

Alburnett Community School District

Parent – Student Handbook

2025-2026

Mission Statement: *The Alburnett Community School District will provide educational opportunities which enable students to become confident, competent, and responsible contributors to society.*

Welcome back to another exciting school year for the Alburnett School District. We are confident in our mission of excellence in education, and we look forward to continuing to build relationships with families. Your active participation in this journey is important, and we encourage you to join us in the many happenings that occur daily at Alburnett. Your input is vital to the continuous improvement process that will lead us on the path to excellence.

John Zimmerman

Superintendent

Thomas Trainer

High School Principal

Josh Henriksen

Middle School

Bailey Wright

Elementary Principal

Alburnett Board of Education

Jason Martin, President

Tom Flannery, Vice President

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Mary Bauercamper

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INTRODUCTION

This handbook has been prepared so that students and their parents may become familiar with the rules, regulations, and procedures of the Alburnett Community School District. Such rules and regulations apply to all students in the school district, regardless of the age of the individual student. Rules and regulations are designed to help guide us so that we may be successful in all that we do. Each of you is responsible for knowing the contents of this manual.

As a citizen of this school, students are expected to follow the rules that are established for the welfare of the entire student body. Be proud of your school. Take care of it, and feel free to make suggestions for improvements.

We ask that you and your parents read this handbook carefully and keep it on hand for future reference. If you have any questions regarding any of the information in this handbook, or any other part of our school programs, please contact us. Best wishes for the coming year.

STUDENT CONDUCT (Board Policy 503.1)

The board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises. Appropriate classroom behavior allows teachers to communicate more effectively with students.

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered vehicles; or while attending or engaged in school district activities will be suspended by the principal. Notice of the suspension is sent to the board president. The board will review the suspension and decide whether to hold a disciplinary hearing to determine whether to impose further sanctions against the student which may include expulsion. In making its decision, the board shall consider the best interests of the school district, which shall include what is best to protect and ensure the safety of the school employees and students from the student committing the assault. Assault for purposes of this section of this policy is defined as when, without justification, a student does any of the following:

- an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
- any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
- intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

Removal from the classroom means a student is sent to the building principal's office. It is within the discretion of the person in charge of the classroom to remove the student.

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day, or on a non-school day. Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee or the building principal, disciplining the student.

Suspension means; either an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten consecutive school days. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.

Expulsion means an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board.

Discipline of special education students, including suspensions and expulsions, will comply with the provisions of applicable federal and state laws.

DRESS CODE (Board Policy 502.1)

The board believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees and visitors.

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.

The board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

STUDENT CONDUCT & BEHAVIOR AT EXTRA-CURRICULAR EVENTS

We ask that you remind your children of appropriate behavior when attending school extra-curricular activities. At indoor events, students should remain seated while the event is in progress. We request your assistance in encouraging this by not allowing students to run or play games in the hallways during inside events.

FIELD TRIPS, CONVENTIONS, & CONTESTS

Student activities that extend beyond the classroom enhance the educational program. Field trips are connected to the planned curriculum and are considered part of the academic coursework, making attendance required. Parental permission is required prior to participation. Any coursework missed in another academic area due to a field trip is to be made up by the participating student prior to returning to class. Guidelines on chaperone to student ratios and chaperone responsibilities will be provided by the administration.

STUDENT LOCKERS (Board Policy 502.5)

Student lockers are the property of the school district. Students will use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It is the responsibility of students to keep their assigned lockers clean and undamaged.

To ensure students are properly maintaining their assigned lockers, the principal of the building may periodically inspect all or a random selection of lockers. Either students or another individual will be present during the inspection of lockers. Student lockers may also be searched, at any time and without advance notice, in compliance with board policy regulating search and seizure.

SEARCH AND SEIZURE (Board Policy 502.8)

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search is in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, will not create a protected student area and will not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

WEAPONS (Board Policy 502.6)

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

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

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

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

Weapons under the control of law enforcement officials or other individuals specifically authorized by the board are exempt from this policy.

INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES (Board Policy 502.9)

Generally, students may not be interviewed during the school day by persons other than parents and school district officials and employees.

Requests from law enforcement officers and from persons other than parents with custodial rights, school district officials, and employees to interview students are made through the principal's office. Upon receiving a request, it is the responsibility of the principal to determine whether the request will be granted. Generally,

prior to granting a request, the principal will attempt to contact the parents to inform them of the request and to ask them to be present.

If a child abuse investigator wishes to interview a student, the principal will defer to the investigator's judgment as to whether the student should be interviewed independently from the student's parents, whether the school is the most appropriate setting for the interview, and who will be present during the interview.

Students will not be taken from school without the consent of the principal and without proper warrant.

OPEN NIGHT (Board Policy 508.2)

In keeping with good community relations, student school activities will not be scheduled on Wednesday night beyond 6:00 p.m. during the school year or on Sunday anytime before 1:00 p.m. and after 6:00 p.m. during the school year and before 1:00 p.m. outside of the school year. It is the responsibility of the principal to oversee the scheduling of school activities for compliance with this policy.

INCLEMENT WEATHER AND EMERGENCY CONDITIONS

School personnel will notify families when adverse conditions make it necessary to delay or close school. Whenever possible, a unified notification system, as well as social media, the school website, and local television stations will be used to distribute information.

STUDENT COMPLAINTS AND GRIEVANCES (Board Policy 502.4)

Student complaints and grievances regarding board policy or administrative regulations and other matters should be addressed to the student's teacher or another licensed employee, other than the administration, for resolution of the complaint. It is the goal of the board to resolve student complaints at the lowest organizational level.

If the complaint cannot be resolved by a licensed employee, the student may discuss the matter with the principal within 10 school days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within 10 school days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy.

PARENT, GUARDIAN, AND COMMUNITY CONCERNS (Board Policy 213.1)

The board recognizes situations may arise in the operation of the school district which are of concern to parents and other members of the school district community.

The board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the board it will be referred to the administration to be resolved. Prior to board action however, the following should be completed:

- (a) Matters should first be addressed to the teacher or employee.
- (b) Unsettled matters from (a) above or problems and questions about individual attendance centers should be addressed to the employee's building principal.

- (c) Unsettled matters from (b) above or problems and questions concerning the school district should be directed to the superintendent.
- (d) If a matter cannot be settled satisfactorily by the superintendent, it may then be brought to the board for consideration. To bring a concern, the individual shall notify the board president or board secretary in writing, who may bring it to the attention of the entire board.

Additional information from the Iowa Department of Education is available on the [Department of Education website](#).

USE OF DIRECTORY INFORMATION (Board Policy 506.2)

Directory information is information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The district may disclose "directory information" to third parties without consent if it has given public notice of the types of information which it has designated as "directory information," the parent's or eligible student's right to restrict the disclosure of such information, and the period of time within which a parent or eligible student has to notify the school in writing that he or she does not want any or all of those types of information designated as "directory information." The district has designated the following as "directory information":

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

Student is defined as an enrolled individual, PK-12 including children in school district sponsored child-care programs.

Prior to developing a student directory or to giving general information to the public, parents (including parents of students open enrolled out of the school district and parents of children home schooled in the school district) will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students.

STUDENT RECORDS ANNUAL NOTICE (Board Policy 506.1)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal (or appropriate school official) will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school district to amend a record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who perform an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, medical consultant, or therapist; or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC, 20202-4605.

HOMELESS CHILDREN AND YOUTH (Board Policy 501.16)

The Alburnett School District believes all students should have access to a free, appropriate public education. The district will ensure that homeless children and youth have equal access to the same free, appropriate public education as other children and youth.

The term "homeless children and youth" means individuals who lack a fixed, regular, and adequate nighttime residence. The term includes:

- Children and youth who are:
 - Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as "doubled up");
 - Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
 - Living in emergency or transitional shelters; or
 - Abandoned in hospitals.

- Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.

To help ensure that homeless children and youth have a full opportunity to enroll, attend, and succeed at school, the board shall:

- Designate the superintendent as the local homeless children and youth liaison;
- Provide training opportunities for staff so staff may help identify and meet the needs of homeless children and youth;
- Remove barriers, including those associated with fees, fines, and absences, to the identification, enrollment, retention, attendance and/or success in school for homeless children and youth;
- Ensure collaboration and coordination with other service providers;
- Ensure transportation is provided in accordance with legal requirements;
- Provide school stability in school assignment according to the child's best interests;
- Ensure the privacy of student records, as provided by applicable law, including information about a homeless child or youth's living situation;
- Engage in the dispute resolution process for decisions relating to the educational placement of homeless children and youth as provided by applicable law; and
- Prohibit the segregation of a homeless child or youth from other students enrolled in the district.

WAIVER OF STUDENT FEES (Board Policy 503.3)

Parents of students meeting specific financial eligibility standards will be eligible for a waiver of student fees or a reduction of student fees based upon the request of the parent.

USE OF INTERNET (Board Policy 605.6)

Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students. If a student already has an electronic mail address, the student may, with the permission of the supervising teacher, be permitted to use the address to send and receive mail at school.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information which may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Students' Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual

depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access, including sites that include obscenity, child pornography or are harmful to minors.

The school district will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyberbullying, including awareness and response. Employees will provide age appropriate training for students who use the Internet. The training provided will be designed to promote the school district's commitment to:

- The standards and acceptable use of Internet services as set forth in the Internet Safety Policy;
- Student safety with regard to:
 - safety on the Internet;
 - appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - cyberbullying awareness and response.
- Compliance with the E-rate requirements of the Children's Internet Protection Act.

Employees and students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations, and that they understand the consequences for violation of the policy or regulations

ILLNESS AND INJURY (Board Policy 507.4)

When a student becomes ill or is injured at school, the school district will attempt to notify the student's parents as soon as possible. The school district, while not responsible for medical treatment of an ill or injured student, will have employees present administer emergency or minor first aid if possible. An ill or injured child will be turned over to the care of the parents or qualified medical employees as quickly as possible. It is the responsibility of the principal to file an accident report with the superintendent within twenty-four hours after the student is injured. Annually, parents are required to complete a medical emergency authorization form indicating the procedures to be followed, if possible, in an emergency involving their child. The authorization form will also include the phone numbers of the parents and alternative numbers to call in case of an injury or illness.

IMMUNIZATION CERTIFICATES (Board Policy 507.1)

Students desiring to participate in athletic activities in the school district will have a physical examination by a licensed physician and surgeon, osteopathic physician/surgeon, osteopath, qualified doctor of chiropractic, qualified physician assistant, or advanced registered nurse practitioner and provide proof of such an examination to the school district.

Students enrolling for the first time in the school district will also submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, rubella, and other immunizations required by law. The student may be admitted conditionally to the attendance center if the student has not yet completed the immunization process but is in the process of doing so. Failure to meet the immunization requirement will be grounds for suspension, expulsion or denial of admission.

Exemptions from the immunization requirement in this policy will be allowed only for medical or religious reasons recognized under the law. The student must provide a valid Iowa State Department of Health

Certificate of Immunization Exemption to be exempt from this policy.

All students newly enrolling in an Iowa elementary or high school are required to have a dental screening. Parents or guardians are required to provide the school with evidence of dental screening evidence prior to entering school (age 3-6) and high school (9th grade). The certificate of dental screening form shall be on file in the health office.

ANTI-BULLYING/HARASSMENT POLICY (Board Policy 104)

The Alburnett Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.

Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. Complaints will be investigated within a reasonable time frame.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Retaliation Prohibited

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

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

Definitions

For the purposes of this policy, the defined words shall have the following meaning:

- "Electronic" means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to

communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging. “Harassment” and “bullying” mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:

- (1) Places the individual in reasonable fear of harm to the individual’s person or property.
 - (2) Has a substantial detrimental effect on the individual’s physical or mental health.
 - (3) Has the effect of substantially interfering with the individual’s academic or career performance. Has the effect of substantially interfering with the individual’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Trait or characteristic of the individual” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
 - “Volunteer” means an individual who has regular, significant contact with students.

Filing a Complaint

An individual who believes that the individual has been harassed or bullied may file a complaint with the superintendent or superintendent’s designee. The complaint form is available on the [district website](#) or in the secondary and elementary office. An alternate investigator will be designated in the event it is claimed that the superintendent or superintendent’s designee committed alleged bullying or harassment or some other conflict of interest exists. Complaints shall be filed within 15 of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of a written complaint. The superintendent or the superintendent’s designee (hereinafter “Investigator”) will be responsible for handling all complaints alleging bullying or harassment.

The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint (hereinafter “Respondent”) to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement; and
- Review and collection of documentation or information deemed relevant to the investigation.

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment as defined in Board policy. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings, and provide a copy of the report to the appropriate building principal or Superintendent if the investigation involved the building principal

The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. Similarly, evidence uncovered in the investigation shall be kept confidential to the extent reasonably possible.

Decision

The investigator, building principal or superintendent, depending on the individuals involved, shall inform the Complainant and the accused about the outcome of the investigation. If, after an investigation, a student is found to be in violation of the policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

Individuals who knowingly file false bullying and/or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

EQUAL EDUCATIONAL OPPORTUNITIES FOR STUDENTS (Board Policy 500)

It is the goal of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use it and its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same opportunity.

The board supports the delivery of the education program and services to students free of discrimination on the basis of race, color, sex, marital status, national origin, religion, sexual orientation, gender identity, socioeconomic status, creed or disability. This concept of equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students.

In the delivery of the education program, students will treat the employees with respect and students will receive the same in return. Employees have the best interests of the students in mind and will assist them in school-related or personal matters if they are able to do so. Students should feel free to discuss problems, whether school-related or personal, with the guidance counselor or other employees.

Board policies, rules and regulations affect students while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

Board policy refers to the term "parents" in many of the policies. The term parents for purposes of this policy manual means the legal parents, the legal guardian or custodian of a student, and students who have reached the age of majority or are otherwise considered an adult by law.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, are directed to the Affirmative Action Coordinator by contacting the Superintendent, Alburnett School District, Alburnett, Iowa 52202 by phone at 319-842-2266 or by email as posted at www.alburnettcsd.org.

TOBACCO / NICOTINE FREE ENVIRONMENT (Board Policy 905.2)

School district facilities and grounds, including school vehicles, are off limits for tobacco or nicotine use, including the use of look-a-likes where the original would include tobacco or nicotine. This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored and nonschool-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco, nicotine or other product or leave the school district premises immediately.

TRANSFERS IN/OUT OF DISTRICT (Board Policies 501.6 & 501.7)

Students who transfer into the school district must meet the immunization and age requirements set out for students who initially enroll in the school district.

The school district will request the student's cumulative records from the previous school district. If the student cannot offer proof of grade level, the superintendent will make the grade level determination. The superintendent may require testing or other information to determine the grade level. Students expelled or suspended from their previous school district will only be enrolled after approval of the board.

The superintendent will determine the amount of credits to be transferred. If the student has not previously attended an accredited school, it is within the superintendent's discretion to accept or reject credits or grades.

The board may deny admission if the student is not willing to provide the board with the necessary information.

If the student's parents wish to withdraw or transfer the student from school prior to completing and graduating from the education program, they should notify the superintendent in writing as soon as possible of the decision to withdraw or transfer the student from the education program. The student or parent should present this written notice at the office and receive instructions regarding the return of textbooks, library books, locker equipment, hot lunch tickets, etc.

The notice should state the student's final day of attendance. If the student is not enrolling in another school district, the school district will maintain the student's records in the same manner as the records of students who have graduated from the school district.

If the parents wish to have the student's cumulative record sent to the new school district, the parents must notify the superintendent in writing. This notice will include the name of the school district and the person at the new school district to whom the student's cumulative records should be sent. If the new school district requests the student's cumulative records, the school district will forward the cumulative records and notify the parents the records have been sent. The notice will inform the parents of their right to review the records sent.

If the student is of compulsory education age and not transferring to another public school district or an accredited nonpublic school, the parents will notify the superintendent that the student is receiving competent private instruction and file the necessary competent private instruction reports.

CHILD CUSTODY

In most cases, when parents are divorced, both parents continue to have equal rights where their children are concerned. If one parent has a court order that limits the rights of one parent in matters such as custody or visitation, a copy must be brought to the office. Unless the court order is on file at the school, equal rights must be provided to both parents. Parents need to notify the school if an additional report card is needed.

CHANGE OF ADDRESS

It is very important that you inform us immediately of any changes in your telephone number, address, or the identification of a person who is to be notified in case of an emergency.

PATRON NOTIFICATION OF OPEN ENROLLMENT (Board Policies 501.14 & 501.15)

Parents/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:

March 1—Last date for regular open enrollment requests for the following school year

INSTRUCTIONAL RESOURCES

Students are expected to take good care of all instructional materials they are provided and are responsible for loss or damage to them. In the event of excessive wear or damage to instructional materials, a charge will be assessed. The principal or designee will determine appropriate replacement costs.

SCHOOL MEAL PROGRAM

School breakfast and lunch is provided at a cost to be determined annually. The August newsletter provides information about the lunch program for the coming year. Breakfast begins at 8:00. Pop is not allowed in the lunchroom and therefore should not be sent to school with a cold lunch. Parents are discouraged from bringing special food (Pizza Hut, McDonalds, etc.) to eat with their children. If parents do bring such food, they are asked to eat with their children in a designated area of the lunchroom.

SCHOOL BUS PASSENGER RESTRAINTS (Board Policy 711.10)

The district shall utilize three-point lap-shoulder belts on district school buses as required by state law. All three-point lap-shoulder belts available on district buses will be used by passengers when the vehicle is in any non-stationary gear.

District Response to a Threat or Incident of Violence by a Student (Board Policy 503.8)

District Response to a Threat or Incident of Violence by a Student

Reporting a Threat of Violence or Incidence of Violence

In the case of any threat of violence or incident of violence that results in injury, property damage, or assault by a student, the teacher will report to the school principal or lead administrator within 24 hours of the incident. The principal or lead administrator will notify the parent or guardian of the student(s) who threatened or perpetrated an act of violence and the student(s) whom the threatened or perpetrated act of violence was made against within 24 hours after receipt of the teacher's report and complete an investigation of the incident as soon as possible. The classroom teacher may also notify the parent or guardian of the student who made the threat or caused the incident, and the parent or guardian of the student against whom the threat or incident was directed (2023 Iowa Acts, chapter 96 (House File 604), sec. 4).

An investigation will be initiated by the principal or lead administrator upon learning of an incident of violence or threat of violence through any credible means. If the principal or lead administrator finds that an incident of violence or threat of violence did occur, the administrator will determine the level of threat or incident by considering all aspects of the situation, including the student's intent and knowledge of the impact of their actions, their developmental level and context of the incident. The resolution will focus on identifying the cause behind the behavior and appropriate corrective action (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsections 1 and 4).

A student who makes a threat of violence, causes an incident of violence that results in injury or property damage, or who commits an assault, will be subject to escalating levels of discipline for each occurrence. When appropriate, referrals will be made to local law enforcement. The district retains the authority to assign the level of disciplinary measures appropriate to the severity of the threat of violence or incident of violence (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsection 5).

Threat of Violence

Threat of violence means a written, verbal, electronic, or behavioral message that either explicitly or implicitly expresses an intention to inflict emotional or physical injury, property damage, or assault.

Incident of Violence

Incident of violence means the intentional use of physical force or power against oneself, another person, a group or community or property resulting in injury, property damage or assault.

Injury

Injury means “physical pain, illness or any impairment of physical condition.” State v. McKee, 312 N.W.2d 907, 913 (Iowa 1981).

Property Damage

Property damage means any destruction, damage, impairment or alteration of property to which the individual does not have a right to take such an action. Property means real property, which includes any real estate, building, or fixture attached to a building or structure, and personal property, which includes intangible property (Iowa Code section 4.1(21)).

Assault

Assault means when, without justification, a student does any of the following:

an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity and does not create an unreasonable risk of serious injury or breach of the peace (Following Iowa Code section 708.1).

Escalating Responses by Grade Band

Grades PK-2

Level	Escalating Response
Level 1	<ul style="list-style-type: none">• Requires parent or guardian notification.• Requires individualized educational program (IEP) meeting, if the student has an IEP where the goal might relate to the incident• Responses may include any of the following:<ul style="list-style-type: none">o Parent or guardian conference that includes the student, when appropriate;o When appropriate and with written parent consent, counseling, and/or mental health counseling subject to available resources of the district;o Behavior intervention student agreement coupled with another response(s);o Restitution or opportunities to repair relationships coupled with another response(s);o Detention; and/oro Temporary removal from class. <p>Unless the first offense is unusually serious, the administrator will avoid permanent removal from a class.</p>

Level 2	<ul style="list-style-type: none"> • Requires parent or guardian notification. • Review of response to prior offense, if applicable, to inform increased level of response. • Requires individualized educational program (IEP) meeting, if the student has an IEP where the goal might relate to the incident • Responses to the incident may include the following: <ul style="list-style-type: none"> o Parent or guardian conference that includes the student, when appropriate; o When appropriate, with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district; o Behavior intervention student agreement coupled with another response(s); o Restitution or opportunities to repair relationships coupled with another response(s); o Detention; o Temporary or permanent removal from extracurricular activities; o Temporary or permanent removal from class; o In-school suspension; o Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or o Placement in an alternative learning environment, including a therapeutic classroom, when appropriate.
Level 3	<ul style="list-style-type: none"> • Requires parent or guardian notification. • Review of response to prior offense, if applicable, to inform increased level of response. • Requires individualized educational program (IEP) meeting, if the student has an IEP where the goal might relate to the incident • Responses to an incident may include the following: <ul style="list-style-type: none"> o Parent or guardian conference that includes the student, when appropriate; o When appropriate, with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district; o Behavior intervention student agreement coupled with another response(s); o Restitution or opportunities to repair relationships coupled with another response(s). o Detention; o Temporary or permanent removal from extracurricular activities; o Temporary or permanent removal from class; o In-school suspension; o Out-of-school suspension; o Suspension of transportation privileges, if misconduct occurred in a school vehicle; o Placement in an alternative learning environment, including a therapeutic classroom, when appropriate; and/or o Recommendation for expulsion.

Grades 3-5

Level	Escalating Response
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<p>Level 1</p>	<ul style="list-style-type: none"> • Requires parent or guardian notification. • Requires individualized educational program (IEP) meeting, if the student has an IEP where the goal might relate to the incident • Responses to an incident may include the following: <ul style="list-style-type: none"> o Parent or guardian conference that may include the student, when appropriate; o When appropriate and with written parent consent, counseling, and/or mental health counseling subject to available resources of the district; o Behavior intervention student agreement coupled with another response(s); o Restitution or opportunities to repair relationships coupled with another response(s); o Detention; and/or o Temporary removal from class. <p>Unless the first offense is unusually serious, the administrator will avoid permanent removal from a class.</p>
<p>Level 2</p>	<ul style="list-style-type: none"> • Requires parent or guardian notification. • Review of response to prior offense, if applicable, to inform increased level of response. • Requires individualized educational program (IEP) meeting, if the student has an IEP where the goal might relate to the incident • Response to an incident may include, but are not limited to, the following: <ul style="list-style-type: none"> o Parent or guardian conference that includes the student, when appropriate; o When appropriate, with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district; o Behavior intervention student agreement coupled with another response(s); o Restitution or opportunities to repair relationships coupled with another response(s); o Detention; o Temporary or permanent removal from extracurricular activities; o Temporary or permanent removal from class; o In-school suspension; o Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or o Placement in an alternative learning environment, including a therapeutic classroom, when appropriate.

Level 3	<ul style="list-style-type: none"> • Requires parent or guardian notification. • Review of response to prior offense, if applicable, to inform increased level of response. • Requires individualized educational program (IEP) meeting, if the student has an IEP where the goal might relate to the incident • Response to an incident may include the following: <ul style="list-style-type: none"> o Parent or guardian conference that includes the student, when appropriate; o When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district; o Behavior intervention student agreement coupled with another response(s); o Restitution or opportunities to repair relationships coupled with another response(s); o Detention; o Temporary or permanent removal from extracurricular activities; o Temporary or permanent removal from class; o In-school suspension; o Out-of-school suspension; o Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or o Placement in an alternative learning environment, including a therapeutic classroom, when appropriate; and/or o Recommendation for expulsion.
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Definitions (consistent with the Department's Data Dictionary 2022-23)

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day or on a non-school day. Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee or the building principal disciplining the student.

Expulsion means an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board.

In-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days.

Out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten consecutive school days unless due process is provided as required by federal and state law. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Placement in an alternate learning environment means placement of a student in an environment established apart from the regular educational program that includes rules, staff and resources designed

to accommodate student needs and to provide a comprehensive education consistent with the student learning goals and content standards established by the school district.

Removal from the classroom means a student is sent to the building principal's office. It is within the discretion of the person in charge of the classroom to remove the student.

Alburnett Community Schools

Early Childhood Programs

Family Handbook



2024-2025

#PurpleOnPurpose

Early Childhood Programs

Welcome to Alburnett Community Schools Iowa Quality Preschool Programs Standards (IQPPS 10.1)

Our program's goal is to provide a high quality preschool program meeting each child's needs, including children with disabilities and those from a diverse background. The preschool provides a rich learning environment that encourages children's natural curiosity and supports them to take risks that lead to new skill development. It is a setting where children feel safe, respected, and cared for. This is an opportunity for all four-year-old children to take part in planned, active learning experiences to build their readiness skills. The preschool program has adopted and meets the Iowa Quality Preschool Program Standards, administered by the Iowa Department of Education. The Iowa Early Learning Standards are used to guide expectations for the children and instructional practices. The Junior Kindergarten Program is designed under the guidance of IQPPS, Iowa Early Learning Standards, and Iowa Cores Standards.

Mission, Philosophy, and Goals (IQPPS 10.1)

Mission:

The mission of Alburnett Pirate Preschool is to form a partnership between school staff, parents, and community, is to prepare students to be lifelong learners who can become successful, productive future citizens. This will be accomplished by recognizing the value of each individual and promoting academic and personal growth in a challenging and caring preschool environment.

Early Childhood Positive Behavioral Intervention and Supports Vision: We are Purple on Purpose by providing developmentally appropriate instruction in a positive way through hands-on learning.

Early Childhood Philosophy of Education:

We believe:

- Learning should be student focused based on both their learning and interests.
- Student learning should be done in a play-based manner.
- Activities should be developmentally appropriate for the student.
- Student learning is the most important element of our society.
- Students learn best in a safe and caring environment.
- Innovative learning activities and various teaching strategies enhance learning.
- Respect for diversity develops tolerance within the school and our society.
- Effective learning produces life-long skills.
- Leaders never lose sight of best practice.
- Teaching the importance of citizenship benefits the school and the community.
- Productive discipline incorporates control, consistency, and care.
- Memorable and enjoyable activities foster learning.
- School, home and community cooperation facilitates and reinforces learning.

Goals for Children:

- Children will show competence in social/emotional, physical, cognitive, and language development skills.
- Children will be enthusiastic and curious learners.
- Children will be safe and healthy.

Goals for Families:

- Families will feel welcome in the classroom and school.

- Families will work with the school in a meaningful partnership to help their children be better prepared to learn to read and write.
- Families will advocate for their children.

Important Contact Information

Alburnett Community Schools
131 Roosevelt Street
Alburnett, Iowa 52302
Elementary Office: 319-842-2263
Fax: 319-842-2398

John Zimmerman
Alburnett Community Schools Superintendent
jzimmerman@alburnettcsd.org

Bailey Wright
Elementary Principal
bwright@alburnettcsd.org

Stephanie Kruse
Elementary Secretary
skruse@alburnettcsd.org

Adeline Finley
3 year old Preschool Teacher
afinley@alburnettcsd.org

New hire
3 year old Preschool Associate
[email here]

Stacia Otto
4 year old Preschool Teacher
sotto@alburnettcsd.org

Tori Baker
4 year old Preschool Teacher
tbaker@alburnettcsd.org

Jody Mitchell
4 year old Preschool Associate
jmitchell@alburnettcsd.org

Amanda Peek
Junior Kindergarten Teacher
apeek@alburnettcsd.org

Hours and Days

3 Year Old Program: 2 days a week or 4 days a week

- Monday/Wednesday (8:30 AM- 11:30 AM), Tuesday/Thursday (8:30 AM- 11:30 AM) or Monday-Thursday 8:30-11:30
- Students will attend one section twice a week or 4 days a week. They will focus on social-emotional skills and academics such as literacy, math and language.
- Eligibility: Children must be 3 years of age prior to September 15th of the current school year. Pre-registration will begin in the spring of the year. Registration materials are available from the elementary secretary or preschool teachers.
- The start date will be one week after the start of the first day of the elementary school.
- **Two days a week:**
 - 8:30-11:30 Monday/Wednesday or 8:30-11:30 Tuesday/Thursday
 - Cost is \$150 per month September to May (9 months).
 - Discounted cost \$135 per month if prepaid for the whole year by September 1st (\$1,215/year = \$135 in savings).

- **Four days a week*:**

- 8:30-11:30 Monday-Thursday
- Cost is \$250 per month September to May (9 months).
- Discounted cost \$225 per month if prepaid for the whole year by September 1st (\$2,025/year = \$225 in savings)
- **This option is not guaranteed*

4 Year Old Program: 4 days a week (Monday through Thursday)

- 2 sections: Morning (8:30 AM- 11:30 AM) and Afternoon (12:30 PM- 3:20 PM)
- Tuition: Free
- Begins 1 week after the K-12 begins
- Eligibility: Children must be 4 years of age prior to September 15th of the current school year. Pre-registration will begin in the spring of the year. Registration materials are available from the elementary secretary or preschool teachers.
- Transportation provided before and after school (AM midday drop off/PM midday pickup). Transportation only provided IN DISTRICT.

Junior Kindergarten Program: 5 days a week (Monday through Friday)

- 1 section: All day long (8:20am-3:20pm)
- Tuition: FREE
- Students will begin with a morning similar to the preschool program, followed by lunch, specials and additional learning opportunities.
- Eligibility: Children must be kindergarten age prior to September 15th of the current school year. Pre-registration will begin in the spring of the year. Registration materials are available from the elementary secretary or preschool teachers. Older 4 year old children may be moved into this class depending on numbers/ages.
- Transportation provided before and after school. Transportation only provided IN DISTRICT.

Communication

Our program promotes open communication between families and staff. We believe that open communication promotes an essential component of a high quality early childhood program. Communication can happen in multiple ways such as e-mails, phone calls, in person conversations and meetings, or a written note. Please feel free to use these types of communication if at any time you have questions, comments or even concerns to share with teachers. The teachers will send out a monthly newsletter as well as updated letters and emails each. We will use the communication we have to inform families about experiences, accomplishments, behaviors and other issues that may affect your child's development. Parents are encouraged to maintain regular and on-going communication with the teaching staff in a manner that best fits their needs. We will also use the SeeSaw program for continuous updates and notifications about your child's day and development in preschool. Again, this program is something you can choose to follow if you give permission for your child to be part of it.

We want you to be confident that your child is being well cared for and is having a quality experience. If there is ever a time you have a concern regarding your child, we want to encourage you to address your concern to your child's teacher. If additional help is needed, either party may ask for the assistance from the Elementary Principal.

As part of our program assessment, in the spring of each year, we also provide you with a family questionnaire to evaluate our program. This information helps us to assess how the program is meeting the needs of families and children, as well as to identify strengths and weaknesses.

Arrival and Departure

When children are arriving at school please remember to be on time at the start of class. We ask that you do not come earlier than 5 minutes before your scheduled class time. We also ask that you arrive promptly at the end of the class period.

When dropping off your child, a parent must stay with them until a teacher makes contact with you, and takes over the children for the day. Our students can not stand in the hallway unattended. Please be mindful of this rule and do not come earlier than 5 minutes. If you are more than 5 minutes late and have not called the school we will take your child to the office, where you will be called and then you will pick them up from the office. If you are late to class more than five minutes you **MUST** check into the office prior to coming to the classroom.

AM Class begins at **8:30 am** - students that ride the bus into school can come to the classroom when their bus arrives. Students who are dropped off should be here no earlier than 8:10 am (unless eating breakfast in the cafeteria). AM Class ends at **11:30** am, please be respectful of teachers time and be here promptly at 11:30. Please wait until **11:30** to come to our classroom to get your child. This allows our students to get their things ready to go independently and this will allow us to keep the hallway uncrowded. When picking your child up, please wait in the pick up line in the parking lot (more information is provided by teachers). Parents are asked to stay in their cars in the line behind the bus, teachers will bring students out to cars.

PM (Preschool) Class begins at **12:30** pm. Students who ride the bus into school can come to the classroom when their bus arrives. Students who are dropped off should be here no earlier than 12:20 pm. PM Class ends at **3:20** pm, please be respectful of teachers time and be here promptly at **3:20** pm. Please wait until **3:20** to come to our classroom to get your child. This allows our students to get their things ready to go independently and this will allow us to keep the hallway uncrowded.

Attendance

Regular attendance is very important in preschool and all grades. We ask that if your child will not be at school that you communicate this with the teacher and the office. We understand that some days need to be missed, but we do ask that you try to be here as often as you can be. Children strive from having routine. If your child is gone from preschool more than eight days in a semester they may lose their spot in the preschool program (4 year old preschool). After 8 eight missed days in a semester doctors, notes may be required for any other missed days.

If your child will be absent from preschool for any reason you must call the school to report this. You may also email teachers to let them know your child will be gone as well. It is appreciated to know if they will not be at school for transportation reasons, especially if your child will be riding the bus. If we do not hear from families about missing preschool, families will be called 45 minutes after the preschool start time.

Transportation

Transportation is offered by Alburnett Schools to all 4 year old Preschool children at in-district locations. While we understand things change, transportation changes must be kept to a minimum so as to not disrupt the academic time of our students. Pre-School morning drop-off routes have a direct impact on the afternoon routes and in turn have an impact on the arrival of our afternoon students. Each child that is utilizing school transportation will have three choices if their normal drop off spot must change:

1. Picking child up at school
2. An adult meeting the bus/van at original drop off spot
3. A location that is already on the PRESCHOOL BUS ROUTE (ask a teacher or administrator if the location you are needing is already on the route to determine this)

If you are in need of transportation, all transportation requests must be in the school office no later than October 1st. After October 1st, routes will not be changed unless a move occurs or there are extenuating circumstances and must be approved by the Elementary School Principal.

If you need to make changes to your child's transportation you must do so BEFORE 11:00 am (unless of course there is an emergency). You MUST call the elementary office AND send the preschool teacher an email. If your child is in the afternoon class and will get picked up by the bus and there is a change you must call BEFORE 11:00 am. Our buses leave in the morning at 11:15 so any afternoon changes need to be known by 11:00 in order to have your child picked up correctly. For PM preschool and JK please let your teacher know by 2:30 pm if there are any changes for going home.

Our goal is to keep your child safe when transporting them to where they need to go. If transportation is going to change and teachers do not know, they will be taken to their regular drop-off. Please respect the rule of changing transportation so children do not get confused and know what their routine will be daily. Siblings of students are not to be riding the preschool bus without speaking to a preschool teacher, administrator or bus driver. This bus is designed for preschoolers only, and is intended to get them home safely. Please plan ahead if you need to pick up any other students from school.

Our bus drivers will only leave children when an adult has been seen. If an adult is not seen within two minutes, our drivers will continue on their route and call the school immediately. We will then contact parents or emergency contacts to make a plan to get your child picked up. We will not leave children at a certain destination without a known adult present. Bus drivers will check with the school if someone other than who is supposed to be a stop is there.

A Day in Early Childhood

Our early childhood programs provide students with opportunities for social/emotional growth as well as academic growth. We believe that each student should come to school with the ideas in mind of learning how to be independent, respectful and ready to learn. We strive to have a class that is engaged, busy and always having fun. We ask that each of our families work with their child(ren) to get them prepared to be independent. This could be from putting on their own coat and shoes, to walking to the classroom on their own before each class. We want each student to come to school each day feeling confident and comfortable in a safe, caring environment! We strive to teach them as much as we can get in! We will work on literacy skills, mathematical skills, social, and physical skills daily. We will always hold small group instruction, one-on-one work time for each student, as well as large group activities daily.

Opportunities for students:

- Responsibility
- Respect for self and others
- Gross/Fine motor skills
- Problem solving skills
- Thinking on their own
- Listening and speaking
- Reading and writing
- Independence Skills
- Social Skills
- Recognizing and understand emotions

During a typical day, students will arrive and follow our routine each day. An example of the programs day is below:

Junior Kindergarten/Blended Program Daily Schedule:

Arrival/Bathrooms
 Tablework
 Morning Meeting Time
 Math/Literacy Groups
 Outside Time
 Center Time
 Large Group
 Outside Time (older 4 year olds leave at 11:15)*if needed*
 Lunch
 Math/Literacy Groups
 Outside Time
 Specials
 Large Group
 Outside Time
 Center Time
 Dismissal

During the year we will incorporate Library Day. This will allow children to visit the school library, have story time, and check out books. Library books should be returned the following week in order for students to check out another book.

Field Trips: 4 year old preschool/Junior Kindergarten students will participate in a variety of field trips throughout the year. Many of our field trips tie along with our themes and studies. These will be planned and on the preschool calendar at the beginning of the school year. Volunteers are welcome to join us depending on the field trip and requirements, teachers will let parents know if this is an option and then ask for volunteers if needed.

Lunch/Snacks (IQPPS 5.12- 5.21)

Lunch or snack will be a part of your child's day. Students in the AM section of 3 and 4 year old preschool will be offered lunch or snack at 11:00. Families that choose for their child to receive lunch rather than a snack can do so at public cost of a school lunch. Upon the completion and acceptance of Free and Reduced Lunch paperwork, families may also receive lunch for their child at a decreased rate or at no cost to the family. Students in the PM section of 4 year old preschool will not be offered lunch but will be offered a snack. Families are welcomed to donate snacks, but are not required to do so. Teachers will inquire intent at the family visit or back-to-school meeting. If a family donates snacks, please make sure that all food is prepackaged and unopened including fruits and vegetables. All food is

prepared, served, and stored in accordance with the U.S. Department of Agriculture Child and Adult Care Food Program (CACFP) guidelines. Here is a list of sample [snack ideas](#). It is also optional for your child to have milk with their snack at an additional cost. Milk is not required and water will also be provided.

Children attending school in the mornings may choose to have breakfast before class begins. All Early Childhood classrooms have a snack and/or lunch time built into their schedule. Junior Kindergarten students will have the option for breakfast and lunch. Students can bring lunch from home or choose school lunch. If your child will be drinking milk at snack or eating school lunch they will need to have a school lunch account.

For each child with special health care needs, food allergies, or special nutrition needs, please provide the program with an individualized care plan prepared by the child's health care provider. Families should provide doctor documentation if a child should have an intolerance or food allergy. Children with food allergies shall be protected from contact with the problem food. With family consent, the program posts information about the child's allergies in the food preparation area and in areas of the facility the child uses to serve as a visual reminder to all adults who interact with the child during the day. Program staff will keep a daily record documenting the type and quantity of food a child consumes when any child with a disability has special feeding needs and provide parents with that information.

The school district does not use foods or beverages as rewards for academic performance or good behavior, and will not withhold food or beverages as a punishment, nor will teaching staff ever threaten to withhold food as a form of discipline.

Birthdays: For your child's birthday they can bring anything they would like to bring. This can include cupcakes, cookies, cake, or anything they would like to have that is special to them. All items being brought for birthdays MUST be pre packaged and unopened. NO HOMEMADE/opened treats will be served in the preschool classroom. We will NOT hand out invitations to students UNLESS all children are invited to a party. If you would like to invite certain children please contact your teacher and ask for the contact information needed.

Curriculum and Assessments

Our Early Childhood Programs all follow the Creative Curriculum for Early Childhood and the Read it Again program (sponsored by Grant Wood AEA). We follow the Handwriting without Tears Curriculum for learning how to appropriately hold a pencil, work on letter formations and to understand where to begin writing. This curriculum also includes a language and literacy curriculum as well as mathematics. We also use the Teaching Strategies GOLD, Phonemic Awareness Skills Assessment for Preschool (Heggerty, 2019), and Letter Identification and Sounds Assessment (Heggerty, 2019) for our assessments, as well as specific classroom assessments. We will do assessments and documentation three times per year, as well as giving you two conferences.

Students in JK who are five years old will be screened by the earlyReading and earlyMath tests from FastBridge as a part of the Early Literacy Law in Iowa. A Junior Kindergarten specific report card will be used to show student progress.

Parent Involvement (IQPPS 7.1, 7.2)

Parents and legal guardians are always welcome to visit the preschool classroom. Involving families is an integral part of Early Childhood Positive Behavioral Interventions and Supports (EC-PBIS), which Alburnett's Early Childhood program is actively implementing (Appendix A). As a safety feature, all parents and visitors will check in at the elementary school office. Visitors are asked to please use discretion with regard to bringing babies and toddlers to school as young children may disrupt class sessions. All parents who wish to come into the classroom for a long period of time or multiple times must have a background check. These are provided by the central office and must be completed in order to join the classroom more than once.

All families will receive a yearly calendar that will have all events and activities for the year. These will include field trips, no school days, family nights, graduation and other activities we will have.

Family Night: On these nights we ask that parents and their preschooler come for a night of fun at school. There will be snacks, games, crafts, and other activities to engage with your preschooler. We ask that these nights try to include only the preschoolers as we only make enough materials for our students.

Conferences will be held in October and March for parents to meet with teachers and discuss their child's growth and goals. Teachers will meet with parents whenever it may be needed. Please make sure you let your child's teacher know if you would like to meet throughout the year.

Home Visits *4 year olds ONLY*

Before beginning the school year we are required to have home visits for each preschooler in our program. During this time, it will allow teachers to come to your home and meet your preschooler before the school year begins. We love having this opportunity to meet the students prior to starting, and answering any questions you may have. When we do this sign up process we will ask that you pick a time and day that we will be in the area of which you live. After registration night, we will compile all of the students and create this as long as we have an email we can contact you at. Please understand that we do try our best to work around everyone's schedules but that doesn't always happen perfectly.

Health and Safety

General Health and Safety Guidelines:

- All staff must be alert to the health of each child, known allergies, or special medical conditions.
- Under the supervision of the preschool teacher, all staff must be alert to the whereabouts of all children. Systems are in place for accounting for children at regular intervals, especially during periods of transition.
- All staff are to follow proper procedures for hand washing, using disinfectant, and following universal precautions to prevent infections.
- All staff are familiar with evacuation routes and procedures. These are posted in the classrooms.
- All teaching staff complete "Occupational Exposure to Bloodborne Pathogens" annually.
- All staff who have a certificate of satisfactory completion of pediatric first-aid training, including managing a blocked airway and providing rescue breathing for infants and children, is always present with each group of children. When a child in the group has a special health condition that might require CPR, one staff person who has successfully completed training in CPR is present in the program at all times.

Toilet Learning:

Toilet learning is an important time in a child's development. These procedures are used by the program administrator to evaluate teaching staff that change diapers. For children who are unable to use the toilet consistently, the following procedures are in place:

1. Diapering will only be done in the designated diaper area. Food handling will not be permitted in this diapering area. Toilet changing area will be separated by a partial wall or separated by at least 3 feet from other areas.
2. Staff use only commercially available disposable diapers or pull-ups unless the child has a medical reason that does not permit their use (the health provider documents the medical reason).
3. For children who require cloth diapers, the diaper has an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. Both the diaper and outer unit are changed as a unit.
4. Staff post and follow changing procedures (as outlined in the Cleaning and Sanitation Frequency Table). These procedures are used to evaluate teaching staff who change diapers.

Staff will follow all diapering guidelines set forth in the IQPPS Standard 5, Criteria 7:

- Cloth diapers and clothing that are soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering.
 - Staff checks children for signs that diapers or pull-ups are wet or contain feces at least every two hours when children are awake and when children awaken. Diapers are changed when wet or soiled.
 - Staff changes children's diapers or soiled underwear in the designated changing areas and not elsewhere in the facility.
 - At all times, caregivers have a hand on the child if being changed on an elevated surface.
 - Surfaces used for changing and on which changing materials are placed are not used for other purposes, including temporary placement of other objects, and especially not for any object involved with food or feeding.
 - Containers that hold soiled diapers and diapering materials have a lid that opens and closes tightly using a hands-free device (e.g., a step can). Containers are kept closed and are inaccessible to children. The container will be clearly labeled to show its intended use.
 - Staff members whose primary function is preparing food do not change diapers until their food preparation duties are completed for the day.
 - Staff are evaluated on the use of the proper procedures for diapering.
 - Diapering and Gloving posters will be posted in the changing area showing procedures through the use of visuals and words.
5. Potty chairs will not be used due to the risk of spreading infectious diarrhea.
 6. All families are asked to provide an extra set of clothing for their child in case of an "accident" or messy play. Please clearly label the clothing with your child's name to reduce the possibility of mistakes.

Health Records and Required Paperwork

Students attending the Junior Kindergarten program are considered kindergarten eligible and follow the health guidelines of other five-year-olds referenced in the standard Alburnett Handbook.

The following requirements regarding health records and paperwork but be followed in order to remain enrolled in the Pirate Preschool Program.

IQPPS Health 5

5.1 -- The program maintains current health records for each child:

- a. The program must follow the requirements for enrollment related to immunizations established by the Iowa Department of Public Health [IAC 641-7]
- b. When a child is overdue for any routine health services, parents, legal guardians, or both provide evidence of an appointment for those services before the child's entry into the program and as a condition of remaining enrolled in the program, except for immunization for which parents are using religious exemption.

Child health records for 3 Year Olds include:

- c. An annual health statement/physical exam completed by the child's treating medical provider;
- d. An Iowa Department of Public Health (IDPH) Certificate of Immunization, IDPH Certificate of Immunization Religious Exemption or IDPH Certificate of Immunization Medical Exemption;
- e. Any child that has a special health need (e.g. food allergy, asthma, seizures, diabetes, hearing impairment) is required to have a written medical plan signed by the child's treating medical provider that explains their cares as well as any possible emergency plan of action. If accommodations (e.g. rescue medication, insulin pump, inhaler, leg braces, glasses, hearing aids) are noted in the written plan, these items need to be present when the child is in attendance. A copy of the written medical plan shall remain in the child's file and a copy in the classroom/area where the child is present (this is so - if there's for example an allergic reaction, the emergency plan is there for staff to immediately reference and begin any necessary steps/cares).

Child health records for 4 Year Old Preschool includes:

- a. Current information about any health insurance coverage required for treatment in an emergency;
- b. Results of health examination, showing up-to-date immunizations and screening tests with an indication of normal or abnormal results and any follow-up required for abnormal results;
- c. Current emergency contact information for each child, that is kept up to date by a specified method during the year;
- d. Names of individuals authorized by the family to have access to health information about the child;
- e. Instructions for any of the child's special health needs such as allergies or chronic illness (e.g., asthma, hearing or vision impairments, feeding needs, neuromuscular conditions, urinary or other ongoing health problems, seizures, diabetes);
- f. The program must follow the requirements for exclusions related to immunizations established by the Iowa Department of Public Health [IAC 641-7.3].

Each child will be required to update immunizations and physicals turned in no later than October 1st of the school year.

Other Guidelines:

- 1. Parents must provide written authorization for administering medication. Each prescription drug must be in its original prescription container with a physician or pharmacist's directions. Please contact the school nurse for forms on administering medication. (IQPPS 5.10)
- 2. Each child shall have direct contact with a teacher or assistant upon arrival to assure that an adult is in contact with the child continuously. This also provides for the early detection of apparent illness or other conditions that may adversely affect your child or other children.

3. For the health and safety of all the children, it is mandatory that sick children not be brought to school. For an ill child to return to school they must be fever free for 24 hours (IQPPS 5.3).
4. A quiet area under supervision will be provided for a child who appears to be ill or injured. The parents will be notified to pick up the child if their temperature is over 100 degrees or higher or if there has been an incident of vomiting or diarrhea.
5. We strive to prevent the spread of illness. Other factors such as appearance and ability to participate in planned programming will also be considered when determining a child's capacity to remain at preschool.
6. The school nurse is available daily.
7. Food allergies and sensitivities require a doctor's diagnosis in order for the wishes to be followed.
8. Screenings are done annually for hearing and dental during the child's school day. If parents don't wish for their child to be screened, it is the parent's responsibility to notify the school. Permission forms will be sent home, those who wish to participate can fill out accordingly.
9. Water play: when playing in water children will be required to wash their hands before and after playing. This helps to contain the spread of germs and bacteria in the water and other sensory table items.
10. Clothing: Please send your child in clothing that is appropriate for the weather that day as well as shoes that can be played in safely. We ask that you do not send your child in flip flops as they are not safe on our playground. In the winter we ask that you refrain from sending scarves as we do not allow them to be worn on the playground to avoid injury.
11. The facility will be maintained in a clean and sanitary condition. Toys and surfaces will be disinfected using a spray or washing machine, based on the material. Routine cleaning will be supervised by the preschool teacher and will follow the Cleaning and Sanitation Frequency Table in Section III, page 47 of the IQPPS manual. A checklist will be completed as indicated in the table (IQPPS 5.24).
12. Hand Washing Practices: Frequent hand washing is key to prevent the spread of infectious diseases. Teachers teach children how and when to wash their hands effectively. Posters of children using proper hand washing procedures are posted (IQPPS 5.8).
13. Animals are not allowed in the preschool classrooms at any time unless approved by the elementary principal.
14. If you choose to have your child wear sunscreen during outside play, you MUST apply it before coming to school. Teachers will not apply sunscreen at school.

Annual Hearing Screening Parent Notification

Grant Wood Area Education Agency will be providing our school's annual hearing screening during the upcoming 2024-2025 school year. This statement is to notify parents that hearing screening will occur during the school year. Follow-up testing may occur periodically if previous hearing test results were not within normal limits. Parents/guardians who do not wish for their child to be screened can opt-out by submitting a written notification to the school health office at the beginning of the school year or prior to the screening. The school will then notify their school audiologist of these requests. A reminder will come from your child's teacher before the audiologists arrive.

Hearing Screening Information

Testing: Grant Wood Area Education Agency (GWAEA) Preschool will conduct hearing screening on all 4-year-olds and any 3-year-olds with an Individualized Education Plan (IEP). Students are also screened in first and fifth grade.

Opt-Out: Parents/guardians not wishing for their child's hearing test should notify the health office in writing at the beginning of the year.

Concerns: Parents/guardians with concerns about their child's hearing may contact their school nurse or Grant Wood Area Education Agency to schedule a hearing test at any time, (319)399-6700.

Discipline Policy

It is the intention of the Alburnett Early Childhood Program to teach the children the art of solving problems in a positive manner. Through the implementation of the Early Childhood Positive Behavioral Interventions and Supports (EC-PBIS), the staff at Alburnett uses positive reinforcement to teach children acceptable social interactions. Through positive praise and redirection, children can observe first hand the acceptable behavior that we are teaching. The redirection technique teaches children the positive behaviors expected rather than punishing them for the negative behaviors (Appendix A) In the event that it is necessary to discipline a student, disciplinary actions will be progressive in nature. We use positive guidance techniques such as modeling and encouraging expected behavior, redirection, and setting clear limits. In extreme situations some possible actions may include: thinking time or separation from the group, calling or conferencing with parents, and suspension. The type of discipline will be determined by the number of previous problems and severity of the problem.

Behaviors that are harmful to others or create significant disruption to the learning environment will be intervened upon by a behavior intervention plan co created with the family and school staff in order to support the child at home and school. Persistent challenging behaviors that are harmful to others or create significant disruption to the learning environment that do not improve with intervention plans may lead to dismissal from the program. The parents, guardians, and legal custodians of any child included in incidents involving inappropriate or sexually acting out behavior shall be notified immediately after the incident. A written report fully documenting the incident shall be provided to the parent or person authorized to remove the child and will be kept in the child's file.

Biting Policy

Biting is unfortunately not unexpected when toddlers are in groups. It is upsetting to families, children, and caregivers when biting occurs. Biting can occur for a variety of reasons, most of which are not linked to behavior issues. The Alburnett Early Childhood Program does not focus on punishment for biting rather effective techniques that address the specific reason for the biting.

When biting occurs, these are our three main responses:

1. Care and help for the child who was bitten.
 - Give immediate attention and, if necessary, first aid to children who are bitten. Put ice on a bite if the child is willing. If the skin is broken, clean the wound with soap and water. If children are bitten on the top of their hands and the skin is broken, we recommend they be seen by a health care provider.
 - Biting is documented on our incident report form which is completed and signed by a teacher and director. It must also be signed by the parent. One copy is given to the parents and the other copy kept in the incident report section of the child's file.
 - When biting occurs frequently a letter will be sent home to the parent. Sample letters are available from the Director.
2. Help for the child who bit so that he/she learns other behavior.

- Disapproval of biting (not child) is expressed strongly. If biting is recurring, teachers will develop a plan of specific strategies, techniques, and timelines to address the biting. This plan will be reviewed with the parent of the child who bit.
 - Biting is documented on our incident report form which is completed and signed by a teacher and director. It must also be signed by the parent. One copy is given to the parents and the other copy kept in the incident report section of the child's file.
 - The name of the child who bites will always be kept confidential.
3. Examination of our program to decrease biting incidents.
- When biting is recurring and there are multiple children who are biting. The teachers with one of the directors will evaluate the program and room design to determine if there are modifications that can occur to decrease the biting incidents. The teacher will keep a log of when and where biting occurs to help with this process.
 - Resources are available to teachers in the director's library and resource library regarding biting and implementation strategies.

Safety and Security

Tornado and fire drills will be scheduled monthly in accordance with DHS regulations and correspond to the ones held by Alburnett Community School. Evacuation routes are posted throughout the building. We follow the Alburnett Community School Districts Crisis Plan, which is available through the District Office.

Pick Up Permission

Parents are required at enrollment to fill out a pick up permission form authorizing individuals other than parents/guardians to pick up children. We will not allow your child to leave with an unauthorized person. This is for the protection and safety of your child. Please remember to keep this form updated. If you have someone that is not listed on your pick up list, please call or email to verify the name of the person coming in and provide consent. We will then double check the ID with the name you left with the elementary office. If an individual is not able to provide identification or is not on the authorized pick-up list they will not be permitted to take the child. An immediate phone call to the parent will occur.

Security of Building

The Alburnett Elementary has a secured entrance. There are locked doors with a camera and buzzer system. All visitors must go to the elementary office to check in. Keeping your children safe and secure is our first priority.

Child Care Safety - Missing Child

In order to keep each of the children safe, no child is ever left alone and children are accounted for at all times. If a child becomes lost, we will quickly check all areas of the center and property. If the child cannot be found, the police will be called immediately, and then the child's parents or emergency contact person will be notified.

Visitation/Visitation Restrictions

We have an open door policy and would love for families to come in during regular school hours. We understand each family situation is unique. If there is a no contact order in place, it must be kept on file and current. A picture of the restricted person must accompany the no contact order.

Volunteers/Students

Alburnett serves as a model early childhood education center and provides practicum-teaching opportunities for students in early childhood and related fields. All students participating will be trained and follow our policies and procedures. Alburnett follows the DHS Licensing requirements for all individuals wishing to volunteer in the center – including the individual submitting to state and criminal background checks. Volunteers and students will never be left alone with the participants or be counted in the classroom ratio.

UNRESTRICTED ACCESS POLICY

Alburnett Community Schools and the Pirate Preschool Program is responsible for ensuring the safety of children at our center and preventing harm by being proactive and diligent in supervising not only the children, but other people present at the facility, and therefore will NOT allow any unauthorized person to have access to the children at our center.

Any individual who is not an owner, staff member, substitute, or registered volunteer, parent, guardian, or persons with custodial care shall NOT have unrestricted access to the children in care at Alburnett Early Childhood Program. “Unrestricted Access” means that a person has contact with a child alone or is directly responsible for childcare.

The role of any person entering Alburnett Elementary and Pirate Preschool will be determined before access is allowed. A copy of the policy will be included in the Parent Handbook, Staff Policies and Procedures, and given to any person wanting to participate in daily activities.

Staff are considered any person who is in employment of Alburnett Community Schools. This includes staff that do not have direct care responsibilities and substitutes. A Visitor is a parent, guardian, or caregiver who is visiting a child or classroom but it does not meet the criterion of a Volunteer. Volunteers are persons who participate in Alburnett Elementary and Pirate Preschool activities and whose role could be defined as the following:

1. The person is counted in the ratio of adults to children.
2. The person charged with care, supervision, and guidance of a child.
3. The person will not have access to a child alone.

All staff members, substitutes, and volunteers (including parents, guardians, and other relatives) MUST complete the following before being allowed to have unrestricted access to children (beyond visiting their own child) in our care: Federal Criminal Background Check including FBI fingerprinting and a State of Iowa Criminal Background Check. A volunteer will NOT be able to volunteer until the documents have been returned with a positive outcome.

If a parent would like to spend time solely with their child, Pirate Preschool staff will not place this volunteer in charge of any other children (i.e. staff will not ask this volunteer to give care, supervise, be left alone with or give guidance to any other children). This parent will be asked to read and sign a statement detailing the limitations of their volunteer work within the classroom. Alburnett administration will clearly state that at all times a staff member will be in proximity and supervision of the volunteer and all children, so that the staff member is able to intervene to give the children care and guidance.

Any person who has been convicted of a sex offense who is required to register with the Iowa sex offender registry shall NOT be permitted on the property of Alburnett Community Schools without written permission of the administration, except for the time reasonably necessary to transport the

offender's own minor child or ward to and from the school building. Any sex offender shall not operate, manage, be employed by, or act as a contractor or volunteer at Alburnett Community Schools or Pirate Preschool.

Any parent who is identified by the Iowa sex offender registry will need written permission from the School Superintendent to attend family functions of the center. This written permission will include the following details:

- The precise location in the center where the sex offender may be present
- The reason for the sex offender's presence at the facility
- The duration of the sex offender's presence
- A description of the supervision that the center staff will provide the sex offender to ensure that no child is alone with the sex offender

The Alburnett Elementary Principal must be notified one week prior to the event that the sex offender would like to attend. He will discuss the details of the event with the center's DHS Consultant to get clearance for the person attending the event. The request will be forwarded to the district office for approval. The written permission shall be signed and dated by the Director, Superintendent, and sex offender and kept on file for review by the center's licensing consultant. Alburnett Community School is not OBLIGATED to provide written permission. This will be completed on a case-by-case basis. Alburnett Community Schools recognizes every family is unique, and no two family situations are the same. It is the responsibility of the family to keep the center fully informed if services at the center will be affected by changing family dynamics. In the event there are any court documents regarding custody arrangements or permissions, The elementary office must retain a copy in the child's file. Alburnett Elementary and Pirate Preschool will follow the ruling on the court order unless the center has been informed of changes in writing by all affected parties.

INTOXICATED PARENT OR VISITOR:

If a parent or visitor comes into the Center and acts erratic or seems to be under the influence of alcohol, staff shall try to keep the person at the center offering to call a ride for them. If they try to leave the center with their child, take down the model of the car, license plate and direction they are going and call the police immediately. A staff member may not keep the child from their parents, but must call the police.

Medical Emergencies and Notification of Accidents or Incidents (IQPPS 10.13)

The Alburnett Community School District has a written crisis plan.

All staff will have immediate access to a device that allows them to summon help in an emergency. The telephone numbers of the Fire Department, Police Department, Hospital, and Poison Control will be posted by each phone with an outside line. Emergency contact information for each child and staff member will be kept readily available. The list of emergency telephone numbers, and copies of emergency contact information and authorization for emergency transport will be taken along anytime children leave the facility in the care of facility staff.

Emergency phone numbers will be updated at least quarterly. Emergency phone numbers will be verified by calling the numbers to make sure a responsive, designated person is available.

Injuries: In case of an accident resulting in injury at Alburnett, parents will be notified immediately. A Parental Emergency Medical Consent form must be filled out upon enrollment. It is very important that

this form be updated if information changes. If a minor injury has occurred, an incident report will be filled out and reviewed with the parent when the child is picked up. The incident report will be kept in the students' health file.

In the case of an accident in which a serious injury has occurred, parents will be verbally notified immediately. The injury will be reported to DHS within 24 hours of the incident. An incident report will be filled out and kept in the students' health file.

Dental First Aid

Alburnett staff will administer the following first aid in non-emergency dental situations as follows:

- **Broken or chipped tooth:** Have the child rinse mouth with warm water. Call parents and seek advice from a dental provider
- **Knocked out tooth:** Have the child rinse mouth with warm water. Place the tooth in milk. Contact parent and dental provider.

Inclement Weather

In the event that the Alburnett Schools must be closed due to bad weather, we will notify school patrons by an automated system. TV stations in the Cedar Rapids area will carry all school closings and early dismissals. You can be alerted by the Alburnett Flyer App on your phone, the Alburnett Facebook Page, or Twitter. If necessary you will receive a phone call from your child's teacher.

If school would be canceled due to snow-- there will be no preschool. If there happens to be a **delay** to the beginning of the day AM preschool will be canceled. If we **dismiss early** due to weather conditions PM preschool will be canceled.

Support Programs

Our program is supported through our local Grant Wood Area Education Agency. They provide our school district with support from a speech pathologist, an occupational therapist, and a special education consultant. These positions are offered to our preschoolers as well as other students in the building if a need should arise. Parents will be notified if these services may be of help for a student before the help would be used. If you ever have a concern or questions about your child's learning or development.

Non-Discrimination

It is the policy of the Alburnett Schools not to discriminate in its education programs or educational activities on the basis of sexual orientation, race, religion, color, national origin, marital status or disability. Students are educated in programs, which 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. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator, Dani Trimble, and she can be reached at 319-842-2266. Inquiries may also be directed in writing to the Director of the region VII Office of Civil Rights, US Department of Education, 310 W. Wisconsin Ave., Ste. 800, Milwaukee, WI, 53203-2292, (414) 291-1111, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, (515) 281-5294. Procedures and levels are outlined in district policy for resolving complaints and are available upon request from the curriculum director's office.

Ethics and Confidentiality

It is essential to protect the confidentiality of all information concerning children and their families. No information about any particular child shall be shared.

Children's Records

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest are allowed to access a student's records without the parent's permission. Parents may access, request amendments to, and copy their child's records during regular office hours.

Staff Information

Alburnett School District has written personnel policies that define the roles and responsibilities, qualifications, and specialized training required of staff positions. The policies outline nondiscriminatory hiring procedures and policies for staff evaluation. Policies detail job descriptions for each position,; salary scales with increments based on professional qualification, length of employment, and performance evaluation; benefits; and resignation, termination, and grievance procedures. Personnel policies provide for incentives based on participation in professional development opportunities. The policies are provided to each employee upon hiring.

Hiring procedures include completion of the following checks: criminal-record check, free from history of substantiated child abuse or neglect check, education credentials, verification of age, completion of high school or GED, personal references and a current health assessment.

The preschool program maintains current health information from documented health assessments for all paid preschool staff and for all volunteers who work more than 40 hours per month and have contact with children. A current health assessment (not more than a year old) is received by the program before an employee starts work or before a volunteer has contact with children. The health assessment is updated every two years. Documented health assessments include:

- Capacities and limitations that may affect job performance
- Documentation by a licensed health professional of TB skin testing using the Mantoux method and showing the employee to be free from active TB disease. For those who have a positive TB skin test and who develop a persistent cough or unexpected fever, immediate assessment by a licensed physician is required. For those who have increased risk of TB according to the Centers for Disease Control (CDC), documentation is required annually by a licensed health professional showing that the employee is free from active TB disease.

Confidential personnel files, including applications with record of experience, transcripts of education, health-assessment records, documentation of ongoing professional development, and results of performance evaluation, are kept in a locked filing cabinet at each program site.

Orientation

Employees must know their role and duties. New preschool teaching staff will be required to participate in an initial orientation program that introduces them to fundamental aspects of the program operation including:

- Program philosophy, mission, and goals
- Expectations for ethical conduct
- Individual needs of children they will be teaching or caring for
- Accepted guidance and classroom management techniques

- Daily activities and routines of the program
- Program curriculum
- Child abuse and reporting procedures
- Program policies and procedures
- Iowa Quality Preschool Program Standards and Criteria
- Regulatory requirements
- Follow-up training expands on the initial orientations.

The employee's immediate supervisor should provide the new employee with a review of the employee's responsibilities and duties. The superintendent's designee will explain payroll procedures, employee benefit programs and accompanying forms to the employee. Regular employees ineligible for the school district's group health plan will be given information regarding where they can obtain health care or health care insurance.

Staff Development Activities

All teaching staff continuously strengthen their leadership skills and relationships with others and work to improve the conditions of children and families within their programs, the local community, and beyond. Teaching staff is encouraged to participate in informal and formal ways in local, state, or regional public-awareness activities. The staff may join an early childhood group or organization, attend meetings, or share information with others both at and outside the program.

Teaching staff is informed of professional development activities provided by the area education agency. Staff are expected to attend all staff training and meetings throughout the year.

Evaluation and Professional Growth Plan

All staff are evaluated at least annually by an appropriate supervisor or, in the case of the program administrator, by the superintendent. Staff also evaluates and improves his/her own performance based on ongoing reflections and feedback from supervisors, peers, and families. Teachers develop an annual individualized professional development plan with their supervisor and use it to inform their continuous professional development.

Elementary School Policies

ABSENCES AND ATTENDANCE

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the principal of their attendance center.

Chronic Absenteeism (Board Policy 501.9 and 501.9R1) is the failure to attend school for the minimum number of days established in the school calendar by the board and in guidance from the Department of Education. Per Iowa Code, students that are chronically absent will have a two for one consequence determined by the administrator.

Truancy is the act of being absent without a reasonable excuse. These absences will include, but not be limited to, tardiness, shopping, hunting, concerts, preparation or participation in parties and other celebrations and employment. Truancy will not be tolerated by the board and the Iowa Code.

Students are required to be in attendance, pursuant to board policy and Iowa Department of Education, for the number of school days/hours included in the board approved calendar. Students are subject to disciplinary action for chronic absenteeism/truancy. It is within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services will not be assigned to in-school suspension unless the goals and objectives of the student's Individualized Education Programs are capable of being met.

The administration and guidance staff will make reasonable efforts to advise and counsel and may impose discipline upon any student approaching chronic absences. Such advice, discipline and counseling includes, but is not limited to, oral or written notices to the student and his or her parents, conferences with the student and parents, written contracts, or loss of non-academic privileges such as extracurricular activities or early dismissal.

Type of Absence	Definition of Absence	Counts towards Chronic Absenteeism
Absent - Doctor	Doctor's appointment and student brings back an official doctor note.	No
Absent - School	Field trips, sporting events with school staff	No
Absent - College Visits	Up to 5 verified visits per year for juniors and seniors	No
Absent - Rel. Exemption	Funerals	No

Absent - Sick Excused	1st 5 sick days communicated by parents per semester (Doctor's notes are required after 5 sick days in a grading period)	No
Justified	Parents Communicated - Family trips/vacations, sick with no doctor note after the first 5 days under sick excused	Yes
Unjustified/ Unexcused	No parent communication or no reason given Parents unaware - Skip class, left school, etc.; Shopping, concerts, parties, employment, haircuts, etc.	Yes

Elementary Tardy to Absence Plan

The school must be notified of an absence by 9:30 AM on the day of the absence. Tardies will change to an absence once 25% or more of the AM or PM session is missed. These sessions change at 11:50 AM. Twenty five percent of the AM or PM is the equivalent of missing 53 minutes or more.

Total School per 24-25 calendar (Days)	Total School per 24-25 calendar (Hours)	10% (Days)	10% (Hours)	15% (Days)	15% (Hours)	20% (Days)	20% (Hours)
1st Semester							
40 Days	268 Hours	4	26	6	40	8	53
60 Days	400.4 Hours	6	40	9	60	12	80
1st Semester Total: 80	1st Semester Total: 534.4	8	53	12	80	16	106
2nd Semester							
40 Days	268 Hours	4	26	6	40	8	53
60 Days	400.4 Hours	6	40	9	60	12	80
2nd Semester Total: 91	2nd Semester Total: 607.3	9	60	14	90	18	121

- At 10% hours and/or days, parents and students will receive a notification from the building principal that the student is getting the first warning about being chronically absent.
- At 15% hours and/or days, parents/guardians, student, law enforcement, and principal will meet to develop a plan to fix students chronic absenteeism.
 - Failure of adherence to the plan or failure of parents/guardians to participate in the creation of the plan, will require the county attorney to initiate a proceeding.

- At 20% hours and/or days, the county attorney/law enforcement is involved in giving consequences for being chronically absent. The legal consequences may include jail time for a parent/guardian, up to a \$1000 fine, and/or loss of driver's license for the student.
 - Open enrolled students who are truant will have their open enrollment rescinded and be sent back to their resident district.

INCLEMENT WEATHER RECESS

At the time of inclement weather, children will be allowed outside for recess only if they are properly dressed with winter coats, snow pants, boots, hats and mittens. Children not properly dressed will be restricted to the school building or hard surfaced areas during periods of inclement weather.

LEAVING EARLY

Students who are leaving school early at parental request must report to the office prior to leaving. Students will only be released when a parent of designee arrives at the school. Office personnel will record the time the student left school.

TOYS AT SCHOOL

If children bring toys, including electronic devices, the school holds no responsibility for the safety or whereabouts of these items. Do not send anything to school that would be a problem if lost or broken.

CELL PHONES AT SCHOOL

All cell phones must be kept in backpacks while at school. Cell phones should be on silent so as not to be a disruption to the learning environment. The school is not responsible for these items.

If Yondr pouches are used in the Elementary. Students that have previous issues with phone or smart device usage at school may be assigned a personal Yondr Pouch. While the Yondr Pouch is considered school property, it is each student's responsibility to keep it in good working condition.

DAILY PROCESS

As students **arrive at school**, they will:

- 1) Go to their designated teacher and get their Yondr pouch.
- 2) Turn their phone on airplane mode.
- 3) Place their phone inside their pouch and secure it in the presence of school staff.
- 4) Store their pouch in their backpack, locker, or leave it with the teacher.

At the end of the day, students will return to their designated teacher and unlock their pouch, remove their phone and give their pouch to their designated teacher.

***Students arriving late or leaving early will follow the same procedures.

VIOLATIONS

Pouch Damage / Lost Pouch / Using Phone During School

If a student damages their pouch that renders it unusable or is caught using their phone, Administration will collect the student's pouch/phone and call home.

Repercussions for damaged pouches or unauthorized phone use may include:

1st Time, Parent pickup of the phone

2nd Time, Parent meeting regarding student phone and plan to follow school expectations.

Continued misuse could lead to detention/suspension.

Examples of pouch damage include:

- Bent pin
- Ripped fabric
- Deep scratches on the lock exterior + green ring
- Intentional pen marks on the inside of the pouch
- Pin and button not fully recessing due to pin damage

There will be a 35 dollar fee for replacing a lost or damaged Yondr pouch.

If a student does not turn their pouch in at the end of the day, school staff will not be available after school hours to unlock the pouch. Any damage due to attempts to open the pouch will result in consequences above.

If a student forgets their pouch, **their phone will be collected, and Administration will call home to remind the Parent of the policy.** The phone will be returned to the student at dismissal.

If a student consistently forgets their pouch, it is considered lost. **Refer to the Lost Pouch policy above.**

VISITORS AT SCHOOL

The Alburnett Elementary School is open to visits by family. We encourage visitations except for the first and last few weeks of the school year. Please make sure that you notify the teacher in advance of your anticipated visit. When visiting school you must stop in the office and sign in and sign out. We also ask that visitations to school not exceed 2 hours in length as classroom visits can create a distraction in the school day for students.

Parents will be asked to fill out an approved visitor list at the beginning of each school year. Visitors requesting to visit classrooms, eat lunch, etc. must be on the approved list for that child. Any visitor not on a child's list will not be allowed to visit without consent from a parent/guardian.

STAYING AFTER SCHOOL

If you must request permission for your child to remain after school, you must notify the elementary office of the arrangements you have made for supervision. Permission will not be granted unless satisfactory arrangements have been made. Lacking such, children will be sent home in their usual manner.

TRANSPORTATION

If your child is riding a bus they do not normally ride, the school office and/or the student's teacher must have written permission from the parent for this to occur. Please note that parents are not allowed to get onto the buses during transportation of students unless requested by or given permission by the bus driver or a school staff member.

TRANSPORTATION PROVIDED BY THE DISTRICT

Rules, Regulations, and Procedures

Upon boarding the bus, students come under the jurisdiction of the school. Anything that happens on the bus to divert the driver's attention from his/her job immediately endangers the safety of the riders. Refusal to adhere to the following minimum responsibilities may result in transportation privileges being revoked. The minimum responsibilities of students (including safety precautions) are as follows:

Qualifying for the Bus:

1. In order to qualify to ride the bus students must be at least a mile from the school building and/or have a specialized transportation plan as part of an IEP or 504.
2. Students must be picked up within school district boundaries.

Boarding the Bus:

1. Students shall be at their designated pickup location at the time scheduled for the bus to arrive. The bus must not be waiting.
2. Students are to stand at least 10 feet from the roadway unless specifically directed otherwise by the driver or parents.
3. Students who must cross a roadway when boarding or leaving a bus must go to the front of the bus and wait for a signal from the driver before crossing the road. The driver shall see that the way is clear before signaling students to cross. Students must never cross behind the bus.
4. Students are to wait until the bus has come to a complete stop before attempting to enter or leave.

Riding the Bus:

1. Students must keep their arms, head and any parts of the body inside the bus at all times and refrain from throwing objects out the window or on the bus.
2. Students must remain in their seats while the bus is in motion. When available, students should use seat belts.

3. Smoking or chewing tobacco on the bus is prohibited.
4. Fighting, profanity, vulgarity, rude or abusive behavior, damaging the bus or other improper conduct shall not be tolerated.
5. Inappropriate use of cell phones on the bus will not be permitted. This includes, but is not limited to, recording of or taking pictures of other people on the bus without express permission.
6. Students will be discharged only at approved stops unless another regular route stop is requested by the parent in writing and approved by the transportation director.
7. Inviting friends to ride the bus will be permitted with a written note from the parent.
8. Students must keep books, personal belongings, and their feet out of the aisles.
9. Students must pick up trash prior to departing the bus.

Student Conduct on School Vehicles:

Student conduct on a school bus will be watched very closely. Students will show consideration for fellow students, school property, and the bus driver. The following procedures will be followed for inappropriate school bus conduct.

- a. Upon the first violation, the bus driver will warn the student(s) by filling out a discipline form and giving it to the Transportation Director who will share it with administration. Parents/guardians will be contacted by the administration.
- b. For a second violation, the student is suspended from riding the bus for up to three (3) days and may be expelled from the bus for the remainder of the school year. Parents will be contacted by the Transportation Director.
- c. For a third violation, the student is suspended from riding the bus for up to ten (10) days and may be expelled from the bus for the remainder of the school year. Parents will be contacted by the Transportation Director.

Please note that when behavior by a student is such that an immediate threat to the safety of others or a serious violation of the rules occurs, the student may be suspended without going through steps one and two. Additionally, per board policy 503.8, policy related to violence will take precedence over this policy. This policy will be followed on a school year basis.

VOLUNTEERING AT SCHOOL

Alburnett Elementary encourages parent and community volunteers. All volunteers need to get approval from classroom teachers and Elementary Principal. Volunteering at Alburnett Elementary requires a successful background check.

ATTENDANCE REGULATIONS (Board Policies 501.10 & 501.10R)

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the principal of their attendance center.

Truancy is the failure to attend school for the minimum number of days established in the school calendar by the board. Truancy is the act of being absent without a reasonable excuse. These absences will include, but not be limited to, tardiness, shopping, hunting, concerts, preparation or participation in parties and other celebrations and employment. Truancy will not be tolerated by the board.

Students are subject to disciplinary action for truancy including suspension and expulsion. It is within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services will not be assigned to in-school suspension unless the goals and objectives of the student's Individualized Education Programs are capable of being met.

Students are required to be in attendance, pursuant to board policy, for the number of school days/hours included in the board approved calendar unless their absences have been excused by the principal for illness (absences for five or more consecutive days due to illness require a doctor's note), family emergencies, doctor or dental appointment, recognized religious observances and school sponsored or approved activities. Reasonable excuses may also include family trips or vacations if the student's work is finished prior to the trip or vacation. Absences that do not fall within the categories listed above will be considered unexcused unless approved by the principal. Parents are expected to telephone the school office to report a student's absence prior to 9:00 a.m. on the day of the absence.

If a student accumulates 8 absences per quarter or 16 absences per semester, he or she may be dropped from the class. Prior to imposing the loss of credit in one or more classes, the principal will provide the student an opportunity for an informal hearing.

School work missed because of absences must be made up within a number of days equal to the number of absences. The time allowed for make-up work may be extended at the discretion of the classroom teacher.

Students will remain in class until the principal, makes a decision regarding loss or restoration of credit. Full credit is awarded to all assignments and tests submitted that meet the teacher's specifications until a decision regarding credit has been made.

If a student loses credit, that fact is recorded in the student's record as an "AW" administrative withdrawal.

A student who loses credit due to excessive absences is assigned to supervised study hall at the principal's designation or Saturday school for the period(s) in which the course(s) meets or the student may be reassigned to another class or location. A student who, after a hearing before the board, loses credit in all courses due to unexcused absences, will not be allowed to participate in any school activities

until the following semester. However, the student is eligible to practice if all other eligibility criteria have been met.

The administration and guidance staff will make reasonable efforts to advise and counsel and may impose discipline upon any student approaching 8 unexcused absences. Such advice, discipline and counseling includes, but is not limited to, oral or written notices to the student and his or her parents, conferences with the student and parents, written contracts, or loss of non-academic privileges such as extracurricular activities or early dismissal.

Make up Policy

A student will normally be given the same number of days of consecutive absence plus one day to complete work assigned during the absence. (e.g. 1 day absence = 2 days to complete work; 3 days absent = 4 days to complete work.) Absences of five (5) or more consecutive days will allow due dates to be arranged with each teacher.

NOTE: If a long-term assignment or test is due on the first day of absence, this work will be due upon return to school.

Technology Use Agreement

This agreement is between the student, the student's family and the school district to direct and make clear the expectations of care and use of student devices and internet access. Currently it applies most directly to the school provided chromebook for student use. But, it is applicable to any device provided to the students for use.

Students and Parents/Guardians must agree to the following terms for using school-issued Chromebooks:

1. Use the Chromebook for educational purposes only as directed by school staff.
2. Follow all school and district policies, procedures and guidelines when using technology.
Students and parents/guardians will read additional related policies found in the student/parent handbooks.
3. Secure login and password information and never share it with others.
4. Treat the Chromebook with care, report issues immediately, and return it in good condition.
5. Do not attempt to circumvent filters, tamper with settings, or damage the device.
6. Respect copyright laws and only access allowed content and websites.
7. Avoid posting personal information or inappropriate content online.
8. Use technology responsibly and avoid cyberbullying or harming others.
9. Students are responsible for any damage due to negligence and must pay repair/replacement fees.

Fee Schedule for Student Chromebook Repairs and Replacements:

Item	Repair/Replacement Cost
Non-Touchscreen Chromebook Screen Replacement	\$50

Touchscreen Chromebook Screen Replacement	\$100
Keyboard Replacement	\$60
Screen Bezel Replacement	\$15
Top Case Replacement	\$30
Bottom Case Replacement	\$30
Charging Cable/Battery Replacement	\$30
Camera Replacement	\$40
Complete Chromebook Replacement	\$200
Lost/Damaged Chromebook Carrying Case	\$20
Lost/Damaged Charger/Power Adapter	\$30

Note: Students may be allowed one free accidental repair, excluding touchscreen repairs which must be paid for. Students found to not use provided protective equipment for the chromebook that is provided by the school will have the free accidental repair waived. Additionally, students who knowingly and purposely damage student devices will have the free repair waived. Students will NOT be charged for defective or faulty equipment.