



CAM Elementary Handbook 2022-2023

CAM North Elementary: 712-762-3343

CAM South Elementary: 712-779-2211

Larry Hunt
CAM South PK-5 Principal

Barry Bower
CAM North PK-5 Principal

Dear CAM Elementary School Parents:

It is a pleasure to welcome you to CAM Elementary Schools and the 2022-2023 school year. The CAM staff is excited about the opportunity to partner with you in our efforts to provide the best education possible for our students. We encourage you to become a part of the education process and look forward to establishing a link between school, home, and community.

The Information provided in the handbook is to help you to better understand our expectations, rules, policies, and procedures. It is critical for schools, families, and the community to work together in the education of our students.

Please contact the office(s) should you have any questions or concerns.

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CAM South Elementary: 712-779-2211

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CAM South PK-5 Principal

Barry Bower
CAM North PK-5 Principal

FORWARD

The purpose of the CAM Elementary Handbook is to help parents and children understand many of the basic day-to-day routines. It is also hoped the handbook will provide general information to help new children feel very comfortable in our school system.

The handbook has been written to follow the policies of the CAM Board of Education.

It is hoped each parent and student will read through the Elementary Handbook to continue to provide a good working relationship between the school, parents, and children. Working together to achieve the best education possible for the students is our common goal.

SCHOOL SAFETY

In an attempt to make the CAM School District a safe environment for students and staff all doors will be locked at 8:45 a.m. All visitors must report to the main door of each building. Buildings are equipped with cameras and intercom to request admittance to the building from the office personnel. All buildings have security cameras in hallways.

NOTICE

It is the policy of the CAM 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 please contact the district's **Equity Coordinator, Barry Bower, HS Principal, 1000 Victory Park Road, Anita, IA 50020, 712-762-3231 bbower@cam.k12.ia.us**

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CAM NORTH ELEMENTARY SCHOOL STAFF

2022-2023

Administration:

Superintendent
PK-5 Principal (CAM North)

Mr. Paul Croghan
Mr. Barry Bower

Teaching Staff:

Preschool
First Grade
Second Grade
Third Grade
Fourth Grade
Fifth Grade
Resource
Resource
K-5 School Counselor
Title I Reading & Math/Grants
Instructional Coach
TAG/Reading Specialist
Physical Education
Vocal/Band Music

Mrs. Shannon Paup
Mrs. Rebecca Peach
Mrs. Anne Seufert
Mrs. Nikki Akers
Mrs. Michelle Stokley

Miss Cathy Prime
Ms. Terri Clinton-Reinke
Mrs. Beth Rondeau
Mrs. Kay Stork
Mrs. Staci Venteicher
Mrs. Mary Schoning
Mrs. Jennifer Weisenborn
Miss Hillary Nielsen

Art

Support Staff:

Elementary Administrative Secretary
Elementary Librarian/Paraeducator/Student Council
Building and Grounds
Elementary Custodian
Elementary Cook
Elementary Cook
Paraeducator
Paraeducator
Paraeducator
Paraeducator
Paraeducator
Paraeducator
Paraeducator
Paraeducator
Paraeducator
Paraeducator
Paraeducator
Paraeducator
Paraeducator
Technology Coordinator
School Nurse

Ms. Linda LaPorte
Mrs. Lana' Wessling
Mr. Nick Thomson
Mr. Chad Thomas
Mrs. Shawna Bohnsack
Mrs. Amy Jessen
Mrs. Ashley Bauer
Miss Darcy Denney
Ms. Susie Knox
Ms. Anna Larson
Mrs. Jeannette Jorgensen
Mr. Ethan Wessling
Mrs. Deborah McCann
Ms. Autumn Crecelius
Mrs. Heather Vinsand
Miss Hannah Daniels
Mrs. Shelli Namanny
Miss Haley Luke
Mrs. Shellie Ferguson
Mr. Joel Klobnak
Mrs. Bobbi Bower

CAM SOUTH ELEMENTARY SCHOOL STAFF 2022-2023

Administration:

Superintendent
PK-5 Principal (CAM South)

Mr. Paul Croghan
Mr. Larry Hunt

Teaching Staff:

Preschool
Kindergarten
First Grade
Second Grade
Third Grade
Fourth Grade
Fifth Grade
Resource
Title I
Instructional Coach
TAG/Reading Specialist
Physical Education
Vocal/Band Music
Art
K-5 School Counselor

Mrs. Veronica McKee
Mrs. Diane Brahms
Mrs. Heather Scar
Mrs. Danika Ticknor
Miss Makayla Gettler
Ms. Jenna Maiers
Mrs. Hilary Zimmerline
Mrs. Haley Gethmann
Mrs. Elizabeth Hunt
Mrs. Staci Venteicher
Mrs. Mary Schoning
Mrs. Zeli Rasmussen
Ms. Hillary Nielsen

Mrs. Beth Rondeau

Support Staff:

Elementary Administrative Secretary
Elementary Library
Building and Grounds
Custodian
Custodian
Elementary Cook
Elementary Cook
Paraeducator
Paraeducator
Paraeducator
Technology Coordinator
School Nurse

Mrs. Brittany Honeck
Mrs. Alex McCunn
Mr. Nick Thompson
Mrs. Cherylene Jakob
Mrs. Julie Williams
Ms. Bridget Clayton
Mrs. Patricia Grieshaber
Mrs. TJ Venteicher
Mrs. Pat Becker
Mrs. Laura Hapes
Mr. Joel Klobnak
Mrs. Bobbi Bower

Supply List *HERE*

CAM 2022-2023 School Calendar – Final Draft

Summary of Calendar:

Days/Hrs. in classroom:
 First Semester91/555.5
 Second Semester 89/538.5
TOTAL DAYS/HRS 180/1094

CALENDAR LEGEND

- Begin/End
- Quarter
- Holidays
- Vacation Days

Does not include Professional Development days/hours.

HOLIDAYS:

- Labor Day (9/5)
- Thanksgiving Day (11/24)
- New Year's Day (1/1)
- Martin Luther King Jr. Day (1/16)
- President's Day (2/20)
- Memorial Day (5/29)

Days in Classroom 178
 Conferences 2
 Professional Dev. 6
 Paid Holidays 4
 Teacher Contract Days 190

- Every Wednesday will be a 2 hour early out for staff professional development. Starting August 31, 2022.

- Make up days will be added to the of the school year.

August 2022					Student Days/Hours	
M	T	W	Th	F		
15	16	17	18	19		
22	23	24	25	26	4	24
29	30	31			7	41.5
September 2022						
			1	2	9	54.5
5	6	7	8	9	13	78.5
12	13	14	15	16	18	109
19	20	21	22	23	23	139.5
26	27	28	29	30	28	170
October 2022						
3	4	5	6	7	33	200.5
10	11	12	13	14	38	231
17	18	19	20	21	43	261.5
24	25	26	27	28	48	292
31						298.5
November 2022						
	1	2	3	4	53	322.5
7	8	9	10	11	58	353
14	15	16	17	18	63	383.5
21	22	23	24	25	65	396.5
28	29	30			68	414
December 2022						
			1	2	70	427
5	6	7	8	9	75	457.5
12	13	14	15	16	80	488
19	20	21	22	23	82	501
26	27	28	29	30		
January 2023						
2	3	4	5	6	86	525
9	10	11	12	13	91	555.5
16	17	18	19	20	4	24
23	24	25	26	27	9	54.5
30	31				11	67.5
February 2023						
		1	2	3	14	85
6	7	8	9	10	19	115.5
13	14	15	16	17	24	146
20	21	22	23	24	28	170
27	28				30	183
March 2023						
		1	2	3	33	200.5
6	7	8	9	10	38	231
13	14	15	16	17	43	261.5
20	21	22	23	24	48	292
27	28	29	30	31	53	322.5
April 2023						
3	4	5	6	7	57	346.5
10	11	12	13	14	61	370.5
17	18	19	20	21	66	401
24	25	26	27	28	71	431.5
May 2023						
1	2	3	4	5	76	462
8	9	10	11	12	81	492.5
15	16	17	18	19	86	523
22	23	24	25	26	89	538.5
29	30	31				
June 2023						
			1	2		
5	6	7	8	9		

180 Days/1080 Hours Calendar

Aug. 16 New Teacher PD
 Aug. 17, 18 & 22 Staff Inservice

Aug. 23 Begin 1st Semester
 Aug. 23 1 hr. Early Out
 Aug. 24 1 hr. Early Out

Sept. 5 Labor Day (No School)

Oct. 21 End of 1st Qtr (43 days/261.5 hrs)

Oct. 27 P-T Conf. 1:00-9:00 p.m. 4 hr. Early Out
 Oct. 28 – No School P-T Conference

Nov. 23-25 Thanksgiving Holiday (No School)

Dec. 21-Jan.2 Winter Break (No School)

Jan. 13 End of 1st Semester(91 days/555.5 hrs.)

Jan. 16 Staff Inservice (No School)

Feb. 20 Staff Inservice (No School)

Mar. 17 End 3rd Qtr. (43days/261.5 hrs.)

Mar. 23 P-T Conf. 1:00-9:00 p.m. 4 hr. Early Out
 Mar. 24– No School P-T Conference

Apr. 7-10 Spring Break (no school)

May 21 Graduation 3:00 p.m.

May 24 4 hr. Early Out

May 24 End 2nd Semester (89 days/538.5 hrs.)

May 29 Memorial Day

CAM ELEMENTARY SCHOOL PHILOSOPHY

It is the general philosophy of the CAM School to meet the needs, interests, and abilities of each student enrolled in our school. Students will be given opportunities to plan and execute their work through the careful guidance of the staff. We believe the staff should guide them and provide them with training and experiences that will make them a well adjusted, productive member of society. This technique stresses the importance of helping students to become self-sufficient in being able to recognize problems, to learn how and where to find information concerning them, and to establish the habits and attitudes, which will make possible the solution of each problem.

The school will strive to provide the best possible education for each individual student. Having a positive attitude and developing a good self-concept is highly desirable. By identifying individual capabilities and expanding on them, students will become successful.

It is highly desirable that each student work toward the goal of self-discipline. It is also desired that each student recognize and appreciate individual differences. We would expect our students to understand, to respect, and to accept the need for authority in society and the group.

In summary, we would hope the students would have pride in and appreciation for, gaining an education in our school system.

CAM COMMUNITY SCHOOL DISTRICT MISSION

“The mission of the CAM Community School District is to develop in all students the knowledge and skills required to be lifelong learners and responsible citizens in an ever changing society.”

CAM STUDENT LEARNING GOALS

1. Each student of the CAM Community School District will demonstrate improved proficiency in reading comprehension.
2. Students of the CAM Community School District will demonstrate skills in science necessary to enter into an individual student’s career pathway.
3. Each student of the CAM Community School District will develop skills necessary to be a respectful, responsible, contributing citizen of his or her community.
4. Each student of the CAM Community School District will become more proficient in 21st Century Skills necessary for success in his or her tomorrow’s world.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance will be said in the classroom, facing a classroom flag, each day. Students have the option to participate or not participate in the saying of the Pledge of Allegiance each day.

ATTENDANCE

CAM students are expected to attend classes regularly and punctually in order to receive the maximum benefits from the school's instructional program; to develop habits of punctuality, self-discipline, and responsibility; and to assist in keeping disruption of the educational program to a minimum. School attendance is the responsibility of the student and the parents and instills the students with a good foundation for learning as well as developing a pattern for life. Parents are expected to contact the school by 9:00 a.m. to report a student absence.

It is the duty of the parent or guardian to make sure their child or children attend school as called for by state law: from age (6) to age sixteen (16). Once the school year begins and a student's sixteenth birthday occurs, that student must complete that school year. **Attendance Review and Reporting to the State**: By law we are required to consider reporting to the Cass County Attorney any student who misses 15 days. That means unless the student is on a Field Trip or Suspended, all other excused and unexcused absences will be considered when evaluating whether or not the Cass County Attorney is contacted. The process will be implemented as follows.

- 1) Field Trips or Suspensions will not be counted as Absences.
- 2) At 5 and 8 absences a letter/email will go out to parents making them aware of the situation.
- 3) At 10 absences parents will be contacted and arrangements will be made discussing the situation and the number of absences.
- 4) At 11 absences a mediation meeting with parents, student, administration and the school counselor will be had discussing guidelines and expectations, setting up a system of checks and procedures to help manage the student's attendance. But an agreement will be made between all parties as to the attendance of the student.
- 5) After the fifteenth full day (or the set number of days) of being absent a letter will go to the Cass County Attorney notifying them that the agreement has been broken and the fifteenth day has been reached.

If an emergency arises that will require the student to be out of school for an extended period of time, please make arrangements for the student's schooling by contacting the teacher.

If a student is not in school between 8:20 and 9:00 a.m., they will be counted as tardy. If a student is absent yet at 9:00 a.m., they will be counted absent for ½ day. Students will be charged a half day absence if they leave before 2:45 p.m.

LEAVING THE SCHOOL

Anytime a student is to be picked up by someone other than the parents or go to another person's house, a note must be written to the teacher. We can't allow students to leave the school with unauthorized persons. If your child is to go to another person's house to stay or for a club or group meeting, the teacher needs to be informed.

Parents/guardians are asked to report to the office to pick up their students. Office personnel will contact the classroom and have the student report to the office.

BAD WEATHER

In case of bad weather, radio stations KJAN, KMA, and KSOM will announce the school closing. Parents will also have the opportunity to sign up for JMC notifications for cancellations and notifications.

If the weather gets bad during the school day, the radio station will be notified and a JMC Notification call will be made. If special arrangements are necessary for your child, just send a general note in October or November and we can follow the instructions. It is very difficult to use the phone during these situations, so let us know ahead of time.

SICKNESS and EMERGENCY ILLNESS

If students become sick at school, the parents will be contacted. If the parents are unavailable, the emergency number will be called to gain information. (Please be sure your emergency contact is updated, if necessary, and be sure the emergency party knows he/she may be contacted.)

If a student is injured at school, the parents will be notified. If the parents are unavailable, the emergency number will be called. If emergency medical attention is needed, the student will be transported to the proper medical facility to gain care.

RECESS and PLAYGROUND

Students are expected to participate in recesses. Ten to fifteen minutes of fresh air will invigorate most students when properly dressed. Classroom teachers and paraeducators are responsible for recess duty; therefore, they are often not available in their room. If the weather is too inclement to go out, the recess will be held in the gym or in the room. Adult supervision will be provided for each of these recesses. The school will not supervise students playing on the playground at other times. No one will be allowed to play on the playground without supervision during the 8:00-3:30 school day.

Rules for safe play:

1. No fighting, wrestling or roughhousing.
2. No tackle football or related body contact games.
3. No throwing of snow anywhere on the playground.
4. Children should wear boots and other protective garments during inclement weather or they will not be allowed to play in the snow.
5. Skateboards and skates are treated the same as bicycles.
6. Personal items that might be damaged or lost should not be on the playground and are the responsibility of the students.
7. Students are to sit down when swinging and using the slides.
8. Students shouldn't be on top of equipment, such as; parallel ladder, tunnel, slide, swings, etc.

Students must obey the adult supervisor. If balls or other equipment go off the playground, students must ask for and get permission before going after it.

If the rules are not followed, students can lose playground privileges and be stood by the building/teacher until ready to follow the rules and play safely. Students may also need to stay under their teacher's supervision if they continually don't play safe.

DISCIPLINE POLICY

Students are expected to conduct themselves within the established rules and accept the responsibility for their behaviors within their individual abilities.

Violation of school rules may result in students receiving detention and being detained at school until 4:00. Parents will be responsible for transportation home.

Displays of violent, destructive, or serious disruptive behavior can result in:

1. Removal from class*
2. Detention*
3. Suspension or expulsion*

*Parents will be notified

Repeated violators may be detained up to an hour after school or Saturday detention. Repeated violations can require a parent conference or a parent, superintendent, and principal conference.

All decisions made by the principal will be final.

COMMUNICABLE DISEASES

Students with contagious disease are to be excluded from school for the period of time that their condition may endanger the health of others. A signed permit from a doctor may be required for re-entry, if so designated by the building principal or by the superintendent.

Students may be checked for head lice from time to time to control this contagious disease.

Students who have been sent home because of a fever or vomiting should be free of symptoms for 24 hours prior to returning to school.

**RULES AND REGULATIONS HAVE THE IOWA STATE DEPARTMENT OF HEALTH PERTAINING TO THE CONTROL OF
COMMUNICABLE DISEASES IN SCHOOL**

<u>DISEASE</u>	<u>INCUBATION PERIOD</u>	<u>SYMPTOMS</u>	<u>MINIMUM ISOLATION</u>
Chicken Pox	13-17 Days	Mild symptoms & fever, pocks blistery, have scabs	7 days from onset of pocks
Conjunctivitis	Undetermined		Return when under Dr's. care
Head Lice (Pediculosis)	7 days for eggs to hatch	Lice & nits (eggs) in hair	Please Treat until lice and nits gone
Measles (Red) (Rubeola)	10 days to fever 13-15 to rash	Begins like cold, fever, blotchy red rash	Until rash is gone
Impetigo	4-10 Days	Inflamed sores, with pus	Return when under Drs. treatment
Measles (German) (Rubella)	14-21 Days	Usually mild, enlarged glands in neck & behind ears, brief rash	Until rash is gone. Keep away from pregnant women
Mumps	12-26 Days	Fever, swelling & tenderness of glands at angle of jaw	Until swelling is gone (Approx. 9 days)
Ringworm	10-14 Days	Scaly patch, usually ring shaped on scalp	Return when under Drs. treatment
Scabies	3 days-3 weeks	Tiny burrows in skin caused by mites	Return when under Drs. treatment
Scarlet Fever	1-3 Days	Sudden onset, vomiting, sore throat, fever, later fine rash (not on face)	Until rash is gone, 24 hours after antibiotics
Whooping Cough	7-10 Days	Head cold, slight fever, cough characteristic whoop after about 2 weeks	Until readmitted by Dr.
Poliomyelitis	7-12 Days	Fever, vomiting, headache, stiff neck	Until readmitted by Dr.
Meningitis (meningococcus)	2-10 Days	Headache, nausea, pain in back, stiff neck, fever	Until readmitted by Dr.
Small Pox	7-16 Days	Headache, fever, backache, blister like outbreak	Until readmitted by Dr.
Diphtheria	2-5 Days	Sore throat, grayish membrane in throat (a serious illness)	Until readmitted by Dr.
Infectious Hepatitis	Variable 15-20 (avg. 25 days)	Headache, abdominal pains, nausea, vomiting. Usually fever, skin & eyes may or may not turn yellow	Until readmitted by Dr.

STUDENT APPEARANCE

There is a strong connection between academic performance, students' appearance and student conduct. Inappropriate student appearance or dress may cause substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to alcohol or tobacco; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate, and students must comply with the stricter requirement.

Students must have tennis shoes for days they participate in Physical Education classes. While the primary responsibility for appearance rests with the students and their parents, the administration reserves the right to judge what is proper and what is not. Students inappropriately dressed are required to change their clothing.

MEDICATION

When a child is to receive medication during school hours, parental permission forms are necessary stating drug, dosage and exact times it is to be given the student. When prescription medication is required, proper forms need to be completed by the doctor, in addition to the parental permission form. The doctor form, or the original prescription container, needs to give the student name, date prescribed, drug name, dosage, interval dosage, and date after which no administration should be given, the prescribing physician's name, any special storage procedures, and a description of any anticipated reactions. These forms can be obtained in the building office. In both instances, medication is to come to school in the original container.

MEDICATION FORM

Code No. 507.2E2
Page 1 of 2

Parental Authorization and Release Form for the Administration Of Prescription Medication to Students

 Student's Name (Last), (First), (Middle)
 ____/____/____

 ____/____/____
 Birthday
 School
 Date

School medications and health services are administered following these guidelines:

- Parent has provided a signed, dated authorization to administer medication and/or provide the Health service.
- The medication is in the original, labeled container as dispensed or the manufacturer's labeled Container.
- The medication label contains the student's name, name of the medication, directions for use, And date.
- Authorization is renewed annually and immediately when the parent notifies the school that Changes are necessary.

_____ _____ _____ _____
 Medication/Health Care Dosage Route Time at School

Administration instructions

Special Directives, Signs to Observe and Side Effects

Discontinue/Re-Evaluate/Follow-up Date

____/____/____

_____ ____/____/____
 Prescriber's Signature Date

_____ _____
 Prescriber's Address Emergency Phone

I request the above named student carry medication at school and school activities, according to the prescription, instructions, and a written record kept. Special considerations are noted above. The information is confidential except a provided to the Family Education Rights and Privacy Act (FERPA). I agree to coordinate and work with school personnel and prescriber when questions arise. I agree to provide safe delivery of medication and equipment to and from school and to pick up remaining medication and equipment.

Parental Authorization and Release Form for the Administration
Of Prescription Medication to Students

Parent's Signature

____/____/____
Date

Parent's Address

Home Phone

Business Phone

Additional Information

Authorization Form

STUDENT LUNCH

Students have the opportunity to participate in the hot lunch program each day. Information to receive free or reduced lunch can be obtained at the principal's or superintendent's office. Students will each have a computerized food account. Money will be subtracted from the account for each meal and seconds. If an account is overdrawn, a notice will be sent home once a week. Students need to keep their lunch payments up-to-date, otherwise, privileges for seconds will not be allowed.

Breakfast Meal Prices per Meal:

Student (PK- 12): \$1.85

Adult: \$2.00

Extra Milk: \$0.40

Lunch Meal Prices per Meal:

Student (K-5): \$2.85

Student (6-8): \$2.95

Student (9-12): \$3.00

Adult: \$4.25

FAMILY LUNCH ACCOUNT POLICY

It is extremely important for parents and staff to keep a positive balance in their lunch accounts. Notifications will be given to students and/or emailed to parents each Monday for accounts that have a negative balance. Parents may also check lunch account balances through the JMC online parent access program linked to the school website (camcougars.org), and we encourage you to do so. When accounts reach a negative balance of \$25.00, students will not be allowed to receive seconds until the balance has been taken care of. Parents may also be notified as needed during the week if accounts become negative.

TRANSPORTATION

Rural students will be provided bus transportation. The time the bus will pick them up will be available at the annual registration. Students living in the community will be provided transportation at designated bus stops. These bus stops will be designated according to the school population needs.

Any students using the school transportation are to follow the rules and regulations or this privilege may be revoked.

Video cameras will be used on most school buses for the safety of the students. The contents of the videotapes can be used to discipline students.

Please do not drop students off at the elementary buildings until 8:00 a.m.

FIELD TRIPS

Field trips are planned as an extension of the regular classroom. If a field trip is to be taken, each student will be informed. A Written permission form will be requested at the annual registration. This form is necessary for the children to take field trips outside the school district. Students and parents will be notified of specific dates and times for each trip. Parents may be asked to assist in the supervision of the students.

CARE OF SCHOOL PROPERTY/VANDALISM

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

TELEPHONE

Students are allowed to use the telephone in emergencies after receiving permission from their teacher or secretary. We also feel prior planning will avoid many students considered emergencies. We recognize that parents are busy and don't have time to run to the school with items the students have forgotten. Sometimes a quick checklist for the student of books, shoes, musical instruments, etc., posted near the door, can help jog the memory and avoid unnecessary stress.

HUMAN GROWTH AND DEVELOPMENT CURRICULUM

Parents will be informed when human growth and development curriculum is to be used in the classroom. If the parent objects to this exposure, the child may be excused by the principal from the class while the information is being disseminated.

CELL PHONES

Cell phones will be kept in student's bags/locker each day. Phones will be turned off and can be accessed by the students at the end of the day. If parents need to contact students, please call the Elementary office phone numbers;

CAM North: 712-762-3343

CAM South: 712-779-2211

BICYCLES

Students are allowed to ride their bicycles to school. A bicycle rack is provided for the bicycles. The students are to park their bicycles in the rack immediately when arriving at school and leave them until dismissal time at 3:27.

SCHOOL RULES

As a general statement, behavior that keeps others from learning, the teacher from teaching, or threatens the safety of others will not be tolerated.

The school rules are designed to provide an atmosphere for learning. Respect of others and proper use of school property are part of that atmosphere.

The expectancies we have of our students are:

1. Students are to be polite and respectful of adults and fellow students.
2. Students are to play in a safe manner so harm will not come to them or others.
3. Students are to use school property properly.
4. Students are to use proper language both in and out of school.
5. Students are not to chew gum in school unless authorized by the teacher for a special occasion.
6. Students are not to have knives, matches, lighters, cigarettes, drugs, alcohol, or other potentially harmful materials at school.
7. A student bringing a gun to school will require parent intervention with possible suspension or expulsion.
8. Playground supervision will change so students are to follow the rules of safe play and obey the supervisor.
9. Areas of play will be changed to give students a wide variety of activities. Students need to make these adjustments.
10. Students are to remain on the school grounds at all times.
11. Students are expected to dress properly. (Bringing a jacket can be much wiser than wishing you had one.)
12. Students are expected to walk while in the building.
13. Students are expected to have their hats off in the building.
14. Students are expected to stay in line while passing from one room to another.

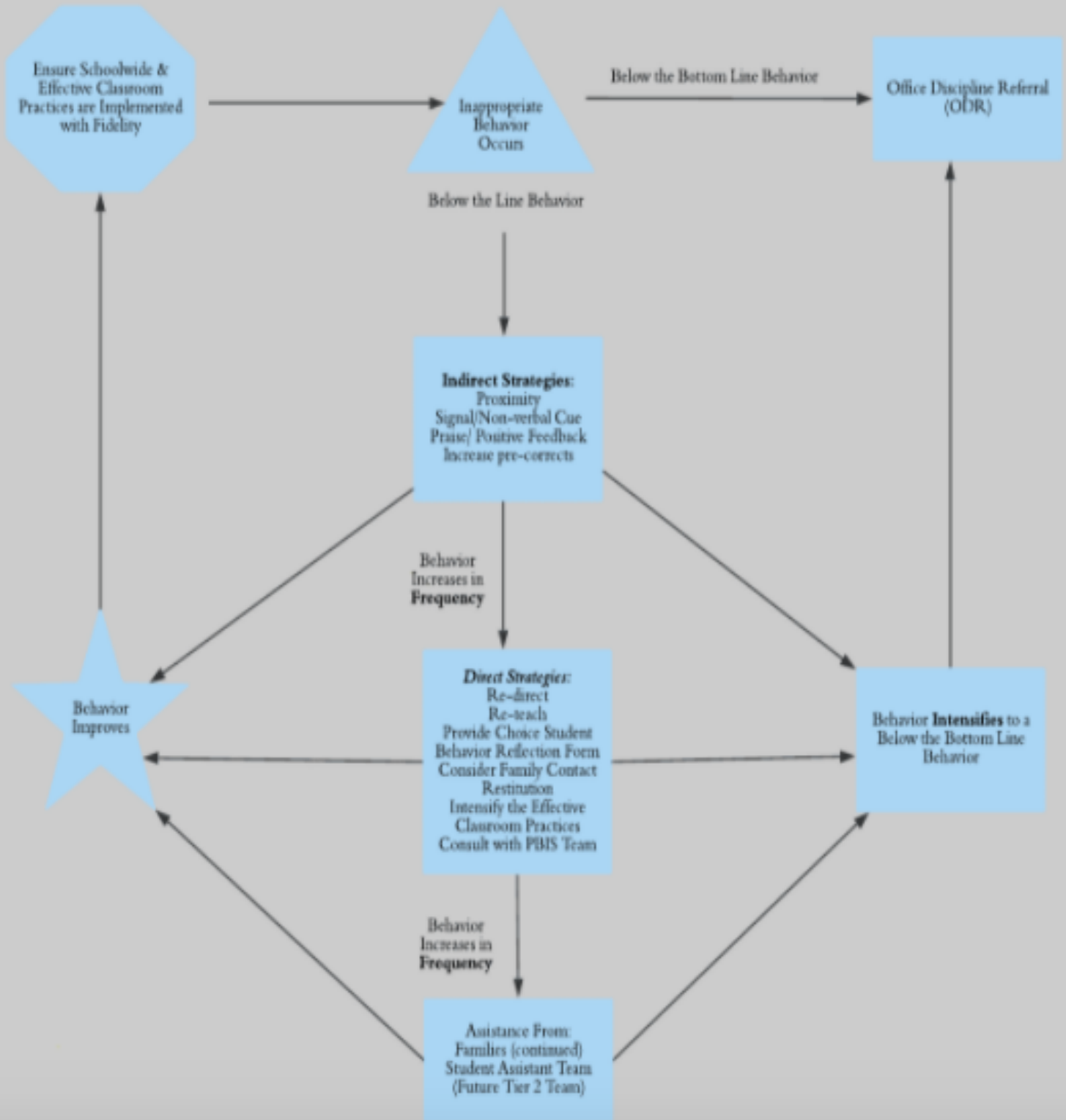
STUDENT CONDUCT and the COUGAR TRAITS

The students attending CAM North Elementary school are expected to follow the four Cougar Traits of Respect, Responsibility, Safety and Kindness. The students attending CAM South Elementary school are expected to follow the Cougar Traits of Honesty, Responsibility, Respect, and Kindness.

Students are to conduct themselves in a manner consistent with their age and grade level. For all students, this includes respect and consideration for others. This conduct is expected while on school premises, while on school owned and/or operated school or chartered buses; and while attending or engaging in school activities on or off school property.

Students who exhibit inappropriate behavior in the opinion of the staff and/or administration shall be subject to discipline. Inappropriate behavior includes any behavior which disrupts or interferes with the educational program, the orderly and efficient operation of the school or school activity, the rights of other students to participate in the educational process or activity, or the educational atmosphere. Disciplinary measures may include, but not be limited to, removal from the classroom, detention, suspension, probation, and expulsion.

CAM Elementary Schoolwide System to Discourage Inappropriate Behavior Flowchart




CAM North Elementary

CAM North Expectations By Setting Matrix

	Hallway I will...	Bathrooms I will...	Playground I will...	Arrival/ Departure I will...	Cafeteria I will...	Before School Areas I will...	Bus I will...	Assembly I will...
Be Safe	<ul style="list-style-type: none"> Use walking feet Walk in straight lines Keep right Stay in my personal space. 	<ul style="list-style-type: none"> Keep water in the sink and toilet Stay in my personal space 	<ul style="list-style-type: none"> Use equipment safely Keep rocks and snow on the ground Stay in my personal space 	<ul style="list-style-type: none"> Walk to and from the bus Wait patiently in line until dismissed Stay in my personal space 	<ul style="list-style-type: none"> Use walking feet Sit on my bottom Stay in my personal space 	<ul style="list-style-type: none"> Use materials appropriately Stay in my personal space 	<ul style="list-style-type: none"> Sit on my bottom and face the front Keep my feet out of the aisle Keep my body and belongings inside the bus 	<ul style="list-style-type: none"> Sit on my bottom Stay in my personal space
Be Kind	<ul style="list-style-type: none"> Use kind and appropriate words when greeting others 	<ul style="list-style-type: none"> Use kind and appropriate words Wait quietly to use restroom 	<ul style="list-style-type: none"> Use kind and appropriate words Include everyone Take turns and share equipment 	<ul style="list-style-type: none"> Use kind and appropriate words Open the door for people Greet others 	<ul style="list-style-type: none"> Use kind and appropriate words Help others Raise my hand to get up 	<ul style="list-style-type: none"> Use kind and appropriate words Help others 	<ul style="list-style-type: none"> Use kind and appropriate words Greet the bus driver Include everyone (let others sit with you) Clean up after yourself 	<ul style="list-style-type: none"> Keep eyes and ears on the speaker Stay seated for the whole assembly
Be Responsible	<ul style="list-style-type: none"> Go directly to destination Keep belongings in your space 	<ul style="list-style-type: none"> Flush and use the toilet or urinal appropriately Wash hands by using one pump of soap and two paper towels 	<ul style="list-style-type: none"> Line up according to grade level when the bell rings Bring in equipment Be a problem solver Dress appropriately for the weather 	<ul style="list-style-type: none"> Keep doorways clear Use the crosswalk 	<ul style="list-style-type: none"> Use two hands to carry my tray Clean up my area and take back my tray Only eat my food 	<ul style="list-style-type: none"> Put away all supplies and materials Stay in chosen activity Be a problem solver 	<ul style="list-style-type: none"> Treat seats with care Help younger students if needed Be a good role model 	<ul style="list-style-type: none"> Use the restroom before it starts Ask permission before I leave
Be Respectful	<ul style="list-style-type: none"> Use a level-0 voice Use listening ears 	<ul style="list-style-type: none"> Use a level-1 voice Only lock the stall when I am in it Throw paper towels in the trash can 	<ul style="list-style-type: none"> Use a level-0 voice while coming inside Keep playground clean Wait patiently in line until dismissed Use listening ears 	<ul style="list-style-type: none"> Use a level-2 voice Use level-0 voice when bell rings Maintain personal space Use listening ears 	<ul style="list-style-type: none"> Use a level-1 voice while eating Use voice level-0 when the lights go off Use my manners (please and thank you) Use listening ears 	<ul style="list-style-type: none"> Use a level-2 voice Ask permission before I leave the room Hang my backpack on my hook and go directly to breakfast or gym Use listening ears 	<ul style="list-style-type: none"> Use a level-1 voice Use level 0 @ Railroad Crossing Use listening ears Follow bus drivers rules 	<ul style="list-style-type: none"> Use a level-0 voice Raise my hand and wait to be called on before asking questions Use listening ears

CAM North Above the Line/Below the Line Document


	Be Safe	Be Kind	Be Responsible	Be Respectful
<p style="text-align: center;">Above the Line Behaviors</p>	<ul style="list-style-type: none"> • I wait patiently in lines. • I stay in my personal space. • I use materials appropriately. • When sitting, I sit on my bottom. • I use my supplies safely • I walk in a straight line on the right side of the hallway. • I walk to and from the bus. • I use equipment safely. • I keep rocks and snow on the ground at recess. 	<ul style="list-style-type: none"> • I use kind and appropriate words. • I include everyone. • I open the door • I clean up after myself. • I keep eyes and ears on the speaker. • I wait patiently. • I give compliments. • I help others. • I greet others kindly. • I take turns and share. 	<ul style="list-style-type: none"> • I am a problem solver. • I walk directly to and from my destination. • I pick up after myself in all my settings. • I help other students if needed. • I eat my own food. • I get on and off the bus promptly. • I am a good role model. • I am in charge of keeping all my belongings with me. • I line up immediately at the bell when recess is over. • I return equipment immediately. 	<ul style="list-style-type: none"> • I use listening ears. • I pick up after myself. • I maintain personal space. • I raise my hand to get a teacher's attention. • I use caring words. • I use appropriate voice levels. • I greet others appropriately. • I follow the rules and include others. • I ask permission before I leave a room.
<p style="text-align: center;">Below the Line Behaviors</p>	<ul style="list-style-type: none"> • Tantrums • Teasing • Throwing things • Off task • Play fighting/ Roughhousing • Put downs • Running in the building • Spitting • Talking at inappropriate times • Tattling • Not keeping hands, objects, feet to self • Inappropriate physical contact • Not following directions 	<ul style="list-style-type: none"> • Making fun of others • Calling people names • Unwanted student attention 	<ul style="list-style-type: none"> • Inappropriate bathroom use • Inappropriate use of technology, internet, camera and/or phone • Leaving room without permission • Lying • Refusing to work • Refusing to respond • Inappropriate noises • Interrupting • Learning or tipping chairs • Littering • Mimicking 	<ul style="list-style-type: none"> • Arguing/ talking back • Cheating • Chewing gum/ candy • Classroom disruption • Disrespectful body language (sighing/ rolling eyes) • Disrespectful behavior • Not following appropriate voice level in the hallway • Not taking responsibility for actions • Misuse of school property • Non-directed profanity
<p style="text-align: center;">Below the Bottom Line Behaviors</p>	<ul style="list-style-type: none"> • Physical fighting. • Use/possession of illegal substances • Use/possession of weapons. 	<ul style="list-style-type: none"> • Threatening other children will the intent to harm. • Chronic bullying. • Inappropriate language or gestures. 	<ul style="list-style-type: none"> • Misuse of computers or loads. • Non-compliance 	<ul style="list-style-type: none"> • Violence toward property. • Chronic disruption to the learning environment. • Stealing or theft.

CAM South Expectations by Setting Matrix

CAM South Elementary

	Hallway I will...	Bathrooms I will...	Playground I will...	Cafeteria I will...	Before/After School Areas I will...	Bus I will...	School-Wide Events I will...
Be Responsible	<ul style="list-style-type: none"> Use walking feet and keep my hands to myself Respect school property Watch for others 	<ul style="list-style-type: none"> Clean up after myself Hush, Flush, Wash, Rush 	<ul style="list-style-type: none"> Take care of equipment Be a problem solver Wear appropriate clothes for the weather 	<ul style="list-style-type: none"> Use table manners such as "please and thank you" Take care of you and your items 	<ul style="list-style-type: none"> Listen to the adults in the room Keep my hands and feet to myself Quickly put items away in locker and go to gym Line up at whistle 	<ul style="list-style-type: none"> Follow bus drivers directions Use appropriate language Stay in your seat and sit appropriately Keep aisles clear 	<ul style="list-style-type: none"> Respect others space Pay attention to the event Come & support or be a part
Be Respectful	<ul style="list-style-type: none"> Use quiet voices Walk in a line when in a group 	<ul style="list-style-type: none"> Use quiet voices Respect others privacy 	<ul style="list-style-type: none"> Walk and look all ways when crossing the street Use equipment properly Line up quickly at whistle 	<ul style="list-style-type: none"> Keep my hands and feet to myself in line and at the tables Use quiet voices Pick up after yourself 	<ul style="list-style-type: none"> Take care of toys and equipment Use quiet voices and stand in line nicely 	<ul style="list-style-type: none"> Exit with all of my belongings Keep my voice quiet 	<ul style="list-style-type: none"> Watch the event I am attending During music events, wait for song to end before you leave Stay in your seats Use appropriate voice
Be Honest	<ul style="list-style-type: none"> Inform an adult about problem behaviors Only enter my locker Tell the truth 	<ul style="list-style-type: none"> Inform an adult about problem behaviors Take care of your business 	<ul style="list-style-type: none"> Play fairly Follow game rules Be a good sport Use positive talk 	<ul style="list-style-type: none"> State my name to the secretary Try new things 	<ul style="list-style-type: none"> Get in the correct line to go home 	<ul style="list-style-type: none"> Report problems to the bus driver Tell the truth 	<ul style="list-style-type: none"> Inform the teacher if you are unable to attend Be courteous to those around you Let officials officiate
Be Kind	<ul style="list-style-type: none"> Use manners such as greeting and opening doors for others Be a helper 	<ul style="list-style-type: none"> Wait my turn Use appropriate words and actions If someone needs help get an adult 	<ul style="list-style-type: none"> Help injured classmates Allow all to participate Be an encourager 	<ul style="list-style-type: none"> Be a good friend 	<ul style="list-style-type: none"> Use kind words Follow directions Listen to adults Play safely 	<ul style="list-style-type: none"> Greet the bus driver Be a helper Be a friend 	<ul style="list-style-type: none"> Applaud when necessary Listen appropriately Use good sportsmanship Be supportive

CAM South Above the Line/ Below the Line Document

	Be Honest	Be Kind	Be Responsible	Be Respectful
 <p style="text-align: center;">Above the Line Behaviors</p>	<ul style="list-style-type: none"> • Inform an adult about problem behaviors • Only enter my locker • Tell the truth • Play fairly • Follow game rules • Be a good sport • Use positive talk • Try new things • Be courteous to those around you 	<ul style="list-style-type: none"> • Use manners such as greeting and opening doors for others • Be a helper • Wait my turn • Use appropriate words and actions • If someone needs help get an adult • Allow all to participate • Be an encourager • Be a good friend • Use kind words • Follow directions • Listen to adults • Listen appropriately 	<ul style="list-style-type: none"> • Use walking feet and keep my hands to myself • Watch for others • Clean up after myself • Hush, flush, wash, rush • Take care of equipment • Be a problem solver • Wear appropriate clothes for the winter • Use table manners such as "please and thank you" • Take care of you are your items • Listen to adults in the room • Line up at whistle • Use appropriate language • Respect others space 	<ul style="list-style-type: none"> • Use quiet voices • Walk in a line when in a group • Respect others privacy • Walk and look all ways when crossing the street • Keep my hands and feet to myself • Pick up after myself • Take care of toys and equipment •
<p style="text-align: center;">Below the Line Behaviors</p>	<ul style="list-style-type: none"> • Tantrums • Teasing • Throwing things • Off task • Play fighting/ Roughhousing • Put downs • Running in the building • Spitting • Talking at inappropriate times • Tatling • Not keeping hands, objects, feet to self • Inappropriate physical contact • Not following directions 	<ul style="list-style-type: none"> • Making fun of others • Calling people names • Unwanted student attention 	<ul style="list-style-type: none"> • Inappropriate bathroom use • Inappropriate use of technology, internet, camera and/or phone • Leaving room without permission • Lying • Refusing to work • Refusing to respond • Inappropriate noises • Interrupting • Leaning or tipping chairs • Littering • Mimicking 	<ul style="list-style-type: none"> • Arguing/ talking back • Cheating • Chewing gum/ candy • Classroom disruption • Disrespectful body language (sighing/ rolling eyes) • Disrespectful behavior • Not following appropriate voice level in the hallway • Not taking responsibility for actions • Misuse of school property • Non-directed profanity
<p style="text-align: center;">Below the Bottom Line Behaviors</p>	<ul style="list-style-type: none"> • Lying/ Cheating • Computer or Ipad Misuse 	<ul style="list-style-type: none"> • Verbal or Physical threat to another person with the intent to harm. • Chronic bullying. • Inappropriate language or gestures. • Disrespect • Defiance 	<ul style="list-style-type: none"> • Non-compliance • Property Damage 	<ul style="list-style-type: none"> • Use/Possession of illegal substance • Use/Possession of weapons • Physical aggression

LUNCHROOM COURTESY

1. Each student will need to enter his or her lunch pin to the lunch clerk on duty. Students that return for seconds should show the clerk what they received to record in their lunch account.
2. All students should use a low voice in the lunchroom.
3. Students should eat their own lunch, visiting with only the students close to them.
4. After eating, students are to take care of their silverware, napkins, milk carton, and tray.
5. After eating, the students are to sit, using only a low voice until they are excused from the table.
6. Food is not to be shared or carried from the lunchroom.
7. Students are not to have pop with their lunch in the lunchroom.

APPROPRIATE USE OF TECHNOLOGY

Exhibit A *CAM Community School District* ACCEPTABLE USE POLICY

The primary goal of CAMCSD's available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of the computer equipment. Lab equipment is reserved exclusively for academic use.

The following is a list of rules and guidelines which govern the use of CAMCSD computers and network resources. Network Resources refers to all aspects of CAMCSD's owned or leased equipment, including computers, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of CAMCSD's network resources whether this access occurs while on or off campus.

Students may not use network resources:

- to create, send, access or download material which is abusive, hateful, harassing or sexually explicit;
- to download, stream or listen to Internet-based music, video and large image files not required for school work, as this slows the performance of the network for all users. The school will monitor the network for violations.
- to send file attachments through the school's email system that are greater than 5MB in size (the transfer process can hinder network speed and access to others - if you need to transfer large files, please contact the Director of Technology to make special arrangements);
- to alter, add or delete any files that affect the configuration of a school computer other than the laptop assigned for personal use;
- to conduct any commercial business;
- to conduct any illegal activity (this includes adhering to copyright laws);
- to access the data or account of another user (altering files of another user is considered vandalism);
- to install any software onto CAMCSD computers; to copy CAMCSD school software (copying school owned software programs is considered theft).

In addition, students may not:

- give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent);
- give password(s) to anyone;
- post anonymous messages;
- forward email commonly known as "SPAM," Unsolicited Commercial Email (UCE), or "junk email."

Responsibility for Property:

Students are responsible for maintaining a 100 percent working laptop at all times. The student shall use reasonable care to be sure that the computer is not lost, stolen or damaged. Such care includes:

- Not leaving equipment in an unlocked car or unlocked home.
- Not leaving equipment unattended or unlocked while at school or elsewhere.
- Not lending equipment to anyone except one's parents.
- Not using equipment in an unsafe environment.

Students must keep the computer locked (i.e. locked in your school locker, home or secure place where others do not have access) or attended (with you or within your sight) at all times. Laptops left in bags or backpacks or in unattended classrooms are considered "unattended" and may be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the laptop back. If the laptop is confiscated a second time, the student may be required to get a parent signature acknowledging financial responsibility before getting the laptop back. Unattended and unlocked equipment, if stolen – even at school – will be the student's responsibility.

File Sharing and File Sharing Programs:

The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited. Filesharing programs and protocols like BitTorrent, Frostwire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video, and images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the Director of Technology.

Discipline:

Any student who violates these rules will be subject to disciplinary action. The minimum consequence will be a letter home. Students who violate the File Sharing rules will also have their hard drives restored to the original settings. Serious or repeated violations will result in the students' use of technology restricted and or revoked. Any student who continually does not bring their laptop to school will lose the privilege of taking the computer home each day.

Legal Issues and Jurisdiction:

Because CAMCSD owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to ensure that all facilities are used legally. Hence, any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of CAMCSD's network resources is subject to the rules stated in this policy. School administration monitors our network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of our network resources, including email system, the school administration reserves the right, if needed, and at its discretion, remotely access, to open, examine and/or delete electronic files that violate this Computer Use Policy.

Disclaimer:

CAMCSD does not have control of the information on the Internet or incoming email, nor does it provide any technical barriers to account holders accessing the full range of information available. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the CAM Community School District. While CAMCSD's intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. At CAMCSD, we expect students to obey the Computer Use Policy when using the Internet. Students found in violation of the policy will be disciplined. In addition, CAMCSD account holders take full responsibility for their access to CAMCSD's network resources and the Internet. Specifically, CAMCSD makes no warranties with respect to school network resources nor does it take responsibility for:

1. the content of any advice or information received by an account holder;
2. the costs, liability or damages incurred as a result of access to school network resources or the Internet; any consequences of service interruptions.

COMPUTER LOAN AGREEMENT

Exhibit B

CAM Community School District **CHROMEBOOK USE AGREEMENT**

Please read this entire section carefully.

This agreement is made effective upon receipt of computer, between the CAM Community School District (CAMCSD), the student receiving a laptop ("Student"), and his/her parent(s) or legal guardian ("Parent"). The Student and Parent(s), in consideration of being provided with a laptop computer, software, and related materials (the "Computer") for use while a student is at CAM Community School District, hereby agree as follows:

1—Equipment

1.1 Ownership: CAMCSD retains sole right of possession of the Computer and grants permission to the Student to use the Computer according to the guidelines set forth in this document. Moreover, CAM administrative staff retains the right to collect and/or inspect the Computer at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

1.2 Equipment Provided: Efforts are made to keep all laptops configurations the same. All Computers include ample RAM and hard-disk space, a protective laptop case, software, power adapter and other miscellaneous items. CAMCSD will retain records of the serial numbers of provided equipment.

1.3 Substitution of Equipment: In the event the Computer is inoperable, CAMCSD has a limited number of spare laptops for use while the Computer is repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for

such a substitute. The Student may NOT opt to keep a broken Computer or to avoid using the Computer due to loss or damage. Please note that if the Student forgets to bring the Computer or power adapter to school, a substitute will not be provided.

1.4 Responsibility for Electronic Data: The Student is solely responsible for any non-CAMCSD installed software and for any data stored on the Computer. It is the sole responsibility of the Student to backup such data as necessary.

2—Damage or Loss of Equipment

2.1 Insurance and deductible: CAMCSD has purchased insurance which provides the broadest perils of loss regularly available. However, the full repair fee will be billed to the Student and his/her family for intentional, blatant misuse or gross negligence of the laptop. Parents are encouraged to add the laptop to their homeowner's or renter's insurance policy.

2.2 Responsibility for Damage: The Student is responsible for maintaining a 100% working Computer at all times. The Student shall use reasonable care to ensure that the Computer is not damaged. Refer to the *Standards for Proper Care* document for a description of expected care. In the event of damage not covered by the warranty, the Student and Parent will be billed the following:

- Chromebook - up to \$250.00
- Laptop Bag - \$30.00
- Laptop Strap - \$10.00
- Charger - \$25.00

CAMCSD reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration.

Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop while at school. (See the *Standards for Proper Care* document for definitions of "attended," "unattended," and "locked.")
- Lending equipment to others other than one's parents/guardians.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner. (See the *Standards for Proper Care* document for guidelines of proper use).

2.3 Responsibility for Loss: In the event the Computer is lost or stolen, the Student and Parent may be billed the full cost of replacement. It will be the responsibility of the Student and Parent to file a police report.

2.4 Actions Required in the Event of Damage or Loss: Report the problem immediately to the Director of Technology. If the Computer is stolen or vandalized while not at CAM or at a CAM sponsored event, the Parent shall file a police report.

2.5 Technical Support and Repair: CAMCSD does not guarantee that the Computer will be operable, but will make technical support, maintenance and repair available.

3—Legal and Ethical Use Policies

3.1 Monitoring: CAMCSD will monitor computer use while on campus using a variety of methods – including electronic remote access – to assure compliance with CAMCSD’s Legal and Ethical Use Policies.

3.2 Legal and Ethical Use: All aspects of CAMCSD Computer Use Policy remain in effect, except as mentioned in this section.

3.3 Filesharing and Filesharing Programs: The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited. Filesharing programs and protocols like BitTorrent, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the Director of Technology.

3.4 Allowable Customizations:

- The Student is permitted to alter or add files to customize the assigned Computer to their own working styles (i.e., background screens, default fonts, and other system enhancements).
- The Student is permitted to download music to iTunes, but cannot download or install any other software without permission from the CAMCSD Technology Director. Students should regularly backup their iTunes library.

3.5 Proxy Servers and Other Anonymizers: The Student shall not bypass the filtering service and such violation could result in removal or suspension of technology privileges.

SCHOOL WEBSITE and PUBLICATIONS

I _____ give permission for photographs of my students listed below to be posted on the school website, newspapers, and other publications as deemed appropriate by the CAM Community School District.

_____ I do not wish for photographs of my students to be posted.

Students Names: _____

Parent Signature

Date

PARTIES

During the year, several parties will be held in classrooms. Parents will be contacted to help with the treats for the parties. The parties will be held after the last recess in most rooms. If a child wishes to bring a birthday treat during the year, they may. Please contact the classroom teacher to determine the best time for the treat to be given to the other students. Please contact the classroom teacher or the elementary office for information on food allergies that students may have in each room.

PRIVATE PARTIES

If students are going to have a private party, it is best if the invitations are taken care of outside the school day. It can be very disappointing for a student to have the other students invited to a party and not be invited. To avoid this, have the child call or mail the invitations.

CELEBRATING CHILDREN'S SPECIAL DAYS

Occasionally children receive flowers and balloons at school. Our policy is to keep them at the secretary's desk until the end of the day. They are then taken to the room.

STUDENT EVALUATION

Report cards will be issued four times during the year. The cards will be given to the parents at the Parent-Teacher Conferences or sent home with the student. At the end of the school year, all report cards will be mailed after they are completed by the teachers.

ISASP- Iowa Statewide Assessment of Student Progress

Iowa Statewide Assessments are given during the Spring Semester to grades 3-5. Students will be given notice of the exact dates. For best results, students should get plenty of sleep, eat properly, and be encouraged to do their best.

SEARCH AND SEIZURE

School authorities may, without a search warrant, search a student, student lockers, desks, or work areas based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may also seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include but are not limited to nonprescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Possession of such items will be grounds for disciplinary action and may be grounds for reporting to local law enforcement authorities.

SCHOOL ENTRY REQUIREMENTS

No child shall be admitted to kindergarten unless he/she is five years of age on or before the 15th day of September of the current year or to first grade unless he/she is six years of age by the same date. When entering kindergarten, a birth certificate or other satisfactory evidence of age shall be required of each child entering school in this district for the first time.

Each student enrolled in the district shall have proof of immunization against diphtheria, pertussis, tetanus, poliomyelitis, roseola, and rubella except under Section 139.3 of the Iowa Code or the rules of the State Department of Health.

EXPULSION

Only the Board may expel any student from school for a violation of rules and regulations approved by the Board, or when the presence of that student is considered to be detrimental to other students within the educational process.

The building administrator who makes the original recommendation for expulsion shall have the authority to suspend the student from attendance until such time as a special meeting of the Board to act upon the recommendation. This will be called "suspension pending hearing." The hearing shall be held within a reasonable time, and no later than five days, following the suspension pending hearing. If, for some reason, it is impossible to hold the hearing within those five days, the student may be granted provisional readmittance to classes until such time as the hearing can be scheduled. Where a student is suspended pending a hearing, the student shall be afforded means of alternative education during the period of such suspension in order to guard against the loss of credit for classes missed, should the hearing prove the student guilty.

The superintendent or designee shall notify the student and the student's parent(s) or legal guardian(s) of the place and time of the hearing. The notice shall be both oral and in writing and shall include a summary of the specific reason(s) for the consideration of the expulsion of the student. In addition, the student and the student's parent(s) or legal guardian(s) shall be made aware of their right to be represented by counsel and their right to present a defense against the charges and provide either oral testimony or written affidavits or witnesses on the student's behalf. All written statements to be considered in the expulsion hearing shall be made available at the meeting and shall be accessible for examination by the student, the student's parent(s) or guardian(s), and the representatives of the student.

VISITING THE SCHOOL

Parents are welcome to visit the school classroom and experience the educational happenings. **Parents are asked to make prior arrangements with the teacher to determine an appropriate time for a good experience.** Parents are encouraged to visit during lunchtime and eat lunch with us.

Parents should not bring preschool aged children on visitations, as it is very distracting to the classroom purpose of education.

Parents are asked not to visit the classroom during the first two weeks of school and the last two weeks of school. This will give the student and teacher time to build a relationship at the beginning of the year. At the end of the year, many non-routine events are taking place. If special problems arise, please feel free to call and discuss these problems.

If students are planning to have a friend visit school, prior permission will be necessary. Bringing other students to school is not encouraged.

All parents and visitors are asked to stop at the front desk to check in and pick up a visitor's pass.

STUDENT FEES

Registration:

Book Fees (grade K-5): \$38.00

Milk Break will be charged per semester and limited to grades PreK through 2nd.

\$36.00/semester (grade K-2)

\$29.00/semester (preschool, 4 days)

Optional Activity Passes: Students and parents may buy year long activity passes to all home CAM School sponsored events. These passes provide great savings to families who attend over 30% of the home activities, including baseball/softball. They are not good at other schools or for admission to state sponsored district and sub-state events held at CAM High School. You can buy passes during registration or at the office.

Student Year Pass - \$65

Adult Year Pass - \$130

Family Year Pass - \$240

Senior Citizens Pass (65 & Older)- Single \$100; Family \$190

MULTICULTURAL NONSEXIST POLICY

It is the policy of the CAM Community School District not to discriminate against any person because of race, national origin, creed, religion, age, marital status, or physical disability. The school follows the requirements of Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, and the Federal Rehabilitation Act of 1973.

It is the policy of the district to choose materials to provide students with a variety of lifestyles of all cultures. The curriculum attempts to give students an understanding of various cultures, in order that they might be prepared for the years to come, as they will be living in a multicultural nation.

STUDENT RECORD CONFIDENTIALITY

The names of the elementary students, grade level, parent's names, telephone numbers, addresses, and date of birth may be released to an individual in person upon request. Any student over the age of eighteen, parent, or guardian, not wanting this information released to the public must make written objection within fifteen days of the date of this publication and within fifteen days of enrollment should enrollment occur after that date to the principal or other person in charge of the school which the student is attending. It is desirable to renew this objection at the beginning of each school year.

CAMCORDER/SOCIAL MEDIA

From time to time parents will bring their cameras and camcorders to school to video the classroom activities. If a parent has an objection to classroom videoing, please notify the school during the first three weeks of school. Individual classrooms may use social media to publicize classroom activities and accomplishments. If a parent has an objection to the classroom using social media sites please contact the classroom teacher.

OPEN ENROLLMENT

Students have the option of open enrolling to another school district. More information and an application are available at the superintendent's office.

LEVEL I INVESTIGATOR

If an abuse charge needs to be filed against a CAM school employee, the Level I investigator should be contacted for the proper forms. Building Principals and Level I investigators are:

Lindsay Williams- CAM High School Guidance Counselor
Haley Wollum- CAM Middle School Instructional Coach

STUDENT ASSISTANCE TEAM

The student assistance team will meet as needed to discuss students that are having educational and/or behavioral difficulties. The team will develop some goals for these students to assist the classroom teacher. The team will be made up of resource teacher, Title I Teacher, classroom teacher, administrator and other people who may provide needed information. If a parent expresses a concern about their child's education, the team will discuss possible interventions to educate the student with the school's available resources.

STUDENT COMPLAINTS

Students may file a complaint regarding school district policies, rules and regulations or other matters by complying with the following procedure. This procedure is strictly followed except in extreme cases.

If an employee is involved, discuss the complaint with the employee within two school days of the incident;

If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within two school days of the employee's response or the incident.

If unsatisfied with the principal's response, talk to the superintendent within two school days of the principal's response;

If unsatisfied with the superintendent's response, students may request to speak to the board within two school days of the superintendent's response. The board determines whether it will address the complaint.

ANTI-BULLYING/HARASSMENT POLICY

Initiations, Hazing, Bullying or Harassment

Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed or bullied should:

1. Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
2. If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
 - a. Tell a teacher, counselor or principal; and
 - b. Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
 - (1) What, when and where it happened;
 - (2) Who was involved?
 - (3) Exactly what was said or what the harasser or bully did;
 - (4) Witnesses to the harassment or bullying;
 - (5) What the student said or did, either at the time or later;
 - (6) How the student felt; and
 - (7) How the harasser or bully responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

1. Places the student in reasonable fear of harm to the student's person or property;
2. Has a substantially detrimental effect on the student's physical or mental health;
3. Has the effect of substantially interfering with the student's academic performance; or
4. Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school

Sexual harassment includes, but is not limited to:

1. Verbal, physical or written harassment or abuse;
2. Pressure for sexual activity;
3. Repeated remarks to a person with sexual or demeaning implications; and
4. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes, but is not limited to:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, job, etc; and
4. Demeaning jokes, stories or activities.

HOMELESS

“Homeless child or youth” is defined as a child or youth from the age of 3 years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:

1. A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; who is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; who is living in an emergency or transitional shelter; who is abandoned in a hospital; or who is waiting for foster care placement;
2. A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. A child or youth who is living in a car, park, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or
4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs “1” through “3” above.

Contact: Larry Hunt and Barry Bower,
CAM Elementary Principals
Phone: 712-779-2211 or 712-762-3343
Email: lhunt@cam.k12.ia.us, bbower@cam.k12.ia.us

TITLE I SCHOOLWIDE

2022-2023

TITLE I SCHOOLWIDE PROGRAM PLAN AND COMPONENTS

1. By the use of several assessment programs, the CAM Schools have identified the educational needs of the students in our school, through the school-wide Title I program.. Reading skills are assessed in grades K-5 with DIBELS. Class Wide Literacy Assessments are given three times per year in grades 1 and 2 to determine students significantly performing below grade level. The Iowa Tests of Basic Skills (ITBS) are used to assess the student's progress in comparison to other students in the state and nation, along with year-by-year growth. Those students that perform below the indicators of success in reading are considered for Title I assistance in the school-wide program. Informal reading inventories are also used at each level. Strengths of the district include many ongoing, well-developed efforts geared toward student reading proficiency. Early childhood screenings and working with AEA speech professional's help to identify specific student needs upon entering school. Meeting district needs include continuously assessing and meeting student needs in an ever-changing society. Reading, math, science and technology are ongoing areas of focus in the district, with reading and math being the primary focus in the Title I program. Annual evaluation of CAM's Title I program occurs each fall. Parent input from the annual Title I meeting, program surveys from parents, families and staff, along with ongoing communication is used to evaluate the program.
2. CAM Schools use various strategies to provide school-wide student opportunities. The teacher-pupil ratio has been reduced in the classroom for reading by the use of the Title I instructor working with individuals or small groups in the classroom or by pull out. This helps to meet the needs of the underserved population, low achieving children and those at risk of not meeting state standards. In first and second grade, three times per year, students are given general literacy assessments to gain understanding of lowercase and uppercase letters of the alphabet, word writing and spelling ability. Informal inventories and assessments also allow for ongoing assessment of individual students. A new literacy program, "Making Meaning" by the Center of Developmental Studies, focused on building comprehension skills K-6, is being implemented in 2012-2013. Sixth grade is being included, trying to bridge the reading instruction into the reading curriculum for middle school students. By utilizing a continuous process of analyzing student data, ongoing structured staff development occurs yearly to continuously build a stronger reading foundation for students and to meet current student needs. Several staff members have reading endorsements. All strategies used by the staff are focused on school wide student achievement goals set by the Iowa Department of Education through the Iowa/Common Core Curriculum.

3. All of the instructors in the CAM Elementary staffs are highly qualified teachers, being certified by the state of Iowa to teach elementary students. Probationary teachers all participate in the Journey to Excellence Mentoring Program. All instructors are required to participate in ongoing, structured staff development. All paraprofessionals in the K-5 building meet NCLB qualifications. Our staff partners with Green Hills AEA for mentoring, professional development, and meeting various student and staff needs.
4. All of our staff is involved in continuous staff development in the areas of reading and math. The staff development is designed to increase a teacher's effectiveness in the classroom by meeting the needs of all students. The staff has the opportunity to exchange professional ideas in study groups. Staff development is connected with needs assessment of students, professional growth, and research based programs. The CAM elementary buildings implemented an uninterrupted 90-minute literacy block during the 2011-2012 school year, and implemented "Making Meaning", a new literacy program in 2012-2013. Small group and one-on-one work provides for effective assistance and extended time for low achieving children. Read Naturally is additional initiatives that strengthen our academic program through school-wide and regular fluency/comprehension building activities. The CAM Community School Board approves the district's professional development plan on a yearly basis.
5. The Anita Community School District merged with the C & M Community School District to form CAM Schools in 2011. We currently have two elementary schools in our district. When a teacher vacancy occurs we have had a sufficient number of highly qualified applicants. Some staff is shared between the CAM North Elementary and CAM South Elementary, including the principal. Our district continues to provide positive support through our mentoring and ongoing professional development cycle to attract, involve and maintain highly qualified teachers. We continue to follow state guidelines on teacher pay in efforts to attract the best possible candidates to the district.
6. We have parents, community members, and high school athletes volunteer to listen to children read. The Title I teachers have the opportunity to meet with parents twice a year during the Parent-Teacher Conferences. The Title I Program has a parent meeting at the beginning of the school year during the "Back to School Night". High School students read with students throughout the school year. Senior internships with teachers assist individual students in reading and math. Students in grades one through five practice their reading fluency and comprehension skills in the Read Naturally program. Parents volunteer for a number of special activities, such as 100th Day of School and Read Across America Day. Our Book-in-a-Bag program encourages parent involvement on a daily basis.
7. Each spring an early childhood screening is held to identify upcoming students and their needs. Families have access to a voluntary public preschool program and Head Start program in the buildings. The Empowerment Program in our county provides for

financially needy families so children can attend the pre-school. The school is involved by getting the information to parents and by processing the applications and monthly claims. The district provides open opportunities for students entering school to experience much on the campus, easing the transition to beginning school. Each summer, the CAM Elementary Schools provide a 4-6 week extended year program for students who need supplemental instruction.

8. All teachers are involved in setting the school goals through committee work and on-going professional development. The process of annually reviewing the student achievement scores is used to set realistic achievement goals for the students in the upcoming year. The data is reviewed for individuals as well as the group, to assist the teacher's plan. To get to this point, instructors must know how to read the data and interpret the information, while comparing it to the curriculum that is being taught. Classroom teachers administer assessments and use the data to guide the instruction in their classrooms. Teachers are involved in curriculum writing, review, and assessment. Ongoing collaboration by teachers and staff is continuous. Teachers are involved in many committees within the school framework, such as School Improvement, Teacher Assistance Team, Leadership Teams, Literacy Team, Professional Development, etc. This allows for various efforts to intertwine within the ongoing school improvement process.
9. To provide effective, timely assistance for the students, the Title I teacher collaborates with the classroom teachers and Special Education teacher and assists in the classrooms during the scheduled reading and math times. Strategies implemented include team-teaching, small group instruction, one-on-one instruction, re-teaching, repeated practice, as well as small group pull out sessions. The students may later be pulled out for additional assistance and re-teaching as determined by classroom assessments to meet state and local improvement goals.
10. Coordination and integration of federal, state and local services and programs under Title I is reached through the administration and Title I teacher working together. The following programs are incorporated into the school-wide program. Low academic students in the school are assisted by the Title I program. Low-income students who qualify for the breakfast and lunch programs participate in the school-wide program. Teachers receive professional development training during professional development days. Effective staff development is determined by the student needs and school goals. Southwest Iowa Mental Health is used as a resource to meet student needs. Our teachers work with our community and use as many resources as possible. The Anita Public Library provides student programs for our students to attend. We participate in the RIF program to distribute reading materials to students three times a year. Our schools utilize a high number of volunteers to listen to students read, such as the Cougar Reading Program with our CAM High School athletes. Our elementary staff utilizes many programs to enhance student reading abilities, such as Read Naturally (fluency), along with utilizing many types of ongoing assessments such as DIBELS, general and informal

literacy assessments, informal reading inventories, and the ITBS. Differentiation is used as a strategy to meet the needs of all students. The CAM Community School District posts notices in local businesses to assist in identifying and contacting homeless students in the district. The school works closely with the school resource officer, through the Cass County Sheriff's Department, as well as the local food pantry, Green Hills AEA, and various other resources, to find and meet the needs of different families within the district.

State Coordinator: Emily Teeter, Consultant
Iowa Department of Education, Grimes
Phone: 515-669-8622
E-mail: emily.teeter@iowa.gov

BUS BEHAVIOR

Students are expected to follow the Cougar Traits of Responsibility, Respect, Caring and Citizenship while riding school buses. Bus drivers have complete control and authority of all actions and behavior on the buses. Students will be expected to follow all instructions and requests given by drivers without arguing. Violations of this policy will be reported by drivers to the building principal. Consequences will then be enforced by administration based on these recommendations.

Level 1 Behaviors: Bus Driver

- Not sitting in seat
- Moving from seat to seat
- Food or drink on the bus
- Throwing items
- CD players/radios used without headphones (no external speakers)

Level 1 Consequences: Bus Driver

- Assigned seats
- Conference with student(s)
- Conference with parent
- May suspend student for 1 day with administrative approval
- Repeated offenses may move to level 2 consequences with administrative approval

Level 2 Behaviors: Drivers/Administration

- Swearing
- Fighting
- Harassment of student(s) (verbal, physical, sexual)
- Arguing and showing disrespect to a driver
- Vandalizing the bus
- Opening emergency exits without proper cause
- Violation of any other safety rules and/or discipline policy
- Repeated violations of bus and school rules/policies

Level 2 Consequences: Driver/Administration

- Permanent seating assignment
- Suspension from riding school transportation
- Short-term suspension from school
- Long-term suspension from school
- Expulsion from remainder of the semester or calendar year

Level 2 Minimum consequences for Suspensions

- First Offense: Suspension from all school transportation for 1 to 5 school days
- Second Offense: Suspension from all school transportation for 5 to 10 school days
- Third Offense: Referral to Superintendent (Conference with Parent/Student required)

Educational Equity Statement

It is the policy of the CAM 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 believe you have (or your child has) been discriminated against or treated unjustly at school, please contact the Equity Coordinator, Barry Bower, 712-762-3231, bbower@cam.k12.ia.us

Complaint Procedure

This complaint procedure has been developed to handle complaints of discrimination, harassment, or sexual harassment. Employees, applicants for employment, parents, students, and volunteers can file a complaint. Briefly, the complaint procedure includes the following steps:

- Complainants may talk to their building principal or immediate supervisor to try to resolve the problem informally. If the complaint is based upon the conduct of the Complainant's principal or immediate supervisor, the Complainant may contact that person's immediate supervisor. Complaints should be reported as soon as possible after the event giving rise to the complaint.
- If the Complainant prefers to proceed with a formal complaint, or if the matter has not been informally resolved, he or she may file a complaint with the District Compliance Officer or the Human Resources Investigations Specialist based on the allegation. Formal complaints should be filed by the Complainant within 180 days after the event giving rise to the complaint or it is determined the complaint cannot be informally resolved.
- Within 10 working days, the appropriate investigator will begin the investigation. An investigation will include taking a written statement from the Complainant, the Respondent(s) named in the complaint, and those witnesses who have been identified who have relevant information pertaining to the complaint. Relevant documentation will also be collected and considered. During the investigation, a Respondent may elect to have a union representative, friend, counsel or any other individual present during interviews and subsequent meetings.
- Within 30 working days, the investigator shall complete the investigation and issue a written report making findings with respect to the individual allegations set out in the complaint and rendering an ultimate finding as to whether the greater weight of the evidence, based on the entire record, indicates the District's policies have been violated. Under some circumstances, when many individuals are involved in the investigation or an extensive legal review must be done, the investigator will inform the Complainant of the expected date of completion beyond the 30 working days.
- The District prohibits retaliation against an individual for filing a complaint. Any individual intentionally providing false information in a complaint investigation may be subject to disciplinary action.

In the event the investigator finds:

A. No violation of District policy, the findings will be shared by the investigator with the Complainant and the Respondent.

B. A violation of the District's policies or no violation of the District's policies but other inappropriate behavior on the part of the Respondent, the findings will be reviewed:

- By the investigator with the Complainant and the Respondent; and
- By the investigator and Respondent's principal or the immediate supervisor, the director responsible for Respondent, and a representative of Human Resources Management. The Human Resources representative will inform the Respondent of any decision regarding disciplinary action
- If disciplinary action is warranted, documentation of the disciplinary action will be placed in the employee's file or the student's file. All other information regarding the case will be kept in confidential files. Any disciplinary consequences will be kept confidential.
- The District has no jurisdiction to take disciplinary action over parents and volunteers. However, steps will be taken to ensure individuals do not continue to violate nondiscrimination policies on district property, school-related activities.

The complaint will be closed after the investigator has provided the information to the Complainant and the Respondent unless, within ten days of receipt of the final investigative report, either side files a written appeal to the superintendent setting out the reason(s) why they believe the decision should not stand.

In the event of an appeal, the Superintendent/designee shall review the written record and may meet with the appealing party. The Superintendent/designee may affirm, reverse, modify or remand the matter for further proceedings and shall, within twenty (20) days of the written appeal, confirm this decision in writing to the appealing party.

Except in the event of a termination of a certified employee, the Superintendent's/designee's decision shall be final.

A parent or guardian who disagrees with the school district's decision regarding a student's identification, evaluation or educational placement of program accommodations under Section 504 of the Rehabilitation Act of 1973 has a right to an impartial, third party hearing. They may contact Shelly Bosovich, 504 Coordinator, 901 Walnut Street, Des Moines, Iowa 50309 or call 242-7714 to make the arrangements.

The District encourages individuals to use the internal complaint procedure. However the Complainant may seek legal advice of his or her choosing or file a formal complaint with the Des Moines Human Rights Commission, Iowa Civil Rights Commission, the Equal Employment Opportunity Commission, or other agencies. If the Complainant seeks other avenues of redress, the District may choose not to conduct its internal complaint procedures.

Legal References**Board Policies****Legislation**

Title VI and VII of the 1964 Civil Rights Act,
Title IX of the 1972 Education Amendments,
Section 504 of the Rehabilitation Act of 1973
American Disabilities Act of 1990