

Student Handbook

2007-08

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West Central Valley Elementary

“Winning Teachers, Teaching Winners”

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West Central Valley Elementary Staff

Dexter Elementary Attendance Center (515-789-4480)

Pre-Kindergarten
Para-educator

Mrs. Julie Doyle
Mrs. Jackie Draper

Kindergarten

Mrs. Carol Forshier
Ms. Roxann Schwartz
Ms. Kate Asher

First Level

Mrs. Julie Doud
Mrs. Kristie Gavin
Mrs. Mary Beth Conrad

Second Level

Third Level

Mrs. Beni Drake
Mrs. Maggie Light
Mrs. Danielle Sackett
Mrs. Traca Waddell

Fourth Level

Fifth Level

Ms. Jessica Brott
Mrs. Deb Lilly
Mrs. Susan Jensen
Mrs. Gwen Leavell
Ms. Jane Arjes
Mrs. Diane Noroka
Mrs. Kari Tisl
Mrs. Jo Schwinger
Mrs. Susan Ledbetter
Mrs. Rochelle Foster
Mrs. Diana Anderson
Mrs. Denise Barrett

Learning Resource

Library- Para-educator

Para-educator

Para-educator

Para-educator

Para-educator

Para-educator

Elementary Secretary

Custodians

Cook

Special Area Professionals Serving Dexter Attendance Center

Title I Reading

Art Education

Physical Education & Health

Vocal Music

Instrumental Music

Elementary At Risk/Technology

Talented & Gifted Education

Technology

Elementary Principal

Mrs. Carol Wager
Mrs. Jacque Crouch
Mr. Craig Pauley
Mrs. Jincey Taylor
Ms. Jennifer Chase
Mrs. Peggy Byrd
Mrs. Joni Hall
Mr. Jason Kimbrough
Dr. David A. Arnold

West Central Valley Elementary Staff

Menlo Elementary Attendance Center (641-524-2661)

Pre-Kindergarten	Mrs. Sherri Cramer
Kindergarten	Mrs. Carol Wallace
	Mrs. Kelli Jones
First Level	Mrs. Lori Cook
	Mrs. Julie Plowman
Second Level	Mrs. Shonn McDonald
	Mrs. Serita Reil
Third Level	Ms. Kim Bigsby
	Mrs. Amy Abbott
Fourth Level	Mrs. Deborah Stalter
	Mrs. Kelly Marnin
Fifth Level	Mrs. Harriet Gulbranson
	Mrs. Heather Jamison
Title I Reading & Math	Mr. Jim Leavell
Art	Mrs. Sue Jensen
Physical Education	Mr. Craig Pauley
Vocal Music	Mrs. Jincey Taylor
5 th Grade Instructional Music	Ms. Jennifer Chase
Counselor/Technology	Mrs. Peggy Byrd
Talented & Gifted Education	Mrs. Joni Hall
Resource Room	Mrs. Vicki Renner
Resource Room	Mrs. Kayla Easter
Resource Room	Ms. Paula Kloewer
Early Childhood Interventionist	Mrs. Joni Hall
Curriculum Director	Mrs. Sharon Sloss
Technology Coordinator	Mrs. Amy Doud
Principal	Mrs. Sharon Sloss
Secretary	Mrs. Becky Ellis
Head Custodian	Mr. Jack Matthews
Custodian	Mrs. Becky Huddleson
Library Para-educator	Mrs. Linda Sudbrock
Lunchroom Clerk/Para-educator	Mrs. Mary Bovee
Para-educator	Mrs. Diane Thomas
Para-educator	Mrs. Donna Donnelly
Para-educator	Mrs. Linda Jonas
Para-educator	Mrs. Roben Fairchild
Para-educator	Mrs. Patty Peasley
Para-educator	Ms. Lisa Sloss
Para-educator	Mr. Charles Miller
Para-educator	Mrs. Melissa Walker
Para-educator	Mrs. Carmen Wells
Para-educator	Mrs. Donna O'Brien
Cook	Mrs. Glenna Bisher

2006-07 West Central Valley CSD Calendar

Master Schedule @ Menlo Elementary School

7:30.....Bus Duty

8:00.....Teachers on Duty

8:05.....Students Enter Building

8:30.....Classes Begin

8:35 - 10:00Reading Period

10:00 - 10:15Kindergarten & 1st Recess Period

10:15 - 10:302nd & 3rd Recess Period

11:20 - 1:00.....Lunch & Recess Period

Period Begins

Period Ends

11:15	Kindergarten	12:10
11:25	1st Grade	12:20
11:45	2nd Grade	12:30
11:55	3rd Grade	12:45
12:05	4th Grade	1:00
12:15	5th Grade	1:00

2:00 - 2:15.....Kindergarten, 1st & 2nd Recess Period

3:35.....Students Dismissed

3:35 - 4:00.....Bus Duty

Master Schedule @ Dexter Elementary School

8:00.....Teachers on Duty

8:30.....Classes Begin

8:30-11:00Language Arts

10:15-10:35.....Morning Recess (K-2 only)

11:55-12:20.....Lunch

12:20-12:40Recess

3:35.....Classes Conclude

Period Begins

Period Ends

11:15	Kindergarten	12:10
11:25	1st Grade	12:20
11:45	2nd Grade	12:30
11:55	3rd Grade	12:45
12:05	4th Grade	1:00
12:15	5th Grade	1:00

2:00 - 2:15.....Kindergarten, 1st & 2nd Recess Period

3:35.....Students Dismissed

3:35 - 4:00Bus Duty

Educational Philosophy of West Central Valley CSD

As a school corporation of Iowa, the West Central Valley Community School District, acting through its board of directors, is dedicated to promoting equal opportunity for a quality public education to enrolled students and toward being responsive to the educational needs, values, and aspirations of its citizens. The board believes that the school has an important role in helping to improve the quality of living in the community. Students of this community have the privilege of participating in formal education utilizing the students' present understandings to help them grow in the present and prepare for a lifetime in our rapidly changing society.

The board believes that each individual should be accepted into the educational program as that individual is, that each individual should be provided with a stimulating environment and opportunities for learning experiences designed to promote behavioral changes that will affect continuing satisfactory adjustments to life. The dignity, the worth, and the uniqueness of each individual and that individual's heritage will be preserved.

The West Central Valley Schools exist to develop and improve the academic instruction, curriculum and facilities so that every individual student will be provided with the opportunity to perceive and develop their potential for the benefit of self and society. A variety of educational experiences will be provided for the individual student in order to develop a positive self-concept and become more fully aware of the needs of a complex society. These experiences will encourage the development of students' abilities and identify their interests and goals in life. Each student will develop that ability to read with understanding, write with clarity, communicate with verbal effectiveness and to think and solve problems. An environment will be created within which students will be encouraged to be honest, responsible and productive citizens in our democratic society.

West Central Valley Community School Notice of Nondiscrimination

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding negotiated agreements or professional agreements with the West Central Valley CSD are hereby notified that this District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning the District's compliance with the regulations implementing Title VI, Title IX, Americans with Disabilities Act or Section 504 is directed to contact the Superintendent who has been designated by the School District to coordinate the District's efforts to comply with the implementation of these regulations.

Equal Educational Opportunity

West Central Valley Community School District does not discriminate in its education programs or educational activities on the basis of sex, race, religion, color, national origin, marital status, or disability. Equal opportunity, in compliance with state and federal laws, shall apply to the programs and activities offered by the school district. Students are educated in programs which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. It reflects the wide variety of roles open to both men and women and provides equal opportunity to both sexes. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator at 833-2331. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Ave., Ste. 800, Milwaukee, WI, 53203-2292, (414) 291-1111, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

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 the 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 or language.

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, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the fact 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 administrative offices for information about the current enforcement of the policies, rules or regulations of the school district.

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.

Student Attendance

Entrance Admission Requirement

Children wishing to enroll in the four-year-old pre-kindergarten program must be four (4) years of age on or before September 15 of the year in which they wish to enroll.

Children wishing to enroll in kindergarten must be at least five (5) years of age on or before September 15 of the year in which they wish to enroll.

First grade students must be 6 years of age by September 15 of the year in which they wish to enroll.

A child wishing to enroll must present evidence of age in the form of a birth certificate or other comparable evidence before that child may enroll. It will be within the discretion of the superintendent or the superintendent's designee to determine what is satisfactory evidence for proof of age.

Prior to enrollment, the child must provide the administration with a completed health and immunization certificate. Such certificates may be obtained from the school office. Exemptions from this immunization requirement will be allowed only for medical or religious reasons. The parent of the student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption signed by a licensed physician to be exempt from this requirement.

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 students to the alternate person in the event the parents cannot be reached. Parents must notify the Elementary Office if the information on the emergency form changes during the school year.

Legal Status of Student

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

Registration Fees

Four-year-old Program: Students enrolled in the four-year-old pre-kindergarten program pay \$75.00 per month, non-refundable instructional supply fee. .

Pre-Kindergarten Students: Tuition will be due on the first day of each month September through May. There will be no additional charge for August and June should school be in session during those months. Fees will be paid in person or by mail to the Board Secretary. No refunds will be made for early withdrawal from the program or absences. West Central Valley CSD does not provide an itemized statement for tax purposes. You should retain your receipts as an accurate account of your child care expenses.

Kindergarten - Fifth Grade Level: Books must be returned at the end of the class. If books are not returned, students are charged a replacement fee. Damage to a book in excess of normal wear and tear is also charged to the student.

Waiver of Student Fees

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SS), 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 the elementary principal, elementary secretary, or the superintendent at registration for a waiver form. This waiver does not carry over from year to year and must be completed annually.

School Day

Students may be present on school grounds before 8:00 a.m. or after 3:40 p.m. only when they are under the supervision of an employee or an extracurricular activity sponsor. If school is dismissed early, students are expected to leave the school ground within 10 minutes of dismissal .

Student safety and accountability is always a main concern with the staff and administration. Parents and guardians will be required to notify the school regarding student's absences on or before the day of absence. Parents or guardians should call the principal's office between 8:00 and 8:30 a.m. If your child is going to be gone more than one day, either call every day or give us a specific day the child will return to school. Parents are requested to send a note to verify absences and tardiness of their children. This is necessary to promote good home-school communication and in the keeping of attendance records.

Regular attendance is important; however, a sick child is better off at home recuperating. On the other hand, let us know if you think your child has a tendency to overplay illnesses. Whenever feasible, we will have your child call you when he or she is not feeling well to make arrangements as to what he or she should do. Pupils should remain at home or will be sent home to their parents or parent designee for, but not limited to, the following:

- * Temperature above 100 degrees F
- * Rash of undetermined origin
- * Untreated draining wounds
- * Contagious disease
- * Emergency illness or injury

Parents are requested to keep the child home until he/she has been free of a fever for twenty-four hours.

Student Attendance

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood.

Students who know they will be absent must notify the office prior to the absence. If advance notification is not possible, parents must notify the office on the day of the absence between 8:00 and 8:30 a.m. If notification is not received, the office attempts to contact the parents at their emergency number. If there has been no prior contact or communication, the student must bring a note signed by the student's parents to the office explaining the reason for the absence before a student is re-admitted after an absence. If a child is absent for a period of three days or longer, the school district may require a doctor's excuse.

The school determines whether an absence is excused or unexcused. Excused absences include, but are not limited to, illness, family emergency, recognized religious observances. Unexcused absences include, but are not limited to, tardiness, shopping, hunting, concerts, preparation or participation in parties or other celebrations, and employment. Students are expected to be in class on time. Being tardy for class is considered an unexcused absence unless approved by the principal. Also see "Truancy" Section. Students who need to leave school during the school day must receive permission from the office and have a note signed by the student's parents, have their parents telephone the office or have their parents pick them up. Students who return to class or arrive after the school day has begun must present a signed note from their parents to the office for re-admission. Students are not released to anyone other than their parents during the school day unless the office has a signed note signed by the student's parents or verification.

Students participating in school activities must be in school the entire day on the day of the event in order to participate in a school activity. Only in extraordinary circumstances, may this rule be waived by the principal.

Students are responsible for arranging to make up school work and are allowed to make up school work only upon the approval of their teacher. Students who know they are going to be absent prior to an absence must make arrangements with their teachers in advance to make up schoolwork. It will be up to the individual teacher to determine the deadline for make up school work.

In an effort to expedite the picking up of homework for children who are ill or in circumstances where a student absence is planned, we ask that parents call the building secretary, requesting that the secretary contact the teacher to secure the child's assignments. This procedure will allow time for the teacher to prepare the assignment. Moreover, valuable classroom time will not be interrupted. Please allow one-half day (3 to 4 hours) for the teacher/s to prepare the assignments. Parents will be able to pick up the assignments in the principal's office.

Transfers In/Out of the District

Students who transfer into the district must meet the same requirements as those students who initially enroll in the district. This includes age and immunization requirements. If possible, the student must provide the district with proof of the student's grade level and a copy of the student's permanent records from the student's previous school district. If the student is unable to provide the information, the superintendent will make the grade level determination.

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. 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.

For students wishing to transfer out of the district, the student's parents should notify the administration in writing as soon as possible. The written notice should include the anticipated last date of attendance and the name and address of the school district to which the parent would like to have the student's records sent if known. After such notice is received, the student will receive instructions regarding the return of textbooks, library books, locker equipment, hot lunch tickets, etc. No refunds will be made until all fees or fines have been paid.

Truancy

Truancy is the act of being absent without a reasonable excuse. If a student is absent five (5) consecutive days or a total of seven (7) days in a quarter, he/she shall be considered truant. Five (5) unexcused tardies will also be treated as truancy. The school determines whether an absence is excused or unexcused. Truancies **may be** turned over to the county attorney for prosecution. Notification will be sent home to parents when students have missed over 7 days in a quarter. If absences continue a meeting with parents, teacher and principal will be held to resolve the concerns.

Parent Request for Teachers

The teaching staff and administration will not be accepting parent requests for specific teachers for this school year and in the future. We would hope that the parents would trust our professional decisions and understand the rationale for such decisions. We feel that we as a staff will place the child in the classroom that best fits his or her learning style and provide the most productive learning environment for all children.

Student Health & Well Being

Administration of Medication

Students may need to take prescription or non-prescription medication during school hours. The medication must be prescribed by a licensed medical or osteopathic physician or dentist. Students may carry prescription medication only under special circumstances and only with the permission of the parents and principal. The school must know the medications a student is taking in the event the student has a reaction or illness. Students must provide written instructions for administration of any medication as well as parental authorization and signed request to administer the medication. The prescription and the parent's signed request to dispense the medication are kept on file in the office from which the medication will be dispensed.

Medication is held in a locked cabinet (or refrigerated when required) and distributed by the nurse or qualified and certified personnel in each building. 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); and potential side effects.

No aspirin will be dispensed at school unless a written permission note from the parent is on file in the school office which will be dispensing the aspirin. The over-the-counter medications must be in the original container. We cannot give any medication that is not properly labeled. The note from the parent must be dated and signed by the parent, and written directions for giving enclosed. These instructions must be renewed at the beginning of each school year, and all previous aspirin instructions will be destroyed at the end of each school year.

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 the U.S.S.R. The properties of asbestos make it an ideal material for insulating, sound absorption, decorative plasters, fire proofing and a variety of miscellaneous uses. There has 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 superintendent's office.

Communicable and Infectious Diseases

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so 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. If your student is found to have head lice at school, you will be notified as soon as possible so that you can arrange for treatment that evening at home. Proof of an approved treatment will be required prior to the child's return to school.

Students who may need to stay inside for recess longer than 3 days may need to bring a Dr.'s excuse to document the need for staying in at recess.

See chart below for the diseases that may exclude your child from school.

Child Abuse

Neglect, sexual molestation, emotional abuse, and any non-accidental physical injury suffered by a person under eighteen years of age resulting from acts or admissions of parents, guardians, or persons legally responsible for the child is declared child abuse. School personnel are mandated by law to report suspected child abuse to the Department of Human Services. In case of suspected child abuse by a district employee, parents or students may contact either one of the following Level I Abuse Investigators, Mrs. Sloss or Mrs. Heinz.

Discipline

The Board of Education has adopted a written discipline policy. This policy gives teachers the authority to exclude from classes any student who persistently violates the rules of the school, who refuses to obey the teacher, or who enters into agreement with other pupils to bring the authority of the teacher into contempt.

We feel that each child should be helped as an individual, but basically we follow these steps in working to resolve the problems a disruptive child may be causing.

1. The teacher holds a conference with the pupil outlining acceptable behavior necessary to remain in class.
2. The teacher notifies the parent that help is needed so the child can benefit from school.
3. The principal notifies the parent by letter that a conference is needed to make suitable arrangements for the child to remain in class.
4. The child is given a principal's suspension which requires the parent's presence at school conference for re-admittance.
5. The child is suspended to the West Central Valley Board of Education which requires the parent(s) to arrange a conference with its representatives to work out a suitable program for the child.

Just as each child's academic abilities and progress is different, each child's emotional, physical and psychological behavior is different. Therefore, a set list of rules does not always give us the best way to work with a child. The suspension from school is intended to acquaint the child and parent(s) with the seriousness of the problem and secure their cooperation in solving it. When the local school is not able to meet the needs of a specific child, the West Central Valley School District has alternative programs available to it within the state.

Citizenship Program

At the beginning of the year a special assembly will be held to go over the guidelines for the building-wide citizenship program and then it officially begins. Tickets will be issued for students in grades 1-5 immediately. Kindergarten students will be granted an orientation time. Tickets for kindergarten will begin the month of October.

Each month students who receive two or less citizenship tickets will remain on the "Good Citizenship" list. Those students will receive a certificate and special reward for this good behavior. Tickets may be issued by any adult. They are reminders of not following the school rules. We have rules in all parts of the building, on the playground and on the bus. A copy of our rules is included.

Upon receiving their first ticket a student will be given a note to take home to let parents know that they did get a ticket. The note suggests that parents talk to the student about why they got the ticket and how it could have been prevented. When a student is given a ticket they are told at the time it is issued what it is for and they are asked what they should have been doing to keep from getting it.

When a student gets a second ticket they miss five minutes of recess and are given another note to take home. This one states that they are in danger of being taken off of the good citizen list. This one must be signed by a parent and sent back to school. If the signed note is not returned the next day, the student will miss one recess and the note will be sent home a second time. If it is not returned the next day, it will then be mailed to the parents/guardian. The third ticket does result in the student being taken off the good citizen list, they must miss ten minutes of recess, and they must again take home a note to be signed and returned. The same procedure as above will be carried out.

After receiving the fourth ticket a student must miss an entire recess and take a note home to be signed and returned. Again the same note procedure will be followed. For the fifth ticket a student misses an entire recess during which time they must prepare a letter to be sent home to parents listing all the reasons they have received tickets and letting parents know that with the sixth and each following ticket they will be serving an after school detention. This is served from 3:30 to 4:00 and an adult must pick them up in the office by 4:15.

If a student needs to serve an after school detention parents will be notified by phone or, if there is not a phone, a note will be sent home. We will try to work with you on a time for them to serve the detention. However, additional recesses cannot be substituted for the after school detention. Loss of recess has not been effective in deterring the undesirable behavior.

We realize that having to pick a child up may be an inconvenience. If this is the case, we encourage you to discuss it with your child.

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.

Health Screening

Throughout the year, the school district may sponsor health screenings for any of the following: vision, hearing, scoliosis and height and weight measurements. Students are automatically screened unless the parent submits a note asking the student 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.

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. Exemptions from this immunization requirement will be allowed only for medical or religious reasons. The students must provide a valid Iowa State Department of Health Certificate of Immunization Exemption signed by a licensed physician to be exempt from this requirement.

Inclement Weather

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified over the following radio and television stations:

WOI	90.1 FM & 640 AM	K107	107.9 FM
KDLS	101.7 FM & 1310 AM	KCCI	Channel 8
WHO	1040 AM & Channel 13	KIOA	93.3 FM & 940 AM

Please do not phone the school unless it is an emergency situation as your call will tie up badly needed phone lines. We will notify the media before calling school staff. Please do not call teachers or administrators at their homes.

If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. The superintendent or designee determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they follow emergency routes or the parents are responsible for picking up the students at the student's school.

Parents are encouraged to make plans for children in the event school must be dismissed early because of storms. The missed day will be made up at a later date.

Interrogation by Outside Agency

As a general rule, students may not be interrogated by individuals from outside the school district. If an individual, such as a law enforcement officer wished to interrogate a student, the request must come through the administrative office. Such a request will be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare, when the request is made by a child abuse investigator, or when such interrogation request is supported by a court order. Exception to this procedure is that students involved in child abuse claims may be interviewed by properly identified authorities without the consent and/or knowledge of the parents.

Notes from Home

If there is a change in your child's normal/regular trip home after school, a written note will be required in advance. The note shall include the child's name, the change in destination, whether or not a change in bus transportation will be required, names of other persons who may be coming for your child, the date, and your signature. Without written instructions, your child will be sent home on their regular route/routine.

Persons Coming for Children

The school district reserves the right to request photo identification from anyone (including the parent or guardian) picking up a child from school. The school district will not release children to parents or guardians who have had their custody rights terminated. If they attempt to physically remove the child from the school premises, the matter will be turned over to 911.

Late Admission and Leaving School during School Hours

If a child reports to school after classes begin, they should report to the office. The parent should send a note explaining the reason for the late arrival or accompany the student to the office to report the reason. The office will issue a tardy card to admit the student to class. In order to secure a pupil's dismissal during school, the parent must make a request in writing to the principal stating the reason. The pupil must take the request note to the office at the beginning of school. At the time the student is to leave school, the adult picking the student up should report to the school office where a staff member will notify the student to also come to the office. This permits a staff member to be certain, for the safety of the child; they are leaving at the expressed request of the parent or legal guardian and with the appropriate person.

Physical Force as a Means of Restraint

Restraint, which is considered the act of controlling the actions of pupils when such may inflict harm to himself/herself and others, is not considered physical punishment or abuse. Teachers and administrators must have the authority to use reasonable and appropriate means at the moment as may be necessary to prevent harm to the student, others, or to property.

Sexual Abuse and Harassment of Students by Employees

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated the high school principal (523-1313) and the Menlo elementary principal

(524-4951) as its Level I investigators. The school district has assigned the Dallas County Sheriff's Department as its Level II investigator.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such 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 a student's academic performance by creating an intimidating, hostile or offensive educational environment.

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.

Any student found to have a temperature of 100.0 or higher will be excluded from class and kept in the office until released to parents or designated adult.

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.

Student Insurance

Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact the superintendent's office.

Visitors/Guests

Visitors to the school grounds must check in at the principal's office. If a student wishes to bring a guest to school, the student must receive permission from the principal prior to the guest's visit. All guests will be required to wear a "VISITOR" badge.

Student Activities

Assemblies

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away. Students who are not attending assemblies shall report to the principal's office during assemblies.

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.

Prior to attending a field trip, the field trip sponsor will notify parents. Parents who prefer their child not participate in a trip should notify the school in writing. Students unable to afford the cost of the field trip should contact their teacher or the elementary principal.

Parents may be invited to accompany a class on a field trip and to help in caring for the children. Being a chaperone is a full time job, and parents are asked not to bring pre-school children along.

School Parties

Parties are planned by the teachers and room mothers or student committees for Fall, Winter, and Spring. We do not allow parties on any other occasions for grades kindergarten through fifth.

Elementary students will be permitted to share birthday treats with their fellow students. The time for handing out treats should be at such time as to cause the least amount of school time to be taken up for this purpose.

The passing out of invitations for private parties or other celebrations to be held outside of school is not allowed. We request that parents use the U.S. postal service.

Student Records

Educational Records

Student records containing personally identifiable 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, withdraw student's directory information from release 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 central administration 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 institution attended, year in school, dates of attendance, photographs, and heights and weights of athletes.

Family Educational Rights & Privacy Act of 1974

This act provides for access by parents to permanent school records and an opportunity to challenge any content which may be inaccurate, misleading, or inappropriate.

The West Central Valley Community School District collects and maintains records on each student in order to facilitate the instruction, guidance, and educational progress of the student. The records contain information about the student and his/her education, and may include but are not limited to the following types of records: identification data, aptitude tests, educational-vocational honors and activities, discipline data, objective counselor or teacher rating and observations, and external agency reports.

The records of each student are generally located with the elementary principal. Any exception will be noted in the student's other records or by the person in charge of maintenance for each building.

Student Rights & Responsibilities

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.

Cheating

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources or similar cheating is not tolerated.

Citizenship

Being a citizen of the United States, of Iowa and of the school district community entitles students to special privileges and protections as well as requiring the students to assume civic, economic and social responsibilities and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges.

As part of the education program, students have an opportunity to learn about their rights, privileges and responsibilities as citizens of this country, state and school district community. As part of this learning opportunity, students are instructed in the elements of good citizenship and the role quality citizens play in their country, state and school district community.

Dangerous Weapons

Weapons and other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises.

School district facilities are not an appropriate place for weapons or dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes 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.

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

Students bringing firearms to school or knowingly possessing firearms at school shall be expelled for not less than one year. Students bringing to school or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. "Firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Dress Code

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

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; from wearing shoes with cleats except for outdoor athletic practices; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate, and students must comply with the stricter requirement. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school.

Illegal Items Found in School or in Students' Possession

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances. Weapons are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

Initiations, Hazing, or Harassment

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment on the basis of race, color, religion, national origin, sex, disability, age or marital status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- submission to such conduct is made either explicitly or implicitly a term or condition of the student's participation in school programs or activities;
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile working or learning environment.

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

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

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc.; and
- demeaning jokes, stories or activities.

Harassment and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials. Students who feel that they have been harassed should:

- Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:
 - tell a teacher, counselor or principal; and
 - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser did;
 - witnesses to the harassment;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser responded.

Student Lockers

Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. The expenses to repair damage done will be charged to the student.

A student's locker can be searched whenever an administrator or teacher has a reasonable suspicion that a criminal offense or a school district policy, rule or regulation bearing on school order has been violated and the administrator or teacher has a reasonable belief that the search will produce evidence of the violation. Items in violation of school district policies, rules or regulations found in student lockers are confiscated. Illegal items may be given to law enforcement officials.

Locker inspections without prior notice may be conducted periodically throughout the year. The student or one other person will be present for the inspection of lockers or desks. Lockers should not be padlocked.

Cell Phones

Cell phones are not to be brought to school or they will be taken for the day and will be returned to the parent. They are a distraction of the learning environment and not necessary for school safety.

Student Scholastic Achievement

Conferences

Scheduled parent-teacher conferences will be held the first part of November and February. Parents are encouraged to attend these conferences. The purpose of the conference will be to provide information for the parent relative to the educational progress of the child. The parent may provide information for teachers which will be helpful in understanding and assessing the child's progress. We encourage all parents to attend conferences.

If parents feel conferences with a staff member would be beneficial for the child at other times during the year, the contact should be made directly with the teacher or through the principal's office. We encourage parents to contact the school and speak with teachers and administrators relative to a child's progress.

Grade Reports

Students receive report cards at the end of each quarter and semester. Students must attend five weeks of school during the quarter in order to receive a grade on the report card. Parents should refer to the grading code on report cards in reference to grades. Parents will be informed of unsatisfactory progress through Progress Reports in third, fourth and fifth grades. Progress Reports will usually be sent in the middle of the grading period so that the situation may be rectified before the report cards are sent out. Progress reports may be sent at any time the student has a sudden decline in progress. In lower grades a phone call by the teacher or an informal note voicing concerns may take the place of Progress Reports.

GRADING SCALE for Grade 3-5

100-94	=	A
93-90	=	A-
89-87	=	B+
86-84	=	B
83-80	=	B-
79-77	=	C+
76-74	=	C
73-70	=	C-
69-67	=	D+
66-64	=	D
63-60	=	D-
59-0	=	F

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. Homework should be done by the student with as little help from parents as possible. If help is given, it should be only in the form of explanation. Failure to complete homework may result in a failing grade in the class.

Assignment Notebooks

In order to promote organizational skills, all fourth and fifth grade students will be required to maintain an assignment notebook. Parents will be asked to review the notebook with their student and sign it on a daily or weekly basis.

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.

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 curriculum director or superintendent.

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 January 1 of the school year preceding the school year in which they wish to open enroll. The deadline for kindergarten students is June 30. Students interested in open enrolling out of the school district must contact the superintendent's office for information and forms. For specific information or current changes in the open enrollment regulations, parents are encouraged to contact the Department of Education.

Physical Education Participation

All students are required to participate in physical education. Students will be excused by presenting a certificate from a physician stating that the student should not participate. Physician's certificates shall be reviewed by the principal each nine week period. Parents should be aware of what day their child has physical education and see to it that their child has gym clothing on gym day. The failure to have gym clothing on gym day is not considered a valid excuse for not participating in gym. State law requires that each student participate in a physical education program or its equivalent.

Parent-Teacher Cooperation

Occasionally there has been a misunderstanding at school. The student will tell a slightly different version to his parents of what actually happened. This practice seems to be quite normal; however, unless parents and teachers are aware of this and have confidence in each other, complication detrimental to the welfare of the student, may 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.

School Visitation

Parents are welcome to visit school at almost any time. Visits are good as they give the parent a better idea of the school program, and they show the child that their parents are interested in them. Visits also present an opportunity for parents, children, and teachers to become better acquainted.

We do have several requests regarding visits:

1. Visits shall be limited to "occasional" rather than daily or even weekly.
2. Visits should be limited to an hour of class and lunch.
3. Please do not visit during the first week of school as the program is just getting started.
4. Please do not visit during the last week of school or during the week prior to winter vacation.
5. If possible, please let the teacher know ahead of the time that you will be visiting.
6. When possible, both husband and wife should visit school.
7. Pre-school children are not permitted to visit unless accompanied by a parent. A young visitor is often a distracting influence in the classroom. The teacher should not be asked to assume the responsibility for the welfare and conduct of a child not enrolled in his/her classroom.
8. Children not enrolled in our school who wish to visit must be accompanied by an adult and will not be allowed to visit more than one hour.

STANDARDIZED TESTS

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students and for the school district. Students are tested unless they are excused by the principal.

Iowa Tests of Basic Skills

Iowa Tests of Basic Skills are given in February. Results of the tests are sent to the parents as soon as they are returned from the testing bureau in Iowa City.

DIBELS - Dynamic Indicators of Basic Early Literacy

The DIBELS assessment will be given in October, January and April to the kindergarten and first grade students. This assessment assesses the student's phonologically awareness of sounds and beginning reading skills. Results are given to individual teachers so that interventions can be developed and all students can be established readers by the end of the first grade year. **Students in grades 2-8 will also be given a reading fluency assessment that will be managed through the DIBELS website. Information regarding the results will be shared with parents during conferences and reporting periods.**

Special Elementary Rules

Toys are only allowed in school for show and tell purposes, they are not allowed on the playground. The school will provide the necessary equipment for playground use. This rule prevents loss of property, broken toys, hurt feelings and arguments over personal toys. Students are not to wear roller shoes during school hours, they tend to ruin the floors and can be a safety hazard.

Buses and Other School District Vehicles

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct.

Video cameras may be in use on school buses for the safety of the students riding the bus. The content of the video tapes may be used to discipline students. Students are not informed when the video cameras are or are not in use.

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

- Riders must be at the designated loading point before the arrival time. Roller-blading and skateboarding are not allowed at any loading stop.
- Riders must wait until the vehicle comes to a complete stop before attempting to enter.
- Riders must not extend arms or heads out of the windows at any time.
- Aisles must be kept cleared at all times. Due to limited space on school buses, large items such as radio-tape players, skateboards, etc. will not be allowed. Glass containers are prohibited by law.
- Riders shall load and unload through the right front door. The emergency door is for emergencies only.
- Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.
- Riders may be assigned a seat by the driver.
- Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement.
- Riders are not permitted to leave their seats while the vehicle is in motion.
- Waste containers are provided on all vehicles for riders' use.
- Permission to open windows must be obtained from the driver.
- Classroom conduct is to be observed by students while riding the vehicle except for ordinary conversation. When the bus is crossing a railroad track, all conversation must stop until the bus has crossed the tracks. Riders will refrain from talking to the driver while the bus is in motion.
- The driver is in charge of the riders and the vehicle, and the driver is to be obeyed promptly and cheerfully. Pupils shall be courteous to fellow pupils and to passers-by.
- Riders should assist in looking after the safety and comfort of younger riders.
- Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.

- Riders must not throw objects about the vehicle nor out through the windows.
- Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
- Riders must keep their feet off the seats.
- Roughhousing on the vehicle is prohibited.
- Riders must refrain from crowding or pushing.
- The use or possession of alcohol, tobacco or look-a-like substances is prohibited in the vehicle.
- The good conduct rule is in effect.

Kindergarten and First Grade Expectations

BEHAVIOR CARD SYSTEM - (Refer to the Behavior Matrix System on page 34) An exchange card system will be used for students in Kindergarten and 1st Grade. Each student starts the day with 4 cards. Students breaking any of the rules will be asked to remove a card.

CONSEQUENCES -

Green Card= Warning

Yellow Card = Miss 5 minutes of recess

Orange Card = Miss entire recess

Red Card = Miss another recess/ Note home or a phone call home

REWARDS- All students will participate in some portion of the privilege day, the number of cards lost will determine what part of the activity or the amount of time allowed.

Kindergarten= No cards turned visit the treasure box at the end of the week

Monthly privilege or reward is determined by the # of cards lost

First Grade = Monthly privilege or reward is determined by the # of cards lost

CITIZENSHIP TICKETS - Students receiving a ticket for any reason will miss a recess and be asked to fill out a ticket talk accountability sheet. This sheet will be sent home for parents to sign. At the end of the month, all children in Kindergarten and First Grade who did not receive any tickets will get a reward from the "TREASURE TUNNEL". A child who did not receive any tickets for the entire semester will be eligible for the K-5 ZERO TICKET TRIP each semester.

Cafeteria

The school district operates a hot lunch program. Students may either bring their own lunches to school or purchase a lunch and other items, including milk. Please do not send pop of any sort in cold lunches because we are federally funded and pop isn't allowed in the lunchroom while lunches are being served. Lunches brought from home that consist largely of sweets are unacceptable. Students bringing such lunches to school may be asked to eat a hot lunch provided by the district.

A breakfast is available and will be served at each attendance center. If students choose to eat breakfast, they are to eat at the building where they will be attending classes.

Each student has a meal account for breakfast, lunch and milk (snack). Milk comes with the meal, but if you can purchase one for a cold lunch or for snack. Any amount of money can be sent to school with the student to be put in this account. Any amount left in the students account at the end of the year will be carried over for the next year. This also includes any negative amount. If your child will be moving to another building that amount will go with them. Every time the student either eats breakfast, lunch or milk that amount will be taken out of his or her account. Each student has a meal card with their picture and a bar code on it. Students are only allowed to use their own cards.

Money sent for meals (and other fees) is safest when in the form of a check placed inside an envelope. Write the child's name on the envelope and give detailed accounting of the money.

In cases where parents feel their children will qualify for free or reduced lunches, they must make arrangements with the superintendent's office before free or reduced lunches are granted. Free and reduced meal application forms are available at the time of registration and throughout the year.

Snacks and Birthday Treats

Students in grades PK, Kindergarten and first grade do have afternoon snacks with their milk break. We would recommend that parents send prepackaged snacks as opposed to homemade treats. Our wellness policy suggests that we provide healthy options for our student snacks. (Cheese and crackers, sherbet cups, yogurt, raisins, fresh fruit, veggies, pretzels, pudding packs, cereal bars, peanut butter crackers or string cheese)

Communications to and from School

When sending a note or money to school, the student should receive clear instruction from the parents about who is the appropriate person to receive the note or the money. Also, the school regularly sends notes and papers home with students. Parents need to remind their child to notify them of notes or papers from school for the parents. Parents are responsible for knowing the contents of the notes or papers sent home.

Elementary Newsletters

Each week the principal will issue a bulletin that will usually be sent home on Friday afternoon. It will cover activities of the week, upcoming events, notices of early outs, notices of field trips, parenting articles and other school related information. Please ask your child to be sure to bring this home to share with you.

The West Central Valley Paw Print

The West Central Valley Paw Print is a school district bulletin. This publication covers the district's news, sharing events of all of our youth from elementary through high school. It contains the lunch menu and calendar of events for the month.

Pets

The city ordinances state that dogs are to be secured on the owner's property. A normally gentle dog can become upset when in the midst of many children or may get into a fight with another dog which endangers our pupils. Therefore, we call city officials to pick up dogs on the school grounds. If we know the dog belongs to one of our pupils, the child is permitted to telephone home to have someone pick up the dog on the first occasion.

Parents or students should not bring pets to school unless prior arrangements have been made with the teacher and/or principal.

Library

We are proud of our libraries and feel strongly that it should be open for use as often as possible during the school day 8:00 a.m. - 4:00 p.m. Use of library materials is free except when a child is not responsible in handling and caring for the materials borrowed. In such case the parent(s) will be notified and asked to compensate for damage or loss. This fee must be paid by the end of the school year or before enrolling the following year.

At-Home Reading

Check for details later on in the school year.

Lost and Found

A lost and found box is maintained in the office at each elementary attendance center. Items collected throughout the year may be claimed at any point during the school year. Items that remain uncollected at the end of each school year may be discarded. We advise students not to wear or carry expensive items. Money may be left with the teacher for safer keeping. It is also helpful if personal property is labeled with first and last names. In this way we can quickly return lost articles to their owners.

Money and Articles from Home

We would like to think that all people are honest, but since that is not the way life works, we must take certain precautions to protect one's property. It is best to keep money and other valuables out of sight to lessen temptation. Try as we may, we do not have a theft proof facility.

Children like to bring things to school to show and tell. They should not bring toys or articles of value that may get damaged or lost. Parents often accompany things of interest from home, and once they have been presented and shown, take them back home again.

For safety reasons we ask that students do not bring glass containers to school.

Outside Organizations

Many of our students belong to outside organizations. From time to time those organizations conduct fund-raising activities. While we want to support those organizations and efforts, we find that fund-raising activities can be very disruptive to the educational environment. Rather than conducting solicitations at school, we ask that you conduct those activities away from school and after school hours.

Athletic Events

When the varsity or junior high has a home football game, soccer game, or track meet, grade school students must stay off the track and must sit in the stands. No grade school students should be playing behind the stands or close to the field.

During basketball games, students may sit in the bleachers with their parents or may sit in the student bleachers on the stage. Students are to remain in their seats during the game. Visits to the restroom or concession stand should be between games or during half-time. There is to be no running or roughhousing on the stage. Students are not to hang on or wrap up in the curtains on the stage.

Telephone Use during the School Day

Generally, students receiving telephone calls during school hours are not called to the telephone. The building secretary will take a message and forward it to the student. Only in emergency situations are students removed from class or another school activity to receive a telephone call.

BUILDING, RECESS AND PLAYGROUND RULES

Students are expected to take part in recess as part of their regular school day. The gymnasium is not generally available for recess due to P.E. classes, so students should be dressed appropriately for outside play. During cold weather this would include hat, mittens or gloves, heavy coat, snow pants and boots. Without such clothing, a recess period spent outside can be a time of real discomfort for your child. If your child does not wear boots and snow pants, he/she will be restricted to the sidewalk or blacktop area that is free of snow or puddles. If your child needs any of these clothing items and help is needed to provide them, please contact the building principal.

Students are under the supervision of the persons on duty and are required to follow their directions. Students violating general behavior rules or the playground rules will be disciplined. Disciplinary actions may result in the student loss of recess, and at the upper grades, being assigned to noon detention.

	BE SAFE	BE RESPONSIBLE	BE RESPECTFUL	DO YOUR BEST
Classroom	-hands, feet, objects to self -walking only in classroom -sit in chairs	-come to class prepared -read and follow directions -take care of materials	-listen to teacher & follow directions -address all staff with Mr. /Ms. /Mrs. -call other students by name only -raise hand before speaking	-complete work neatly and on time -positive participation in activities -100% effort at all times
Homework	-transport homework materials (books, etc.) appropriately and keep them away from other students	-complete work on time -write assignments in notebook -have needed materials	-do your own work	-give best effort on homework -complete homework legibly and neatly -ask for assistance when needed (from staff, peers, parents)
Guest Teacher	-follow all safety rules	-follow all classroom and common area rules	-call guest teacher by name -respect differences in teaching	-be helpful to the guest teacher -make them feel welcome
Hallways & Sidewalk	-walk on right side -stay on the sidewalk -keep eyes ahead -one class only through the doors	-keep hallways clean	-hands and feet to self -pace and space -indoor voices	-move as quickly and quietly as possible -use hallways for moving from one place to another only
Restroom	-report problems (e.g. water) to classroom teacher immediately -put toilet paper in stool -throw paper towels in garbage -use stalls appropriately	-use at designated times only -no items brought into the restroom -wait in the hallway if full -take care of personal needs quickly -flush and wash	-respect the privacy of others -eyes and hands to self	-practice good hygiene -keep restrooms clean and sanitary
Playground	-play only in designated areas -play with classroom equipment only -use playground equipment properly -all games are touch only	-check out and return recess equipment -leave personal items at home or in the classroom -when whistle blows, stop playing and line up immediately	-follow the directions from adults -visit with friends pleasantly -invite others to join in -share and take turns on equipment	-make recess fun for everyone -act in a safe, cooperative way
Lunchroom	-hands, feet, objects to self -practice line basics -be alert	-sit where directed -go immediately to table -clean up space when excused and dispose of silverware and garbage	-raise hand for help -say "please" and "thank you" -use good table manners -use indoor voice for polite conversation	-eat first, then visit -eat lunch in a quiet, timely way
Assemblies	-stay seated until dismissed	-sit in designated area -stop talking at the quiet signal -participate only when asked -raised hand and wait quietly to be chosen if volunteers are needed	-hands & feet to self -whisper voices while waiting for others to enter -eyes on speaker -applaud when appropriate	-recite the Wildcat Pride Pledge before every assembly
Bus	-hands, feet, objects to yourself -keep the aisles clear -stay seated	-sit in your assigned seat	-hands & feet to self -use quiet voice when talking to your seat mate -respect the driver	-make the bus ride pleasant for everyone

STUDENT SUPPORT SERVICES AND PROGRAMS

The West Central Valley Community School District receives support services from Heartland Area Educational Agency. The special services team includes a psychologist, speech clinician, audiologist, social worker, and various other consultants. Parents and/or teachers may request that testing be done for students. Comprehensive testing may not be done without parental permission. Parents will be notified if problems are discovered.

Speech and Language

The AEA speech pathologist is specially trained to detect problems in speech and language. If individual testing indicates the child has a problem, the parent or guardian will be contacted asking permission for the child to be enrolled in therapy. Written permission must be given to the pathologist before classes begin. The pathologist determines the program needed and works with the child individually or in a small group during regular school hours. The child is scheduled at a time that does not conflict with subjects he/she needs the most. These services are available at no charge for children from birth to age 21. You can contact your school's pathologist by calling the school secretary.

Hearing

An AEA audiologist is specially trained to identify hearing problems. A hearing clinician does audiometric screening of all students each fall. Parents are notified if there is a concern.

AEA

The Heartland Area Education Agency has many other professionals that can also assist the elementary staff in dealing with physical, social, behavioral and academic problems students may have. Parents may also ask for their help by contacting the school. There is no charge for this service.

BAT

BAT is a building assistance team established to support and assist teachers in serving students who may be experiencing difficulty in school. The team is composed of the principal, at-risk teacher, referring teacher, three additional teachers and may include the guidance counselor, special education teacher, and appropriate AEA personnel. The team serves as a peer problem-solving group within the building. The team is designed to provide prompt, individualized support and assistance to teachers. The team and teacher requesting assistance jointly develop a plan through a structured process. Parents are invited to join in the process. If they are unable to attend, they will be informed of plans that are made.

GIFTED AND TALENTED EDUCATION

The TAG selection committee will be comprised of the same membership as the BAT team with the addition of the TAG coordinator. This committee will use the criteria which include data from standardized tests, teacher nomination and other documentation that supports the recommendation of the student to review the names submitted for admission to the TAG program. Students are identified for the pull-out program starting in third grade. This committee will also review the perceptual surveys regarding the TAG program on an annual basis.

Title I Programs

Students who score 40% or lower in reading or mathematics on ITBS test scores are eligible for additional help in these areas. Other data that will be used for eligibility will include DIBELS, classroom performance, teacher referral and classroom benchmarks and assessments.

At-Risk Program

A student who in the opinion of staff is at-risk emotionally, socially, or academically may be referred to the At-Risk Coordinator for a plan of assistance.

The At-Risk Coordinator aids pupils having problems in academic and/or emotional adjustment to school through personal counseling. She/he also provides preventative guidance and proactive strategies to all students through regularly scheduled classroom sessions.

Collaboration

In order to better utilize the staff at our building and to get the pupil-teacher ration down in academic areas such as reading, the special teachers will be collaborating with the regular education teachers and working with small groups of students. These small groups will work in the best learning environment. This could be in the hall, the regular classroom, or in a resource room.

Elementary Math

Because of the importance of math in every day life, it is our intent to provide our students with extra practice to help them gain proficiency and speed.

The Math Program consists of a series of four skills for each grade level. In order for parents and guardians to help their children obtain proficiency on these math skills, the expectations for each grade level are listed below.

- Kindergarten: Rote Count 1-100, Untimed
Read Number Words in Random Order (0-10), 2 min.
Recognize Numerals in Random Order (0-25), 2 min.
Write Numerals 1-100, Untimed
- First Grade: Addition Facts (Sums 0-10), 40 in 2 min.
Subtraction Facts (Differences 0-10), 40 in 2 min.
Write Numerals 1-100, 4 min.
Count by 2's to 20, 5's to 100 and 10's to 100, 2 min.
- Second Grade: Addition Facts (Sums 0-12), 60 in 2 min.
Subtraction Facts (Differences 0-12), 50 in 2 min.
Telling Time to the 5 Minutes, 2 min.
Counting Coin Combinations Up to \$1, 2 min.
- (Pennies, Nickels, Dimes, Quarters and Half-Dollars)
- Third Grade: Addition Facts (Sums 0-18), 60 in 2 min.
Subtraction Facts (Differences 0-18), 50 in 2 min.
Telling Time to the Minute, 2 min.
Counting Coin Combinations Up to \$5, 2 min.
(Pennies, Nickels, Dimes, Quarters and Half-Dollars)
-

Fourth Grade: Addition Facts (Sums 0-18), 70 in 2 min.
Subtraction Facts (Differences 0-18), 60 in 2 min.
Multiplication Facts (0-9), 50 in 2 min.
Division Facts (0-9), 40 in 2 min.

Fifth Grade: Addition Facts (Sums 0-18), 80 in 2 min.
Subtraction Facts (Differences 0-18), 70 in 2 min.
Multiplication Facts (0-9), 70 in 2 min.
Division Facts (0-9), 60 in 2 min.

In addition to these, there are advanced and challenge math paws developed for those students who are proficient in math skills above the fifth grade level.

