from your child's educational records in certain school publications. Examples include, but are not limited to, a playbill showing your student's role in a drama production, school newspaper publications, the annual yearbook, honor rolls or other recognition lists and graduation programs.

Directory information which is generally not considered harmful or an invasion of privacy if released may also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

You have the right to refuse the designation of any or all of the categories with respect to your child, provided that you notify the school district in writing no later than September 15th in that school year. If you desire to make such a refusal, please indicate by checking the appropriate blank on your student's registration form.

If you have no objections to the use of student directory information for the purposes described here, you do not need to take any action.

Emergency and Inclement Weather

In an attempt to ensure the safety of students throughout the Clear Creek Amana Community School District, a policy has been developed for emergency situations (fire, tornado, unusually heavy rain and snowfall, civil disturbances, bomb threats) in school buildings.

This policy states that in the event of fire, tornado or bomb threats students are to be moved to designated "safety areas" and remain until an "all clear" signal is given. This movement is closely supervised along predetermined routes. Simulated emergencies are presented throughout the school year to familiarize students with the various routes and procedures.

In the event of severe weather, or any emergency, it is vital to keep the school's telephone line open. In order for the school to place and receive critical phone calls, parents are urged not to call the school unless it is absolutely necessary.

Bad weather conditions may necessitate the closing of school. Information regarding this situation may be obtained by listening to local radio and/or television stations early each morning. Families may also sign up for text alerts for this information. Please contact school to get signed up.

If weather conditions are such as to make driving the bus hazardous, announcements concerning transportation will be made over the following radio and television stations:

Radio: KCJJ AM 1560, KXIC AM 800, WMT AM 600, KHAK FM 98, KRNA FM 93,
Television: KCRG Channel 9, KGAN Channel 2 or KWWL Channel 7

Because we at the school do not want to see a child left unattended or locked out of his or her home during a storm or an emergency, please inform your child and the school of a guaranteed emergency number and a place of shelter.

Emergency Telephone Number

Please provide the school with a telephone number where you or a responsible adult may be reached quickly. There are times when the school needs to contact someone immediately. Examples of such situations include illness, injury, or emergency school closing.

Fire, Tornado and Lockdown Drills

Fire, tornado and lockdown drills will be held periodically throughout the school year. Fire exits are designated for each classroom and are posted on a card near the hall doorway. Teachers will instruct each class on tornado and lockdown safety zones and evacuation procedures. Students will not know whether the alarm signals a drill or a life-threatening situation and should treat each signal as it were the real thing. Quiet and cooperation are most important during these drills.

The signal for a fire drill will be a continuous blast of the fire horns. The flashing lights in the hallway confirm the identification of the fire drill. A tornado drill will be signaled by an intermittent warble transmitted over the public address system. The bell will signal all clear for both drills.

Harassment/Bullying

Harassment/bullying of students by other students will not be tolerated at Amana Elementary School. Harassment/bullying includes, but is not limited to racial, religious, national origin, age, disability, and sexual harassment. Student-to-student sexual harassment involves any unwelcome verbal, written, or physical conduct. Students who engage in student-to-student harassment will be subject to a full range of disciplinary measures. For further information regarding board policy and harassment forms, go to www.ccaschools.org, board policies under Administration, Series 100 (Code No. 104), School District General. To report bullying you can notify the school principal or go to the school district web page at www.ccaschools.org and go to administration, then click on board policies, click on series 100 and click on complaint form or witness forms. The forms should then be given to the school principal. These forms are also available from the school principal or school social worker.

Health Policies

Communicable Diseases

Any students with a communicable disease should remain out of school until symptoms subside. The school nurse is available for consultation with parents. Likewise, a student suspected of having a communicable disease at school will be sent home by the school nurse. In some instances, the student will not be allowed back into school unless he or she brings a note from a doctor. General rule is fever and diarrhea free, without medical treatment, for 24 consecutive hours prior to coming back to school.

The Clear Creek Amana Community School District employs a school nurse to see that the students meet health standards as required by Iowa law. The nurse works in all buildings on a regularly scheduled basis and is on call for any emergency. Personnel qualified to administer first-aid are available in each building.

Emergency Care of Accidents and Injuries

1. All students should provide the school with the following emergency information for school files:
 - a. Name of person to notify (parent, guardian, or responsible adult) and telephone number during the school day.
 - b. Name of physician and/or hospital which the family prefers for medical care.
 - c. Any pertinent health information.
 - d. Telephone numbers where parents may be reached during school hours.
2. In case of an accident or illness of a student, the school's responsibility is to:
 - a. Give first-aid.
 - b. Notify parents or guardians.
 - c. Make sure student has transportation home.
 - d. Guide parents to sources of treatment, if necessary.

In the event of a serious emergency, the student may be sent immediately to the designated doctor or hospital.

Medication Policy

The school will administer prescription medication only if authorization is received which is signed and dated by the parents. The medication must be in the original container which is labeled by the pharmacy or manufacturer with the name of the child, name of the medication, time of day it is to be given, the dosage, and the duration.

If the parents request a change in the time or dosage level of a medication the nurse will contact the doctor to insure the change is authorized. A standing order for adjustments by the parents may be obtained from the doctor.

The nurse will document the time and date of contacts with either parents or physicians for time or dosage changes to prescription medication.

A written record of the administration of medication procedure must be kept for each child receiving medication including the date; student's name; prescriber or person authorizing the administration; the medication and its dosage; the name, signature and title of the person administering the medication; and the time and method of administration and any unusual circumstances, actions, or omissions.

The school nurse, or in the nurse's absence, the person who has successfully completed an administration of medication course reviewed by the Iowa Board of Pharmacy Examiners shall have access to the medication which will be kept in a secured area. Students may carry medication only with the approval of the parents and building principal of the student's attendance center. Emergency protocol for medication-related reactions will be in place.

The school will administer non-prescription medication only if written authorization is received which is signed and dated by the parents. The medication must be in the original container which is labeled by the pharmacy or manufacturer with the name of the child, name of the medication, time of day it is to be given, the dosage and the duration.

Screening Program

The following screening programs are done each year with the elementary students:

Vision screening is done for all kindergarten through fifth graders. All first graders are tested for color blindness.

Hearing is checked on all kindergarten, first, second and fifth graders by Grant Wood AEA personnel. All third and fourth graders new to our school or with a known hearing loss are also tested.

The school nurse will check all students once a year for height and weight. The BMI (body-mass index) is calculated based on height and weight.

Throughout the school year, a student who appears to be having either a vision or hearing problem can be screened upon request of the classroom teacher and the parents.

If you do not want your child screened, indicate in *writing* to Mr. Dan Dvorak, principal.

Illness

If a student becomes ill during the day, teachers will report the illness to the secretary in the office. If the student must leave the building because of illness or any other emergency, parents will be notified by telephone.

Leaving School Grounds

No child is allowed to leave the school property without the principal's permission. The lunch hour is closed and children are not allowed to go home at noon. Under no circumstances will a child be allowed to leave with anyone other than a parent or guardian without notice or verbal confirmation from the parent. Children who leave the school grounds without appropriate permission will face serious consequences.

No School

See Emergency and Inclement Weather

Open Enrollment

Parents or guardians considering the use of the open enrollment option to enroll their children in another public school district in the state of Iowa should be aware of the following dates:

March 1, 2018 – the last date for regular open enrolled requests for the 2018 - 19 school year. If the student is entering kindergarten for the 2018 - 19 school year, the application can be accepted until September 1, 2018. Open enrollment is CLOSED for Amana Elementary and students will NOT be approved to attend Amana Elementary.

Parents or guardians considering the use of the open enrollment option to enroll their children in another public school district in the state of Iowa should be aware of the following dates:

March 1 - Last date for open enrollment for the school year beginning the following August.

September 1 - Last date for open enrollment requests for entering kindergarten for the school year beginning the following August.

If a child open enrolls to a district that is contiguous (borders) to the home district, and the parents' income meets economic eligibility requirements, the family may receive a stipend for transportation or be provided transportation by the district. For more information, contact the CCA Central Office at 828-4510.

School Day

School starts at 8:10 a.m. Students are dismissed at 3:05 p.m. Students are asked to arrive no earlier than 7:45 a.m. After school, students should leave the building by 3:15 p.m. unless they are involved in a scheduled school activity. There is a scheduled Early Out every Wednesday. Students are dismissed at 1:05 p.m. on Wednesdays.

Student Fees and Waivers

Students whose families meet the income guidelines for free and reduced price lunch under the Child Nutrition Program, 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 student fees waived or partially waived. Students whose families are experiencing a temporary 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 secretary at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Checks that do not clear the bank due to non-sufficient funds (NSF) will be assessed a charge of \$20. People who have given the district a check that is returned by the bank will be required to pay with cash or money-order.

Student Property

Students should not bring large sums of money or valuable personal items to school. The school is not responsible for finding or replacing items which should not have been brought to school. Students are expected to manage their materials with organizational assistance from the teacher when necessary.

Toys that represent guns or other weapons may not be brought to school. Clothing that advertises alcohol

or tobacco products may not be worn at school. Children may not wear clothing that has profanity or any type of indecent, inappropriate, or suggestive printing on it. Students may not bring onto school property any type of knife, gun or other object which could do harm to another person.

Tobacco, Alcohol and Drugs, Notification of

The use, possession, and/or distribution of alcohol or illicit drugs is against the law and against the policy of the Amana Elementary School. Use, possession, or distribution will not be tolerated on school grounds or at any school-related activities or events.

The full range of disciplinary actions outlined in the student handbook is available to deal with alcohol or illicit drug abuse, including expulsion and referral for prosecution. Students who violate this policy may be required to complete a rehabilitation program prior to reentry to school as a part of a disciplinary action.

Information about any drug and alcohol counseling and rehabilitation and reentry programs available to students may be obtained through the school social worker. Compliance with this policy is mandatory for students. Students and their parents will receive a copy of this notification.

Visitors

Amana Elementary School does not permit students to bring school-age friends or relatives to school without prior approval by the principal.

Weapons

Dangerous weapons are not allowed on school grounds or at school sponsored events. Dangerous weapons will be taken from students and others who bring them onto the school property. Appropriate disciplinary action will be taken which may include calling a law enforcement officer.

Corporal punishment and restraint

Recent amendments to the Department's administrative rules on corporal punishment, physical restraint, and physical confinement and detention require annual notice to parents of the terms of those administrative rules, as well as any other policies or procedures on corporal punishment, restraint, or physical confinement and detention adopted by an AEA, a public school district, or an accredited nonpublic school. The following text is considered by the Department to contain the information required to be provided to parents in an annual notice. Notice: Corporal Punishment, Restraint, and Physical Confinement and Detention State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment.

Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property. State law also places limits school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent. [If school or AEA has additional policies or procedures, briefly describe them here]. If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's web site:

www.iowa.gov/educate.

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