

# **Student Handbook 2020–2021**

## Garfield Elementary/Clarinda Middle School

### **Mission Statement**

To educate all students to succeed by ensuring quality leadership, curriculum, and instruction.

### **Vision Statement**

Clarinda Community School District is a leader in education by fostering high standards and expectations through rigorous academics, meaningful learning opportunities, and engaging student activities.

910 South 15th Street

Clarinda, Iowa 51632

712-542-4510

[www.clarindacsd.org](http://www.clarindacsd.org) Website

*Clarinda Cardinals Demonstrate PRIDE!*



**P**roblem Solve   **R**espect Others   **I** Am Responsible   **D**o Your Best   **E**veryone Is Kind

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## A Message To Parents

Welcome to Clarinda Community Schools. We have an excellent school district and are proud of our students! It is our hope that we provide the best educational opportunities possible to all students. This goal can be attained with the highest level of communication, cooperation and involvement between the parents and educators of this district. The elementary and middle school staff wish to make the school year an enjoyable and productive year for all students. We strive to keep your children create and maintain an orderly learning environment and SAFE, happy, motivated, successful students.

Research shows that parent involvement is high on the list of factors contributing to a student’s success in school. At this time, with safety procedures connected to COVID we are asking that parents not visit classrooms. We are making every effort to maintain our “bubble” for ease of contact tracing. We further encourage you to call the principal or your child’s teacher any time you have questions and/or concerns. Our goal is to work together with you to provide the best educational program possible for your children. We sincerely strive for each child to have a safe, happy and successful school experience.

## Appropriate Dress

Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment. Please have students prepared for physical education by either having them wear tennis shoes the days they have PE or have a change of shoes for the days they have PE.

## Arriving at School (adjustments have been made due COVID 19 shared in the Return to Learn Plan)

Supervision at Garfield Elementary starts at 7:40 a.m. **The doors will remain locked until then.** The gym is open at 7:40 for students to wait until 8:00 a.m. to go to their classrooms. Students who eat breakfast at school may come at 7:40 a.m. An ideal arrival time for students using the supervision of a crossing guard is 8:00-8:15 a.m. The tardy bell rings at 8:17 a.m.

### Attendance

Regular school attendance is essential for the student to make the most of his or her education, to benefit from teacher-led activities, to build each day’s learning on that of the previous day, and to grow as an individual. Please refer to the district policy portion of this handbook for specifics.

## Student Absences

Parents are requested to notify the principal's office before 9:00 AM (712-542-4510) when students are not going to be in school. The school secretary will attempt to call if notification is not received.

## Truancy

In Iowa, truancy is defined as "any child over seven and under sixteen years of age, in proper physical and mental condition to attend school, who fails to attend school regularly, without a reasonable excuse for their absence, shall be deemed a truant." Parents who fail to ensure their child is in school may have charges filed against them under the "child in need of assistance" provision of the state.

## Compulsory Attendance

Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, shall have the children attend the school district at the attendance center designated by the board. Students shall attend school the number of days that school is in session in accordance with the school calendar. Students of compulsory attendance age shall attend school a minimum of 175 days. Students not attending the minimum days must be exempted by this policy as listed below or, for students in grades 7-12, referred to the county attorney or, for students in grades K-6, referred to the Attendance Cooperation process. Exceptions to this policy include children who:

- have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;
- are attending religious services or receiving religious instruction;
- are attending an approved or provisionally approved private college preparatory school;
- are attending an accredited nonpublic school; or,
- are receiving competent private instruction.

It is the responsibility of the parent of a child to provide evidence of the child's mental and physical inability to attend school or of the child's qualifications for one of the exceptions listed above.

*A student who is too sick to attend school should also be too sick to attend school activities.*

## Birthday Treats & Parties

Food allergies are becoming a bigger part of our school lives. Our school policy is any snacks brought into the school for parties or treats have to be pre-packaged and labeled with the ingredients. This will allow the teacher and school staff to know exactly what the ingredients are and be able to make sure that a student who cannot have that particular snack gets an alternative snack. As a school district we want to encourage our students to lead a healthy lifestyle. Here is a list of healthy snack suggestions:

- Fresh Fruits, fruit cups (in water, 100% juice or light syrup), or dried fruit
- Raw Vegetables: carrots, celery, or broccoli that can be served with low fat dip or dressing (no peanut butter please)
- Dairy products: low-fat cheese, cottage cheese, yogurt, and pudding
- Whole grain snacks: cereal, crackers, cereal bars, popcorn or pretzels.
- Popsicles made with 100% fruit juice
- Drinks: water, low fat or fat free milk and 100% fruit juice

If you have any questions on bringing snacks or treats please contact your child's teacher.

## Party Invitations

Party invitations may be handed out at school, providing invitations go to the entire class, all the boys or all the girls. If only a select few are invited, invitations may not be passed out at school.

## Change of Address and/or Telephone Number

When a parent needs to be contacted in an emergency, pupil records are helpful only if they contain **up-to-date information**. Parents are expected to keep the school offices informed of changes in address, telephone number, and of the persons who you are expecting the school to contact if a parent can't be located.

## Communicable Disease

A communicable disease is any disease spread from person to person. Decisions will be made in conjunction with Page County Health as to next steps. If a COVID contact appears in a family, the parents should notify the principal.

## Conferences and Progress Reports

School personnel and parents have a mutual interest in the welfare of our children. Parents should feel free to call and discuss any matter at any time. We will schedule one conference with all parents at the end of the first and third quarters. This is a 15 minute conference which we expect both parents should be able to get through. We feel it is extremely important for both parents to hear the same message at the same time from the teacher. Separate conferences will not be provided.

Report cards are issued at the end of each nine weeks and emailed to the guardian account indicated at registration. If you do not have email, a copy of the report card will be sent home with your child.

Progress reports are sent home in the middle of each quarter (approximately 4 ½ weeks into a quarter). These reports will give you information on how your child is doing half way through each quarter.

## Online Grading

Grades for students grades first through fourth are available online. If you cannot remember your password call either the CMS office at 712-542-2132 or the Garfield office, 712-542-4510.

## Crossing Guards

Adult crossing guards are stationed in the congested areas for the safety of the children. For their protection we urge the students to take advantage of these guards. The placement of these crossing guards will be updated as our Return to Learn Plan progresses.

## Dental Screening

Iowa law requires all incoming kindergarten and 9<sup>th</sup> grade students to have proof of a dental exam upon school entrance. A specific form needs to be completed and signed by your Dental Provider.

## Discipline

All students are expected to act appropriately. Unacceptable behavior is defined as any behavior that interrupts the classroom/school learning environment. We have implemented the Positive Behavior Intervention Support (PBIS) Program. PBIS is a comprehensive Positive Behavior Support Plan that includes a range of intervention strategies that are designed to prevent the problem behavior while teaching socially appropriate alternative behaviors. By implementing the PBIS program, most behaviors will be handled in the classroom. However, students can be referred to the principal's office for serious or ongoing inappropriate behavior.

Students who violate PK-6 policies for student behavior will be subject to disciplinary action according to a progressive discipline plan.

## Misbehaviors

The classroom teacher is in charge of their class. Behaviors inappropriate for the classroom will be taken care of by the classroom teacher. If the student fails to comply with the teacher, the Principal will work with the student and teacher to resolve the situation. It is our goal at Garfield Elementary and Clarinda Middle School to work with students to change the behaviors we deem to be inappropriate for school.

### CPI (nonviolent crisis intervention)

Garfield Elementary and Clarinda Middle school have a CPI trained team. Restraint will be used as a LAST RESORT. The team is focused on staff demonstrating respect, dignity and empathy to students while providing emotional and physical support keeping the student's best interests in mind. We look to reduce or manage risk to minimize injury or harm to students and staff. Our goal is to maintain a safe, effective, harmonious, and therapeutic relationship that relies on collaboration. Parents will be notified immediately if restraint has been used.

### Dropping Off and Picking Up Students

CCSD is currently restructuring this information and will be sharing it as soon as final plans have been made.

### End of Day Change of Schedule

Dismissal is a very busy time of day at Garfield Elementary. With that in mind, please try to call the office with end of day schedule changes by 2:30 P.M. This helps eliminate miscommunications between parents and school and helps to ensure our students get where they are supposed to be at the end of the day.

### Head Lice

From time to time students may become infested with head lice. This is a problem in every school in the Midwest. If a child is discovered to have live lice at school the child will be allowed to stay at school. The student needs to be treated the day the lice is found, prior to returning to school the next day. The nurse may make the decision to send the student home from school if the infestation is interrupting their learning process (excessive itching, very uncomfortable etc.). In this case a parent will be contacted and the student will be sent home for treatment prior to returning to school. The school nurse has guidelines prepared by the Iowa Department of Health for treating lice.

### Field Trip Policy

Field trips may not happen this year. We will update information as situations change. In a typical year, each grade level takes an annual field trip that is related to their curriculum. The district will do its best to be sure parents who want to attend a field trip will have an opportunity to do so sometime in the student's elementary career. Due to limited bus space and in an effort to be fair, we can't take every parent on every field trip.

- Chaperones will be taken from each classroom.

- Chaperones will be parents or grandparents only.

- Siblings will not be allowed to attend the field trip.

- Chaperones will pay their own admission fee.

- Parents may indicate their willingness to assist in field trip supervision by filling out the form sent home by the classroom teacher.

### Health Insurance Eligibility

Parents can apply for low or no cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children birth-19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy, and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll free) or go to the web site at [www.hawk-i.org](http://www.hawk-i.org) for more information.

## Hearing Screenings

Hearing screenings are given to preschool through third grade students. Any student with a known hearing concern, any new students, or students with a parent or teacher referral may also be screened. If you do not wish your child to participate, please contact the school.

## Illness and Injury

If a student becomes ill or is injured at school, the student's parents will be notified as soon as possible. Emergency or minor first aid will be administered if appropriate. Ill or injured students will be turned over to the care of the student's parents or qualified medical personnel as quickly as possible. Every year parents are asked to complete an emergency medical form providing necessary information to be used in the case of an illness or injury. **It is important to keep emergency information current.** We also ask that you call Garfield Elementary or Clarinda Middle School if your child is ill and is staying home. CCSD will work with Page County Health to determine when students will be able to return to school dependent on each individual situation.

## Junior Kindergarten/Kindergarten Entrance

Children enrolling in kindergarten must be at least five years of age on or before September 15th of the year in which they wish to enroll. A child wishing to enroll must present evidence of age in the form of a birth certificate or other comparable evidence before that child can enroll.

## Leaving School Early

For the protection of our students, and to prevent unauthorized and unwanted persons from taking children from school prior to dismissal or at the close of school, please follow this procedure:

- 1) If you want your child to leave school at the end of the day other than the usual routine, either send a note with your child stating the change, or email their teacher. If emailing, it's important to also carbon copy both the secretary [jengstrand@clarindacsd.org](mailto:jengstrand@clarindacsd.org) [jwymman@clarindacsd.org](mailto:jwymman@clarindacsd.org) AND the principal, [copperman@clarindacsd.org](mailto:copperman@clarindacsd.org) in case the teacher is absent.
- 2) If your child is to go home with a friend, or is to be picked up by another adult, etc., a note stating this should be sent to school with your child that morning.
- 3) If picking up your child early, please make arrangements with the office. A determination will be made as to where you will meet your child. An electronic record will be made with our ENVOY system, if applicable. Students who become ill during the day will be sent to a designated area. A parent or person designated on the emergency form will be notified if the child needs to go home. Please keep this information current. Any changes to the emergency form should be made by calling either Garfield Elementary or CMS office OR providing information to the secretaries via email.

## Recess

Recess will be held outside unless the temperature is below Zero Degrees Fahrenheit or it is raining. Be sure your child is dressed appropriately as the season requires. Students should wear appropriate clothing for outdoor play. The children will have recess outside whenever possible and should dress accordingly (coats, mittens, boots, etc.).

During raining or snowy seasons, students should have boots or a change of shoes to prevent tracking mud, snow, etc. into the building. Please label winter clothing items such as coats, hats, mittens/gloves, and boots with your child's name.

Teachers will honor your request for your child to be excused from outdoor play for one day after a brief illness. If it is to be extended beyond one day, the family doctor's recommendation should accompany the request.



## Title I Services

Title I Reading services are provided in grades K-4. Students who qualify for services are provided intensive instructional time in reading. If you would like more information about this program, please contact the principal (542-4510).

## District Expectations

### Attendance

Regular school attendance is essential for the student to make the most of his or her education, to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual.

### Policy

CCSD will take COVID related issues into consideration. The Clarinda CSD School Attendance Policy states that parents of students who have 8 absences during the school year will receive a letter informing them that their child is on the verge of having attendance issues. Students with at least 13 absences during the school year will receive a letter informing them that their child is having attendance issues and that a Parent Attendance Conference needs to be held at their earliest convenience. If the attendance issue is not corrected at 15 absences, the issue may then be referred to the County Attorney's Office for truancy.

### Excused Absences

An excused absence is an absence that has supporting documentation such as an appointment that is considered unavoidable. An absence with a parent note is not necessarily considered an excused absence.

### Student Absences

Parents are requested to notify the principal's office at either 712-542-4510 or 712-542-2132 when students are not going to be in school. The school secretary will attempt to call by 9:00 if notification is not received. If a parent doesn't answer after several attempts, the principal may feel obligated to call the non-emergency police phone number to initiate a well-child check.

### Truancy

In Iowa, truancy is defined as "any child over seven and under sixteen years of age, in proper physical and mental condition to attend school, who fails to attend school regularly, without a reasonable excuse for their absence, shall be deemed a truant." Parents who fail to ensure their child is in school may have charges filed against them under the "child in need of assistance" provision of the state.

### Bullying / Harassment

*"Harassment"* and *"bullying"* shall be construed to mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions: (1) Places the student in reasonable fear of harm to the student's person or property. (2) Has a substantially detrimental effect on the student's physical or mental health. (3) Has the effect of substantially interfering with a student's academic performance. (4) Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school. (5) Continues to happen even after the student has asked the harasser to stop.

Students that feel that they have been harassed should:

1. Communicate to the harasser or bully that you don't like what is happening and that they need to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor or Principal to help.
2. If the harassment continues the student should tell the harasser to stop or they will file a complaint with the office.
3. If the harassment still continues the student should:
  - Tell a teacher, Counselor or Principal.
  - File a complaint with the office by writing down exactly what has happened, keep a copy and give a copy to the teacher, Counselor or Principal. The complaint should include:
    - ✓ What, when and where it happened;
    - ✓ Who was involved;
    - ✓ Exactly what was said or what the harasser or bully did;
    - ✓ Witnesses to the harassment;
    - ✓ What the student said or did, either at the time or later;
    - ✓ How the student felt; and
    - ✓ How the harasser or bully responded.

Bullying and/or harassment of any kind will not be tolerated and those students will receive serious disciplinary consequences.

- Iowa Law - Definition of Bullying: [Click Here for Information](#)
- Anti-Bullying Complaint Form: [Click Here for Form](#)

## Cameras

The Clarinda Community School District Board of Directors has authorized the use of video cameras in school buildings and on school grounds. The video cameras will be used to monitor student behavior, to maintain order, and to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.

## Communication (Parent Guide)

Effective communication is essential to positive parent and school relationships. The district strives to communicate effectively with parents while supporting a respectful environment. Providing a safe and secure learning environment for our students is very important to us and we appreciate the support of our parents as we work together to make our schools the pride of our community. Thank you for taking time to partner with us!

## Directory Information Use

The following information may be released to the public in regard to any individual student of the school district as needed. Any student over the age of eighteen, parent, or guardian not wanting this information released to the public must make objection in writing by September 15, to the principal. The objection needs to be renewed annually.

Directory Information Includes: Name, Address, Telephone Listing, Date and Place of Birth, Major Field of Study, Participation in Officially Recognized Activities and Sports, Weight and Height of Members of Athletic Teams, Dates of Attendance, Degrees and Awards Received, the Most Recent Previous School or Institution Attended by the Students, and Other Similar Information.

## Emergency Drills for Standard Response Protocol: Evacuate / Shelter / Lockout/ Hold /Lockdown

Clarinda School conducts emergency drills designed to assure the orderly movement of students and personnel to the safest area available. Even though these are almost always for practice, it is very important for students and teachers to treat them seriously.

All procedures follow the Standard Response Protocol. More information can be found at: [I Love U Guys Foundation](#)



### **Evacuate (Example Fire Drill, Bomb Threat Drill):**

1. An announcement will be made “Evacuate the building, this is a drill, evacuate the building to your evacuation site.”
2. All Staff and Students will exit the building by indicated routes on the posted building diagram.
3. Walk quickly and quietly.
4. Teachers should take attendance and report any missing or extra students to their Administrator.



### **Shelter ( Example Tornado Drill):**

1. An announcement will be made “Take Shelter, this is a drill, please proceed to your designated shelter area.”
2. Students should sit on the floor facing the wall away from windows and other glass objects at their designated Shelter area which is posted in each classroom.
3. Students should be down on their knees, heads down, and hands should cover their head.
4. Students should remain calm and there should be no cell phone use.
5. Teachers should take attendance and report any missing or extra students to their administrator.



### **Lockout (Example - Potential threat outside the building):**

1. An announcement will be made “Lockout! Secure the perimeter. Lockout, all Students and Staff inside the building.”
2. During a Lockout the building will continue with “business as usual”. Students and Staff may move throughout the building.
3. No one will be allowed to enter or exit the building.
4. Teachers should take attendance and report any missing students to their administrator. Extra students should be sent to their appropriate class.
5. A Lockout can be dismissed over the PA system or by an Administrator or Drill Facilitator walking around and debriefing with rooms.



### **Hold (Example - Medical Emergency):**

1. An announcement will be made “Hold in classrooms, hallways need to be clear. Hold in your classrooms, hallways need to be clear.”
2. Students or Teachers need to remain in classrooms. The hallways should be clear. (During a hold Students and Teachers are not allowed to use the restroom, change classes or leave the room for any other reason.)
3. Inside classrooms Teachers should conduct “business as usual.”
4. Teachers should take attendance and report any missing or extra students to their administrator.
5. A Hold can be dismissed over the PA system or by an Administrator or Drill Facilitator walking around and debriefing with rooms.



### **Lockdown (Example - Potential threat inside the building) :**

1. Teachers will ensure that their door is locked at all times.
2. An announcement will be made “This is a Lockdown drill. Locks, lights, out of sight. Locks lights, out of sight.”
3. During a Lockdown Teachers and Students will be responsible to double check that doors are locked, lights are off and all students are out of sight.
4. Students and Teachers will sit quietly out of sight of the doorway.
5. Teachers will remind students to turn off data and wifi on their phones and that they will be given a chance to contact their parents.
6. In no instance will a Teacher or Student open their door.
7. The Teacher will take attendance and report any missing or extra students to their building administrator.
8. The drill will be dismissed by an Administrator or Drill Facilitator entering the classroom with a key, just as law enforcement would if this were an actual situation. The Administrator or Drill Facilitator will debrief with each room and give instructions on when everyone will go on with their day.
9. If a Student is out of class, they should make an attempt to get out of sight or exit the building if they are able to do so safely.
10. Any Student or School Staff that exits the building (actual situation) is asked to call Central Office and let them know your whereabouts.
11. Building phone calls will not be answered during a lockdown drill.
12. No one will enter or exit the building during a lockdown drill.

## **Electronic Devices (Personal)**

Students whose personal electronic devices disrupt the learning environment may have the device taken away. Further specifics regarding personal devices will be discussed with staff and updated as things change.

## **Emergency School Closing or Delay**

In the event weather conditions or emergencies make it necessary to close or delay school, KMA radio 960 AM, 99.1 FM and the school website shall provide public information. Parents will be notified through the student information system via text or email.

## Grading

Grades are posted online for 1st grade through 6th grade. PK, JK and Kindergarten will be sent home with your child or mailed. The primary grades have their own grading system. Teachers will be sharing that information with you at the start of school.

## Grading Scale

A	100 - 95	D+	70 - 67
A-	95 - 90	D	67 - 63
B+	90 - 87	D-	63 - 60
B	87 - 83	F	59 - 0
B-	83 - 80		
C+	80 - 77		
C	77 - 73		
C-	73 - 70		

## Homelessness

Homeless children or youth of school age are defined as:

Individuals between the ages of 5-21 who lack a fixed, regular, and adequate nighttime residence including:

1. children who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar situation.
2. children who are living in motels, trailer parks, or camping grounds.
3. children who are living in emergency or transitional shelters.
4. children who are abandoned in hospitals.
5. children who are awaiting foster placement.
6. children who are living in cars, parks, public spaces, abandoned buildings, bus/train stations.
7. migratory children who qualify (1-6).

Homelessness can happen for many reasons; unemployment, natural disasters, flood, fire, tornado, long-term illness, behind in monthly bills, housing costs, or addictions.

Possible signs of homelessness can include: attending several schools, attention seeking behavior, hunger, poor hygiene/clothing, sleeping in class, comments from students such as, "We move a lot, We're staying with relatives."

Children who meet one of the above seven can be referred to the Homeless Liaison. Any school staff, parent/guardian, or person within the community can refer the student. When a student is referred an Identification and Needs assessment form is completed.

If a student qualifies, supporting services (waiver of fees, transportation, special programs such as Special Education, TAL, ELL, Health, Nutrition) will be implemented as needed. The Homeless Liaison will keep all assessments of children referred. The Liaison will inform the Principal, Guidance Counselor, School Nurse, and Homeroom Teacher if possible.

## Immunizations

IOWA IMMUNIZATION LAW An Immunization Record must be provided for all students enrolled in an Iowa school. All students must comply with the immunization requirement or be excluded from school. Proof of immunization will be kept on file in our office. Students enrolling from out of state have 90 days to comply with the law. A provisional certificate is provided until the child can complete the necessary series of inoculations. A certificate of exemption may be obtained for medical or religious reasons.

# Internet - Appropriate Use Policy

## Introduction

The Clarinda Community School District provides its students and staff access to a multitude of technology resources. These resources provide opportunities to enhance learning and improve communication within our community and with the global community beyond our campus. However, with the privilege of access comes the responsibility of students, teachers, staff and the public to exercise appropriate personal responsibility in their use of these resources. The School District policies are intended to promote the most effective, safe, productive, and instructionally sound uses of networked information & communication tools. District technology is to be used primarily for professional and/or educational benefit. The School District also makes a good faith effort to protect its students from exposure to Internet materials that are harmful or explicit. The School District maintains a system of Internet content filtering devices and software controls that meet federal standards established in the Children's Internet Protection Act (CIPA, <http://www.fcc.gov/guides/childrens-internet-protection-act>).

## Digital Citizenship

As responsible digital citizens users will:

- Respects One's Self. Users will select online names that are appropriate and will consider the information and images they post online.
- Respects Others. Users will not use technologies to bully, tease or harass other people.
- Protects One's Self and Others. Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- Respects Intellectual Property. Users will cite any and all use of websites, books, media, etc.
- Protects Intellectual Property. Users will request to use the software and media others produce, as required by copyright laws.

## Expectations

The Clarinda Community School District uses information and technology in safe, legal, and responsible ways. Responsible use of the School District's technology resources is expected to be ethical, respectful, academically honest, and supportive of the school's mission. Each computer user has the responsibility to respect every other person in our community and on the Internet. Digital storage and electronic devices used for school purposes will be treated as extensions of the physical school space. Administrators, or their designees, may review files and communications (including electronic mail) to insure that users are using the system in accordance with School District policy. Users should not expect that files stored on servers or disks will be private. Users also should understand that school servers regularly record Internet activity in log files. Users are expected to abide by the law and generally accepted rules of network etiquette. The following guidelines are intended to clarify expectations for conduct, but they should not be construed as all-inclusive.

- Transmission of any material in violation of any local, federal and state laws is prohibited. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.
- Intentional or unintentional use of computing resources to access or process proxy sites, pornographic material, explicit text or files, or files dangerous to the integrity of the network is strictly prohibited.
- Software and/or services may only be installed or downloaded on school devices if they are consistent with educational use.
- Use of computing resources for commercial activities, product advertisement or religious or political lobbying is prohibited.
- Users may be held personally and financially responsible for malicious or intentional damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred.
- Files stored on district-managed networks are the property of the school district and, as such, may be inspected at any time and should not be considered private.

- Materials utilized for electronic publication must be for educational purposes. School administrators, teachers and staff may monitor these materials to ensure compliance with content standards.
- Use of electronic devices in school, regardless of ownership, should be consistent with the School District's educational objectives, mission and curriculum.
- With classroom teacher approval, students may use their own devices (e.g. smartphones, tablets, laptops) in the classroom to access and save information from the Internet, communicate with other learners and use the productivity tools loaded on their devices.
- Personal devices may only be connected to school networks for uses that are consistent with educational needs.
- The District respects the right of employees and students to responsibly use social media and networking sites, message boards and forums, as well as personal websites and blogs. Personal use of these sites should not damage the reputation of the CCSD, its employees, students or their families and should be consistent with the School District's educational objectives, mission and curriculum.

## **Access To District Technology**

Access to District technology will be provided to staff and students in an expedient manner following enrollment or employment by the District and acknowledgement of the "Responsible Use Agreement". The agreement outlines District expectations regarding technology use. This Agreement may be modified by the District as necessary. The District will make the final determination as to what constitutes unacceptable use. This Agreement is provided so that members are aware of the responsibilities they acquire.

## **Technology Use Policy**

Smartphones and other technology devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and restrooms at ALL times. Students will be disciplined for any use of technology devices in school locker rooms or restrooms. At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include school vehicles), or at school activities (unless recording a public performance, such as a game, honor assembly, concert, contest, etc.), without the permission of other parties captured in the video, audio, or photo. School administrators, teachers, coaches, and other school officials may further restrict the capturing of video, audio, or photos, even if all individuals present have given consent. Capturing of video, audio, or photos is not permitted if it violates copyright laws, or includes content that is disparaging toward others (either due to the content of the video, photo, or audio itself or how the content is disseminated) or encourages or depicts violation of other school policies or state or federal law. Students violating this policy shall be subject to reasonable discipline, and the device shall be confiscated and not returned until the end of the school day or after a parent/guardian conference has been held, if such conference is determined necessary by a building administrator or the administrator's designee. Students violating this policy may be prohibited from possessing any smartphone or technology device following the incident on school property for a reasonable period of time, unless otherwise permitted by a school administrator or a student's IEP or 504 Plan.

## **Violation**

Any action that violates School District policy or is determined by an administrator to constitute an inappropriate use of District technology improperly restricts or inhibits other persons from using District technology, or any violation of the "Responsible Use Agreement" is strictly prohibited. Any violation may be interpreted as a breach of the terms and conditions of this agreement and may result in access privileges being revoked, complete loss of all school computer privileges, or disciplinary actions up to and including referral to law enforcement, prosecution, a recommendation for school expulsion, dismissal of employment, and/or other legal action.

## **Information Content And Uses Of The System**

Commercial use of District technology by staff or students are strictly prohibited. Members shall not sell or offer for sale any goods or services that could be construed as a commercial enterprise. The District may choose to provide means for staff to offer goods for sale on a non enterprise basis. Any form of gambling is prohibited. The technology is to be used primarily for professional and/or educational benefit.

## **Law Enforcement**

As a general rule, individuals from outside of the school district may not interrogate students. If an individual, such as a law enforcement officer wishes to interrogate a student, the request must come through the administrative office. Such a request will be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare, when a child abuse investigator makes the request, or when such interrogation request is supported by a court order.

## **Lockers**

Student lockers are the property of the school district. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance in school. It shall be the responsibility of each student to keep the student's assigned locker clean and undamaged. The expenses to repair damage done to a student's locker may be charged to the student. A student's locker may be searched whenever an administrator or teacher has a reasonable and articulable suspicion that a criminal offense or a school district policy, rule or regulation bearing on school order has been violated and the administrator or teacher has a reasonable and articulable belief that the search will produce evidence of the violation. Illegal items may be given to law enforcement officials. Lockers may be searched at any time with at least two people present. Locker maintenance inspections are conducted periodically throughout the school year to ensure that lockers are kept clean and well maintained.

**Students MAY NOT change lockers at any time during the year unless the office grants permission.**

## **Lost and Found**

A "Lost and Found" department is located outside of the secretaries' offices. All items not claimed by the end of each semester will be donated to charity.

## **Medication Administration Guidelines**

All medications should be taken before or after school hours whenever possible. However, it is understood that certain medications are required during the school day. Iowa State Law and Clarinda Schools allow medications to be administered at school only when the following specific guidelines are met.

- Medicine prescribed 3 times a day should be given at home; before, after school and at bedtime. Medications that are to be given four times a day will be given at lunch in the Student Health Office.
- Herbal remedies, Natural Supplements or Essential Oils not approved by the Federal Drug Administration will NOT be administered by school personnel.
- All medications must be brought to the school and picked up by an adult. The medication will be kept in a locked storage area and distributed by the school nurse or school personnel that have taken the Medication Administration Course. Medication will not be sent home with students. Any medication that has not been picked up by the last day of school will be disposed of properly.
- No medication is to be kept by student's in their lockers, desks, or on them personally. Medications are to be kept in the school's designated area.
- Medications will be transported for field trips according to State of Iowa recommendations.
- Medication Administration Forms can be obtained from the school website or the school office.



## Prescription Medication:

- Per Iowa State Law prescription medication must be in the original container from the doctor, pharmacy, or store. The name of the student, medication, time to be given, and name of the physician must be on the container. Written permission to give the medicine, with the parent's signature, must accompany the medication. A **current** pharmacy- labeled container can serve as the written prescriber's order.
- Parent instruction cannot conflict with prescriber's orders.
- The parent/guardian is responsible for submitting a new prescriber's order form to the school each time there is a change of dosage or time of administration. Prescriber's orders may be faxed or emailed to the nurse.
- Medications must be in the most **current** pharmacy-labeled container.
- Empty bottles of prescription medication will not be automatically be sent home with a student unless under specific circumstances arranged/approved by nurse or school staff.

## Self-Carry Emergency Medications:

- **Inhalers**
  - Students with asthma and other airway constricting diseases may self-administer their life saving medication when a parent/guardian provides written permission and a physician's prescription (See **AUTHORIZATION-ASTHMA OR AIRWAY CONSTRICTING MEDICATION SELF-ADMINISTRATION CONSENT FORM.**)
  - All inhalers must have the prescription label directly on the actual inhaler as well as on the box it comes in. You will need to ask the pharmacy for this.
  - If the student misuses this privilege, the privilege will be withdrawn.
- **Epi Pens**
  - Clarinda Community Schools does not provide epinephrine auto injectors. In the event of an anaphylactic reaction, emergency services (911) need to be contacted immediately.
  - A student who has a prescribed epinephrine auto injector may carry and self administer when a parent/guardian provides written permission and the physician provides a prescription. See section labeled *prescription medication*.

## Over The Counter Medications:

- All medications must be brought from home by an adult in the **original container** labeled with the student's name.
- Parent instructions cannot conflict with label instructions.
- Over-the-counter medication can only be administered if the label instructions correspond with the student's age, weight and medication indications.
- School nurse may refuse to administer over-the-counter medication if it is felt that it may be detrimental to the student.

## Messages / Deliveries for Students

Every effort will be made to preserve instructional time by minimizing classroom interruptions. Messages WILL NOT be relayed to students during class unless school officials determine that an emergency situation exists. Please do not ask school personnel to deliver personal messages because they have been instructed not to do so. Under normal circumstances, messages will be delivered prior to school, at the beginning and end of the lunch period, or during the student checkout time at the end of the day. **Parents or guardians will not be permitted to interrupt the students' class time, except in the case of an emergency, which shall be determined by the administrative staff.**

## Open Enrollment (this was revised for 2020-2021 per the Iowa Department of Education)

Parents who wish to transfer their child out of the district under Open Enrollment may pick up appropriate forms in the office of the superintendent. These forms must be completed and returned to the Superintendent's office on or before March 1st of the school year preceding the year in which the child wishes to transfer. This deadline may be waived if the parents show good cause. Students starting Kindergarten must file open enrollment papers by September 1st.

## Phone Calls

Students will not use the phone during school time. Students may make calls on their cell phones while in the office. Other times may be allowed with approval from the office.

## School Buses

Students being transported in school-owned vehicles shall comply with the CCSD rules for conduct. Any student who fails to comply with the established rules of conduct while on school transportation may be denied transportation services and shall be subject to disciplinary action.

The following rules shall apply to student conduct on school transportation:

- ◆ Each student is responsible for his/her conduct while on the bus. All school rules apply.
- ◆ Students should see that when the bus arrives at a stop, the boarding proceeds in a relaxed, safe and friendly manner.
- ◆ Students are not allowed to enter or exit from the emergency door except in case of an emergency or supervised drill.
- ◆ Students should be seated immediately after boarding the bus and remain seated. To change seats, especially while the bus is in motion, is not allowed.
- ◆ No one is allowed to stand in the door well of the bus while it is moving.
- ◆ The driver may assign seats.
- ◆ All students should remain seated until the bus has come to a complete stop.
- ◆ Band instruments cannot be stacked in the stairwell or aisle.
- ◆ All parts of the body are to be kept inside of the bus.
- ◆ No objects or paper are to be thrown inside the bus or out of the windows.
- ◆ Students will not make unnecessary or loud noises. A normal conversational tone is more conducive to a safe enjoyable ride for all.
- ◆ No fighting, profanity or obscene gestures will be permitted.
- ◆ Vandalism or destruction of any other person's property is not permitted.

## Search and Seizure

School authorities may, without a search warrant, search a student, student lockers, desks, work areas, or student automobiles based on a reasonable suspicion under the circumstances and 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 and school personnel. School authorities may also seize any illegal, unauthorized or contraband materials discovered in the search.

Items of contraband may include but are not limited to nonprescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Possession of such items will be grounds for disciplinary action and may be grounds for reporting to local law enforcement authorities. In an attempt to maintain a drug free environment, the administration may elect the help of the county drug dog to assist in random searches.

Items disruptive to the safe and orderly operation of the school will be confiscated. Such items may include laser pointers, beepers, cellular phones, toys which distract the student or others, weapons or weapon look alike. Possession of such items may result in immediate alternate placement or suspension.

Reasonable Suspicion: A search of a student will be justified when there are reasonable grounds for a suspicion that the search will turn up evidence the student has violated or is violating the law or rules of the school. Considering factors such as the following may form reasonable suspicion:

- eyewitness observations of school personnel
- information received from reliable sources
- suspicious behavior by the student

Reasonable Scope: A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- the age of the student
- the sex of the student
- the nature of the infraction
- an emergency requiring the search without delay

## Search of School Property

### Policy 502.8R3 Use of Dogs to Search School Property

The Superintendent of Schools may authorize, as part of an overall effort to maintain safe schools, the periodic use of narcotic detection dogs to alert staff to the presence of substances prohibited by law or Board policy.

The use of narcotic dogs is subject to the following:

1. The Superintendent or designee shall authorize the search and the Principal or his/her designee shall be present while the search is taking place.
2. Parents and students shall be notified in writing of this policy at the beginning of each school year, through its inclusion in the student and/or parent handbook and/or on the District's/school's website.
3. All school property such as lockers, classrooms, parking areas and storage areas may be searched.
  - a. Dogs shall not be used in rooms occupied by persons except for demonstration purposes with the handler present.
  - b. When used for demonstration purposes, the dog may not sniff the person or any individual.
  - c. The dogs may sniff the air around lockers, desks, or vehicles on District property or at District-sponsored events as long as they are not allowed to sniff within close proximity of any student's person.
  - d. Individual(s) shall not be subjected to a search by dogs. To avoid the potential of allergic reactions, dogs shall be kept away from the students.
4. Once notification has been given to parents and students, through the inclusion of the policies in the student/parent handbook and/or on the District's/school's website, the school district will have met its obligation to provide written notice of the searches. Additional notices need not be given and actual times or dates of planned searches need not be released in advance.

5. Only properly trained dogs that are handled by trained personnel shall be used for searches of school property.
6. Only the dog's official handler will determine what constitutes an alert by the dog. If a dog alerts on a locker and a search is subsequently conducted by school officials, the search will be conducted in the presence of the student(s) whose locker(s) is/are being searched or, in the absence of the student(s), the search shall be conducted in the presence of at least one other person. If a dog alerts on a locked vehicle, the student who brought it onto District property shall be asked to unlock it for a search conducted per procedure outlined in Board of Education Policy. An effort shall be made to protect the student's privacy to the greatest degree possible.

## Tobacco, Alcohol and Controlled Substances

The use or possession of tobacco, and the use or possession or being under the influence of alcohol, other controlled substances, or "look alike" substances that appear to be tobacco, alcohol, or controlled substances by individuals under the age of eighteen and all students regardless of age on school property or at any activities sponsored by the school is strictly forbidden. The possession of tobacco or drug paraphernalia is also forbidden. Violation of this rule will result in disciplinary action, which may ultimately include expulsion. Such violation may also be reported to local law enforcement authorities.

## Security Before, During and After School

All buildings are protected by 24 hour video surveillance and locked down during educational hours for the safety of students and staff. All parents and guests will request access to enter the building during instructional hours. All guests shall register in and out at the administrative office.

Doors will be unlocked for student entry at 7:40 a.m. and locked after 3:30 p.m. **Parents should not leave students at the school outside these hours since staff is not available for supervision.**

## Talented and Gifted

Students may be nominated at any time by their parents, themselves or their teachers. The nomination is then forwarded to the TAG Committee. Further testing may be done and data from testing is analyzed. The committee will make their recommendation and parents will then be contacted to approve student identification. Students who have been identified for the TAG program are served through a variety of activities in and out of the classroom. See TAG Coordinator, Denise Green, for more specific information.

## Tardies and Early Release

Parent(s) and/or Guardians, please ensure that students are at school on time, and try to limit early release days to absolutely necessary appointments.

## Vandalism / Care of School Property

Students are expected to treat school property with care and respect. Students found to have deliberately damaged or destroyed school property will be required to reimburse the school district, as well as being subject to additional discipline. In the discretion of the administration, such students may be turned over to local law enforcement officers.

## Weapons

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 may 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, or 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. The superintendent may develop an administrative process or procedures to implement the policy.

## 504 Plans

### Parent Notice Section 504 Of The Rehabilitation Act Of 1973:

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, the Clarinda School

District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

The Clarinda School District has the responsibilities under Section 504, which include the obligations to identify, evaluate, and, if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to:

- inspect and review his/her child's educational records
- make copies of these records
- receive a list of the individuals having access to those records
- ask for an explanation of any item in the records
- ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights

- a hearing on the issue if the school refuses to make the amendment.

Feel free to contact Allison Wellhausen, 504 Coordinator, Clarinda CSD, 712-542-5165 if you have questions.

## Compliance Plan For Section 504 Of The Rehabilitation Act Of 1973

The Compliance Plan serves students, parents, employees, applicants for employment, patrons, and programs within the Clarinda Community School District, hereinafter referred to as "Clarinda Schools."

1. Clarinda Schools assures students, parents, employees, applicants for employment, and patrons that it will not discriminate against any individual.
2. The Section 504 Compliance Coordinator is as follows: Allie Wellhausen.
3. Parents are provided procedural safeguards, which are included in the "Notice of Parent/Student Rights In Identification, Evaluation, and Placement of Individuals Who Are Disabled or Who Are Believed To Be Disabled."
4. An impartial hearing and review (appeal) are provided upon request. Procedures are detailed in the "Notice of Parent/Student Rights In Identification, Evaluation, and Placement of Individuals Who Are Disabled or Who Are Believed To Be Disabled."
5. Notice to students, parents, employees, and general public of nondiscrimination assurances and parent/student rights in identification, evaluation, and placement will be disseminated annually in the following manner:
  - a. Public service announcement in local newspapers;
  - b. Announcement in local school systems; and,
  - c. Posted notice in each public school building.
  - d. Additionally, the notice will be included in the professional handbook and disseminated to each principal for inclusion in each student/parent handbook.
6. Clarinda Schools have established the following local grievance procedure to resolve complaints of discrimination: (These procedures parallel those outlined in The Family Educational Rights and Privacy Act [FERPA].)
  - a. An alleged grievance under Section 504 must be filed in writing fully setting out the circumstances giving rise to such Grievance.
  - b. Such claims must be made in writing and filed with the following individual: Director of Special Programs, 423 East Nodaway, Clarinda, Iowa 51632.c) A hearing will be conducted according to the procedures outlined in the regulations implementing the Family Educational Rights and Privacy Act (FERPA).
  - c. The Section 504 Coordinator will appoint a hearing officer who will conduct the hearing within a reasonable time after the request was received.
  - d. The Section 504 Coordinator shall give the parent, student, employee, applicant, or patron reasonable advance notice of the date, time, and place of the hearing.
  - e. The hearing may be conducted by any individual, including an official of the local school district, who does not have a direct interest in the outcome of the hearing.
  - f. The local school district shall give the parent, student, employee, applicant, or patron full and fair opportunity to present evidence relevant to the issues raised. The grievant may, at their own expense, be assisted or represented by individuals of his or her choice, including an attorney.
  - g. The local school district shall make its decision in writing within fifteen (15) days after the hearing.
  - h. The decision must be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision.
7. Clarinda Schools will conduct an extensive annual "Child Find" campaign with the goal to locate and identify all Section 504 qualified individuals with disabilities (ages 0 to 21) who reside within the participating school districts.

8. Clarinda Schools will inform all individuals with disabilities and their parents or guardians of the district's responsibilities and procedural safeguards under Section 504, as well as those under (your state's) Special Education Regulations and the Individuals with Disabilities Education Act (IDEA).

## Policy On The Treatment Of Individuals With Disabilities

### As Per Section 504 Of The Rehabilitation Act Of 1973 And The Americans With Disabilities Act (ADA)

It is the policy of the Clarinda School District not to discriminate against any otherwise qualified individual with disability, solely by reason of his/her disability, in admission or access to, or treatment or employment in, any program or activity sponsored by this school corporation.

Inquiries regarding compliance with this policy should be directed to the Section 504/ADA Coordinator of Clarinda School District, 1423 East Nodaway, Clarinda, Iowa, or to the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

### Americans With Disabilities Act Recruitment, Advertisement, Application, And Employment Notice Of Nondiscrimination

The Clarinda Community School District is committed to compliance to the Americans with Disabilities Act (ADA). We intend to ensure that individuals with disabilities, whether they are employed, apply for a position, or visit facilities within our school corporation are treated fairly and given an equal opportunity to access our facilities, programs, activities, and employment.

It is unlawful for Clarinda Community School District to discriminate on the basis of disability against a qualified individual with a disability in regard to:

- (a) recruitment, advertising, job application, and employment procedures;
- (b) hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff, and rehiring;
- (c) rates of pay or any other form of compensation and changes in compensation;
- (d) job assignments, job classifications, organizational structures, position descriptions, lines of progression, and seniority lists;
- (e) leaves of absence, sick leave, or any other leave;
- (f) fringe benefits available by virtue of employment, whether or not administered by the covered entity;
- (g) selection and financial support for training, including: apprenticeships, professional meetings, conferences, and other related activities, and selection for leaves of absence to pursue training;
- (h) activities sponsored by a covered entity including social and recreational programs;
- (i) any other term, condition, or privilege of employment.

The Clarinda Community School District will not isolate individuals with disabilities, discriminate on the basis of disabilities through contracts, avoid using qualification standards, criteria, methods of administration, or tests that discriminate against individuals with disabilities, avoid not making reasonable accommodations to an otherwise qualified individual with a disability.

The ADA requires that we focus on the ability, not the disability, of the individual. We will consider reasonable accommodations providing the individual can perform essential functions of the position. We are not required, however, to give preferential treatment to individuals with disabilities or lower our standards for performance.

The Clarinda Community School District is committed to meeting the intent and spirit of the ADA. All employees are urged in helping the Clarinda Community School District to meet this goal.

If you believe that the Clarinda Community School District has discriminated against you or someone you know on the basis of disability, or if you have questions or concerns about our responsibilities in this regard, please contact Section 504/ADA Coordinator, 712/542-5165, 423 East Nodaway, Clarinda, Iowa 51632.

References 29 C.F.R. Sec. 1630.4, 56 Fed. Reg. 35736-35737, 26 July 1991. 42 U.S.C. 12112 (Sec. 102[b]).