



Carrie Lee Elementary School

210 Vernon Street, Decorah, Iowa 52101
Phone: 563-382-3771

Sarah Tobiason
Principal/District Director of Special Education

Alison Donlon
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Student Handbook
2021-2021



It is the policy of the Decorah Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator. Call the Central Office at 563-382-4208 for information.

Decorah Community School District Strategic Improvement Planning Guide

Mission: Learning - Thriving - Creating Our Legacy

- *At Decorah Community School District we embrace student learning and well-being as our fundamental purpose; we will, in partnership with our students, families, and community, make the world a better place.*

Vision: Decorah Community School District will be a collaborative, innovative, learning-centered organization empowering students to embrace their personal strengths and create their future.

Values: Decorah Community School District is guided by the following core values:

- **Collaboration and Community**
 - *We believe collaboration and community partnerships promote innovation and shared responsibility.*
- **Curiosity and Creativity**
 - *We believe curiosity and creativity lead to meaningful learning.*
- **Engagement and Excellence**
 - *We believe engagement and excellence foster personal ownership, and pride and joy in work and learning.*
- **Equity and Well-being**
 - *We believe equity and well-being ensure a safe learning environment, a sense of belonging, and student success.*
- **Integrity and Humility**
 - *We believe integrity and humility create respectful, trusting relationships.*
- **Stewardship and Sustainability**
 - *We believe stewardship and sustainability promote efficient and effective operations now and in the future.*

Our Pillars	Student Learning	Our People	Safety & Well-Being	Service Excellence	Finance, Facilities, & Operations
Our Promises	Ensure each student receives a well-rounded educational experience that fosters learning and personal growth.	Maintain a workplace environment and culture that promotes engagement, well-being, and a focus on student success.	Promote and protect the safety and well-being of students, families, employees, community, and resources.	Foster a positive, supportive, engaging, and service-oriented culture for students, parents, community, and one another.	Ensure equitable allocation, and optimal utilization of district finances and facilities to support achievement of district goals.



During the 2020-2021 school year, we will be prepared to deliver required learning services through three different methods. These methods are labeled as continuous learning, hybrid learning; and on-site learning. The Iowa Department of Education provides the following regarding each type of service model.

Educating Students:

- Continuous learning
 - All districts and accredited nonpublic schools **must** have a plan for offering Continuous Learning and requiring the participation of students as schools reopen for the 2020-21 school year (Iowa Department of Education, May 2020).
- Hybrid learning
 - All districts and accredited nonpublic schools **may** choose to offer educational services through a hybrid model of Continuous Learning and On-Site Learning for at least some portion of the 2020-21 school year (Iowa Department of Education, May 2020).
- On-site learning
 - All districts and accredited nonpublic schools **may** also choose to move to on-site provision of educational services as part of their Return-to-Learn Plan, as long as it is deemed safe by public health officials and the school has actively planned for appropriate health and safety measures (Iowa Department of Education, May 2020).

[DCSD Return to Learn Plan Summary](#)



Viking Pride: Be Respectful, Be Responsible, Be Safe

We welcome you, our students and families to a fresh and new year at Carrie Lee. We at Carrie Lee, have the best interests of your students in mind at all times. We hope that each student who comes through our doors finds Carrie Lee to be academically challenging, socially engaging, and potentially all around amazing! As the staff of Carrie Lee, we make a promise to you to guide and support your child's learning by ensuring that he or she is provided with an individualized education which supports growth as a person, and learning as a student.

As a part of the partnership with Carrie Lee Elementary, we ask that you as stakeholders in education:

- Have your students attend school daily and arrive on time, ready for the day's learning experience
- Complete all assignments given by teachers.
- Read daily outside of school hours with your students to develop a love for reading and to improve literacy skills
- Share in school experiences so that you are aware of his/her school life.

Each student will be introduced to and reminded of our Viking Pride statement which is to ...

Be Respectful, Be Responsible, Be Safe

Students will be introduced to our common expectations and encouraged to meet them daily through positive support. We expect that each student adapts their own lives to these words and uses them to help others both in and out of the school setting.

We have many outstanding people on our staff, which includes teachers, coaching support staff, technical support staff, curriculum support staff, custodians, administrative assistants, paraeducators, cooks, and maintenance crew members. These staff members not only work hard to keep the school running smoothly, but work together as a part of the team all year long to ensure the safety and security of all students.

Carrie Lee staff welcomes you as a part of the team that will work together to support all students to a time of growth mindset, forward thinking, and teaming together to create a world that exceeds our expectations. This is our promise to you, our students and families, that we will welcome your child, celebrate their accomplishments, and look for ever changing ways to engage and support each and every person!

Sincerely,
Ms. Sarah Tobiason
Carrie Lee Principal/District Special Education Director



ACADEMIC EXPECTATIONS

The Iowa Common Core Standards guide our curriculum and instruction. These guidelines focus on preparing students to be college and career ready. The standards provide a consistent, clear understanding of what students are expected to learn, so teachers and parents know what they need to do to help them. We use the Iowa Common Core Standards in our grading system at Carrie Lee, and assess students on a scale of one to four.

Expectations for Students

- Complete quality work with pride.
- Write assignments in planners and ask for clarification from teachers when needed.
- Take home materials that are needed to complete assignments at home.
- Team with your teacher about work you may have missed while you were absent.

Expectations for Parents

- Provide your child with adequate sleep and nutritious food.
- Periodically check your child's planner; monitor for long-range assignments and tests.
- Encourage, motivate, and support your child to complete his/her assignments independently.
- Although there may be exceptions, the minutes your child should spend on homework should equal approximately 10 times his/her grade level (on average, a 3rd grader would spend 30 minutes, a 4th grader would spend 40 minutes, and so on).

Expectations for Teachers

- Provide meaningful work and feedback to enhance practice, preparation, or elaboration of all subjects.
- Coordinate among other grade level team members.
- Monitor homework on Wednesday nights.
- Provide suggestions on how to plan and complete long-range assignments.
- Ensure students understand how to complete assignments.

Expectations for Carrie Lee Students

- To show, at all times, respect for authority, fellow students, school property, and the property of others. Follow the PBIS expectations in all areas of the school.
- To be responsible by showing an interest in learning and being well prepared at all times, including completing assignments on time.
- To do away with a bullying mentality. A student is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students. Bullying implies an imbalance of power or strength. The student who is bullied has difficulty defending him/herself.
- To show good school spirit by supporting school activities and demonstrating good sportsmanship whether winning or losing.

Definition of Bullying Per Iowa Code



- Places the student in reasonable fear of harm to the student's person or property; and
- Has a substantially detrimental effect on the student's physical or mental health; and
- Has the effect of substantially interfering with a student's academic performance; and
- 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.

Iowa Code 380.28 (2007)

Common Area and Bus Behavior Expectations In All Areas: CLE Safe School Rules

- We will not bully others.
- We will help students who are bullied.
- We will include students who are left out.
- If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

Hallways

- The students will walk on the right side of the stairs as well as on the right side of the hallways.
- The students will use each stair step when walking up or down the stairs.
- The students will use the shortest route to their destination.
- The students will not loiter or congregate in restrooms, hallways, or by lockers.

Assemblies

- The students will engage in an appropriate manner.
- Students will use appropriate responses to show their appreciation of the activities.
- Students will enter and exit the assembly area in a quiet manner.

Office

- Students will be in the office only with permission from the instructor.
- Students will return to the classroom if the office personnel is not there.
- Permission is needed to use the office phone.

Bus

- Riders shall follow the instructions and directions of the bus driver at all times.
- Riders shall be seated and facing forward when the bus is in motion.
- Riders should be courteous to the driver and fellow passengers.
- Riders shall help keep the bus and the area around the bus stop clean.

Decorah Schools Sporting Events Attendance Rules

- Carrie Lee students must be accompanied by an adult when attending football games. Student safety and consideration for other spectators is of the utmost importance.
- Students will view the game from the bleachers or will be in attendance alongside parents/guardians.
- The behaviors expected of our students while at school apply to all DCSD events.
- Balls and other play equipment will not be brought to the game. This includes playing catch/football in the grassy area beyond the endzone.
- Students should remain on the home side.
- While the national anthem is being played, students are expected to stand and face



the flag and remove any headwear.

- Students who cannot follow the rules will be asked to leave the game. Admission will not be refunded.
- Carrie Lee students who are attending Decorah Sporting events will attend with the intention that they are there to support the athletes, as well as to watch the game.

ATTENDANCE

The following procedures shall be followed in enforcing the provisions of the Iowa Code regarding Compulsory Education in the state of Iowa.

To Report an Absence

A parent or guardian is to contact Carrie Lee Elementary School at 382-3771 by 9:00 AM on the day of the absence. If at that time you would like to have your child's work gathered by the teacher, please let the office know when you would like to pick it up or with whom it should be sent home. Please allow adequate time for the child's instructor to gather missed work. The instructor is expected to instruct students who are present during the school day.

2020-21 Procedures for picking up students from school:

- Call Carrie Lee Elementary School at 382-3771 to make arrangements for your child's pick up.
- As you arrive at Carrie Lee, please call the office or ring in at the front door.
- Parents/guardians will not be allowed to enter Carrie Lee and come to the office at this time.
- Students will be gathered and brought to the front door to meet parents/guardians for appointments.

Excused Absences

If the student is going to be gone due to medical, dental, vacation, or other reason, the office must be given a note or have received a phone call prior to or the day of the absence. Failure to do this will result in the absence being considered unexcused. Please see the principal concerning extended vacation absences. Examples of excused absences may include but are not limited to:

- Health care appointments/Personal Illness-It is important that students and parents communicate with either the school, school counselor, nurse, or with administrators regarding long absences due to hospital care or extended illness. The school will work with the student/family to the extent necessary to continue the educational needs of the student.
- Anticipated absences: trips with parents or adult supervised church/religious activities, family wedding, funeral, or required court appearances. (Proper procedure must be completed in advance of absence to be recorded as excused).
- Special cases approved, in advance, at the discretion of the principal.

Excused Absences Guidelines



- Students are allowed ten (10) excused absences per school year; any further absences would need to be excused by a physician or medical practitioner. If a physician does not excuse absences, they will be marked unexcused.
- Students are considered truant if more than 10 days per semester are missed. This falls under district policy and Iowa Law Truancy **Iowa** Code, Chapter 299, covers compulsory school attendance and **truancy**: "The parent, guardian, or legal or actual custodian of a child who is of compulsory attendance age (6-16 years old), shall cause the child to attend some public school, an accredited nonpublic school, or competent private instruction."
- If excessive excused absences begin to have a negative impact on academic, social, and /or emotional behavior, a mediation meeting will be set to discuss an attendance plan.
- If attendance does not improve, further action will be taken by the school according to the law.
- Any extenuating circumstances leading to multiple excused absences should be addressed in a meeting between the parent and the school administrator.

Unexcused Absences (DCSD Board Policy Code No. 501.9)

Any absence from school or a class, including tardies, which are not approved by the school principal, shall be unexcused absences. Students are subject to disciplinary action from unexcused absences. All work missed due to unexcused absences may be made up with credit, provided the student makes up the work on time. It shall be the responsibility of the student to initiate a procedure and timeline with the student's teacher to complete missed work. Examples of an unexcused absence may include, but are not limited to the following: tardiness, shopping, hunting, concerts, hair appointments, tanning sessions, preparation or participation in parties and other celebrations and employment.

Procedures for Unexcused Absences (DCSD Board Policy Code No. 501.9R1)

Definition: Regular attendance is very important if a student is to receive maximum benefits from the instructional program. There are times when a student has no control over his/her attendance because of illness or other emergencies. However, a student does have control over unexcused absences. Therefore, a student who has an unexcused absence will be subject to disciplinary action.

Any of the following shall be deemed unexcused absence:

- Failure to report to the school without consent of the building principal.
- Leaving the school building or grounds without first obtaining permission from the office.
- Failure to report to a class, an assigned study hall, or other areas without permission from the office, faculty member, or nurse.
- Leaving any assigned area without the permission of the person in charge.

Responding to Unexcused Absences:



- The attendance liaison officer shall make contact with the student and/or the student's parents. If the student has 5 unexcused absences, the parent/guardian will be contacted to develop a plan for intervention.
- After a student has accrued 10 instances of unexcused absences and the building-level administration has exhausted means available to the school to assure that the student is in regular attendance, a registered letter will be forwarded to the County Attorney and to the parent/guardian. The County Attorney's Office will make the final decision in regard to mediation and/or prosecution.

Student Injury or Illness at school

A student who becomes ill or is injured at school must notify his or her teacher and another employee as soon as possible. In the case of serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student will be released to the student's guardian. While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, an attempt to notify the parents where the students has been transported for treatment. If a student is injured at school or when involved in a school related activity, the teacher or staff members in charge must complete and file an accident report with the school nurse within 24 hours. Students who have seen a doctor for an injury while participating in a school related activity must have medical clearance from the physician and his/her designee to resume participation in that activity.

BIRTHDAY CELEBRATIONS

Birthday treats are a memorable way to celebrate the day at school. It is our policy to allow **only store-bought treats**. We encourage healthy snacks with less sugar, such as cheese and crackers, veggies and dip, cereal mixes, etc. Please avoid peanuts, tree nuts and anything processed with peanut butter.

BOOK BAGS

Students may use backpacks to carry books back and forth from home to school. Lockers measure 15" x 15" x 60". Students are notified and reminded that the locker assigned to them may be used to store coats, cold lunches, books, notebooks, and papers pertaining to school only. Perishables must not be left in the lockers overnight. It is highly recommended that personal items such as cameras, watches, money, cell phones, computers, etc. should be left in the office for safekeeping and should not be kept in the lockers. Locks will not be allowed on lockers. Students bringing cold lunches to school are urged to print or write their name on the container in large letters. The school authorities reserve the right to inspect the lockers for cleanliness and unauthorized contents at any time in accordance with a Supreme Court ruling on January 16, 1985.

BICYCLES

All bicycles are to be parked in the bicycle racks located at the front entrance. It is suggested that students lock their bicycle.

BUS TRANSPORTATION

Bus routes are determined by the Decorah Board of Education. Every effort is made to provide the best and most convenient transportation to all and to do it in an economical



manner. We appreciate having any transportation problems called to our attention, and every effort will be made to resolve the problem. Buses are primarily used to transport students to and from school. In town shuttle bus service is available for students in grades K-5. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the administration of a student's inappropriate bus conduct. Video cameras are in use on school buses for the safety of the student riding the bus. The content of the videotapes may be used to discipline students.

Persons riding in a school district vehicle shall adhere to the following rules. The driver, sponsor and chaperones are to follow the school district policies, rules and regulations for student violations.

- Riders must be at the designated loading point before the arrival time.
- Riders must wait until the vehicle comes to a complete stop before attempting to enter.
- Riders must not extend arms or heads out of the windows at any time.
- Aisles must be kept clear at all times.
- Riders shall load and unload through the right front door. The emergency door is for emergencies only.
- Riders will depart from the vehicle at the designated point unless written permission to get off at a different location given to the driver.
- Bus passes may be obtained from the school office with the permission of the student's parent/guardian.
- Riders may be assigned a seat by the driver.
- Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement.
- Riders are not permitted to leave their seats while the vehicle is in motion.
- Waste containers are provided on all vehicles for riders' use.
- Permission to open windows must be obtained from the driver.
- Classroom conduct is to be observed by students while riding the vehicle except for ordinary conversation.

CHANGE OF ADDRESS OR PHONE

Parents and students who have a change of address or phone number during the school year must report the change to the Carrie Lee office. It is also possible for parents to make changes using the Powerschool Portal Parent Account. It is important that the school records be kept up to date. In the event a parent changes employment, phone number, emergency contacts, or address please let us know immediately.

COMPUTER USAGE (Board Policy Internet 604.3 and Computer Usage 604.3)

Carrie Lee students will have access to the school district's computer system, which includes Internet access. The school district requires that each student, along with their



parent(s)/guardian(s) sign a "user agreement" policy prior to the start of each school year. Use of the computer system and the Internet shall be consistent with school district policies and the mission of the school district. Students using computers for inappropriate reasons will forgo computer privileges for a length of time to be determined by the school principal.

DAILY ANNOUNCEMENTS

Announcements will be read each morning by 4th grade students on station VIKG "Home of the Vikings". (Carrie Lee intercom). Announcements include the lunch menu, student/adult birthdays, word of the day, special event reminders, day cycle number, and the Pledge of Allegiance. Groups of 3rd grade students will be responsible for reciting the Pledge of Allegiance each morning via intercom. Small groups of 4th grade students will rotate in relaying announcements over the intercom. Announcements will be streamed during the school day on the closed circuit television station.

DEFACING PUBLIC PROPERTY

Any person who takes it upon themselves to damage, deface, alter, or destroy the property of the school are subject to Iowa Code Chapter 716, regarding criminal mischief. Consequences of such activity will result in penalties persistent with damage or defacement committed on property.

DELIVERIES

Balloons or flowers should not be sent to students at school. Please arrange for birthday greetings and other special mementos to be delivered at home.

DRESS CODE

The staff and administration at Carrie Lee Elementary School will interpret the dress code in the best interest of the entire student body. Good judgment on the part of students and parents should be the primary guide for proper dress at school. Students will dress in appropriate outerwear for the current weather conditions. We take pride in the appearance of our students. Students are expected to dress and groom themselves neatly in clothes that are suitable for school activities. Any clothing item that is deemed distracting to the learning environment is prohibited.

The following items of clothing are considered inappropriate:

- Clothing with inappropriate expressions, including drugs, tobacco, and alcohol-related products.
- Short shorts and skirts: a rule of thumb is to have the students stand with his/her hands at his/her side and the clothing item should be as long as his/her fingers.
- Flannel pajama pants (Unless the day is deemed "pajama day" in celebration of an event)
- Bicycle shorts
- Tank tops, halter tops, spaghetti straps, or bare midriffs.
- Hats or caps will not be worn in the building during the school day.
- Jeans/pants/shorts need to be worn at the waist and should not sag.
- Any accessories deemed unsafe (such as chains) will not be permitted.



- Student footwear should be conducive to running, jumping, and playing, and for safe travel on the stairways.
- During winter weather, students must wear coats, snow pants, boots, hats and mittens for outdoor recess.

EDUCATIONAL 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. Parents may also file a complaint with the United States Department of Education if they feel the rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary in the central administration office.

ELECTRONIC/TECHNOLOGICAL DEVICES

Portable CD players, radios, cell phones, iPods, electronic tablets, laptops, smart watches, etc. are not allowed to be used during the school day from 7:45 A.M. to 3:30 P.M. If the classroom instructor deems the use of these items necessary, the decision to utilize the technology will be left to the decision and constraints of the instructor.

Students who are waiting for shuttle bus after school may not use phones without the permission of the adult on recess duty. **Cell phones** will only be used in this situation for emergency situations, such as those that merit a phone call to parents to determine pick up for the student. We understand that parent/student communication via cellphone is important. We ask that texting/calling of students be done outside of school hours on personal cell phones. Parents who need to reach their students during the school day, should call the Carrie Lee main office phone at 563-382-3771

Students who choose to violate these rules will be subject to the following:

First Offense: Students are given a warning and their phone should be put away.

Second Offense: Electronic items are taken from students and put in office. Students can pick up the device at the end of the day.

Third Offense: Electronic devices are taken from the student and the office. Device stays in the office and parents will need to pick up the device.

The shuttle bus riders will play on the Carrie Lee playground from school dismissal until the shuttle bus arrives. This time span is roughly fifteen minutes. Students are encouraged to actively play on the playground while waiting for the shuttle bus. Cell phones are not needed for active play.

Skateboards, roller blades, or scooters must not be used on school grounds and must be stored in the bike rack during school hours.

Students may not possess radios, CD players, iPods, televisions, water guns, toy guns, toys, and other similar items on school grounds or at school activities. These items often distract



from our responsibilities as students and teachers. No device is permitted which allows students to send or receive personal messages that would contribute to cheating, access the Internet, or take pictures.

Cell phones must be kept in the student's locker and must be shut off during school. No text messaging is allowed during school. ***We emphasize that the school is not responsible for lost, stolen, or damaged items.*** Students found in violation of this policy may be subject to discipline and, in cases where a law may be violated, law enforcement officials may be contacted.

Decorah Community School District officials have the authority to search student cell phones or other personal technology devices (e.g. laptops, smart watches, tablets, etc.), when school officials have reasonable grounds to suspect that the student technology contains photos, text, video, audio, or other information that is evidence of a student's violation of school rules or policy or a violation of state and/or federal law.

During emergencies, absolutely NO TEXT MESSAGING is allowed. If cell phones are being used to investigate the extent of the emergency, emergency personnel may be unable to use the phone lines.

EMERGENCY PROCEDURES

Take Cover: All schools practice take cover drills for severe weather twice per semester. Students will follow signs and directions to the location for each classroom to use in the event of a tornado or severe weather. Locations are clearly posted in each classroom.

Evacuation: All schools practice evacuation drills twice per semester replicating a fire drill. Evacuation instructions are clearly posted in each classroom. In addition, schools practice evacuating to an off-site location every other year. All of these drills involve leaving the building and accounting for all students and staff members either outside or at the off-site location.

Shelter in Place: These drills are practiced once per year and are generally used when it is not safe for students to be outside and/or a potential threat exists outside the building. All outside doors are locked but students generally are able to continue with their day uninterrupted.

Dangerous Intruder: The district has adopted the protocol from the U.S. Dept. of Education and Homeland Security. Students will learn and practice options that can be taken in the event of a dangerous intruder along with discussing ways of preventing these situations.

For more information on emergency plans, please visit our website at www.decorah.k12.ia.us listed under the "Info for Parents" tab; click Student Safety Information, or contact the building principal.

EQUAL EDUCATIONAL OPPORTUNITIES (School Board Policy Code No. 500.2)
Harassment and Bullying Prohibited



The Decorah Community School District is committed to providing all students a safe and civil educational environment in which all are treated with dignity and respect. The District is also committed to promoting understanding and appreciation of the cultural diversity of our society. The District shall educate students about our cultural diversity and shall promote tolerance of individual differences.

Harassment and bullying of students is against the policy of the State of Iowa as well as of the Decorah Community School District. The District shall promote procedures and practices to reduce and eliminate harassment and bullying. The District prohibits harassment and bullying of students by other students, by employees, and by volunteers while in school, on school property, and at any school function or school-sponsored activity. This includes harassment or bullying based on the student's actual or perceived trait or characteristic, including the student's actual or perceived race, color, creed, sex, age, religion, marital or familial status, ethnic background, national origin, ancestry, physical or mental ability or disability, sexual orientation, gender identity, physical attribute, political party preference, political belief, or socio-economic background. Acts of harassment or bullying may be treated as grounds for discipline. Discipline may include suspension or expulsion of a student, termination of an employee's contract, and/or exclusion of a volunteer from District activities or premises.

Definition: Any electronic (such as emails or instant messages), written, verbal or physical act or conduct toward a student that is based on an actual or perceived trait or characteristic that creates or could reasonably be expected to create an objectively hostile school environment is prohibited. An objectively hostile school environment is created if the act or conduct:

- places the student in reasonable fear of harm to the student's person or property
- has a substantially detrimental effect on the student's physical or mental health
- has the effect of substantially interfering with the student's academic performance
- has the effect of substantially interfering with the student's ability to participate in or benefit from District services, activities, or privileges.

Sexual Harassment

It is the policy of the Decorah Community School District to maintain a learning environment that is free from sexual harassment. All employees, visitors and students must avoid any action or conduct which could reasonably be perceived as sexual harassment. It shall be a violation of this policy for any person to harass a student through conduct or communications of a sexual nature as defined in this policy.

Definition: Sexual harassment shall consist of unwelcome sexual advances, requests for sexual acts or favor, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of the student's educational opportunities or benefits
- submission to or rejection of such conduct by a student is used as the basis for educational decisions affecting that student
- such conduct has the purpose or effect of substantially interfering with a student's education by creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may include, but is not limited to the following:

- requests or pressure for sexual activity



- unwelcome touching
- other verbal or physical conduct of a sexual nature, such as inappropriate jokes, symbols, signs or posters of a sexual nature
- repeated remarks to or about a person with sexual or demeaning implications.

Any sexual overtures made by a staff member to a student, whether welcomed or unwelcomed, shall be grounds for discipline, including discharge of the staff member. Employees and students who believe they have suffered harassment shall report such matters to the building principal who shall be the investigator for harassment complaints. Upon receiving a complaint, the investigator shall confer with the complainant to obtain an understanding and a statement of the facts. It shall be the responsibility of the investigator to promptly and reasonably investigate claims of harassment and to pass the findings on to the superintendent who shall complete such further investigation as deemed necessary and take such final action as deemed appropriate.

Information regarding an investigation of harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process. No person shall retaliate against a student or other person because the student or other person has filed a discrimination or harassment complaint, assisted or participated in an investigation, or has opposed language or conduct that violates this policy, as long as the participation or action was done in good faith. Persons who engage in retaliation or who knowingly file false complaints or give false statements in an investigation shall be subject to discipline up to and including suspension, expulsion, exclusion, or termination of employment.

FIELD TRIPS

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones, and guides with respect and courtesy. All necessary student medicines for a field trip will be bagged and sent along with the teacher in charge of the trip.

FIRE DRILLS

State safety and school regulations require all schools to have fire drills and emergency evacuation procedures. A drill is a serious undertaking and has precedence over every school activity. The fire alarm is a continuous loud horn. Students will be instructed in the exits for every room. The exit information is posted above every room door. We ask that students walk at a rapid pace. When students are out of the building, we ask that all involved go far enough away from complete safety. Staff members will go over the emergency evacuation procedures during the first week of school.

FOOD SERVICE

School Lunch Program Guidelines

The district provides a school lunch program for all students according to the National School Lunch Program. Federal guidelines require a meal to be composed of three (3)



components before it can be considered a meal. If a family is approved for free or reduced meals, the student meal must have the three (3) components for a meal. A child or adult can mix any of the following combinations to make three (3) components: Fruit, Vegetable, Milk and/or Protein. Any other selection is considered a la carte. Free and reduced applications are available for families who qualify at the Decorah School District Central Office location.

A la carte is anything selected that does not constitute a meal under federal guidelines, such as choosing two (2) of the meal options. A la carte is only offered at the Middle School and the High School, except for a single carton of milk. Milk purchased with cold lunch is considered a la carte and is available at all sites. A la carte can only be used if the student has their lunch card and money in their lunch account. Parents may block or put a spending limit on a la carte for their child if he/she wishes. This can be done online or by contacting the Central Administration Office at 563-382-4208. Parents/guardians need to tell their child(ren) about account changes or blocks. Any blocked account will have item(s) removed from the lunch tray.

The Decorah Community Schools Food Service uses a computerized hot lunch accounting system called Accu-Scan. Accu-Scan utilizes a permanent lunch ticket (similar to a driver's license) with a student's specific bar code number. No information on the card can be covered, removed or damaged. The Accu-Scan machine does not accept bent or damaged tickets. Lost or damaged tickets **must** be replaced for a fee of \$5.00. Students are given a card at the beginning of each school year and must use the **current** year's school card for purchases. Students may **not** use their sibling's card as meals are tracked by student and building.

Lunch accounts are grouped as family accounts. Parents can send one check that will provide lunch money for all of their children in all school buildings. In the event that a lunch account balance becomes low, students will be reminded to replenish their account via a sticker placed in the student's planner. If parents have signed up with an email address, they will get a daily low balance email notice. To sign up for low balance email alerts, please contact the Central Administration Office at 563-382-4208. Lunch account payments may be sent to school with the student or paid in the office.

Lunch accounts are grouped as family accounts. Parents can send one check that will provide lunch money for all their children in the Decorah School system. At registration in the fall, a family may make a deposit into the family lunch account for the child(ren). Families will also have the ability to notify the nurse of any food allergies at that time. Payments for meals can also be made during the school year in each school office. Students not possessing their lunch card may still eat.

Deposits to the lunch account may also be done through the School Dining System from a link on the school website: www.decorah.k12.ia.us. If a family does not have or remember a username or password, please contact the Central Administration Office at 563-382-4208.

Cafeteria Rules

- Demonstrate good manners and common courtesy.



- Remain seated and visit with students at the same table where you are seated.
- Keep your area clean.
- All students are expected to assist in keeping our cafeteria clean and prepared for the next group of students. At our monthly PBIS assemblies, we award the "Golden Spatula" for those classrooms that display good manners and a clean area in the lunchroom.
- Use appropriate behavior at all times.

Breakfast

- Breakfast will be available Monday, Tuesday, Thursday, and Friday from 7:45 a.m. - 8:05 a.m. daily in the lunchroom.
- Breakfast is not served on late start days or on late start Wednesdays.
- Please allow enough time for your child to eat breakfast prior to the 8:05 a.m. bell.
- Students will use their daily lunch account number to purchase breakfast.

Lunch With Your Child

As of the beginning of the school year, we will not be allowing parents to eat with their child, per CDC guidance of limiting exposure in a building.

2020-21 School Lunch Prices

EC-4th 2.55
5-8th 2.65
9-12th 2.80
Adult 3.85

Breakfast

EC-4th 1.40
5-8th 1.45
9-12th 1.55
Adult 2.20

Semester Milk: 22.50
Single carton of Milk: .30

SCHOOL COUNSELING

The school counseling program at Carrie Lee Elementary School has been developed to serve the student in many ways. A counseling service is present to enable each student to discuss individually and confidentially any situation that might help them adjust to the work and activities of the school. Make use of this service whenever the need arises. The school counseling office is located on the third floor, room 303. The guidance staff is responsible for: 1) Counseling and interviewing students, 2) Informing and interviewing parents and students

HEALTH SERVICES

Each student must have emergency information on file in the main office.

Emergency Plan: If your child has a health condition that might require emergency care, please see the nurse so that a plan is completed and kept on file at school.

Illness: Parents will be notified and students will be sent home with any of the following signs: fever (100 degrees or higher), diarrhea, undiagnosed rash, vomiting, untreated eye infection, impetigo, ringworm, or any other communicable illness. If illness warrants a



student going home and the parents cannot be reached, the person designated by the parents will be contacted. Students with minor illnesses are encouraged to remain at school.

Injuries: Parents will be notified of injuries in apparent need of medical care. In a serious emergency, if the parents cannot be reached or the persons designated by the parents cannot be reached, students will be taken to the hospital for emergency treatment by ambulance.

Medication Policy: The medication policy applies to **all** medications used at school. This includes over-the-counter medications such as Aspirin, Tylenol, Ibuprofen, and cough syrup, as well as prescription medications, inhalers, and eye drops. No medications may be kept with the student unless the nurse has approved it. Written permission and instructions from the parent/guardian are required for all medications given or taken at school.

All medications, prescription and non-prescription, must be supplied to the school in the original container and must be properly labeled with the following information:

- Student's name
- Name of medication
- Dosage or amount to be given
- Time the medication is to be taken at school and for how many days
- Physician's name
- Special instructions such as *take with food or take 1/2 hour before eating*.

On the first day that your child needs medication, a written note including all of the above information is needed from the parent before the medication can be given at school. On this same day, your child will be given a medication permission form to take home for a parent/guardian to complete and return to school the next day. The medication permission form **must** be on file at school for medication to continue.

It is the responsibility of the student to report to the office at the time the medication is to be taken. Students will be reminded if they forget to go to the office to take their medication. At the end of the year, parents are encouraged to stop at the office to collect any remaining medication. Medication will not be sent home with students. Any medication that is still in the office at the end of the school year will be disposed of unless other arrangements have been made with the school nurse.

Physical Education: A doctor's excuse is required when a student is not able to participate in physical education class. Students will re-enter class on the date stated on the doctor's excuse. To enter class at an earlier or later date, a note from the doctor is needed.

TB Test: A TB test is required as a condition of enrollment for all newly enrolled, foreign-born students. Students who have been living in a foreign country for six months or more will also need to be tested before re-entering school.

INTERNET

Students are able to access the internet through the school district. It is a goal to allow teachers and students access to the rich opportunities on the internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material. The use of the network is a privilege and may be taken away for violation of board policy or



regulations. As a use of the internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.

- Students will adhere to online protocol
- Respect all copyright and license agreements.
- Cite all quotes, references and sources
- Remain on the system long enough to get needed information for the task or assignment, then exit the system.
- Apply the same privacy, ethical and educational consideration utilized in other forms of communication.

LEGAL STATUS OF STUDENT

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record.

LIBRARY MEDIA CENTER

The mission of the library media program is to ensure that students and staff are effective users of ideas and information.

Books can be checked out for 10 school days. Students should always bring their planner and ipad to Research Class. Reference books, magazines and reserve books are due back in one day. They should be returned before school in the morning. Current magazines may not be checked out. Non-print materials may be checked out of the library; the check out period will vary.

LOCKERS/STUDENT SEARCHES

Student lockers and desks are property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It is the responsibility of the student to keep his/her locker clean at all times. Although school lockers and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in ensuring the lockers and other spaces are properly maintained. For this reason, lockers and other spaces are subject to unannounced inspections and students have no legitimate expectation of privacy in the locker or other space.

The contents of a students' locker or other space (coat, backpack, purse, etc.) may be searched when a school official has reasonable and articulable suspicion that the contents contain illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible. This section reflects Iowa Law on search of lockers, etc.

Reasonable suspicion may be formed by considering factors such as the following:

- eyewitness observations by employees,
- information received from reliable sources,
- suspicious behavior by the student, and/or



- the student's past history and school record, although this factor alone is not sufficient to provide the basis for reasonable suspicion.

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, and/or
- the emergency requiring the search without delay.

MESSAGES

Messages may be left at the Carrie Lee main office and will be delivered to classroom teachers. We value the instruction time of both students and teachers. Phone calls and email messages, will be delivered in a timely manner. If families are trying to reach the student's instructor during a time of the day in which the teacher is in class, the message will be delivered to the instructor when they are available. The teacher will return the message or phone call outside of instruction time with students.

MORNING ENTRANCE

At the beginning of each school day, third (3rd) graders will enter through the middle doors and fourth (4th) graders will enter through the west doors. Before school, any student may enter the center door if he/she needs to go to the office, see a teacher before the bell rings or eat breakfast. Students may seek assistance from a teacher beginning at 7:45 a.m. only after they report to the office first.

OFFICE HOURS

Office personnel are available in the school office from 7:30 a.m. to 4:00 p.m. each weekday. The Carrie Lee phone number is 563-382-3771.

OPEN ENROLLMENT

Iowa's open enrollment law allows students residing in one school district to request a transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll unless there is good cause. Open enrolled students from low-income families may qualify for transportation assistance. Families interested in open enrolling out of the school district need to contact the Central Office for information and forms.

PHYSICAL RESTRAINT OF STUDENTS

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school



employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and will provide documentation of the restraint within three school days of the incident.

[U.S. Department of Education Restraint and Seclusion
https://www2.ed.gov/policy/seclusion/restraints-and-seclusion-resources.pdf](https://www2.ed.gov/policy/seclusion/restraints-and-seclusion-resources.pdf)

PLAYGROUND AGREEMENTS*

Swings:

One person on a swing.
Stay seated; chains stay straight.
Others need to stay clear of the swing area.
No jumping from a swing in motion.
Do not loop the swings around the top bar of the swingset.

X-Wave:

All riders must be **seated** at all times, legs straddling, not side-saddle.
No standing or "walking" on X-Wave.

Hang Around:

One person per hanger.
Others stay clear of those on equipment.
Do not grab or pull on anyone hanging from the bar.
Do not push a person who is presently hanging.

Play Structure:

On slides, go **DOWN** only, feet first.
Do not stand on the slides.
Go one direction on monkey-bars; do not grab or pull anyone hanging from bars or climbers.
We do not sit or climb on the top side of the monkey bars.

Spider Web:

Use hands and feet on climbers (4 points of contact).
Check around you before jumping down.

Additional Playground Agreements:

- Only safe games (activities where physical injury will be unlikely) will be allowed on the playground.
- Games are to be played in designated areas.
- Students must get permission from the duty teacher or staff member to go to the nurse or to go into the building for any reason.
- Students shall show respect for fellow students and staff and report illegal, violent, abusive, or threatening behaviors to the supervisor.
- Students will dress appropriately for the weather.



- It may be necessary to share equipment and play areas. Take turns. Students shall use only school equipment on the playground.
- Students are expected to line up quickly and orderly when recess is over and enter the building in a quiet, orderly manner.
- Stay on the playground side of the corner wall. Do not climb on the wall.
- Any conduct that is not conducive to fair play may result in the game in question being put on a "time out" for a length of time determined by the administrator.
- Students who are not displaying good conduct and playing as good sports, may be asked by the recess teacher to step out of the game. The student will then be asked to speak immediately with the principal. At that time a plan will be determined for the student as to the future of play and participation during the game in question.

***These rules apply at all times, including before and after school hours.**

REPORT CARDS

Report cards for Carrie Lee students are issued at the end of each trimester grading period.

2020-21 Trimester End Dates:

Trimester #1 Completed November 1

Trimester #2 Completed February 26

Trimester #3 Completed May 26

SCHOOL DAY

Students will not be allowed to enter the building prior to 7:45 a.m. Supervision is not provided outside prior to 7:45 a.m. It is very important to be mindful of the weather, especially in the cold months of the school year. The first Carrie Lee bell rings at 7:58 a.m. The second bell indicates the beginning of the school day at 8:05 a.m. Dismissal is at 3:05 p.m. Students are expected to arrive promptly to class and be prepared to learn. If, for any reason, students arrive late to school or must leave early from school, they must report to the office for a pass to class or permission to leave.

SCHOOL MESSENGER

School Messenger is the **official** district notification system. Voice, email, and text messages are delivered from School Messenger for school closings, delays, general information, and emergencies. Please be sure PowerSchool data is current to ensure School Messenger communications are delivered. If at any time during the school year family email, phone numbers, addresses, and emergency contacts change, please let the Carrie Lee office know or change the information through the PowerSchool Parent Portal on your own.

STANDARDIZED ASSESSMENTS

Carrie Lee students will take the ISASP (Iowa State Assessment of Student Progress) as well as the FAST (Formative Assessment System for Teachers). Students will also take a test



called iReady which will identify the student's strengths as well as areas for growth in reading and math.

STUDENT ACTIVITY TICKETS

Students may purchase a student activity ticket for admission to certain school district activities. Students not wishing to purchase an activity ticket must pay regular prices to attend school district activities.

It is the policy of the Decorah Community School District that elementary students be accompanied by their parents at district activities and athletic events. The expectation is that students sit with an adult and are supervised during times they are attending the event.

SURVEILLANCE SYSTEMS

Decorah schools utilize a camera surveillance system both inside and outside the school buildings to assist in maintaining a safe and secure educational environment, to assist in maintaining discipline, and to assist in protecting the District's physical assets from theft and vandalism.

Surveillance cameras are not placed in restrooms or locker rooms in similar areas. Surveillance systems extend to school parking areas that may capture persons in their private vehicles on school property.

Information obtained from surveillance systems may be utilized in student disciplinary hearings or in criminal or civil actions in court. No person may monitor any of the information captured without the approval of the superintendent.

TORNADO ALARM

The tornado alarm system consists of a tornado signal on the intercom system. When the alarm sounds, students will be directed to go immediately to the designated safety areas. Students are asked to sit down, draw the knees up under them and cover the back of the head with hands or a book. Students are asked to keep away from large open areas. Students are asked to stay in the safety area until the all clear is given via intercom or walkie talkie, or through the signal of the building principal.

TELEPHONE

The telephone in the office is available to students with the permission of staff personnel.

TRAFFIC PATTERNS

Morning drop-off

Buses will drop off students on Vernon Street in front of Carrie Lee. We discourage vehicle traffic on Winnebago and Vernon Streets during the morning and afternoon when buses are present. **Students being transported by parents must be dropped off on River Street.**

Afternoon Pick-up

Winnebago Street and Vernon Street will be the bus hub in the afternoon. Again, **we ask that vehicle traffic be limited to River Street for pick-up.** Carrie Lee Students will be dismissed at 3:05 p.m.



VISITORS

(During "normal" school year)

Our doors are locked during the day. Visitors are welcome at Carrie Lee and will use the center door to enter the building. **All school visitors will report to the office to sign in and receive a visitor pass.** If items need to be dropped off for students, please leave these at the office so that instructional time is not interrupted. Adult visitors may wish to visit classes, eat lunch, or talk with staff or students. Parents are expected to make prior arrangements if they wish to visit their child's classroom. Please plan visits at times other than the first or last weeks of the school year. All visitors must use the center entrance. Student visitors must be approved by the principal, and are not allowed other than visiting during lunch and recess time.

*We will be limiting the number of people in the building. At this time, parents and family members are asked to stay out of the building for the health safety of students and staff.

WEAPONS (School Board Policy Weapons 503.3)

The Decorah Community School District will not permit or tolerate the possession, display, or use of weapons and/or other dangerous objects by any person on school premises or vehicles, while the person is participating in or attending District events and activities, or while the person is away from school grounds if such conduct directly affects the good order and management of the District. Students who violate this policy may be subject to expulsion and/or other disciplinary action. Weapons shall be taken from students and others who bring them onto school premises, vehicles or to school activities. Violations of This policy will be reported to law enforcement agencies as required by law. Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons for educational purposes on a limited basis and may allow the Iowa National Guard, United States reserve forces or training Corps to perform honor guard services on school grounds.

Any object which could be used to injure another person and which has no school-related purpose will be considered a weapon. An object which has a school-related purpose but which is used to threaten or inflict injury will also be considered a weapon. Weapons include, but are not limited to, knives of all types, guns, firearms, BB guns, metal pipes, chains, metal knuckles, fireworks, explosives or other chemicals, and simulated weapons, including toys.

Students may be subject to expulsion for at least one calendar year for violating this policy. The administration or Board may impose a lesser sanction if in their judgment all of the circumstances surrounding the incident warrant a less severe sanction.

WEATHER CANCELLATIONS

- Radio Stations: KDEC (100.5 FM or 1240 AM)
KVIK (104.7 FM)
- Television Stations: KWVL (Channel 7)
KCRG (Channel 9)
- Decorah Community School District website
- School Messenger



CARRIE LEE CHEER

C-A-R-R-I-E LEE!

**THIS IS THE WAY
WE WANT TO BE
CARING
ATTITUDE
RESPONSIBILITY!
RESPECTFUL
INTELLIGENT
EXCELLENT ARE WE!
LIVING
EVERYDAY
ENTHUSIASTICALLY!
GO.....CARRIE LEE!**