

# LINCOLN ELEMENTARY SCHOOL

2013-2014  
Student Handbook

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Welcome to Lincoln Elementary School. We look forward to an exciting and challenging academic year and we extend to you our wishes for a successful school year. To help ensure a successful year, please take time to read the following with your parents.

### **Lincoln School Motto**

As a student at Lincoln Elementary I will be prepared, be responsible and be respectful.

### **CHARACTER COUNTS!**

Lincoln Elementary endorses and teaches the following character traits for all staff and students: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.

### **School Hours/Attendance**

#### **School Hours:**

7:40 - Breakfast (for participating students)

7:55 - Playground supervision is available-

8:05 - First Bell/Breakfast is over

8:10 - School Begins

3:20 - School Dismisses

**Tardy:** Students not in their classrooms at 8:10 will be counted as tardy. Students with more than three unexcused tardies in a trimester will make up the time after school.

**Attendance:** Students will be expected to attend classes regularly and on time in order to receive maximum benefit from the instructional program. Students should be absent from school only due to sickness or emergency. Please notify the office when students are going to be absent (653-3691) before 10 AM. When the student returns, he/she will check in the office and receive a pass back into class.

**Make-up Work:** If a student is absent, it is his/her responsibility to make up work as soon as possible. Homework requests can be made at the office in the morning and can be picked up after 3:20 PM. Students will be given two days for every day absent to get their make-up work completed.

**Emergency School Closing:** If it is necessary to close school due to severe weather or other emergencies, an announcement will be made over the following:

KCH 1380 AM/106.1 FM

WMT 600 AM

KGAN-TV (Channel 2)

KCRG-TV (Channel 9)

School closing and late starts are also available at: [www.washington.k12.ia.us](http://www.washington.k12.ia.us)

**Emergency Family Plan:** Students, please have a plan made with your parents so that you know where to go when there is an early dismissal.

### **Communication**

**Newsletter/Calendar:** The last Friday of every month a newsletter and calendar will be sent home with the students. The newsletter will contain events and activities for the coming month, information about what's going on in your child's classes as well as items of general interest.

**Academic Reporting System:** Lincoln Elementary School operates on a trimester grading system. Each trimester runs for 12 weeks. Parents will receive progress reports at the 4th and 8th week of each trimester. Parent conferences will also be held during the trimester. Parents may access their child's grades at anytime during the trimester using the PowerSchool system. We strongly encourage parents to check on student progress often.

**Telephone Use:** Permission to use the phone for necessary calls will be approved by the teacher. The school telephone should not be used for social calls.

### **Lincoln Grading Scale**

	A+ 100 %	C+ 77-80 %
A - Superior Achievement	A 96-99%	C 73-76%
B - Above Average Achievement	A- 93-95%	C- 69-72%
C - Average Achievement	B+ 89-92%	D+ 66-68%
D - Below Average Achievement	B 85-88%	D 63-65%
F - Unsatisfactory Achievement	B- 82-84%	D- 60-62%
	F Below 59%	

**Student Checkout during School Hours:** For appointments during the school day, please call or stop in the office to check your student out. If someone other than a parent signs the student out, we must have written permission from the parents before the student will be permitted to leave the building.

**PowerSchool:** The Washington Community School District is now offering parents/guardians secure access to its web based student information system, PowerSchool. This system will allow you to easily access electronic information to monitor your child's progress and achievements. This system is designed to enhance our current methods of communication such as email, telephone calls, progress reports, report cards and conferences. Using PowerSchool and the school web-site will allow you to check on grades, assignments, attendance, current lunch account balance and view school calendars. Please contact our school office at 653-3691 for information on how to obtain your PowerSchool password and how to access this system.

### Visitors

**Adult Visitors:** Parents are encouraged to visit the school. When you visit, please remember that school is in session and make other arrangements for your preschool children. All visitors will need to check in and out at the office.

**Student Guests:** Student guests of third, fourth, or fifth grade students are permitted at Lincoln except for the first and last two weeks of school. Prior to the visit, the principal must approve student guests. Students must bring a note from parents to the office granting permission. Guests may stay for 1/2 day, including lunch.

**Guest Bus Permits:** If a student is riding a bus and is not on the bus list, a note giving parental permission must be submitted to the office before students may ride. The secretary will then issue a bus permit to be given to the bus driver by the student.

### Programs

**Activity Card:** Each student will be issued a scanning card. This card will be used for breakfast, lunch, and media center activity. Students are responsible for the care of this card. Lost or destroyed cards will be replaced at a cost of \$3 to the student.

**Lunch and Breakfast:** Each family will have an account for all meals. Students can deposit money into their accounts at the office between 7:40 and 8:10 AM. Students will be notified on Tuesday's and Thursday's by stamp and a note that their account is running \$12.00 or less. When a family's account runs in a negative balance, that student will receive a sandwich and milk for lunch until the debt is paid. If the negative balance continues, the school district reserves the right to report this abuse to Department of Human Services.

**Media Center:** Students and staff have a selection of magazines and books available for checkout. Materials may be checked out for a two-week period. Students are required to bring their activity card to media center when checking out materials. If a student loses or damages a book, magazine, or other equipment, the student will be responsible for the replacement cost. Alpha smarts (word processors) are also available for checkout. Alpha Smarts can be checked out during the school day for one period or after 3:00 PM for one night or weekend only. Alpha Smarts should be returned to the media center before first period. InfoCentre is a new program installed in the media centers in the Fall of 2005. You can check to see what is available in the district media centers or find out what your child has checked out through the Internet! The address for the Lincoln Elementary's catalog is:  
<http://media.washington.k12.ia.us/>

**Guidance/At Risk Coordinator:** Lincoln has a Guidance/At Risk Coordinator who provides services for all staff, parents and students. Anyone may initiate an appointment with the guidance office. The Guidance/At Risk Coordinator can consult or work with individuals, small groups, classrooms or parents.

**School Nurse/Medication:** The school nurse is available every day from 8:00 AM to 1:00 PM. When it is necessary to take medication during school hours, a “Medication Permission Form” must accompany the medication. These forms are available at the school office as well as local doctor’s offices. If a student is to be excused from physical activity (PE and/or recess) for more than two consecutive days, a doctor’s excuse is required. Tylenol will be given with written parental permission. The nurse strongly recommends that adult’s hand deliver medication to and from school.

**Special Activities/Programs:** Physical Education, Vocal Music, and Art programs are provided as part of the student’s cultural, creative and physical development.

Other special programs include:

1. ELP (Extended Learning program): Offered to qualified 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> graders.
2. ELL (English Language Learning): Offered to non-English speaking students.
3. Band: Offered to any interested 5th grade student.
4. Sunrise Singers: Offered to selected students in 5th grade.
5. Lego League: Offered to qualified 5th grade students.
6. STAR- Students Taking Academic Responsibility- Rewards and motivation for homework completion
7. Lincoln Leadership Team- 5<sup>th</sup> grade students can participate in the Lincoln Leadership Team. Students can apply for the team and must be able to show evidence of good character, leadership and perseverance. Activities of the team include service learning, leadership development and building support.

**Insurance:** School insurance may be purchased for students at registration.

### Rules/Policies

Students are expected to show good character and behavior in all school activities. Following are specific policies and procedures:

#### **General Considerations**

- Students will walk in the halls, lunchroom and stairways.
- Fighting is prohibited.
- Hats need to be off inside the building.
- Gum is not allowed at school, except on special occasions.

#### **Snacks**

- The district requires pre-packaged snacks for the safety of the students.
- Parents will receive a list of healthy snack suggestions to use for ideas.

#### **Playground Procedures:**

- Tackle football is prohibited.
- Snowballs are prohibited.
- During snow season, students with boots and snow pants will be allowed to play off the blacktop. Others will be restricted to the blacktop.

#### **Hallway Procedures:**

- Adults will be present during all students passing.
- Students will need to stay in their own space at all times.
- Students will use quiet voices in the hallways.
- All students must have permission to be in the hallway or restroom during class time.

#### **Lunchroom Procedures:**

- Use classroom voices in the lunchroom.
- Students without activity cards will eat at the end of each shift.
- Trading food must be agreeable between both students.
- The “Lincoln” signal will be used for communication.

#### **Assembly Procedures:**

- The “Lincoln” signal will be used for all communication.
- At the end of the assembly, stay seated until dismissed by the teacher.

**Bus line Procedures:**

- Students riding buses must go to and wait in their respective line.
- Students not riding buses are expected to leave the school grounds immediately.
- Students being picked up individually can be picked up behind the school.
- Skateboards, scooters, and bikes need to be walked off school property.

**Bicycles:** Bicycles are to be kept in the bike racks. Bicycles will be handled only by their owners. Bicycles must be walked on school property.

**Personal Property:** The school will not assume responsibility for lost, broken or stolen items brought from home. Electronic items and other valuables must be kept in the student's backpack during school hours.

Cell phones may be kept in a student's pocket or locker, but must remain off during school hours. Having the cell phone out or on during school hours will result in the confiscation of the cell phone until after school hours.

**Physical Education Class:** Sandals, Flip Flops, and shoes with no backs are not acceptable in Physical Education. Students should wear clothing that they can move freely in and will not be embarrassing when upside down or engaged in movement. Know what day you have Physical Education class.

**Weapons:** A student shall not knowingly possess, handle, or transmit any object or substance that can reasonably be considered or used as an offensive or defensive weapon or replica thereof. Students in violation of this rule will be subject to disciplinary action up to and including suspension or expulsion.

**Substance Abuse:** Lincoln will follow the policy set forth by the school board. The use or possession of alcohol tobacco, or drugs while on school property or at school-sponsored activities is prohibited. Suspension or expulsion could result from violation of this policy.

**Suspension from Classes:** Flagrant misconduct, fighting, unacceptable language, or insubordination, could result in suspension from classes (in school or out of school) up to a maximum of three days for each offense. Upon the third offense, students may be suspended for 10 days while a hearing is arranged before the school board.

**In School Suspension Room:** Students violating rules and procedures may be given in-school suspension. If this happens, parents will be notified by phone or letter to explain the incident and/or to arrange a time for a conference. Failure to maintain control in the in-school suspension room may result in the student being released to parents or other authorities.

**Lockers:** Each student will be assigned a locker, either alone or with another student. Padlocks are not allowed on lockers. Stickers or other items are not allowed on the outside or inside of the locker, unless school approved. School administrators and/or designated representatives may conduct a reasonable search of student lockers periodically.

**Lost and Found:** The locker outside the office is for lost and found items. Students should check this locker for missing items. All unclaimed articles are given away or destroyed at the end of the school year.

**Head Lice:** Each individual case of head lice will be managed individually. Education will be given to children about preventing the spread of head lice. If a child is found to have head lice:

1. Parents will be notified and education regarding treatment will be given.
2. The child will be monitored as needed.
3. The child will be allowed to remain in class as long as the parents are actively working with the school and/or a public health nurse to correct the problem. If cooperation with school or Public Health is not evident, the student will be sent home until regular treatment has been established.
4. If a parent is unable to control a chronic head lice problem, a referral to Public Health will be made.

Head lice information will be sent home with all students at the beginning of each school year.

**Bullying/Harassment:** Lincoln Elementary takes a strong stand against bullying and harassment on school grounds and during school activities. Harassment is defined as "when a stronger, more powerful person hurts or frightens a smaller or weaker person, on purpose, again and again." Students who bully or harass will be disciplined with reduced privileges, parental contact, and possible suspension. Bully incident report forms are available from all staff for reporting bullying incidents.

## Washington Schools Anti-Bully Rules

- 1. We will not Bully others.**
- 2. We will try to help students who are bullied.**
- 3. We will include students who are easily left out.**
- 4. When we know somebody is being bullied, we will tell an adult at school and an adult a home.**

### HARASSMENT POLICY

Harassment of employees and students will not be tolerated in the Washington Community School District. Washington Community School District includes school district facilities, school district premises, and non-school property if the employee or student is at any school sponsored, school approved or school related activity or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

Harassment includes, but is not limited to, racial, religious, national origin, age, disability, sexual harassment and sexual orientation. Harassment by board members, administrators, employees, parents, students, vendors, and others doing business with the Washington Community School District is prohibited. Employees whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, discharge or other appropriate action. Other individuals whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent or board.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- \* submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- \* submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- \* such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work/learning environment; or
- \* when student to student contact is deemed unwanted or threatening.

Other types of harassment may include, but not be limited to, jokes, stories, pictures or objects that are offensive, tend to alarm, annoy, abuse or demean certain protected individuals and groups.

Employees and students who believe they have suffered harassment shall report such matters to their building principal, who shall be the investigator for harassment complaints. However, claims regarding harassment may also be reported to the school superintendent, who shall be the alternate investigator for harassment complaints.

Upon receiving a complaint, the investigator shall confer with the complainant to obtain an understanding and a statement of the facts. It shall be the responsibility of the investigator to promptly and reasonably investigate claims of harassment and to pass the findings on to the superintendent who shall complete such further investigation as deemed necessary and take such final action as deemed appropriate. Information regarding an investigation of harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

No one shall retaliate against an employee or student because they have filed a harassment complaint, assisted or participated in an harassment investigation, proceeding, or hearing regarding an harassment charge or because they have opposed language or conduct that violates this policy.

It shall be the responsibility of the board members, administrators, licensed and classified employees, students, and others having business or other contact with the Washington Community School District to act appropriately under this policy. It shall be the responsibility of the superintendent and investigator to inform

and educate employees or students and others involved with the Washington Community School District about harassment and the school district's policy prohibiting harassment.

## **GENERAL STUDENT INFORMATION**

### **DISTRICT EQUITY STATEMENT**

It is the policy of the Washington Community School District not to discriminate on the basis of race, color, sex, creed, marital status, national origin, religion, disability or sexual orientation in its education programs, activities, or employment practices. If you feel you have (or your child has) been discriminated against or treated unjustly at school, please contact Mike Jorgensen or Veta Thode at 319-653-6543.

### **DISTRICT MISSION STATEMENT**

The mission of the Washington Community School District, in partnership with family and community, is to prepare people for lifelong learning and productive membership in a global society by continually providing educational opportunities appropriate for the individual's total development.

### **MULTICULTURAL AND NONSEXIST EDUCATION-Board Code 603.4**

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, socioeconomic status, color, gender, marital status, national origin, disability or sexual orientation.

The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian Americans, African Americans, Hispanic Americans and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

The board will adopt a written plan for the implementation of multicultural and nonsexist education and will evaluate this plan at least every five years. During the evaluation process, the board will involve parents, students, employees, and community members.

### **NONDISCRIMINATION-Board Code 600.1**

Every student of this school district will have equal educational opportunities regardless of race, color, creed, gender, national origin, marital status, special needs, or sexual orientations.

Further, no student shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted by the district.

The Board will designate an individual to serve as the school system's Title IX compliance officer, and will publicize the name, office, address, and business telephone number of the designee. Inquiries about the enforcement of this nondiscrimination policy can be directed to the compliance officer, or to the Director of the Office of Civil Rights, Washington, D.C.

### **ALLEGATIONS OF ABUSE OF STUDENTS BY SCHOOL EMPLOYEES**

It is the policy of the Washington Community School District (Board Policy 402.3) to respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any allegation, and to do so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible.

The Washington Community School District has appointed a level-one investigator(s) and alternate(s), and has arranged with a trained, experienced professional to serve as the level-two investigator. All complaints must be submitted in writing to the level-one investigator. The level-one investigators for our district are Veta Thode and Dave Hoffman. He/she may be reached at the administration building by calling 653-6543.

### **STUDENT COMPLAINTS AND GRIEVANCES-Board Code 502.4**

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

If the complaint cannot be resolved by a licensed employee, the student may discuss the matter with the principal within 2 days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within 5 days after speaking with the principal.

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

### **SEARCH AND SEIZURE-Board Code 502.8R1**

All school property is held in public trust by the Board of Directors. School authorities may, without a search warrant, search a student, student lockers, desks, work areas or student automobiles and use video surveillance under the circumstances as outlined in the following regulations 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 seize any illegal, unauthorized or contraband materials discovered in the search.

It is recognized that such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school premises. 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. Such items are not to be possessed by a student anywhere on the school premises.

### **PERSONAL APPEARANCE-Board Code 502.1**

1. Students are expected to dress appropriately for school.
2. The major responsibility for appropriate dress and grooming rests with students and parents.
3. Students may not wear or display at school or school activities, dress, which can be seen as disruptive to the school environment or unreasonably infringes on others.

\*If clothing is seen as disruptive or unreasonably infringing on others rights, the offending student will be required to correct the situation.

4. The following list includes examples of clothing which is considered inappropriate, disruptive or unreasonably infringes on others rights and is not allowed:

- A. Halter-style, backless, spaghetti straps or strapless attire
- B. Bare midriff, chests, and torsos
- C. Thin t-shirts worn over colored undergarments
- D. Pants, slacks or shorts worn below the hips
- E. Pants, slacks or shorts with holes in inappropriate places
- F. Hats or other head coverings in the school buildings
- G. Clothing or accessories that:
  1. Promote the use of alcohol or drugs
  2. Include profane or offensive language or pictures
  3. Include sexually inappropriate or racially biased material or references
- H. Bandannas are not allowed at school
- I. Bra straps are not to be visible

6. Students are to wear shoes or sandals.

7. Accessories that could be used as weapons are not allowed at school. This includes, but is not limited to, wallet chains and spiked jewelry.

8. The use of, but is not limited to, portable radios, tape recorders (so-called "Walkman"), cell phones, CD players, pagers, walkie-talkies, and mini TV's can be disruptive to the educational process. Temporary confiscation will result if this rule is violated.



9. If there are medical or religious reasons to make an exception to these rules, the parents must request an exception. Such an exception must be approved by the administration before the student can wear attire, which is an exception to the above policy.

### **WELLNESS POLICY-Board Code 507.9**

The Washington Community School District is committed to providing school environments that promote and protect children's health, well being, and ability to learn by supporting healthy eating and physical activity. Included below is part of the policy, the full policy can be requested from all school facilities.

#### **Foods and Beverages Sold Individually (i.e., foods sold outside of reimbursable school meals, such as through vending machines, cafeteria a la carte [snack] lines)**

All beverage vending machines in public areas that are accessible to students shall include:

- Water
- 50 - 100% fruit juice
- Non- carbonated drinks with less than 150 calories per serving
- No more than 1/3<sup>rd</sup> of the choices will be carbonated drinks, with the intent of eliminating carbonated drinks by 2007,

A la Carte offerings to students shall be:

- Nutritious and offer a variety of choices that are selected by students, staff and parents.
- Will have no more than 35% of its calories from fat (excluding nuts, seeds, peanut butter, and other nut butters) and 10% of its calories from saturated and trans fat combined.
- Will contain no more than 250 mg of sodium per serving for chips, cereals, crackers, French fries, baked goods, and other snack items.
- No prepackaged candy bars will be sold, however, baked goods will be allowed.

**Snacks.** Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving healthy snacks such as fruits and vegetables. Schools will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations. The district requires pre-packaged snacks for the safety of the students. Snacks brought into school must meet district guidelines. Parents may also purchase snacks directly from the district food service for a nominal fee. The district will disseminate a list of healthy snack items to teachers, after-school program personnel, and parents as well as a menu with prices from food service for the purchase of classroom snacks or birthday treats.

**Sack Lunches** The district encourages healthy sack lunches brought from home. Pop will not be allowed as part of a sack lunch. However, students will be allowed to bring a pop for a sack lunch if required for a field trip.

**Birthday Parties** Birthday parties may be celebrated in the student's homeroom. Parents will receive a list of healthy snack suggestions to use for ideas. The healthy snack list will be communicated to parents in a variety of ways such as newsletters, the district web site, and dissemination from the classroom teacher. Parents will be encouraged to follow the guidelines set by the district. A follow up letter from the Wellness Policy Committee will be sent to parents if the snack guidelines are not followed.

**Rewards.** Schools will not use foods or beverages, that do not meet the nutrition standards for foods and beverages sold individually, as rewards for academic performance or good behavior, and will not withhold food or beverages (including food served through school meals) as a punishment. Foods that meet nutritional guidelines may be used as a reward.

**Holiday Celebrations.** Schools should limit celebrations that involve food during the school day to no more than one party per class per month. Each party should include no more than one food or beverage that does not meet nutrition standards for foods and beverages sold individually (above). The district will disseminate a list of healthy party ideas to homeroom parents and teachers.

**School-sponsored Events.** (Such as, but not limited to, athletic events, dances, or performances) will offer nutritional food options.

**Physical Education (P.E.) K-12.** All students in grades K-12, including students with disabilities, special health-care needs, and in alternative educational settings, will receive physical education (or its equivalent of 60 minutes/week for elementary school students and 60 minutes daily for one term, for middle and high school students. (E.g., interscholastic or intramural sports) will not be substituted for meeting the physical education requirement. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.

**Daily Recess.** All elementary school students will be offered at least 20 minutes a day of supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment.

**Physical Activity Opportunities Before and After School.** All elementary, middle, and high schools in conjunction with community-based services will offer extracurricular physical activity programs, such as physical activity clubs or intramural programs. All high schools, and middle schools as appropriate, will offer interscholastic sports programs. Schools will offer a range of activities that meet the needs, interests, and abilities of all students, including boys, girls, students with disabilities, and students with special health-care needs. After-school childcare and enrichment programs will provide and encourage – verbally and through the provision of space, equipment, and activities – physical activity for all participants.

**Physical Activity and Punishment.** Teachers and other school personnel will not use physical activity (e.g., running laps, pushups) or withhold opportunities for physical activity (e.g., recess, physical education) as punishment. A student’s recess may be interrupted for unsafe behavior.

**Use of School Facilities Outside of School Hours.** School spaces and facilities should be available to students, staff, and community members before, during, and after the school day, on weekends, and during school vacations. These spaces and facilities also should be available to community agencies and organizations offering physical activity and nutrition programs. School policies concerning rental agreements and safety will apply at all times.

**Monitoring and Policy Review** The superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies. In each school, the principal or designee will ensure compliance with those policies in his/her school and will report on the school’s compliance to the school district superintendent or designee. The school policy will be reviewed every three years or as necessary.

### **FREEDOM OF EXPRESSION-Board Code 502.3**

Student expression, other than student expression in student-produced official school publications, made on the school district premises or under the jurisdiction of the school district or as part of a school-sponsored activity may be attributed to the school district; therefore, student expression must be responsible. Student expression must be appropriate to assure that the students learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be harmful or inappropriate for their level of maturity.

Students will be allowed to express their viewpoints and opinions as long as the expression is responsible. The expression will not, in the judgment of administration, encourage the breaking of laws, defame others, be obscene or indecent, or cause a material and substantial disruption to the educational program. The administration, when making this judgment, will consider whether the activity in which the expression was made is school-sponsored and whether review or prohibition of the students’ speech furthers an educational purpose. Further, the expression must be done in a reasonable time, place, and manner that are not disruptive to the orderly and efficient operation of the school district.

Students who violate this policy may be subject to disciplinary measures. Employees are responsible for insuring students’ expression is in keeping with this policy.

