

**Boyer Valley
Elementary
Student Handbook**

2021 – 2022

Grades PK-5

- 18 - Student Clothing
- 19 - Persons Coming for Children
- 19 - Child Custody
- 19 - Bus and Car Safety
- 19 - Hazardous Chemical Right-to-Know
- 19 - Guidance Program

Student Behavior, Expectations, & Consequences

- 20 - Due Process
- 20 - Locker Inspection
- 20 - Disobedience, Vulgarity & Profanity
- 20 - Attitudes, Citizenship & Responsibility
- 20 - Parent/Teacher Cooperation
- 20 - Anti-Bullying/Harassment
- 22 - Playground Rules
- 23- Field Trips
- 24 - Care of School Property
- 24 - School Bus Rules and Consequences
- 27 - Interferences in School/Cell Phone Policy
- 27 - Student Conduct/Electronic Devices
- 32 - Grievance Procedure
- 33 - School Lunch & Behavior
- 33 - General Courtesy
- 34 - Gymnasium Rules

Student Scholastic Achievement

- 34 - Homework
- 34 - Grading Scale
- 34 - Grade Reports
- 34 - Conferences and Evaluations
- 35 - Standardized Assessments
- 35 - Human Growth & Development
- 35 - Student Assistance Teams (SAT)
- 35 - Honor Roll

Communications

- 35 - Newspapers & Communications
- 35 - District Newsletter
- 35 - School Website
- 35 - Closing of School
- 36 - Change of Address

Miscellaneous

- 36 - Class Lists
- 36 - Church Night
- 36 - Campus Care
- 36 - Valuables
- 37 - Clothing Identification
- 37 - Camera System

TABLE OF CONTENTS

General School Information

- 3 - Letter to Parents
- 3 - A Message From Your Child
- 4 - Jurisdictional Statement
- 4 - Handbook Definitions
- 4 - Boyer Valley Mission Statement
- 5 - Boyer Valley Belief Statements
- 5 - Equal Opportunity Ed. Institution
- 6 - Boyer Valley Elementary Staff
- 6 - Inspection of Ed. Materials
- 6 - Free/Reduced Price Lunches
- 6 - Student Fee Waiver
- 7 - Open Enrollment
- 7 - Multicultural/Nonsexist Policy

Schedules/Calendars

- 7 - Daily Elementary Schedule
- 7 - Student Pickup
- 8 - 2019- 2020 School Calendar

Student Records

- 9 - Student Records
- 9 - Procedure for Transferring
- 9 - Emergency Forms

Student Attendance

- 9 - Compulsory Attendance
- 10 - Attendance Information

Student Health, Well-Being & Safety

- 12 - School Nurse
- 12 - Immunizations
- 12 - Emergency Drills
- 12 - Administration of Medication
- 13 - Student Illness or Injury at School
- 13 - Communicable & Infectious Diseases
- 13 - Nut Allergies
- 14 - Snack Policy
- 15 - Head Lice
- 16 - Health Screening
- 16 - Student Insurance
- 16 - School Visitations
- 16 - Asbestos Notification
- 17 - Smoking or Using Tobacco
- 17 - Alcohol/Drugs (Controlled Substance)
- 17 - Weapon Control
- 17 - Request to Stay Indoor for Recess
- 17 - Fire & Disaster Drills
- 17 - Bicycle Safety
- 17 - Parking
- 18 - Pedestrian Safety
- 18 - Other Safeguards
- 18 - Leaving the School Grounds
- 18 - Grooming & Attire

Conclusion

- 37 - Conclusion
- 37 - Unity Poem

General School Information

Dear Parents,

Welcome to Boyer Valley Elementary School! We are glad to have your family as a part of our school system. I think you will find our staff and facility to be first-rate. The parents we've worked with in the past have been very helpful, informative, and supportive. The team we form together will benefit all of the children of our district. We look forward to continuing that teamwork this year and in the future.

Family has always been important to me as I've grown. I'd like to carry that theme into the school system. We will treat every child as if they were our own. We will use a little TLC when necessary, but also, tough-love when the need arises. The decisions we make, though, will be decisions we would make with our own children. It is my belief that children will work harder when they are happy and enjoy school. We will do our best to instill that feeling in every child that comes through our doors.

As always, keeping the lines of communication open between home and school will be very important in order to do the best job of educating your child. One step in doing so is to take the time to review this student handbook with your child. We will cover the information at school, as well, but reviewing it with your child shows him/her that parents and the school are working hand-in-hand.

Sincerely,
Mike Weber
Elementary Principal

A Message From Your Child

Dear Mom and Dad,

Help me to get to school everyday. And help me be on time. Check my school folder and reply to messages, notes and telephone calls from school. Talk with me daily and hear about all I am learning and doing in school. Help me find some quiet time in the evening if I have homework. Help me feel good about others and myself. Show me how to be sensitive, caring and understanding to the feelings and actions of other children and adults.

Love,

Your Child

Jurisdictional Statement

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. **Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures.**

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extra-curricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the school district's policies, rules and regulations may be disciplined for conduct which

disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to: missing recess or recesses, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extra-curricular activities. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the principal for information about the current enforcement of the policies, rules and regulations of the school district.

We will presume that the pupils attending Boyer Valley Elementary School have been taught proper conduct. We expect proper conduct of all students at all times, whether in our school or attending out-of-town functions.

Definitions

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings. The term "school activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

Boyer Valley Mission Statement

The mission of the Boyer Valley School District is to promote and deliver a comprehensive futuristic educational program, challenging all students to develop their full potential by providing an exceptional learning environment using all available resources.

Boyer Valley Belief Statements

The Boyer Valley School believes that:

- **The people of our districts have a responsibility to promote and provide an environment that encourages our students to reach their full potential.
- **Families and schools share the responsibility for helping students develop positive self-esteem.
- **Each student is equally important.
- **Actively engaged learning time is a top priority.
- **Coordinated planning and implementation are vital to the success and excellence of our districts.
- **A focused staff development program is essential to educational excellence.
- **Cooperative planning of sequential instructional programs is critical to student progress.
- **The development of civic and social values is a part of our comprehensive education.
- **Striving to become a futuristic organization will help our students to become global citizens.
- **Sharing is a positive educational experience.
- **The quality of facilities and equipment affect the quality of instructional programs.

Equal Opportunity Education Institution

It is the policy of the Boyer Valley Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Mike Weber, 212 S. School Street, Dow City, IA 51528, (712) 674-3248, weberm@boyer-valley.k12.ia.us. **The notice may include:** Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, Email: OCR.Chicago@ed.gov

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, national origin, creed, socio-economic status, religion, sex, marital status, sexual orientation, gender identity or disability. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, physical harm and harassment.

For information regarding civil procedures contact Chad Straight, Middle/High School Principal at (712) 643-2258. Inquiries may also be directed in writing to:

Office for Civil Rights

U.S. Department of Health and Human Services
233 N. Michigan Ave., Suite 240
Chicago, IL 60601
Customer Response Center: (800) 368-1019

Fax: (202) 619-3818
TDD: (800) 537-7697
Email: ocrmail@hhs.gov

***** OR *****

Iowa Civil Rights Commission

Grimes State Office Building
400 E. 14th Street
Des Moines, IA 50319-0201

515-281-4121
1-800-457-4416
Fax 515-242-5840

Boyer Valley Elementary Teaching Staff and Assignments

Anyssa Castillo - preschool
Kathy Fillmore - preschool
Julie Burhoop - kindergarten
Becky Gross - kindergarten
Patty Branning - 1st grade
Cara Kastner - 1st grade
Deb Brown - 2nd grade
Johanna Erlbacher- 2nd grade
Aaron Mumm - 3rd grade
Susan Soma - 3rd grade
Kent Hall - 4th grade
Kristen Heffernan - 4th grade
Julie Malone - 5th grade
Jenny Puck- 5th grade

Tracy Kelley - Curriculum/PD (TLC leader PK-5)
Shawna Harris - Technology Integrationist (TLC leader PK-12)
Betsy Gale - Curriculum/PD (TLC leader 6-12)
(*TLC leaders are shared positions with Woodbine CSD)
Sarah Malone - Gifted and Talented/librarian
Allison Leisinger - Reading Recovery/Title 1 reading
Steve Froehlich - PE
Kara Gibson - counselor

Bree Malone - special education
Doris Erlbacher - special education

Julie Adams - K-5 music
Benjamin Schauer - 5th band

Inspection of Educational Materials

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the Superintendent's secretary in the main school office.

Free and Reduced Price Lunches

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP),

Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact their child's principal or the principal's secretary for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Parents of students found to possess a weapon or dangerous object on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm to school shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearms" includes any weapons, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such display shall also be exempt from this policy.

Student Fee Waiver and Reduction Procedures

Fines or charges assessed for damage to or loss of school property are not fees and will not be waived.

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact their child's principal or the principal's secretary for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Open Enrollment

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment by **March 1st** of the school year preceding the school year in which they wish to open enroll. The deadline for application for a prospective kindergarten student is **September 1** of the current school year. Students interested in open enrolling out of the school district must contact the Superintendent's office for information and forms.

Multicultural – Nonsexist Policy

The Boyer Valley Community School District acknowledges that all students must learn to live and work in a multicultural, nonsexist environment. Furthermore, it recognizes the need of an educational program designed to help students acquire a realistic basis for understanding the culture and lifestyles of people of different racial, ethnic and social-economic backgrounds.

It is also the policy of this district that curriculum content and instructional materials utilized reflect the culture and racial diversity present in the United States and variety of careers, roles, and lifestyles open to all regardless of sex, race or developmental disability.

Anyone with inquiries regarding compliance with Title 9, Title 6, or section 504, contact PK-5 Principal, or the counselor in the building.

Schedules/Calendars

7:45 AM - 8:15 AM	Breakfast is served
8:05 AM - 8:15 AM	Students allowed to go to classrooms
8:15 AM	Classes begin
10:25 AM - 10:50 AM	K & 1 Recess
11:00 AM - 11:25 AM	Preschool SPED Lunch
11:05 AM - 11:30 AM	Kindergarten Lunch
11:10 AM - 11:30 AM	1st Grade Lunch
11:00 AM - 11:25 AM	2nd/3rd Grade Recess
11:35 AM - 12:00 PM	2nd Grade Lunch
11:40 AM - 12:00 PM	3rd Grade Lunch
11:30 AM - 12:00 PM	4th/5th Grade Recess
12:05 PM - 12:30 PM	4th Grade Lunch
12:10 PM - 12:30 PM	5th Grade Lunch
1:20 PM - 1:40 PM	K-2 Recess
2:10 PM - 2:30 PM	3rd/4th Grade Recess
3:23 PM	Dunlap Shuttle Bus Dismissal
3:30 PM	DC Town Students (DC-A students to associate)
3:45 PM	DC Country & Arion Student Dismissal

Student Pickup & Entering the Building

In an effort to increase safety in our building and to reduce distractions to the educational process, a "buzz in" system is used at our front entrance. All guests must use the "buzz in" system prior to entering the building. Once granted entrance into the building, we ask that all guests report to the office before going to any other areas of the building. If you need a student prior to regular dismissal times or need to meet with a teacher, you can go to the office and the receptionist will phone the classroom to arrange for a convenient time to meet. **Students are to go directly home upon dismissal from school.**

Student Records

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parent's permission. Parents may access, request amendments to and copy their child's records during regular office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the Superintendents' office.

Student directory information is released without parental permission unless the parent asks the school district not to release it. Parents must notify the school district at the beginning of the school year if they do not want the school district to release directory information. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports,

degrees and awards received, most recent educational institute attended, year in school, dates of attendance, and heights and weights of athletes.

Procedures for Students who are Transferring to Another School District

The school district automatically transfers a student's records to a new school district upon receipt of a written request from the new school district for the student's records. Parents notified that the student's records have been sent are given an opportunity to view the student's records that were sent and a right to a hearing to challenge the content of the student's records that were sent. Parental consent is not necessary to forward a student's records to a student's new school district or for the school district to request them from a student's previous school district. When a new student transfers into the school district, the student's records are requested from the previous school district.

Emergency Forms

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the high school office if the information on the emergency form changes during the school year.

Compulsory Attendance - Code No. 501.3

Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, shall have the children attend the school district at the attendance center designated by the board. Students shall attend school the number of days school is in session in accordance with the school calendar. Students attending competent private instruction shall attend a minimum of thirty-seven days per quarter and a minimum of one hundred and forty-eight days per year. Exceptions to this policy include children who:

- have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma,
- are attending religious services or receiving religious instruction;
- are attending an approved or probationary approved private college preparatory school;
- are attending an accredited non-public school; or
- are receiving competent private instruction from a parent, guardian, or legal custodian.

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

Student Attendance

Attendance

Regular attendance and being on time are two things that help your child have a good attitude toward school. Absences and tardiness are upsetting for our youngsters. Both disrupt their schedules, require readjustment to the class routine, and slow down learning. Boys and girls should be in class each day unless they are sick or have other excused appointments.

District administration determines whether an absence is excused or unexcused. A guideline for excused and unexcused absences is detailed below. Excused absences shall count as days in attendance for purposes of the truancy law.

1. Excused absences include the following:

A. Personal illness or injury of students. ***These absences can be considered unexcused if they become excessive.**

B. Serious illness or death of a family member.

C. Grave emergencies requiring the student's presence at home. (Absence excused or unexcused to be determined by the principal).

D. Health care appointments, which cannot be made other than during school time. Excuses should be presented prior to appointments whenever possible.

E. Recognized religious observances.

F. Vacations/personal

G. Attendance at state-sponsored tournaments or contests will be excused if a Boyer Valley team or individual is participating and the absence is necessary in order to witness Boyer Valley's participation. A written note prior to the absence must be provided to the school and signed by parents. Phone calls the day of the event may not be considered an excused absence. The principal will set the time that student may be excused. Any other time missed to attend state events will be vacation time. Absences deemed unavoidable and unpredictable by the school (e.g. - travel delayed or prevented by weather).

J. Other reasons to be determined by the school (e.g., the absence results in a significant learning experience).

Any absence for an illness that continues for three consecutive days may require a doctor's note in order to be listed as excused.

2. All other absences may be considered unexcused absences. Final determination of whether an absence is excused or unexcused rests with the school administration.

3. School sponsored activities or field trips are not considered absences from school

4. **Four (4) tardies** in a semester will be considered **one (1)** unexcused absence.

2. Unexcused absences will be given to students for missing school **EVEN WITH PARENTAL KNOWLEDGE OR CONSENT PRIOR TO THE ABSENCE** for reasons including (but not limited to) the following:

A. Oversleeping.

B. Haircuts, permanents, etc.

C. Errands for parents.

D. Car trouble (students are allowed one incidence car trouble per semester without penalty).

E. Missing the bus.

F. Shopping trips.

G. Staying home to study or prepare an assignment.

H. Hunting.

I. Gainful Employment.

J. Concerts.

Absences without parental knowledge or consent will be considered unexcused (skipping). It will also be an unexcused absence anytime a student fails to report to or remain at an assigned location (including those for which the student has a pass) during the school day.

Attendance at Extra Curricular events: Students NOT in attendance during the school day, should NOT be allowed to attend extra- curricular events that evening, as a participant or spectator. We believe that it is much more important that a student attends the school day than being able to attend an extra- curricular event in the evening.

Truancy: A child who has reached the age of six and is under sixteen years of age by September 15 is of compulsory attendance age and must attend some public school, an accredited nonpublic school, or competent private instruction. Any child of compulsory attendance age who fails to attend as required without reasonable excuse shall be deemed to be truant. Continued truancy of more than five days per semester may be turned over to the county attorney.

Skipping School: Students that are above the compulsory attendance age, that do not show up to school or miss a scheduled class or study hall without a valid excuse, will be considered skipping. This absence will be considered unexcused and a student's work that is due that day, may be counted as not receiving credit.

Excessive Absences: As indicated in the philosophy statement above, learning experiences missed due to absences can never be duplicated in their entirety. This puts students who miss a lot of school at a distinct disadvantage in terms of achieving academic success. Boyer Valley believes that missing over 10 days in a semester is considered excessive. For these circumstances, a parent meeting will be requested to develop a pro-active plan that will directly address the student's attendance.

When a student accumulates **five (5)** absences in a semester a notice will be sent to parents to inform them of the situation. When **seven (7)** absences are accumulated in a semester the students and/or parents may be required to meet with the principal to determine ways to encourage the student's attendance. The purpose of the conference is to evaluate the reasons for the absences. On the **tenth (10th)** absence of a quarter, a second communication with parents will take place and the consequences for and further non-attendance will be identified. On the **eleventh (11)** absences in a semester, possible consequences could include the involvement of the county attorney.

Please remember to call the school when your child will not be in school that day. It will save us calling you. Students are required to bring a note from home the first day they return to school after being absent with information that will explain the reason for the absence. A note is not needed if the parents have cleared it with the teacher or talked to the office by phone ahead of time.

Working at home is not a valid excuse unless cleared with the teacher and principal prior to the day missed.

It is realized that sometimes family vacation plans call for missing some days of school. Attendance is important at any grade level and at any time of the school year. If a pupil is to miss school due to vacation travel, parents are requested to directly contact the teacher well in advance of their travels.

September 15

An important date to remember in regards to school attendance is September 15 of each year. Students must be 4 by that date in order to attend our preschool (unless on an IEP). They must be 5 by that date to enter kindergarten. Students that are age 6 by September 15 must be registered for school, and students must be 6 by that date to enter 1st grade.

Student Health, Well-Being & Safety

School Nurse

The school nurse is scheduled to be in the Dow City building from 8:30-11:45 a.m. and Dunlap building 12:15-3:30 every day Monday through Friday. The nurse can be reached in the Dow City Center at 712-674-3248 and in the Dunlap Center at 712-643-2251. Students, ask your classroom teacher for permission to see the nurse. Report to the office before going to the nurse's office (the nurse is not always here) for assistance. If the student needs to go home, a parent/guardian or someone listed on the emergency card will be contacted to make the proper arrangements for leaving the building.

Immunizations

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the school nurse and principal. Only for specific medical or religious purposes are students exempted from the immunization requirements. Parents who have questions should contact the office.

Emergency Drills

Periodically the school holds emergency fire and tornado drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

Administration of Medication

Students may need to take prescription or non-prescription medication during school hours. Students may carry prescription medication only with the permission of the parents and principal. The school must know the medication a student is taking in the event the student has a reaction or illness. Students must provide written instructions for administration of the medication as well as parental authorization to administer the medication.

Medication is held in a locked cabinet and distributed by the school nurse. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student; name of the medication; directions for use including dosage, times and duration; name, phone number and address of the pharmacy (if applicable); date of the prescription (if applicable); name of the physician (if applicable); potential side effects; and emergency number for parents.

Student Illness or Injury at School

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student is released to the student's parents or, with parental permission, to another person directed by the parents.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school contacts emergency medical personnel if necessary and attempts to notify the parents where the student has been transported for treatment.

Communicable and Infectious Diseases

Students who have an infectious or communicable disease are allowed to attend school as long as they are able and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to mumps, measles, pink eye, head lice and chicken pox.

Nut Allergies

There are students at the Boyer Valley Elementary School that have life-threatening allergies toward nuts. Some of those allergies pertain to nuts grown in the ground, while others specifically pertain to nuts that are grown on trees. The school is taking these conditions very seriously and is looking for ways to be proactive in reducing the chance of these students being exposed to nuts or nut products. We are asking that parents join us in our preventative actions. Although, on the surface, these preventative actions may seem to be an inconvenience to school personnel and families, the actions are minor in comparison to the life-altering actions these students must deal with on a day-to-day basis. I would like to take the time to explain some of the actions that the school is taking and to describe how some of these actions will affect all students and families.

School Actions

- School cooks check allergy information on all ingredients they use for meals each day. Ingredients containing nut/nut matter or those ingredients made or processed in a factory that contains nuts will not be used.
- Sun Butter, made from sunflower seeds, is used in our lunch program as an alternative to peanut butter.
- According to the **Bureau of Nutrition Programs and School Transportation**, a student with food allergies (considered a disability) is entitled to equal access to other students during snacks and lunchtime so that he/she may learn appropriate socialization in the same environment and with similar age classmates. Therefore, students with food allergies cannot be isolated from their peers based on their "disability". Isolating these students violates the Least Restrictive Environment (LRE) law.
- Students that bring their lunch to school should be cautious of bringing items that may contain nuts or nut by-products.
- Informational meetings have taken place to educate staff members about nut allergies, preventative actions, and procedures to follow in case of emergencies. During these meetings staff members were educated on the use of auto-injectors called EpiPens. EpiPens contain epinephrine, the medicine used to counteract an anaphylactic reaction to exposure to nuts. Anaphylaxis is a sudden, potentially life-threatening allergic reaction. Symptoms include the following:
 - o Itching (often the first symptom), redness, hives, swelling, sweating
 - o Swelling in the nose or throat, hoarseness, wheezing, difficulty speaking, trouble breathing, chest tightness
 - o Abnormal heart rate or rhythm, shock, heart attack
 - o Stomach cramps, nausea, vomiting, diarrhea
 - o Loss of bladder or bowel control, an urgent feeling of needing to go to the bathroom

- Tingling, headache, light-headedness, feeling disoriented or feeling a sense of doom, fainting, seizures
- Bus drivers and associates riding the buses have been instructed as to the proper protocol should a reaction occur during a bus route.

Snack Policy

Creating new school policies in regards to nut allergies is not an easy task. We have to train students, staff members, and families about nut allergies and the necessary precautions that need to be taken. We have to not only take these precautions within our building, but we also must greatly reduce the amount of nut products that enter our building from outside sources. Please help the elementary school by reading and cooperating with the new snack policy that we have put in place:

- **ALL SNACKS sent to school must be store-bought or one of the acceptable snacks on the attached list.** This will decrease the chance of someone sending a snack to school containing nuts or some form of nuts.
- This snack policy will be in effect for **holiday parties and bake sales** as well.
- Parents should **check the labels** of all snack items before purchasing the snacks and sending them to school. Since February 2006 all food items are to have allergy information clearly marked on the nutrition label. The allergy information is clearly marked and easy for consumers to read. Simply check the nutrition label for allergy information.
- **Don't assume a snack item is acceptable.** Some snack items, though they may not contain nuts, might be made in a factory that does process products containing nuts. The nut residue from those factories/machines could be enough to cause an allergic reaction. Please check the warning labels on each snack item.
- Sometimes **even the same snack item**, purchased in different stores, can vary in their allergy information. Sometimes the same snack item is processed in different factories. One factory may process other items that contain nuts while the other factory does not. Please check the allergy information on the box **every time** you purchase snacks that will be sent to school.
- Snacks should be sent to the school in the original container so that school staff can check the allergy information. Checking the item a second time (by school staff) will reduce the chance of accidental exposure to nut items. If there are extra items, your child's teacher will send the extras home with your child.
- Snack items that do not contain allergy information will be sent back home with your child and replaced with an acceptable snack by your child's teacher.

If you have any questions or concerns about the new snack policy, feel free to call the elementary school office (712-674-3248). You can ask for Mr. Weber or Mrs. Jodi Klein (school nurse).

Below is a list of snacks that do not typically have nuts associated with them. It is still very important to check the nutritional snacks and warnings listed on each snack. Sometimes a company may switch to a different factory that might contain nuts or nut residue. It is important to check the nutritional facts each time prior to purchasing a snack item.

Safe Snack List

- Pudding (most brands)
- Yogurt (most brands)
- Jell-o
- Fruit Roll-ups

- Club Crackers
- Goldfish Crackers
- Town House Crackers
- Crackers and Cheese (some brands)
- Fruit Snacks (some brands)
- Oreo Cookies
- Twinkies
- Hostess Chocolate Cupcakes
- Raisins
- Popcorn (most brands)
- Vanilla Wafers (some brands)
- Go-Tarts
- Graham Crackers (some brands)
- Keebler Chocolate Grahams
- Apples with Caramel Dip
- Fruits and Veggies
- Nutri-Grain Cereal Bars
- String Cheese
- Pretzels
- Most Chips
- Packaged Rice Crispy Bars
- Hershey Kisses
- Licorice

Head Lice

Millions of cases of head lice occur in our country each year. It is not uncommon for head lice to be found on school-age children. In order to prevent head lice, certain precautions should take place. Most notably, students should refrain from sharing items such as combs and hats. The following will help answer some questions regarding the detection and treatment of head lice:

- The main symptom includes itching of the scalp. Check your child's head frequently.
- If you discover head lice on your child, don't panic. A lice infestation is not necessarily a sign of lack of cleanliness. It is a treatable condition.
- Regular shampoo will not cure the problem. Special shampoo can be obtained over-the-counter or by prescription. A fine-tooth (nit) comb must be used after hair is dry in order to remove egg cases (nits).
- Wash all bedding and clothing in very hot water and place in your dryer on a hot setting. Dry clean all non-washable items. Thoroughly vacuum carpets and furniture. Throw the vacuum cleaner bag away because lice can crawl out. Soak combs, barrettes, etc. in bleach overnight and wash with soapy water the next day. Seal other items in a tightly closed plastic bag for several days.
- Students may return to school immediately in the morning after his/her hair has been washed with the special shampoo and the hair has been combed with the fine-toothed comb. The infested student should be retreated in 7-10 days. Check the infested person each day for at least two weeks. There is a possibility that the missed nits may have hatched causing lice to reappear. It takes 7-10 days for a nit to hatch and become a live louse.
- The school nurse can assist you in checking for lice if your contact her at the appropriate school building.

Health Screening

Throughout the year, the school district sponsors health screening for vision, hearing, scoliosis and height and weight measurements. Students are automatically screened unless the parent submits a note asking the student to be excused from the screening. The grade levels included in the screening are determined annually. Parents are

notified prior to the health screening. However, upon a teacher's recommendation and with parental permission, students not scheduled for screening may also be screened.

Student Insurance

Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance of their child at their discretion. Parents who would like more information about student health and accident insurance should contact the Superintendent's secretary at 643-2251.

School Visitations

Parents and other immediate adult relatives are welcome to visit the rooms of their children so they will become familiar with school routine and observe the progress of their children. We ask that proper notification be given to the teacher in advance in order to coordinate schedules. All adults are welcome, but must check into the office first and sign in/out. We request that younger brothers and sisters do not accompany their parents when on such classroom visits, and visits should be limited to about 1 hour. Other children unaccompanied by an adult are **not** permitted to visit a classroom. In the best interest of children, we ask that you do not visit during the first two weeks of school, days prior to vacation, special days, and during the last two weeks of school. All visitors are expected to check in at the office before going to classrooms or accessing other areas of the school building and playground.

Asbestos Notification

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools.

Asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa and Russia. The properties of asbestos make it an ideal material for insulating, sound absorption, decorative plasters, fire proofing and a variety of miscellaneous uses. There have been over 3,000 different products manufactured using asbestos. The Environmental Protection Agency (EPA) began action to limit its uses in 1973. Most of the asbestos products used as building materials were banned by 1978.

The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

Smoking or Using Tobacco

State law and the local Board of Education prohibits anyone from smoking in school buildings, on school grounds, or at any school sponsored activity (home and away). Students bringing tobacco to school, seen smoking or using tobacco on school property, or at school activities will be disciplined.

Alcohol/Drugs (Controlled Substance)

Any student found in possession of, under the influence of, using alcoholic beverages, or unauthorized drugs on school property will be disciplined.

Weapon Control

School district facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be taken from students and others who bring them onto the school district property or

onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Requests to Stay Indoors During Recess

It is our thinking that if a child is well enough to come to school, he is well enough to participate in the daily program. Exceptions are made in certain cases when the family physician requests that a child be excused from outdoor activity. Fresh air and a chance to "run off" excess enthusiasm are a must for elementary children. Please be sure that your child is dressed appropriately.

If for some medical reason your child cannot participate in outdoor activity, please send a note to your child's teacher stating such, so the nurse can keep it as part of the health record. Out students are not asked to go out in inclement weather.

Fire and Disaster Drills

Fire - State law requires that fire drills be held 4 times per year. Staff and students should watch for the blinking fire lights on the walls of the classroom and hallways and listen for the sound that indicates that a fire is present in the building. Procedures to be followed in the event of fire are posted in a prominent place in every classroom.

Disaster - Disaster drills are held at regular intervals. If there is evidence of a tornado, the teachers will be notified that a watch is in effect. Proper safety procedures will then be followed.

Bicycle Safety

The school will make an effort to teach safety habits and to encourage and enforce safety regulations. The school will encourage children to respect each other's bike; however, the school cannot be responsible for stolen or "borrowed" bicycles.

Your child may ride his/her bike to school. It is to be parked in the bike rack immediately upon arrival and is not to be ridden around the school grounds or adjoining streets immediately before, during, or after school.

Parking

When picking up children near dismissal time, please do not park in the places where the buses normally park. Cars should not be driven through the bus loading area when the buses are parked and waiting for students. Please do not park in the bus zone from 8:00 - 8:30 AM and 3:00-3:40 PM.

Pedestrian Safety

Parents should encourage children to follow and abide by all safety rules established for pedestrians. School personnel will in turn, supplement this instruction in safety. Students should use all marked safety areas when accessing streets and sidewalks.

Other Safeguards

Encourage your child to come home as soon as school is dismissed.

Constantly remind your children to:

1. Never accept rides or gifts from strangers.
2. Always report to their teacher, bus driver, or parents any strangers seen loitering on foot or in a car near the school playground, or other places where children gather.
3. When strangers in cars approach them or talk a friend into going with them, always try to get the license number of the car. Write the number down or scratch it on the road or on the sidewalk with a stick or stone.

Leaving the School Grounds

No pupil in grades K-5 is to go downtown during the school day unless granted to do so by a school staff member. Pupils who go home for noon lunch are expected to go directly home and come directly back. Notes will be required for a pupil to go home for lunch.

In general, once a student arrives at school, under no circumstances is he/she to leave the school grounds to go home or any other place without proper notification and permission from both parents and school officials. The principal must okay all requests to leave the school grounds without direct parental supervision.

Grooming and Attire

It is generally recognized that there is a strong correlation between the appearance of the student and the atmosphere and discipline of the school. Therefore, children are expected to be well groomed, dress appropriately for elementary school activities and the weather.

It is recommended that all students bath/shower on a regular basis and that their clothing be washed regularly as well.

Wearing apparel should be appropriate at all times. Teachers are asked to consult the principal or superintendent if any pupil's attire seems questionable.

Clothing which displays inappropriate pictures and or slogans or those serving as commercials for beer, etc. is in poor taste for school. Shorts may be worn during warm weather months. Clothing which permits exposure of much of the body is also considered to be in poor taste for school. Halter tops, midriffs, and short shorts are highly discouraged. State law requires that some type of footwear must be worn at all times to insure safety.

Student Clothing

Student clothing should be considered each day based on the projected weather. Students often come to the office looking for clothing that is more suitable for the weather conditions. This can be taken care of with a little planning before coming to school.

Students are discouraged from wearing "flip flops" or other sandals to school. This type of footwear does not properly protect the feet.

If at all possible, students should wear boots on rainy or snowy days. Each teacher will use discretion in permitting pupils to go outside, restricting those who do not have adequate footwear.

Students should dress warmly enough to play outside during recess. Teachers will insist that pupils go outside during these times if weather permits. Wear apparel that is suitable for the changing weather conditions. Weather conditions can change dramatically from morning to afternoon.

Persons Coming for Children

We request that the school be notified if anyone other than parents or legal guardian will be coming to take a student during school hours. Parents should impress upon their children the need for caution in offers of help, rides, etc. coming from strangers.

Child Custody

In most cases, when parents are divorced, both mom and dad continue to have equal rights where their children are concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation,

please bring a copy to the office. Unless your court order is on file with us, we must provide equal rights to both parents.

Bus and Car Safety

All pupils are expected to obey all safety rules while waiting for, entering, riding, and departing from school buses. Children are cautioned to please refrain from pushing and shoving while waiting in line for the buses to arrive.

Upon dismissal from school, country pupils should immediately get on the bus or wait in line. Playing ball, using playground equipment, etc. will not be permitted.

Students should also be reminded frequently that extreme caution should be taken whenever loading or unloading from vehicles parked or stopped on or near the schools. They must learn to watch for moving vehicles just as the drivers of those vehicles are looking out for children in this traffic area. Town pupils should be certain to use the marked crosswalks.

A student riding the bus to school will be expected to ride his bus home unless his teacher has written or verbal permission from the pupil's parents to do otherwise. Also, students should not ask the bus driver to drop them off at a corner or other nearby location to home unless the driver and school officials have previous permission to do so from the parents. A note is to be given to the principal requesting pupils to ride a bus they do not normally ride. Large groups such as for a birthday party should definitely be cleared a few days in advance. Students must have a note for the bus driver.

Hazardous Chemical Right-to-Know

This is to notify you of the hazardous chemical right-to-know law. The law states that employees are insured that the hazards of all chemicals produced or imported by chemical manufacturers or importers are evaluated and that the information is transmitted to affected employees. This information is being furnished to you to meet the Right-to-Know rules.

Guidance Program

The Boyer Valley Elementary guidance counselor visits the elementary building 2.5 days each week. The counselor conducts character education classes and meets with small groups of students or individual students as needed. Some of the topics covered in the character education classes include: bullying, friendship, respect, honesty, caring/kindness, responsibility, acceptance, perseverance, and careers. If a parent has a concern about their child that they feel could be addressed by the school counselor, please contact the elementary school office (712-674-3248).

Student Behavior, Expectations & Consequences

Due Process

Any student accused of violating school discipline policy will be given the opportunity to present their side of the situation before disciplinary action is taken.

Locker Inspections

The school may periodically inspect all lockers or a random selection of lockers without prior notification. This may be done routinely to assure proper maintenance of lockers or when there is reasonable suspicion that a school rule or policy has been violated.

Disobedience-Vulgarity-Profanity

Any disrespectful conduct by a student toward other students or a staff member can result in one or a combination of the following penalties:

1. removal from class.
2. suspension from school.
3. possible expulsion.

Attitudes-Citizenship Responsibility

Our teachers strive to teach the following values as well as academics; good attitudes, acceptance of others, tolerance, honesty, kindness, concern for others, good citizenship, and responsibility.

Certainly there is need for more of these things in our country and world. These are difficult to teach, but, as you know, if local, national and world conditions are to be improved, all of us (parents, teacher, churches, etc.) will have to do a better job in the future than we have done in the past. As our teachers work along these lines they will stress respect for physical property as well as respect for people. This is not easy. The adult world must give the students proper models to follow.

Parent/Teacher Cooperation

Occasionally when there has been a misunderstanding at school, the student will tell a slightly different version to his parents. This practice seems to be quite normal; however, unless parents and teachers are aware of this and have confidence in each other, complications (detrimental to the welfare of the student) can result. Both parents and teachers should keep the communication channels open to make sure misunderstandings are avoided. By working together we have a better chance of helping your child.

ANTI-BULLYING/HARASSMENT POLICY 104

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization of students, based on any of the following actual or perceived traits or characteristics, including but not limited to 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. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures which may include suspension or expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures which may include, termination. If after an investigation a school volunteer is found to be in violation of this policy, the

volunteer shall be subject to appropriate measures which may include, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student **and** which creates an objectively hostile school environment that meets one or more of the following conditions:

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

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student; and/or,
- Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

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

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or,
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall

be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The principal or designee will be responsible for handling all complaints by employees alleging harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the school district.

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site,
- (other)

and a copy shall be made to any person at the central administrative office at 1102 Iowa Ave., Dunlap, IA.

Playground Rules

1. K-4 students will have at least 2 scheduled recesses on most days. Fifth grade students will have one recess daily. Early dismissals and other changes to the schedule may interfere with scheduled recess times.
2. Occasionally students will be kept inside from recess for disciplinary reasons or to complete missing school work. In such cases the student will be assigned to a classroom or to the office.
3. Students are not allowed to play on the playground immediately before school and immediately after school unless supervised by school personnel.
4. All students are to remain within the boundaries of the playground. No student is to leave the playground without permission from the recess supervisor. If you should need to go outside the playground area to retrieve a ball, ask the recess supervisor first. Unless you have teacher permission to stay in your classroom during recess, you must go outside and remain there for the entire recess. Permission is needed from a recess supervisor to return inside the building for any reason during the recess time.
5. All students are expected to obey recess supervisors at all times. Disrespect will not be tolerated.
6. Do not play near parked cars, buses, or near/on the streets.
7. Do not play near classroom windows. Doing so may interrupt other classes.
8. No softballs, baseballs, or bats are allowed at recess.
9. Do not pick up or carry rocks, pebbles, dirt clods, gravel or other such objects. The pebbles under the playground equipment are there for your protection should you fall.
10. Do not climb on or over any of the fencing.
11. Use all equipment in the manner that each piece was intended. Take turns.
 - Do not walk across the monkey bars.
 - Slides are to be used only for sliding DOWN. One person at a time should go down the slides. No arms or legs hanging over the sides. No climbing up or standing on the slides. Do not throw objects up or down the slides. Do not stop in the middle of the slide to plug it.
 - Do not walk or climb on the top side of the sliding/crawling tubes.

- Only one person is allowed on a swing. No standing in swings, twisting, swinging sideways, or wrapping the swings. Do not hold onto another swing while swinging. Do not jump out of swings. No "underdoggies" will be allowed.
 - Do not hang upside-down on any of the equipment.
 - DO NOT RUN AND/OR PLAY TAG ON THE PLAYGROUND EQUIPMENT. JUMP ROPES SHOULD NOT BE USED WHILE ON THE EQUIPMENT.
 - Do not play Tug-of-War while on the merry-go-round. Do not drag hands, feet, sticks, etc. while using the merry-go-round.
12. Bringing toys from home is discouraged. The school cannot be responsible for lost, stolen, or broken toys.
 13. Do not kick or throw balls against the building. Also, do not kick them near the building. They may get stuck in the roof. When kicking footballs be sure the area is clear of other students.
 14. Do not interfere with others at play. Be kind and courteous.
 15. When playing games involving teams, try to divide teams as evenly as possible. ALWAYS PRACTICE GOOD SPORTSMANSHIP OR THE GAMES WILL BE STOPPED.
 16. Stay away from animals that may wander onto the playground.
 17. Leave all trees alone. Do not climb in any of the trees.
 18. Stay away from the creek.
 19. Do not play on or around dirt piles.
 20. There is to be no fighting such as hitting, kicking, wrestling, shoving, tackling, pulling of clothes, or use of profane or vulgar language. There should also be no name-calling or rock throwing.
 21. During the winter throwing snowballs, sliding on the ice, and climbing snow piles is prohibited. Students must wear snow boots to play in the snow or they must stay on the blacktop.
 22. WHEN THE BELL RINGS AT THE END OF RECESS, STUDENTS ARE TO LINE UP QUICKLY AND QUIETLY.
 23. STUDENTS SHOULD BE QUIET WHEN LEAVING THE BUILDING FOR RECESS AND UPON RETURNING INTO THE BUILDING. DO NOT BOUNCE BALLS IN THE HALLWAY.
 24. Students should do their best to clean their shoes before entering the building after recess.
 25. Shoes need to be worn at all times during recess. Flip-flops and other sandals are discouraged from being worn at recess as they do not properly protect the feet.

Field Trips

In certain classes field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences.

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy.

Care of School Property

Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials. Students or athletes are also responsible for reimbursing the school for any damage the students/athletes caused while at a school sponsored athletic event (home or away), contest, field trip or any other school activity.

SCHOOL BUS RULES & CONSEQUENCES

Bus Conduct

Transportation: A Privilege Not A Right

Each transported student has the right to a safe and enjoyable ride to and from school which is free from intimidation, threat or harassment. Good conduct of all transported students while waiting for the school bus and while traveling to and from school is primary for a safe and enjoyable ride for all students.

The School District has established student behavior guidelines which apply to all transported students while on the school bus and while in school bus loading or unloading areas. Each individual student, as well as his/her parents, or guardians, is responsible for the behavior of that student while on the school bus and in school bus loading or unloading areas.

Transportation service is a privilege that is granted to the student contingent upon the exhibition of proper behavior according to District behavioral guidelines. A student's eligibility to ride the school bus may be suspended or revoked for a violation of school bus safety or conduct policies, or for violation of any other law or policy governing student conduct on a school bus. Revocation of a student's bus riding privileges is not considered an exclusion, expulsion, or suspension from school.

Parents of transported students will be held responsible for their children until such times as the student boards the school bus in the morning and after the child leaves the bus at the end of the school day. Parents also share responsibility with the child for his/her conduct while on the school bus and while in school bus loading or unloading areas.

Students who are involved in serious or repeated incidents of unacceptable student conduct on the school bus will have their riding privileges suspended or revoked. The parent/guardian of a student suspended from transportation is responsible for ensuring that the student travels safely to and from school. **The District will not provide alternative transportation to a student whose transportation privileges have been suspended or revoked. In addition, unacceptable conduct on the school bus or at the school bus stop may result in suspension or expulsion from school. * Decisions regarding special education students will take into account related disabilities and individual education requirements pertaining to transportation.**

Danger Zone

Students who must cross the street must wait for the signal from the bus driver and must walk 10 feet out from the bumper of the school bus. This places them outside the danger zone surrounding the school bus. Students must always remain where the driver can see them.

Pushing or shoving another student, chasing or running beside a moving school bus, or failure to follow safe riding procedure is a Class II offense with consequent suspension or loss of transportation privileges.

UNACCEPTABLE BEHAVIOR

CLASS I OFFENSES

1. Possession of a handgun, knife, or other weapon.
2. Possession of ammunition.
3. Detonation of a pyrotechnic device on the school bus.
4. Possession of alcohol or non-prescription drugs.
5. Assault on the school bus driver.

6. Attempting to ride on the outside of the school bus.
7. Bringing a flammable liquid onto the school bus.*
8. Pushing or shoving another student at, or near, a moving school bus.
9. Running out in front of a moving school bus.
10. Violent assault on another student.
11. Tampering with, or vandalism (in excess of \$50) of, the school bus.
12. Opening any emergency exit, or exiting, or attempting to exit, from a moving school bus.

*If flammable liquid is for a school project, student must notify the driver in advance and take the precautions advised by the driver.

CLASS II OFFENSE

1. Threatening the school bus driver.
 2. Interfering with a police officer, District administrator, or safety supervisor.
 3. Use of tobacco.
 4. Ignition of any type of fire, including matches and lighters.
 5. Physical aggression, or the threat of physical aggression, against another person.
 6. Fighting
 7. Theft or robbery.
 8. Possession of a pyrotechnic device.
 9. Possession of a look-a-like weapon.
 10. Tampering with emergency equipment including 8 light system, radio, and emergency exists.
 11. Extending head, arms, or legs out of window while the bus is in motion.
 12. Chasing, or running beside, a moving bus.
 13. Throwing or shooting an object, or objects, at the bus driver or out the bus window.
 14. Distracting the school bus driver.
 15. Bringing dangerous objects onto the school bus (other than weapons or flammable liquids.)*
 16. Riding while under suspension of transportation privileges.
 17. Pushing or shoving another student in the school bus Danger Zone.
 18. Willful damage to property at the school bus stop.
 19. Willful damage to the property of other students.
 20. Unacceptable sexual conduct.
 21. False identification or refusal to provide the driver with the student's name.
 22. Failure to follow safe crossing procedures.
 23. Vandalism of the school bus.
- *Dangerous object by use, not necessarily by design.

CLASS III OFFENSES

1. Throwing or shooting objects around the school bus.
2. Failure to follow the driver's instructions.
3. Standing while the school bus is in motion.
4. Failure to cross ten feet in front of the bus.
5. Use of obscene or profane gestures or language.
6. Harassment in any form.
7. Riding on a bus other than the assigned route.
8. Boarding or exiting other than the assigned stop.
9. Shouting, yelling, screaming, or excessive noise.
10. Tripping a student.
11. Blocking the school bus aisle.
12. Spitting.

13. Horseplay.
14. Possession of a lighter or matches.
15. Possession of squirt guns, water balloons, liquid containers of any type, shaving cream, or eggs.
16. Possession of cap guns, or other obviously toy weapons.

Due to the fact that we can not predict all possible violations, any violation not spoken to will be evaluated on a case by case process. This Administrative review will determine the class of the violation.

CONSEQUENCES FOR UNACCEPTABLE BEHAVIOR

Incidents of unacceptable student conduct on or near a school bus, or at the school bus stop, are divided into Class I, II, III offenses, depending on the severity of the incident. The consequences to be applied include:

CLASS I OFFENSES (Most Serious Offenses)

First Offense: Loss of bus service for the remainder of the school year. *

CLASS II OFFENSES (Serious)

First Offense: Written Warning and 1-5 day suspension of transportation privileges, written notification of parent/guardian, and in-building disciplinary consequences if no suspension of transportation privileges.

Second Offense: 3-5 day suspension of transportation privileges and parent conference.

Third Offense: 10 day suspension of transportation privileges and parent conference.

Fourth Offense: 30 day suspension of transportation privileges and parent conference.

Fifth Offense: Loss of transportation privileges for remainder of year. *

CLASS III OFFENSES

First Offense: Written warning and 0-5 day suspension of transportation privileges, written notification of parent/guardian, and in-building disciplinary consequences if no suspension of transportation privileges.

Second Offense: 3-5 day suspension of transportation privileges and parent conferences.

Third Offense: 10 day suspension of transportation privileges and parent conference.

Fourth Offense: 30 day suspension of transportation privileges and parent conference.

Fifth Offense: Loss of transportation privileges for remainder of year. *

Incidents of unacceptable student conduct on or near a school bus, or at the school bus stop, are divided into Class I, II, III offenses, depending on the severity of the incident. The consequences to be applied include:

***Loss of transportation for the remainder of the year is classified as a minimum of 60 school days. In the event of less than 60 school days left, the remainder of the suspension will be served in subsequent years.**

If a student commits offenses of different classes during the same incident, the consequences associated with the more serious class of offense will be applied.

Interferences in School/ Cell Phone Policy

Students may not possess cellular phones during the school day (first bell of first class to last bell of last class). Students may use cell phones prior to the first bell of the first class period and after the last bell of the last class period. During the school day students should shut their cell phones off and leave them in their lockers or school bag. The school is not responsible for any lost or stolen items. Students in possession of a cell phone during

the school day will have the phone/items taken away from the students and returned at a later date (up to one week later). All students should use only school phones to contact parents (or other caregivers) during the day. Cell phone use for such calls will not be permitted.

Teachers will have discretion to limit or prohibit the use of any devices (mp3 players, ipods etc.) in their classrooms. Students may not use mp3 players that are also a cell phone. These devices are considered cell phones and will fall under the cell phone policy above.

STUDENT CONDUCT/ELECTRONIC DEVICES (Code No. 503.1)

The board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises. Appropriate classroom behavior allows teachers to communicate more effectively with students.

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

Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or illegal. This prohibition will also apply to conduct off school property if it results in a substantial disruption to the educational environment.

Students are prohibited from taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal voice recording, videos, images or photographs and will be disciplined to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement.

Students are prohibited from making or participating in any way in the making of a recording in any media (digital, video, audio) of an actual or simulated act that is not a school project, an authorized school activity, or not approved by appropriate school personnel, and involves conduct prohibited by any other provision of the Student Code of Conduct.

Students are prohibited from possessing, transmitting, posting or otherwise displaying any video, recording or photograph that (a) results in a substantial disruption to the educational environment, or, (b) substantially invades the privacy of others, or (c) could be considered obscene, lewd, or sexually oriented, or (d) is damaging to another's reputation.

Students who fail to abide by this policy, and the administrative regulations supporting it, may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered vehicles; while attending or engaged in school district activities will be suspended by the principal. Notice of the suspension is sent to the

board president. The board will review the suspension to determine whether to impose further sanctions against the student which may include expulsion. Assault for purposes of this section of this policy is defined as:

- an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
- any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or,
- intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

Removal from the classroom means a student is sent to the building principal's office. It is within the discretion of the person in charge of the classroom to remove the student.

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day, or on a non-school day. Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee or the building principal, disciplining the student.

Suspension means: either an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.

Expulsion means an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board.

Following the suspension of a special education student, an informal evaluation of the student's placement will take place. The Individual Education Program (IEP) is evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension.

If a special education student's suspensions, either in or out of school, equal ten days on a cumulative basis, a staffing team will meet to determine whether the IEP is appropriate.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Legal Reference: No Child Left Behind, Title IV, Sec. 4115, P.L. 107-110 (2002).
Goss v. Lopez, 419 U.S. 565 (1975).

Brands v. Sheldon Community School District, 671 F. Supp. 627 (N.D. Iowa 1987).
Sims v. Colfax Comm. School Dist., 307 F. Supp. 485 (Iowa 1970).
Bunger v. Iowa High School Athletic Assn., 197 N.W.2d 555 (Iowa 1972).
Board of Directors of Ind. School Dist. of Waterloo v. Green, 259 Iowa 1260, 147
N.W.2d 854 (1967).
Iowa Code §§ 279.8; 282.4, .5; 708.1 (2009).

Cross Reference: 501 Student Attendance
502 Student Rights and Responsibilities
504 Student Activities
603.3 Special Education
903.5 Distribution of Materials

Approved 1/14

Reviewed 12/13

Revised _____

STUDENT SUSPENSION (Code No. 503.1R1)

Administrative Action

A. Probation

1. Probation is conditional suspension of a penalty for a set period of time. Probation may be imposed by the principal for infractions of school rules which do not warrant the necessity of removal from school.
2. The principal will conduct an investigation of the allegations against the student prior to imposition of probation. The investigation will include, but not be limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. Written notice and reasons for the probation will be sent to the parents.

B. In-School Suspension

1. In-school suspension is the temporary isolation of a student from one or more classes while under administrative supervision. In-school suspensions may be imposed by the principal for infractions of school rules, which are serious but which do not warrant the necessity of removal from school.
2. The principal will conduct an investigation of the allegations against the student prior to imposition of an in-school suspension. The investigation will include, but not be limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. In-school suspension will not be imposed for more than ten school days. Written notice and reasons for the in-school suspension will be sent to the student's parents.

C. Out-of-School Suspension

1. Out-of-school suspension is the removal of a student from the school environment for periods of short duration. Out-of-school suspension is to be used when other available school resources are unable to constructively remedy student misconduct.
2. A student may be suspended out of school for up to ten school days by a principal for a commission of gross or repeated infractions of school rules, regulations, policy or the law, or when the presence of the student will cause interference with the maintenance of the educational environment or the operation of

the school. The principal may suspend students after conducting an investigation of the charges against the student, giving the student:

- a. Oral or written notice of the allegations against the student and,
- b. The opportunity to respond to those charges.

At the principal's discretion, the student may be allowed to confront witnesses against the student or present witnesses on behalf of the student.

3. Notice of the out-of-school suspension will be mailed no later than the end of the school day following the suspension to the student's parents and the superintendent. A reasonable effort is made to personally notify the student's parents and such effort is documented by the person making or attempting to make the contact. Written notice to the parents will include the circumstances which led to the suspension and a copy of the board policy and rules pertaining to the suspension.
4. If a student receives a disciplinary out of school suspension or expulsion the student will not be allowed to participate during the suspension or expulsion in any extracurricular activity, including practices, meetings and competitions/performances and will be denied all school transportation to or from such practices, meetings and/or competitions/performances for the duration of the suspension or expulsion.

D. Appeals of Suspension

A decision by a building principal or other school administrator to suspend a student may be appealed to the superintendent. The appeal of a decision to suspend does not stay the suspension and the affected student must comply with the suspension requirements until a decision of the superintendent reverses or modifies the suspension. The appeal must be in writing to the superintendent within (4) days of the suspension. The superintendent must review the facts to determine if there was a reasonable basis for the suspension. Decisions of the superintendent may be appealed to the Boyer Valley Board of Education for a hearing on the matter. To request a hearing, the person making the appeal must do so in writing to the Boyer Valley School Board within (4) days.

E. Suspensions and Special Education Students

1. Students who have been identified as special education students may be referred for a review of the student's Individual Education Program (IEP). The IEP may be revised to include a continuum of intervention strategies and programming to change the behavior.
2. Students who have not been identified as special education students may be referred for evaluation after the student's suspension to determine whether the student has a disability and is in need of special education.

EXPULSION (Code No. 503.2)

Only the board may remove a student from the school environment. The removal of a student from the school environment, which includes, but is not limited to, classes and activities, is an expulsion from school.

Students may be expelled for violations of board policy, school rules or the law. It is within the discretion of the board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense.

It is within the discretion of the superintendent to recommend to the board the expulsion of a student for disciplinary purposes. Only the board may take action to expel a student and to readmit the student. The principal will keep records of expulsions in addition to the board's records.

When a student is recommended for expulsion by the board, the student is provided with:

1. Notice of the reasons for the proposed expulsion;
2. The names of the witnesses and an oral or written report on the facts to which each witness testifies unless the witnesses are students whose names may be released at the discretion of the superintendent;
3. An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf;
4. The right to be represented by counsel; and,
5. The results and finding of the board in writing open to the student's inspection.

In addition to these procedures, a special education student must be provided with additional procedures. A determination should be made of whether the student is actually guilty of the misconduct. A staffing team should determine whether the student's behavior is caused by the student's disability and whether the conduct is the result of inappropriate placement. Discussions and conclusions of this meeting should be recorded.

If a student receives a disciplinary out of school suspension or expulsion the student will not be allowed to participate during the suspension or expulsion in any extracurricular activity, including practices, meetings and competitions/performances and will be denied all school transportation to or from such practices, meetings and/or competitions/performances for the duration of the suspension or expulsion.

If the special education student's conduct is not caused by the disability, the student may be expelled or suspended for a long-term period following written notice to the parent and pursuant to the school district's expulsion hearing procedures. If the misconduct is caused by the disability and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district.

Legal Reference: Goss v. Lopez, 419 U.S. 565 (1975).
Wood v. Strickland, 420 U.S. 308 (1975).
Southeast Warren Comm. School District v. Dept. of Public Instruction, 285 N.W.2d 173 (Iowa 1979).
Iowa Code §§ 21.5; 282.3, .4, .5 (2009).
281 I.A.C. 12.3(6).

Cross Reference: 502 Student Rights and Responsibilities
503 Student Discipline

Approved 1/14 Reviewed 12/13 Revised _____

Grievance Procedure

Students, parents of students, employees, and applicants for employment in the school district will have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in programs and employment.

Level One - Principal, Immediate Supervisor or
Personnel Contact Person
(Informal and Optional - may be bypassed by the grievant)

Employees with a complaint of discrimination based upon their gender, race, national origin, creed, religion, age, sexual orientation, gender identity or disability are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally. An applicant for employment with a complaint of discrimination based upon their race, color, national origin, creed, socio-economic status, religion, sex, marital status, sexual orientation, gender identity or disability are encouraged to first discuss it with the personnel contact person. This paragraph is for employees and "marital status" isn't a protected class for employees.

A student, or a parent of a student, with a complaint of discrimination based upon their race, color, national origin, creed, socio-economic status, religion, sex, marital status, sexual orientation, gender identity or disability are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved.

Level Two - Compliance Officer

If the grievance is not resolved at Level One and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Compliance Officer. The complaint will state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level Two must be within 15 working days from the date of the event giving rise to the grievance, or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer will investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent to the involved parties within a reasonable time after receipt of the complaint.

Level Three - Superintendent/Administrator

If the complaint is not resolved at Level Two, the grievant may appeal it to Level Three by presenting a written appeal to the superintendent within five working days after the grievant receives the report from the Compliance Officer, the grievant may request a meeting with the Superintendent. The superintendent may request a meeting with the grievant to discuss the appeal. A decision will be rendered by the superintendent within a reasonable time after the receipt of the written appeal. If, in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process, the parents have a right to an impartial hearing to resolve the issue.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the U.S. Department of Education Office for Civil Rights or Office of Special Education Programs, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

Level Four - Appeal to Board

If the grievant is not satisfied with the superintendent's decision, the grievant can file an appeal with the board within five working days of the decision. It is within the discretion of the board to determine whether it will hear the appeal.

The Compliance Officer is:

Name Molly Jensen, K-12 Counselor

Office Address 1102 Iowa Avenue, Dunlap, IA 51529

Phone Number 712-643-2251

Office Hours 8:00 AM - 4:00 PM

School Lunches and Behavior

Hot lunch is served in the school cafeteria.

1. Be courteous and polite to cooks and lunchroom supervisors.
2. Please keep your lunch account in good standing.
3. If you bring your own lunch to school, please bring nutritious meals. **Do not bring pop or candy in your lunch (exception being field trips and picnics).**
4. Students are to stay in the same lunch line order from the classroom without pushing, shoving, or running.
5. Lunch time is a convenient place for talking with friends, but this is not the place for loud talking or yelling.
6. No throwing food.
7. Use acceptable table manners.
8. Food is not to be taken from the lunchroom.
9. Please clean up the table area around you after you finish eating.
10. Students are asked to try everything, but they are not forced to eat anything.
11. If a student can't tolerate milk, please send a note from the parent.

General Courtesy

All elementary students are expected to show proper behavior at all school functions, whether it is athletic contests, concerts, field trips, or whatever. Do not run around and disturb those people in attendance that desire to watch or listen to the program. Remember, you don't have to attend school plays, assemblies, etc. it is your privilege so don't abuse it.

Common courtesies such as "Thank You," "Excuse Me," etc. should be expressed by all grade school youngsters whenever the situation arises. It is expected that respect be shown to all faculty members and other adults. Address these people as Miss, Mrs., or Mr. No first/last names only.

We have a new building, and we need to show respect towards it. Take pride in our new building by keeping it clean and in great condition. Doing this also shows our gratitude for the hard work our custodial staff puts forth in keeping our school looking nice.

Students can and will be kept after school or during recess for disciplinary reason, lack of effort, extra help needed, etc.

Pupils should not disturb any other classrooms that are in session. A student should only visit another classroom with his/her teacher's permission. You can talk to your friend or relative some other time. Personal items brought to school should be clearly marked/labeled.

Gymnasium

Gym/tennis shoes must be worn for gym activities. Please send a separate/clean pair of athletic shoes to school to be stored and only used in the gym. This will help to keep a clean, safe, and well maintained gym floor. There will be no bare feet in the hallways or gymnasium. No sitting or running on the top of the bleachers.

Running back and forth between restroom, drinking fountain, classroom, and gym should be limited as much as possible. Once a student enters the gym, he/she should plan on remaining there until the end of the period unless granted permission by the PE teacher.

When the gym is available for noon hour recess, students should not congregate noisily in the lobby area. They should wait in their rooms until it's time to go into the gym.

Student Scholastic Achievement

Homework

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make up incomplete class work. Students are expected to complete homework on time. Failure to complete homework may result in loss of class credit and a failing grade in the class.

Grading Scale

The following grading scale will be used to assign grades to work completed in grades 3-5:

A	100 - 94		
<u>A-</u>	<u>93 - 90</u>	C+	79 - 77
B+	89 - 87	C	76 - 74
B	86 - 84	<u>C-</u>	<u>73 - 70</u>
<u>B-</u>	<u>83 - 80</u>	D+	69 - 67
		D	66 - 64
		<u>D-</u>	<u>63 - 60</u>
		F	59 or below

Grade Reports

Students receive progress reports in the form of report cards at the end of each quarter and semester. Students, also, receive mid-term reports each quarter. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance.

Conferences and Evaluations

Parent/Teacher conferences are scheduled at the end of the first and third quarters. Teachers and parents are encouraged to request additional conferences at any time during the year when there are questions or concerns about the child's progress in school.

In addition to conferences, parents receive written reports four times a year at nine-week intervals. These reports are marked according to each child's ability and progress.

Standardized Assessments

Below are some of the standardized assessments your child can expect to take in the elementary building:

FAST (reading & math) 3 times/yr - grades K - 5
ISASP (formerly ITBS) 1 time/yr - grades 3-5

Human Growth and Development

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

Student Assistance Team

Students that are struggling in school due to academic or behavioral difficulties may be referred to the elementary Student Assistance Team (StAT). The StAT team is composed of elementary staff members. Students may refer themselves, be referred by a staff member, or referred by their parent. The StAT team tries to identify the underlying issue and devise an intervention that might allow the student to find success. Parents are notified prior to a SAT meeting for their child and are encouraged and welcome to attend the SAT meeting for their child.

Honor Roll

The school district honors students who excel academically. Boyer Valley Community High School recognizes students quarterly (quarterly honor roll) and at the end of each semester (semester honor roll).

Communications

Newspapers and Communications

We try to keep parents informed of upcoming events or changes in routine by means of notes and newsletters. Please take time to read these communications.

Newspapers such as the Dunlap Reporter, Manilla Times, and the Denison Newspaper will be used for school information articles and to notify the public of special accomplishments by our students and staff.

District Newsletter

The district distributes a school newsletter bi-monthly which highlights some of the activities happening at Boyer Valley. Most district patrons are on the mailing list. If you (or someone you know) is not on the mailing list, please contact the Dunlap school office.

School Website

The school website is a source of a lot of important school information. Refer to the website often in order to keep up on the latest school information. The Boyer Valley website can be found at:

<http://www.boyer-valley.k12.ia.us/>

Closing of School

Occasionally, it may be necessary to close school because of inclement weather, for furnace or water problems, etc. In this event, it would be good practice for you to plan with your child what to do in an emergency of this type.

As soon as a decision is made to cancel school because of weather conditions, the following stations will be advised: Radio- KDSN Denison, KNOD Harlan, TV WOW - Channel 6 Omaha and KMTV Channel 3 Omaha.

Another option for notification is to sign up for JMC notifications so that you can get mobile phone and/or e-mail alerts. By signing up for this system school-related announcements will be forwarded to your cell phone and/or e-mail accounts.

Please do not call the school offices or the school administrators as these lines must be kept open for communication.

After school hours you may call 712-674-3248 and the directory assistant message will direct you to current weather-related announcements.

Change of Address

It is very important that you inform us immediately of any changes to your telephone number, address, or the identification of a person who is to be notified in case of an emergency.

Please notify the school in advance of a planned move from the Boyer Valley Community School District. You will need to sign a permission slip for the school to send the official records to your child's new school.

Miscellaneous

Class Lists

It should be understood that many factors are considered when assigning students to a particular teacher/classroom each year. The elementary principal and the teachers work together to develop class rosters that benefit the most students. With that in mind, a parent request to have their child placed in a specific teacher's classroom will be **considered**, along with other factors, if the requests are timely. **Written requests must be in the elementary principal's office by May 1.** Written requests should include the reason for the request. Due to the other factors that are considered by the elementary principal and staff, some requests may be unable to be honored.

Church Night

In cooperation with the area churches, the school refrains from planning school activities on Wednesday evenings.

Campus Care

Our school district recognizes the need for children to have proper supervision before or after school when parents are not present. Campus Care is a program that is offered to Boyer Valley elementary students from 6:00 a.m. until 7:45 a.m. each school day. Students may also use the program after school until 6:00 p.m. Campus Care is also available on school holidays, early outs, and other days that school is not in session. There is a small cost, but it is well worth the peace of mind that your child is properly supervised. Campus Care is available at both sites. Please let Campus Care know if you plan to use this program by calling **Dow City 674-3826** or **Dunlap 643-1355**.

Valuables

Since items such as money, electronic games, trading cards, cell phones, etc. are nearly impossible to identify as to ownership, we suggest that children do not bring them to school. If it is necessary for the child to bring these items, it is recommended that he/she give them to the classroom teacher until the end of the day. Such items also lead to distractions which take away from a child's academic learning experience at school. Parents should also keep in mind that when sending notes or money to school, make sure to give your child clear instructions as to who the appropriate person is to receive the note or money.

Clothing Identification

Please mark your child's name in all articles of clothing and on all personal property. Any "lost or found" articles should be reported promptly to the school secretary's office. The school cannot be responsible for any lost articles. We advise students not to wear or carry expensive or valuable items.

Camera System

The elementary school is equipped with a surveillance camera system. The cameras can be found inside the building in all hallways and at each entrance. There are also cameras in the gym and lunchroom. Exterior cameras monitor the entrances, the playground, and the bus zone.

Party Invitations

If party invitations are not given to all students in a class the school prefers that the invitations be sent by mail. When some students are not invited to a party it can cause hurt feelings and other issues at school which can negatively affect the educational process. If invitations are intended for all students in a class, the invitations should be given to the classroom teacher prior to distribution.

Show & Tell Time

Show and Tell time is at the discretion of each classroom teacher. Students are discouraged from bringing pets to school. If an animal is brought to school it must have proper restraints. Prior to bringing an animal to school the student/family must get permission from the classroom teacher or principal. Pets will not be allowed to ride on the school bus with the student.

Conclusion

During the next nine months, we will be doing our best for your child (or children). Our goal is to treat each as an individual, striving to help each child to reach his or her fullest potential. The home and school must work together for the common good of the student. Please feel free to contact the school at any time regarding school related matters and your child.

We hope this manual will help you better understand some of the needed regulations of your elementary school. Keep it handy for ready reference. If something happens at school that worries you or your child - if there is a misunderstanding, or if you need more information. - PLEASE SEE YOUR CHILD'S TEACHER OR THE PRINCIPAL. We want to help you in any way possible.

UNITY

I dreamed I stood in a studio
And watched two sculptors there
The clay they used was a young child's mind
And they fashioned it with care.
One was a teacher, the tools he used
Were books and music and art
One a parent, with a guiding hand
and a gentle loving heart.
Day after day, the teacher toiled
With a touch that was deft and sure
While the parent labored by his side
And polished and smoothed it o'er.
And when at last their task was done
They were proud of what they had wrought
For the things they had molded into the child
Could neither be sold nor bought.
And each agreed he would have failed
If he had worked alone
For behind the parent stood the school,
and behind the teacher, the home.

Unknown