



**CLEAR™  
CREEK  
AMANA**

**COMMUNITY SCHOOL DISTRICT**

— *BRINGING LEARNING TO LIFE* —

# **ELEMENTARY (K-5) HANDBOOK**

2023 - 2024

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Information is also available on the District website: <https://www.ccaschools.org/>

### District Administration

Superintendent	Dr. Corey Seymour
Associate Superintendent/Secondary Curriculum Director	Matt Leeman
Elementary Curriculum Director	Angi Hoyer
Chief Financial Officer/Board Secretary	Lori Robertson
Student Services Director	Barb Hunt
Director of Diversity, Equity, Inclusion And Culture	Angelica Brothers
Communications Director	Laurie Haman
Building and Grounds Director	Maury Gallagher
Transportation Director	Dennis Schreckengast
School Food and Nutrition Director	Debbie Klein
Technology Director	Joe Francis

Director of Health Services  
Human Resources Specialist

Whitney Eister  
Catherine Westfall

### **Elementary Principals**

Amana Elementary	Ben Macumber	319-622-3255
Clear Creek Elementary	Kayla Amelon	319-828-4505
North Bend Elementary	Brenda Parker	319-626-3950
Oak Hill Elementary	Brian Williams	319-545-2248
Tiffin Elementary	Stacy Stull	319-545-2081

### **About Clear Creek Amana Community Schools**

Teaching and learning in the Clear Creek Amana Community School District involves a partnership that supports families, students and staff working together. We commit staff, resources and facilities to provide a safe and caring environment in our buildings, grounds and classrooms to help foster students' life-long interest in learning and guide them in achieving their intellectual, academic, social, emotional and developmental goals. The years students spend in kindergarten through fifth grade are critical for forming a basic educational foundation and attitudes toward learning. We seek your support and input for our educational programs.

### **Non-Discrimination Statement**

It is the policy of the Clear Creek Amana Community School District not to 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 Angelica Brothers, Equity Coordinator District Office, 1486 Hwy 6 NW, PO Box 487, Oxford IA 52322, (319) 828-4510, [angelicabrothers@ccaschools.org](mailto:angelicabrothers@ccaschools.org).

## **General Information**

### **Elementary School Hours**

Monday, Tuesday, Thursday, Friday:

7:50 a.m. -3:00 p.m. (Amana, Tiffin, Clear Creek, North Bend)

7:55 a.m.–3:05 p.m. (Oak Hill)

Wednesday/early out schedule:

7:50 a.m. - 1:00 (Amana, Tiffin, Clear Creek, North Bend)

7:55 a.m. - 1:05 (Oak Hill)

### **Before and After School Program**

The Clear Creek Amana Community School District has a vendor (Champions) that will provide before and after school childcare (as available) for those families who wish this service. Before school care will be from 6:30 a.m. until 15 minutes prior to the start of the day. After school care will be from after school dismissal until 6:00 p.m. This service includes childcare on scheduled days of early dismissal. Operation of the BASP will follow the school district calendar for days of student attendance. However, we will make provisions for **Day Care** on early dismissal and in-service days as needed if there is enough interest among families. The center will not be open for Thanksgiving or Winter break. **Day Care** will be an option during spring break if there is enough interest. In those cases there would be an additional fee. Additional questions can be answered by calling Champions at 319-504-3408.

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

Please contact Champions for before-and-after-school childcare fees for the 2023 - 2024 school year.

### **Before School Arrangements**

The Before and After School program is the only on-site program available for before school care. There is no regular supervision on the playground, in classrooms or the hallway prior to 7:35 a.m. Students who arrive before 7:35 a.m. create a supervision problem since the classroom teacher is preparing for the day and may not be in the classroom until 7:50 a.m. Please do not send or bring your child before supervision is available. Supervision in the lunchroom will begin at 7:35 a.m. and students will start to be dismissed to classrooms starting at 7:50 a.m. School begins promptly at 7:50 a.m.

### **After School Arrangements**

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

### **Breakfast**

All elementary students have an opportunity to participate in the school's breakfast program. Students participating in the Before and After School Program, are dropped off or ride to school on a bus may eat breakfast beginning at 7:35 a.m. All students will have enough time to eat breakfast.

See District Website for [current pricing](#) and [menu options](#).

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

### **Arrival Time**

Students eating breakfast at school may enter the building at 7:35 a.m. Students may go to their classrooms at 7:50 a.m., except for Oak Hill Elementary which is 7:55 a.m. Students attending band or music lessons before school should follow the instructions and procedures given for those lessons. If you have questions about arrival time procedures, please check with your child's principal.

### **Student Check-in and Check-out Procedures**

Students arriving after the start of the school day or leaving prior to dismissal time must be signed in or out in the office log sheet. Students must leave school with a parent or guardian, a person listed in PowerSchool as an emergency contact, or with another adult for whom the parent or guardian provides verified permission. Parents and guardians and other adults picking up students early, will be asked to present a valid photo ID.

### **Student Attendance**

Iowa law requires children to attend school when they will be five (5) years old by September 15 until age sixteen (16). Each child's parent/guardian is responsible for ensuring that the child receives an education, according to Iowa law. Regular, punctual attendance is expected for all students in the District. The research supports that ten percent (10%) of the days school is in session or more absences substantially impedes a child's learning and shall be considered excessive. Any child who has missed ten percent or more days in a school year shall have his/her circumstances, including academic achievement, reviewed by school personnel. Unexcused absences may result in disciplinary action. Findings may result in a truancy referral to the Iowa or Johnson County Attorney's Office.

### **Absences**

A student is considered absent:

- For a full day, if not present in the assigned school or class on a day or time school is in session.
- For half a day, if the student arrives more than 45 minutes after the school starts.
- Absences of any length of time will be documented in our student management system each day.

Please call the school by 8:00 a.m. to report an absence.  
Absences may be categorized as excused or unexcused.

### **Excused Absences**

An absence is considered excused when the parent or guardian calls or verifies in person or in writing the student's absence for approved reasons:

- Death or funeral
- Family illness
- Court appearances or other legal proceedings
- Illness of student with medical note
- Illness when student is sent home from school
- Religious holidays
- Hazardous weather
- School-sanctioned activities

### **Unexcused Absences**

- Skipping school or classes
- Parent or guardian request to take student out of school for an unapproved reason
- Absence for any other reason that is not excusable.

### **Tardiness:**

- A student is considered tardy if late to school within 45 minutes of starting time on a day or time school is in session.

### **Calendars**

The District maintains a calendar on its website, <https://www.ccaschools.org/calendar/>

### **Safety**

Keeping our students safe is one of our highest priorities. We encourage parents/guardians to teach children about safety and ask that they use safe practices during arrival and dismissal times.

Our safety practices include:

- Supervising students, with the staff present in the hallways at the start of the school day, during lunch passing times and at the close of the school day, as well as at recess and in the lunchroom.
- Teaching safety practice and behavioral expectations in emergencies, and in all aspects of the school day

### **Emergency Preparedness**

The District website provides an overview of safety, security and emergency response procedures at: [Policy 804.02](#)

We post a District Emergency Plan in each room that outlines the procedures and evacuation route to follow during an emergency. We hold fire drills, tornado drills and other safety drills regularly during the year.

### **School Closings or Delays for Severe Conditions**



We hold classes as scheduled unless conditions such as severe weather pose danger to the health and safety of students and staff. The Superintendent will make the decision to cancel school, delay the start time or dismiss classes by 5:45 am.

The district always strives to make decisions affecting the school schedule as soon as possible. We know our decision to close schools in poor weather has a big effect on families. We also believe students benefit both academically and socially by being in school. We try to balance many factors when it comes to decisions regarding school closings.

### **Official District Sources:**

To provide you with the most accurate, up-to-date information, we always recommend checking with official district resources first for delay and cancellation information:

- The district mobile app will send early notifications.
- District families and staff will receive a phone call, email and/or text message to the information we have on file, unless you have opted out. (NOTE: To receive phone calls, emails or text messages directly from the district's notification system, you must be in the district's student information system, PowerSchool, as a parent/guardian).
- The homepage of our websites ([www.ccaschools.org](http://www.ccaschools.org)) will be updated with delay or cancellation information.
- The district [Facebook](#) and [Twitter](#) accounts will be updated with the latest information.
- KCRG is also notified of any delays or cancellations.

If the District holds class during inclement weather conditions, parents or guardians may pick up their children or keep them at home. Parents and guardians must notify the school if they decide to keep their children at home. The absence will be considered excused.

## **School and Classroom Expectations**

### **Student Conduct**

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances. Link to [Policy 503.01 Student Conduct](#)

### **Physical Restraint**

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 seclude any student. The law limits why, how, where, and for how long a school employee may restrain or seclude a child. If a child is restrained or secluded, the school must maintain documentation and must provide certain types of notice to the child’s parent.

### **Students Engaged in Illegal Behavior**

We must refer students engaged in illegal activities to the police or a social agency. If a student brings a firearm to school, we will expel the student for a period not less than one calendar year. The Superintendent has the authority to recommend modifications to this expulsion requirement on a case-by-case basis.

### **Personal Appearance**

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

### **Recess Weather Guidelines**

Students go outdoors for recess unless the temperature/wind chill is below 10 degrees or staff determines that rain, wind or other weather conditions are excessive. Students who remain inside otherwise must have a note from a professional healthcare provider. Please provide your children clothing appropriate for the playground environment and weather. To avoid injury, we encourage closed toed shoes and students **MUST** wear snow pants and snow boots to play in the snow. Students without snow boots must stay on the shoveled hard surface areas. Recess supervisors have the authority to adjust procedures depending on the weather conditions.

### **Lunchroom Guidelines**

We expect students to follow lunchroom expectations, and we encourage healthy eating habits during their lunch period.

See District Website for [current pricing](#) and [menu options](#).

### **Parties, Treats and Birthdays**

During the school year, classes may celebrate three parties: fall, winter, and spring. Please watch your school newsletter or other announcements for the dates and instructions. The school district supports and promotes proper dietary habits contributing to students’ health status and academic performance. All foods available on school grounds and at

school-sponsored activities during the instructional day should meet or exceed the school district nutrition standards and be in compliance with state and federal law. Foods should be served with consideration toward nutritional integrity, variety, appeal, taste, safety, and packaging to ensure high-quality meals. *See the DE guidance on Smart Snack and School Nutrition Standards.*

We do not allow students to distribute individual invitations for parties held outside of school unless they invite all the children in the class.

### **Money at School**

Students should not carry money to school. We do not allow students to sell or trade items of any kind at school.

### **Pets at School**

With the exception of service animals and curriculum-related presentations, we cannot welcome pets into our schools or on school grounds. Student health and safety and the cleanliness of the building are put at risk when animals accompany their owners for a drop-in visit at school. Pets, on or off leash, should not be on school grounds.

### **Toys, Fidgets, and Electronic Devices**

Students may not bring toys, trading cards, fidgets, or any type of electronic devices into the school without prior approval from the classroom teacher. We may notify the parents and guardians and confiscate items brought to school without permission.

### **Lost and Found**

Check at the front office for lost and found items. If no one claims articles at the end of each school year, we donate them. Please mark your child's clothing and other articles to help with identification.

## **Guidelines for Parents, Guardians and Community**

### **Visitors to the Schools**

- The board welcomes the interest of parents and other members of the school district community and invites them to visit the school buildings and sites. Visitors, which include persons other than employees or students, must notify the principal of their presence in the facility upon arrival.
- Persons who wish to visit a classroom while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. Teachers and other employees shall not take time from their duties to discuss matters with visitors.
- Visitors shall conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending

school events. Visitors failing to conduct themselves accordingly may be asked to leave the premises. Children who wish to visit school must be accompanied by a parent or responsible adult.

- It shall be the responsibility of employees to report inappropriate conduct. It shall be the responsibility of the superintendent and principals to take the action necessary to cease the inappropriate conduct. If the superintendent or principals are not available, a school district employee shall act to cease the inappropriate conduct.

### **Volunteering**

If you are interested in volunteering for your child's school, please contact the front office. Volunteers work only at the request and under the direction of school staff. There are volunteer opportunities in the classroom, Media Center and office, as well as projects that may be done from home. Prior to working in the schools, persons interested in becoming volunteers must complete an application process, which includes a national background check at their own cost. Each time they work, volunteers must check in at the school office and be logged into the visitor management system to receive a visitor's badge, and must return to the office at the end of each assignment to turn in their badge and be checked out. Learn more on the [District's website Volunteering page](#). Read Policy 909.1 and 909.2, Volunteering in Our Schools and Volunteers in Schools.

### **Telephone Usage/Message to Students**

If you need to get a message to your child, please call the school office. Staff will deliver the message. Students must have permission from staff to use the phone. Students may make emergency calls only. We discourage students from bringing cellphones or other communication devices to school (ie smart watches or similar devices). These devices are not to be used during the school day without permission from the classroom teacher or principal. Clear Creek Community School District is not responsible for any lost or stolen phones or other electronic devices.

### **Child Abuse Reporting**

Child Abuse is defined as any non-accidental physical injury suffered by a person under eighteen years of age resulting from acts of omissions of parents, guardians or persons legally responsible for the child. Certified school employees, and school nurses, are required by law to report all instances of suspected child abuse involving students to the Department of Social Services. Angelica Brothers and Matt Leeman are the Level One Investigators for suspected abuse by a district employee. They may be reached at [angelicabrothers@ccaschools.org](mailto:angelicabrothers@ccaschools.org) and [mattleeman@ccaschools.org](mailto:mattleeman@ccaschools.org) Click to view online [Policy 402.03](#): Abuse of Students by District Employees

### **Child Custody Rights**

Non-custodial parents have certain rights, such as access to student records and pertinent school information about their child, unless a court order denies or restricts these rights. If a non-custodial parent's rights are restricted, please file a copy of the court order in the office.

Disagreements between family members are not the responsibility of the school district. The school district will not take the "side" of one family member over another in a disagreement about **custody** and parental rights. Court orders that have been issued are followed by the school district. It is the responsibility of the person requesting an action by the school district to inform and provide the school district the court order allowing such action.

This policy does not prohibit an employee from listening to a student's problems and concerns.

It is the responsibility of the superintendent to ensure employees remain neutral in a disagreement about **custody** and parental rights.

### **Student Records Access and Confidentiality**

The District maintains cumulative records for each student enrolled. The records contain test information, progress reports, health records, and other pertinent data. The District provides for the maintenance of student records in a confidential manner in conformity to Chapter 68A of the Code of Iowa and The Family Educational Rights and Privacy Act (FERPA). The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age certain rights with respect to the student's education records. These rights are: (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. (3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. The policy embodies the concept that parents and guardians may have access to student records and that people outside the school system may have access only under strict regulations, which generally require written consent from the student's parents or guardians. If you wish to examine records, contact the principal to make arrangements.

[506.01 Education Records Access](#)

### **PowerSchool Portal**

CCA's student information system is Power School ([CLICK HERE](#)).

### **Student Registration and Contact Information**

CCA student registration information can be found [HERE](#) or by calling our Central Office at 319.828.4510

### **Changes to Household Information**

The District must keep up-to-date contact information on file for all students so school staff can notify parents and guardians or another responsible adult if there is an emergency, unplanned early dismissal or a need to check on a student's absence. Staff will call the emergency contact if unable to reach the parent or guardian. Please keep household information such as address, phone numbers, and emergency contacts up-to-date through the PowerSchool Portal. If you are changing addresses, you must provide a Proof of Residence document, such as a bank statement, utility bill or lease/purchase agreement, before you can update your address online. During the school year, you may bring the document to the school office. During summer months, bring the document to the District Office, 1486 Hwy 6 NW, Oxford, Iowa 52322

### **PTGs**

Parent Teacher Groups are partnerships between families and schools that strengthen communication between home and school. They promote social activities for families and support the school through fundraising events. Parents and guardians may serve as officers and volunteer in other ways. Each Parent Teacher Group has their own Facebook site for PTG information including officers, meeting dates and events.

### **School News**

We encourage parents and guardians to make a habit of checking for school news posted on the school's news website, social media, and its newsletter page. The principal or other staff may send home printed newsletters and other materials at various times. Parents and guardians may also receive important District and school-related news through the PowerSchool Parent Portal email messenger.

### **Instruction**

Instruction and curriculum are the key elements of a public education. Critical thinking and problem solving skills that will assist the students' preparation for life is instructed as part of a sequentially coordinated curriculum. The school district strives to prepare students for employment, to discover and nurture creative talent and to prepare them to meet and cope with social change in an atmosphere conducive to learning.

The support and involvement of the home and the school district community are essential to achieve educational excellence in the school district. The school district strives to maintain an active relationship with the home and the school district community to create within the students an awareness of dignity and worth of the individual, civic responsibility and respect for authority.

More specific information about District standards and grade level expectations is available on the District website: [www.ccaschools.org](http://www.ccaschools.org)

### **Class List Assignment**

Each spring school staff collaborates to develop class lists. Our prime objective is for every student to have a successful year. Staff consider student's emotional, social, and academic strengths as they consider placements. **Parent requests for classroom assignments will not be accepted.** If siblings are in the same grade level, please contact the principal to discuss placement. Classroom placements for the upcoming school year can be viewed through your child's PowerSchool Portal in August.

### **School Supplies**

The District provides a list of school supplies with the registration packet and online on the school webpage. Parents and guardians are responsible for purchasing school supplies. Students receiving free or reduced lunch rates may qualify for assistance from a special fund for purchasing school supplies.

### **Student Pictures**

The District contracts with a photographer to take photos of all students in the fall. Parents and guardians have the opportunity to purchase their child's portrait. The District provides notice of the date, price list and order forms. Parents and guardians must make payment for the pictures in advance. Makeup dates are available in case a student is absent on picture day.

### **Personalized Learning Plans**

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

### **Physical Education Guidelines**

Students must participate in physical education classes. Please make sure your child wears athletic shoes and clothing that is comfortable during physical activity. Athletic shoes cushion the feet and provide safety in starting, stopping and running activities. We do not allow students to participate in physical education activities in stocking feet.

### **Library**

We encourage students to visit the Library at times beyond the regular media class. Students may check out books and other items and keep them for up to two weeks. They receive notification when items they have borrowed are overdue. Parents and guardians must pay for lost or damaged items.

### **Instrumental Music**

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

## **Field Trips**

We provide written notices about school-sponsored field trips, listing the date, destination and means of transportation for each trip. We ask parents or guardians to provide field trip permission as part of the student's online registration process. Parents/guardians who wish to attend field trips must obtain prior permission through the district volunteer process (see above). If you are volunteering for a field trip we ask that you not bring other children/siblings along for the field trip.

## **Programs and Services**

### **English Language Learners (ELL)**

Students whose native language is other than English may be eligible for supplemental services to help improve their ability to comprehend, speak, write and read English. Parents and guardians may request a referral by contacting Barb Hunt, (319) 828-4510

### **School and Family Counselor**

All schools have the services of a school counselor/social worker. All students are welcome to the services. Students may be referred by staff members, parents, or by themselves for help in dealing with guidance issues.

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

- Calista Hagan--Amana Elementary
- Cara Richmond-Clear Creek Elementary
- Ashley Keller--Oak Hill Elementary
- Brandi Wineland--Tiffin Elementary
- Olivia Freeborn- North Bend Elementary

### **Extended Learning Program (ELP)**

The Extended Learning program provides educational experiences for high-achieving students who would benefit from individualized educational programs and services beyond the normal regular school program. We initiate the identification procedure for elementary ELP during the second semester of 3rd grade and include all students in the preliminary screening. Formal programming for identified students begins in the fall for 4th and 5th graders. We review elementary students for ELP services each year and reevaluate them as they enter the secondary schools.

### **Special Education Services**



The District provides a continuum of special education services starting at pre-kindergarten for students with disabilities.

Teachers use the Multi-Tiered System of Support process for students who need support in learning. If the MTSS does not result in the student making an acceptable rate of gain, then the next step is a Disability Suspect Meeting. The Disability Suspect Meeting, which includes the parents or guardians, provides a forum to present student data and determine if there is consensus that the student could benefit from an evaluation for Special Education services. If the student needs a comprehensive evaluation, the District provides this service at no cost to the parents and guardians. Parents may request an evaluation at any time.

The District provides Special Education services for speech and language disorders; learning, behavioral and mental disabilities; physical, visual and hearing impairments; autism; and traumatic brain injury. Students who qualify for services have an Individual Education Plan (IEP) that is developed by a team consisting of parents or guardians, teachers, the principal, and specialists from the Grant Wood Area Education Agency.

## **Health Guidelines**

### **Guidelines for keeping students home from school**

Please keep your child at home: for fever, diarrhea or vomiting, and for 24 hours after the child is free of signs of fever, diarrhea or vomiting. Before a student may return to school after hospitalization or surgery, or an illness or injury that affects, or may affect, the school routine, parents must obtain a written recommendation from the physician or dentist.

### **Immunizations**

Iowa law requires a certificate documenting immunizations to be on file for each student enrolled in school.

3 DPT immunizations	One given after the 4th birthday
3 Polio immunizations	One given after the 4th birthday.
1 Measles (red)	given after 15 months of age.
1 Rubella (German measles)	given after 15 months of age
Measles and Rubella booster	before starting Kindergarten
1 Varicella (Chicken Pox)	before starting Kindergarten

All kindergarten and new students transferring to any of the elementary buildings are required to present proof of immunizations prior to being admitted to classes.

### **Medications Given at School**

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

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

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

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

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

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

## **Screenings**

### **Vision and hearing**

The school provides basic vision screenings at school for kindergarten through fifth grades annually. While a basic vision screening does not replace the need for a complete eye exam by a physician, it will satisfy the new school requirement. If you do not want your child to be screened please contact the school.

The District, in cooperation with the Grant Wood Area Education Agency, provides a hearing test each year for students in kindergarten, first, second, third, fourth and fifth grades. There is no cost to parents or the District for this service.

Parents will be notified about the results of the hearing tests ONLY if their child does NOT pass the test. This is a screening process only and does not identify all hearing or ear problems. If your child has had hearing or ear problems, you may send this information to the school nurse for the audiologist. If you do NOT wish your child to participate in the screening program, please notify the school office. Please contact your school nurse or principal if you have any questions about the hearing testing program.

### **Head Lice**

The Iowa Department of Health recommends that parents and guardians screen their children for lice weekly during the school year. This approach recognizes that parents and guardians can

screen their children more thoroughly and frequently than the school. Having parents and guardians screen their children prevents disruption of classroom activity and helps with quicker recognition of lice, provides the opportunity for prompt treatment.

**Dental Screening:**

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

**Meal Program at School**

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

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

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

Students who bring food from home for lunch may return uneaten items in an appropriate container (lunch bag/box) to their lockers at the end of the lunch period. Pop will not be allowed in student lunches.

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

The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price meals. Toward this end, the school district will utilize electronic identification and payment systems, will promote the availability of meals to all students, and may use nontraditional methods for serving meals, such as “grab-and-go” or classroom breakfast.

## **Bus Transportation**

### **Bus behavior**

Riding the school bus is a privilege. Improper conduct on the bus may result in loss of privileges. Drivers have been given the authority to operate their buses according to the following safety rules below.

Students must:

- Ride the bus only to get to school and return home. Students are not permitted to use the buses for personal conveniences in going from one area of the city to another.
- Ride only on the bus assigned by the bus company and sit in their assigned seat.
- Be at the bus stop before the bus arrives.
- Form a single line at bus stops and stay back at least five feet from the curb.
- Follow the directions of the school bus driver promptly.
- Remain seated at all times.
- Keep hands, feet, and objects to self.
- Avoid loud, boisterous talk and other distractions to the driver.
- Respect the rights and property of others, including bus property.
- Don't board the bus with personal articles such as skateboards, pets or objects too large to fit on your lap or under the seat.
- Place musical instruments under your seat or hold them on your lap. Most buses will reserve an instrument seat for instruments too large to hold or place under the seat. Instruments that don't fit on the seat such as cellos or bass violins must be transported by parents. A list of buses that are too full for an instrument seat will be posted at each school. The District, the bus driver and Durham School Services are not liable for damage or loss of instruments transported on the school bus.

[Link to Transportation Website](#)

## **District Policies and Information**

### **Questions/Concerns**

The Clear Creek Amana Community School District staff is committed to working with parents and guardians to resolve questions and concerns. Don't hesitate to bring a question or concern to the attention of the teacher most directly involved. Please contact the principal if your concern regards school policy. In all cases, the principal can assist parents and guardians and staff in resolving concerns. [Click](#) to view online Policy 213.01 Public Complaints.

### **Harassment and Bullying**

The District maintains policies, procedures, and practices designed to address, reduce, or eliminate incidents of bullying and harassment. [Click](#) to view online Policy 104, Anti-Bullying and Harassment. Harassment/bullying of students by other students will not be tolerated at Clear

Creek Elementary School. Harassment/bullying includes, but is not limited to racial, religious, national origin, age, disability, and sexual harassment. Student-to-student sexual harassment involves any unwelcome verbal, written, or physical conduct. Students who engage in student-to-student harassment will be subject to a full range of disciplinary measures. For further information regarding board policy and harassment forms, go to [www.ccaschools.org](http://www.ccaschools.org), district, school board, board policies, Series 100 School District General and 104 Anti-Bullying/Harassment Policy. To report bullying you can notify the school principal or go to the school district web page using the above information and click on complaint form or witness forms. The forms should then be given to the school principal. These forms are also available from the school principal or school social worker.

### **Weapons on School Property**

The District is considered a “Weapons Free Zone” under chapter 724.4A(1) of the Code of Iowa. A “weapons free zone” means the area in or on, or within one thousand feet of, the real property comprising a public or private elementary or secondary school. Except for law enforcement agents, no person is permitted to carry a weapon openly, concealed upon his or her person or within a vehicle on school grounds.

### **Parents’ and guardians’ right to know teacher qualifications**

Under federal and state education guidelines parents and guardians have the right to learn about certain qualifications of their child’s teacher:

- State licensure requirements for the grade level and content areas taught;
- The teacher’s current licensing status;
- The teacher’s baccalaureate/graduate certification/degree.

Parents and guardians may request this information from the Superintendent’s office by calling 319-828-4510, or sending a letter of request, by email to [catherinewestfall@ccaschools.org](mailto:catherinewestfall@ccaschools.org) or by mail to:

Human Resources  
Clear Creek Amana Community School District  
1486 Hwy 6 NW Iowa  
Oxford, IA 52322