



Elementary Student / Parent Handbook 2017 – 2018

Valley Elementary School
23493 Canoe Road
Elgin, IA 52141
563-426-5891
www.nfvschools.com

Valley Community Schools does not discriminate on the basis of race, color, creed, national origin, religion, gender, disability, sexual orientation, gender identity, age, political party affiliation, or marital status in admission or access to, or treatment in, its educational programs, hiring practices, and activities. If you have questions concerning these policies or practices, please contact Duane Willhite, North Fayette Valley Superintendent

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Administration

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Principal Micah Gearhart
Curriculum Director Betsy Nefzger

Valley Elementary Office 426-5891
Teri Wagner (Administrative Assistance)- Ext: 400
NFV Middle School Office 426-5551
Valley Central Office 426-5501

Valley Elementary Staff

<u>Preschool</u>	<u>Kali Wenger- Director</u>	<u>Art</u>	<u>Mina Fantz</u>
	<u>Jesse Waller</u>	<u>Band</u>	<u>Jen Bliven</u>
	<u>Stephanie Huck</u>	<u>Extended Learning</u>	<u>Anastasia Lavrenko</u>
	<u>Shirley Durnan</u>	<u>Guidance</u>	<u>Kelly Luzum</u>
	<u>Darcy Jacobsen</u>	<u>Music</u>	<u>Stephanie Vagts</u>
	<u>Alyssa Gearhart</u>	<u>Nurse</u>	<u>Robyn Strong</u>
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<u>First Grade</u>	<u>Sara Reierson</u>	<u>Technology</u>	<u>Tracy Schlitter</u>
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	<u>Annette Weber</u>	<u>Library</u>	<u>Kayla Pollock</u>
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<u>Special Education</u>	<u>Martha Bartenhagen</u>		<u>Mollie Franzen</u>
	<u>Brittinae Nelson</u>		<u>Lisa McLellan</u>
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	<u>Pam Follon</u>		<u>Carol Junge- Director</u>
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Email: To reach staff by email, follow the pattern below:

First initial Last name@nfv.k12.ia.us

Dear Students and Parents,

Welcome to Valley Community Elementary School and the 2017-2018 school year. The Staff have diligently prepared for another fantastic school year!

As a school, our mission is the highest level of learning for all. Progress in this endeavor depends greatly upon the cooperation and communication between school and home. We begin this process by sharing this handbook to assist you in becoming familiar with our policies and procedures.

As teachers, administrators, and staff, we dedicate ourselves to providing an education and environment that will allow students to realize their potential, not only as a student, but also as a unique individual. You will find the North Fayette Valley Elementary School's staff willing to work with you to make our school a great place to learn. The staff will strive to maintain good attitudes and positive self-concepts in our students.

We look forward to your parental involvement and invite you to visit, volunteer, or even have lunch with your child during the school year. We look forward to your attendance at Parent/Teacher Conferences, school events and PIE activities. Additionally, we ask for your help in ensuring that Valley students enter our doors with enthusiasm for life and learning, a loyalty to school and classmates, and a pride in their work and accomplishments as an elementary student!

Please feel free to stop in, call, or email us any time if you have any questions, concerns, or compliments and be sure to utilize our website for up-to-date information on our school and our school district <http://www.nfvschools.com/>.

Micah L. Gearhart
Valley Elementary

Love and Logic

Love and Logic® is a method of working with students which was developed by educational expert Jim Fay, child psychiatrist Foster W. Cline, M.D. and Charles Fay, Ph.D. Love and Logic has many tools for educators, principals and districts that promote healthy parent/teacher and teacher/student relationships and positive school wide discipline. And yes, Love and Logic works along with all other school discipline programs. It actually makes them work better!

Love and Logic helps educators, administrators, and counselors:

- Set limits in the classroom without anger
- Provide underachievers hope and willingness when the going gets tough
- Raise the odds for kids to stay in school
- Build strong connections between home and school
- Improve attendance
- Manage disruptive students
- Make teaching and learning more fun and productive
- Immediately handle disruptive students
- Get and keep students' attention
- Build positive student-teacher relationships
- Help students own and solve their own problems
- Bully proof children, diffuse power struggles, and handle difficult people

It works because:

- When adults take care of themselves, they hand the problem back to the student who created it.
- When the student has to solve the problem, they have to think.
- When students have to think, they learn that decisions have consequences.
- When students have to deal with consequences, they learn to think.
- When we allow the student to deal with the consequences, they learn to think before they cause a problem.
- When the students learn to ask themselves, "How is my behavior going to affect me?" they have learned self-control.
- The following is what is posted in every elementary classroom and the offices to help student focus their attention on being successful.

THE SIX PILLARS OF CHARACTER



TRUSTWORTHINESS

- Be honest. Don't deceive, cheat or steal.
- Be reliable. Do what you say you'll do.
- Have the courage to do the right thing.
- Build a good reputation.
- Be loyal. Stand by your family, friends and country.



RESPECT

- Treat others with respect. Follow the Golden Rule.
- Be tolerant of differences.
- Use good manners, not bad language.
- Be considerate of the feelings of others.
- Don't threaten, hit or hurt anyone.
- Deal peacefully with anger, insults and disagreements.



RESPONSIBILITY

- Do what you are supposed to do.
- Persevere. Keep on trying.
- Always do your best.
- Use self-control. Be self-disciplined.
- Think before you act. Consider the consequences.
- Be accountable for your choices.



FAIRNESS

- Play by the rules.
- Take turns and share.
- Be open-minded. Listen to others.
- Don't take advantage of others.
- Don't blame others carelessly.



CARING

- Be kind.
- Be compassionate and show you care.
- Express gratitude.
- Forgive others.
- Help people in need.



CITIZENSHIP

- Do your share to make your school and community better.
- Cooperate.
- Stay informed. Vote.
- Be a good neighbor.
- Obey laws and rules. Respect authority.
- Protect the environment. Recycle.

**CHARACTER
COUNTS!
IN IOWA**
www.CharacterCountsInIowa.org

CHARACTER COUNTS! In Iowa is a project of the Institute for Character Development.
CHARACTER COUNTS! and the Six Pillars of Character are service marks of the CHARACTER COUNTS! Coalition, a project of the Josephson Institute of Ethics.

ACADEMIC REQUIREMENTS

The requirements by the Dept. of Education require that students must do required course work and essential skills from the Iowa Core in each of the core and required curriculum to move from one grade to the next. There are opportunities within the classroom and also during the day for students to have ample time to complete the requirements. Opportunities for student to meet the requirements include:

- For students in Grades 3-5, coming to school at the end of the semester, after other students have completed and are gone for break.
- Grade 6, would utilizing a computer-based program called *Edgenunity*.

ATTENDANCE AND TARDINESS

In order to prepare our students for middle school and beyond, the North Fayette Valley Community School District believes that regular attendance by all students at school is essential and cannot be duplicated by other methods as we incorporate 21st century skills such as working together, collaboration, public speaking, etc and hands-on experiments and lessons. With that, it is imperative that students are in attendance as much as possible throughout the school year. In the State of Iowa, attendance is the responsibility of the student and parents and we ask for good, honest communication.

Notice of an Absence

Parents are to notify the school in writing or via phone by 9:00 AM at 426-5891 each day if a child is sick and will not be in attendance. If we have not received communication from parents by 9:00 AM, the office will attempt to contact parents at their emergency numbers. If communication does not occur, the absence is unexcused.

Excused Absences

Below is a list of accepted excused absences

1. Personal illness*
2. Death in the family or close friend
3. Religious events and/or observances
4. School sponsored or approved activities
5. Trips with parents and/or guardian approved ahead of time**
6. Unavoidable occurrences as determined by the principal

*After seven (7) absences in a semester due to personal illness, written verification from a doctor is required in order for the absence to be considered excused.

**Families are strongly encouraged to schedule vacations or trips during school breaks or the summer. When it is not possible, students should give advanced notice, preferable 2 weeks, in order to gather and complete the work they would be missing. It is expected under these circumstances that work is handed in before or upon return from the trip.

As per Iowa Code, the principal will make the final determination as to whether or not an absence is excused.

Truancy

Regular attendance by the students at school is mandatory and essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center.

Truancy is the failure to attend school for the maximum number of days established in the school calendar by the board. Truancy is the act of being absent without reasonable excuse. These absences shall include, but not be limited to, continued tardiness, shopping, concerts, preparation of participation in parties and

other celebrations, and employment. The Board will not tolerate truancy.

Parents will be notified when their student's unexcused absence total two (2.5) days in any one nine week period. At this time a conference may be scheduled with the building administrator and/or Juvenile Court School Liaison Worker to examine the reasons for the absences. If the unexcused absences total five (5) days in a semester, parents will be notified in writing of a student's absence after the 5th day and will be subject to disciplinary action for truancy including suspension and expulsion. It shall be within the discretion of the principal to determine, in the light of the circumstances, whether a student may make up work missed because of truancy.

The school will participate in mediation if requested by the county attorney. The principal shall represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. The administrative regulations shall indicate the disciplinary action to be taken for truancy.

Excessive Absences

With our philosophy of wanting students to be in attendance, any absences after 7 days will be unexcused absences. Parents will be notified in writing when their student's excused absences total seven days in any one semester. At this time a conference may be scheduled with the building administrator and/or his designee to examine the reasons for the excessive absences. After ten days (10) of absence, excused and unexcused, a meeting will be held with the student, parents, and administration or designee. Any subsequent absences after ten (10) days may be deemed unexcused and shall require a doctor's excuse, and may be grounds for disciplinary action up to and including filing truancy charges with the county attorney. Parent phone calls do not determine whether or not a student being late to school is excused; however, the building administrator may excuse special and unusual circumstances. Students are considered tardy if in attendance prior to 9:00. Absences are recorded in ½ day increments.

Students will be recognized for excellent attendance at the end of the school year. Students who miss school for illness, and other absences will not be eligible for the award for perfect attendance.

Tardies:

A little late is too late. Repeated tardiness will result in penalties and may require a parent-pupil-principal conference. General Rule: Attend Classes Daily. Making up work is tedious and difficult. If you are late to school, students need to check in at the office before entering class.

ANIMALS

Animals/pets should be brought to school only if permission has been granted by the building principal. If permission is granted the animal should be brought in by an adult at prearranged times set up in advance with the classroom teacher.

ANTI-BULLYING AND HARASSMENT POLICY

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 students,

school employees, and 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: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon 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.

Policy and paperwork is available in the office for students who wish to file an official bullying and/or harassment report. If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and 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 up to, and including, 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 up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

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:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical

conduct of a sexual nature. 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.

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 proceedings relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

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

Individuals who feel that they have been harassed should:

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
 - tell a teacher, counselor or principal
 - 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 or bully did;
 - witnesses to the harassment or bullying;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser or bullying responded.

ASBESTOS NOTIFICATION

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos in the schools and to act as a guide in formulating asbestos management policies for the schools.

The school 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 materials in the school facilities suspected

of containing asbestos. The inspection and laboratory analysis records from 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.

BUILDING SECURITY

To ensure the safety of all students that attend both elementary schools there are safety procedures that need to be followed by all visitors:

- All doors will be locked during the school day. The only door open may be the office entrance. If the door is locked there is a security camera and buzz in system to allow visitors in. (If a door other than the office is open or left unlocked please report it immediately to the principal or central office personnel.)
- After entering the building ALL visitors are required to check in at the office.
- When leaving the building ALL visitors are required to check out at the office.

CAFETERIA PROCEDURES

Students use a computerized system with a pin assigned to each student. If your lunch account reaches a negative \$10.00 at the elementary, students will be offered cheese sandwiches and milk. Our policy at the elementary is that students will not go without eating because they forgot their lunch. Any negative balance cannot receive doubles.

- Students should always walk into the cafeteria; there is no reason for running at any time.
- Students sit at the table assigned by their teacher; once seated, students are not to change places or wander around the cafeteria without permission.
- Students may be assigned specific seats for leaving dirty tables, for excessive noise, or for any other reason that affects the smooth operation of the cafeteria.
- All food must be eaten while sitting at the tables.
- Students will be dismissed from the cafeteria only when their table and area is clean.
- Students are not to leave the cafeteria without permission.
- Students must obey the cafeteria supervisors and staff at all times.
- No carbonated beverages (pop) are allowed in the lunchroom.

Any food school fundraisers offered during the school day are required to meet the food and fitness guidelines.

BREAKFAST AND HOT LUNCH FEES: ***rates may increase during the year**

- Free/reduced lunch and breakfast is available for those who qualify. Guidelines and application forms are available at registration or from the elementary and middle school office. Free and Reduced Qualifications do not apply to snack milk costs.
- Students not wishing to participate in the lunch program may bring a lunch from home and sit with their classmates in the lunchroom.
- Guests for lunch need to make reservations by 9:00 a.m. of the day they will be eating school lunch by contacting the office. The price for an adult lunch is listed below. Payment needs to be made in the elementary office upon arrival. Please do not pay in the lunch line.

Breakfast	\$1.70	Adults	\$3.90
Adult Breakfast	\$1.90	Daily Entrée	\$1.85

Reduced Breakfast	\$0.30	Daily Milk	\$0.30
Daily Lunch 4-12	\$2.90	Reduced Daily Lunch	\$0.40
2nd Student Lunch	\$3.50		

CARE OF SCHOOL PROPERTY

Students are expected to take care of school property including, desks, chairs, books, and school equipment. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district for the damage they are responsible for and may be subject to further disciplinary action.

COMMUNICATION TO AND FROM SCHOOL

When sending a note or money to school, please put it in an envelope with the student’s name and homeroom teacher clearly indicated. 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 and papers sent home. Parents/Guardians are requested to send a dated and signed note to school if they want their child to ride a different bus after school than the regular assigned route bus. If a note is not sent and the parent does not call the elementary office, then the student is required to ride the bus to their regular drop off. All PreK-5 grade students require a note stating where the child is going and what bus they need to ride. All notes need to be sent with your child in the morning. To help reinforce their destination, write the note, review it with your child and place it in his/her take home folder or backpack. Only when it is a sudden change of plans or an emergency should you call the school. If it is necessary for parent/guardian to call the office for a change in after school plans, please do this by 2:00 p.m. All notes created from parent/guardian phone calls are delivered to the classrooms at 2:15 p.m.

COMPUTER/INTERNET POLICY

Code No. 605.6E1

Students may be provided access to the Internet, the worldwide information network at school with parental permission on the attached form. Students will be taught what is considered appropriate Internet usage. These rules apply to equipment owned by the school and equipment and/or personal devices brought to school from home.

The Board of Education, teachers and administrators firmly believe the information, the immediacy and the interaction available on this worldwide network far outweigh the risk that users may procure material, which is inconsistent with the educational goals of the district.

The use of network is a privilege and may be taken away for violation of board policy or regulations. The use of the Internet must be in support of education and research, consistent with the educational objectives of the Valley Community School District and the terms of this document. Access to and use of the Internet is a privilege and not a right. Users will be expected to abide by the generally accepted rules of network etiquette and those outlined in board policy. Online activities may be monitored through our CIPA-mandated filter. A copy of the filtering guidelines may be obtained from the technology coordinator. A violation of the guidelines for use of the Internet may result in sanctions against the user. The user will be responsible for any financial obligation incurred through the use of the Internet.

Throughout the school year we may be using different websites for educational purposes. These websites are known as web 2.0 tools and Google Apps for Education (GAFE).

Google Apps for Education is a set of online tools for communication, collaboration, time management, and document storage. These tools include:

- Gmail: a full functioning e-mail program.
- Calendar: a customizable calendar and to-do list
- Contacts: an address book
- Google Docs: a word-processing, spreadsheet, presentation, form and drawing program that allows multi-user access and editing
- Google Sites: a website application allowing the gathering of a variety of information in one place – including videos, calendars, presentations, attachments, and text – and easily shared for viewing or editing with a small group, an entire organization, or the world
- Google continues to add new tools and the district will evaluate each for its educational potential.

Some of these web 2.0 tools require the teacher provide your child with a username/password to access the site and its content. The information can include a student's first and last name, his/her ID number, and the school name. This information is kept confidential by the site and not used for any purpose other than account creation. Because your child is under the age of 13, the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA), federal legislation which aim to protect children when using the Internet, requires that Valley Community Schools notify you and/or obtain written permission for your child to use these web sites. The intent of this part of the policy is to serve as both a notice to parent/guardian of the use of these web sites and signed consent from you, the parent, for your child to be able to use these sites. Please contact your child's teacher at any time regarding questions or concerns. You can also view a list of the sites we are using on our website. By signing below, I acknowledge that I have been informed of the use of web 2.0 sites by my student at Valley Community School for education purposes.

By signing below, I acknowledge that I have been informed of the use of web 2.0 sites and GAFE by my student at Valley Community School for education purposes.

Users are expected to abide by the generally accepted rules of network etiquette, which include, but are not limited to, the following:

- Students will communicate politely and appropriately. Do not transmit, share, or display offensive messages or images.
- Students will maintain privacy. Do not reveal anyone's personal information, including your own.
- Students will properly cite internet sources when gathering information for school research papers or project.
- Students will respect the privacy of others, including their electronic storage areas.
- Student will report any problems with equipment to supervising staff or help desk staff.

Unacceptable use includes, but is not limited to the following:

- Using the network or school owned technology equipment for illegal purposes.
- Using the network or school owned technology equipment for immoral or unethical actions.

- Includes but not limited to: Harassing, insulting, attacking, or threatening harm or embarrassment to others. Accessing, uploading, downloading, transmitting or distributing illegal, obscene, profane, abusive, threatening, or sexually explicit material.
- Using the network or school owned technology equipment for activities that incur an expense to the school. (Students will be expected to pay for these expenses.)
- Downloading or uploading programs or files without permission from Valley technology staff.

Violations: Consequences and Notifications

Students who do not follow the Acceptable Use Guidelines shall be subject to the appropriate action described in board policy, and/or decided upon between teacher, technology staff, administration, and parents/guardians. Administration has the authority to create appropriate consequences, as needed based on individual circumstances.

- First Offense: The student has violated the Acceptable Use Policy. For one week, the student will only be able to use a computer with the permission of his/her teacher in an increased supervised environment. Each opportunity for computer use in the class for this week will be evaluated separately based on equal access/opportunity for learning.
- Second Offense: The student has violated the Acceptable Use Policy. For two weeks, the student will only be able to use a computer with the permission of his/her teacher and principal in an increased supervised environment. Each opportunity for computer use in the class for this week will be evaluated separately based on equal access/opportunity for learning.
- Third Offense: A parent meeting will be scheduled, and a plan will be created and implemented based on the input and review of acceptable use infraction.
- Severe Offense: Violation will bring immediate suspension of computer use. A parent meeting will be scheduled, and a plan will be created and implemented based on the input and review of acceptable use infraction.

As a parent or guardian of this student:

- I have read this letter and understand that it and the access to the computing system are designed for educational purposes.
- I understand that it is impossible for the Valley Community School District to restrict access to all controversial materials which may be available on the Internet or similar networks.
- I will not hold the Valley Community School District responsible for materials acquired on the network, and I hereby agree to indemnify the employees and agents, with regard to any claims relating to this student's use of available networks, information system or the student's account.
- I will not hold the Valley Community School District responsible for any damages users suffer, or liabilities, financial or otherwise, incurred through the use of the Internet.
- I accept full responsibility for supervision if and when my child's use is not in a school setting.

Laptop Damages, Use and Care for students

1. Computer Damages and Loss

A. Computer Damage: The Valley Elementary and NFV Middle School has purchased insurance, which provides the broadest perils of loss regularly available. The insurance coverage is subject to a \$500 deductible per loss. The student is responsible for maintaining a 100% working computer at all times. The student shall use reasonable care to ensure that the computer is not damaged. Refer to the Standards for

Proper Care for a description of expected care. In the event of damage not covered by the warranty, the Student and Parent will be billed a fee according to the following annual schedule:

First incident – up to \$100

Second incident – up to \$200

Third incident – up to full cost of repair or replacement

Please sign the form if you would like your child/ward to be granted Internet access and you have read and understand the Acceptable Use and Safety Policy.

Student Name _____ Grade _____ Date _____

(Parent or guardian's signature)

_____ Check here if you do NOT wish your child/ward to be granted Internet access.

If you have granted your child/ward Internet access, please have them respond to the following.

I have read the acceptable use policy and agree to abide by these provisions. I understand that violation of these provisions may constitute suspension or revocation of Internet/network privileges.

I agree to be responsible for payment of costs incurred by accessing any Internet services that have a cost involved.

(Student Signature)

CUSTODY and PARENTAL RIGHTS

Disagreements between family members are not the responsibility of the school district. The school district will not take the “side” of one family member over another in a disagreement about custody or parental rights. Court orders that have been issued shall be followed by the school district. It shall be the responsibility of the person requesting an action by the school district to inform and provide the school district the court order allowing such action. This policy does not prohibit an employee from listening to a student’s problems and concerns.

Due to Family Educational Rights and Privacy Act (FERPA), information about a student can only be shared with biological parents. If other adults in the student’s life need access to information, an AUTHORIZATION TO RELEASE form needs to be signed by the biological parent and on file in the cumulative file of the student(s). This includes Grandparents, step-parents, or any other adult that is not the biological parent. Forms are available in the offices.

The family Educational Rights and Privacy Act states that a parent or guardian can request that student directory information not be released. The student’s name, address, parent’s name, telephone listing and homeroom/grade level are classified as directory information. This information will be released for newspaper articles, homeroom parties, etc. unless an objection is lodged with the Principal by the first Friday in September.

DANGEROUS WEAPONS

The Valley Community Board of Education believes weapons and other dangerous objects and look-a-likes can cause substantial disruption to the school environment and present a threat to the health and safety of students, employees, and visitors.

School district facilities are not an appropriate place for weapons, dangerous objects or look-a-likes. If possible, weapons, other dangerous objects and look-a-likes shall be taken from students and others who bring them onto the school district property, property within the jurisdiction of the school district, and from anyone within the control of the school district.

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

Students bringing a firearm to school or school activity shall be suspended immediately and recommended for expulsion from school for not less than twelve months and will be referred to law enforcement authorities. The Superintendent has the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. This policy defines the term “firearm” to mean 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. Weapons, under the control of law enforcement officials shall be exempt from this policy.

In addition to other disciplinary action, elementary students are subject to expulsion for violating this policy.

Disciplinary action may include:

- 1) Suspension for three to five days for possession of a weapon on school property or at school-related activities, while on school-owned and operated school buses or on chartered buses, and while away from school grounds if such conduct directly affects students and staff.
- 2) Suspension for five to ten days for display of a weapon on school property or at school related activities, while on school-owned and operated school buses or on chartered buses, and while away from school grounds if such conduct directly affects students and staff.
- 3) Suspension with recommendation for expulsion for displaying a weapon in a threatening manner or use of a weapon to inflict harm or injury to another person while on school property or at school-related activities, while on school-owned and operated school buses or on chartered buses, and while away from school grounds if such conduct directly affects students and staff.

DISCIPLINE POLICY

Effective discipline is necessary for quality education. It is the teacher’s role to guide and direct the classroom. It is expected that parents will support and cooperate with the classroom teacher.

Students are to conduct themselves in a manner that includes RESPECT AND CONSIDERATION FOR OTHERS AND PROPERTY. This conduct is expected at all school activities, on or off school property. We teach and practice good character and strive to engage students positively.

Inappropriate behavior includes behavior, which disrupts or interferes with the educational program, the orderly and efficient operation of the school or school activity, the rights of other students to participate in the educational process or activity, or the educational atmosphere.

Consequences may include:

- Warning student
- Removal from classroom/activity
- Loss of recess
- Loss of special privileges
- Parent notification and or conference
- In school suspension
- Out of school suspension
- Exclusion from school (requires Board Action)

Notice to Parents About Chapter 103 (Corporal Punishment, Restraint, and Physical Confinement and Detention)

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property. State law also places limits on school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent.

If you have any questions about this state law, please contact the school office. The complete text of the law and additional information is available on the Iowa Department of Education’s web site: www.iowa.gov/educate.

DISTRIBUTION OF MATERIALS

The board recognizes that students, employees, parents or citizens may want to distribute materials within the school district that are non-curricular. Non-curricular materials to be distributed must be approved by the building principal and meet certain standards prior to their distribution.

DRESS CODE

There is a strong connection between academic performance, students’ appearance, and students’ conduct. Students are expected to adhere to reasonable levels of cleanliness and modesty and to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment. All clothing worn needs to cover the navel and undergarments. Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, drugs/alcohol or tobacco, displaying obscenity, profanity, vulgarity, racial, or sexual remarks, making reference to prohibited conduct, or similar displays. No hats or head covering are to be worn during the regular school day with the exception being medical or religious purposes. No coats should be worn in the building during class for safety reasons. Students may be asked to change clothing if it is found inappropriate, offensive or to disrupt the learning environment.

Students may wear caps when entering or leaving the building. While in the building students are to place caps in lockers.

Students are also expected to dress appropriately for the weather conditions. Winter weather brings the requirement for winter coats, snow pants, boots, mittens, or gloves and appropriate head covering. Students will need these items at school every day as they will go outside for recess unless the temperature or wind chill is below zero. Students without these items will be restricted to the blacktop at recess or need to stay indoors.

For safety purposes, we recommend students to wear closed toe shoes at recess.

DRILLS: ALICE, FIRE, and TORNADO

We hope a crisis never occurs, but if a fire, tornado, or any other crisis should happen, the school staff will see that your child is taken to a place of safety. Pupils generally are safer in a supervised school building with tornado situations than they would be walking home or riding a school bus. Four fire drills, four severe weather drills, and 2 ALICE drills will be conducted each year. The teacher in charge of them takes students to the specified area at the time of the drill. Fire and tornado procedures are posted by the doorway of each room. In the case of a crisis situation, teachers and students will be notified by the intercom. Classroom doors will be locked, students are to remain quiet until further notice. Please notify school officials BEFORE picking up your child during a crisis.

EQUAL EDUCATION OPPORTUNITY

Students of the North Fayette Valley Community School District will have an equal opportunity for a quality education without discrimination, regardless of their race, color, creed, national origin, religion, gender, disability, sexual orientation, gender identity, age, political party affiliation, or marital status. The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

GENERAL EDUCATION INTERVENTIONS

The Valley Community School District uses a Multi-Tiered System of Supports (MTSS) process to address student learning through general, supplemental and intensive education interventions.

We strive to ensure high levels of learning for all students. MTSS creates a systematic process that ensures every child receives the additional time and support needed to learn at high levels.

As parents, you are key participants during all facets of the decision making process. If a child is recommended for special education services, parents must give written consent. Parents may also request that their child be evaluated by AEA for special education services at any time by contacting the child's principal at 563-426-5891.

FIELD TRIP

Permission slips for field trips are required for any trip that occurs outside of the North Fayette Valley School Districts. Students are not able to attend a field trip if parent/guardian has not granted permission. Permission slips are not needed for trips within the school districts' parameters (i.e. a musical at the HS, a trip to Gilbertson's Park, etc). Parents will be notified by the teacher or in the newsletter for field trips that occur within the school districts. Overnight and out of state field trips must have Board approval.

Teachers may at times ask a few parents to accompany the class to act as chaperones. 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.

GIFTS DELIVERED TO STUDENTS AT SCHOOL

Gifts of balloons, flowers, plants, etc. delivered at school detract from the learning atmosphere. We ask that you do not have gifts delivered to students during the school day.

GRADING PRACTICES

Grading Purpose

To create an organized assessment system that reflects what students know and are able to do accurately and consistently for all classes.

Academic Rating “Grading” Scale

- 4- Exemplary - Change to reflect adjustment to grading scales
- 3- Proficient
- 2- Developing
- 1- Beginning

Employability Skills

- E- Effective
- D- Developing
- N- Needs Improvement

“Grades” Ratings: Students will receive both performance and academic ratings. As we move into this transition, some grades (K and 1st) will offer a rating on the essential standards for the class.

Zero on Summative Assessments

Summative assessments will be 100% of the academic rating. Students are expected to complete all summative assessments. A zero is not to be given for any incomplete or late summative assessment. At the conclusion of the semester, a determination by the teacher and principal will be made regarding summative work not completed including a possible recommendation for summer school. An I for incomplete may be assigned until the work is complete.

Grading Criteria

Students are expected to complete all practice assessments to be able to take a summative assessment. Practice assessments (such as quizzes, exit slips, etc) may or may not be rated; however, students will receive feedback on all practice work and assessments. Practice at home with school work is essential to student success. Students who have not completed all practice work may be unable to retake a summative assessment until the tasks are completed and remediation is provided for the standards not met.

Second Chance for Summative Assessment – Retakes/Re-dos

All teachers will establish a retake and re-do opportunity for students on summative assessments, and all students will have opportunity to complete a second chance assessment. The teacher has the discretion to require a student to complete a retake/re-do. All practice work, practice assessments, and tasks must be completed in order to get the second chance and additional learning in some form must take place for students to earn the second chance. All second chances should be completed within two weeks of the original date.

Late Work

All practice assignments are expected to be turned in on the due date unless arrangements are made with the teacher and student. Late assignments are expected to be completed. The teacher has the discretion to assign recess (K-5) or request students to stay after school (4-5) for any late or missing assignments.

Extra Credit & Bonus Points

No extra credit or bonus points are to be offered or accepted.

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 race, color, creed, national origin, religion, gender, disability, sexual orientation, gender identity, age, political party affiliation, or marital status 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, creed, national origin, religion, gender, disability, sexual orientation, gender identity, age, political party affiliation, or marital status are encouraged to first discuss it with the personnel contact person.

A student, or a parent of a student, with a complaint of discrimination based upon their race, color, creed, national origin, religion, gender, disability, sexual orientation, gender identity, age, political party affiliation, or marital status 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. The Superintendent will render a decision 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.

HANDHELD TECHNOLOGY DEVICES (Cell Phones)

For the purposes of this policy, "Handheld Technology Devices" is defined to include portable two-way telecommunications devices including, but not limited to, cellular telephones with or without cameras, laptops, netbooks, iPads, iPods, electronic tablets, MP3 players, beepers, walkie-talkies, other handheld computing devices

used as a communication device, any portable electronic device capable of storing and/or transmitting and/or receiving images, such as cameras, video-recorders, as well as any new technology developed for similar purposes.

STUDENTS: Students may have personal Handheld Technology Devices turned on vibrate during authorized times of use (defined as before school and after school). Handheld Technology Devices are not to be displayed, activated or used during the day, unless the classroom teacher allows the use of Handheld Technology Devices for educational purposes, or when granted permission to communicate with a student's parent or guardian. Handheld Devices used during instructional time without prior approval will be subject to confiscation.

The use of personal Handheld Technology Devices and /or any school issued technology (including but not limited to, camcorders, cameras, laptops, iPads, iPods, etc) for field trips and extracurricular activities will be at the discretion of the teacher/sponsor/coach and the student must abide by the appropriate and ethical school policies and administrative regulations. Students found to be using any personal Handheld Technology Device or school issued technology device (including but not limited to cell phones, smart phones, iPads, iPods) in any way to send or receive personal messages, data, or information that would contribute to or constitute cheating on quizzes, tests or examinations shall be subject to reasonable discipline.

The school district will not be responsible for financial charges relating to student Handheld Technology Devices at any time, to include during times of confiscation. Student use of personal Handheld Technology Devices for permitted educational purposes is optional. The school district will not be responsible for loss, damage, destruction, or theft of any personal electronic device brought to school.

Students, Staff & Visitors: Cell phones with cameras and other portable Handheld Technology Devices capable of storing and. or transmitting and / or receiving images/ audio are banned from use for any purpose in locker rooms and restrooms at ALL times. At no time are students, staff, or visitors authorized to video capture, photography, or audio record in the school building, on school property (to include school vehicles), or at school activities (inside or outside campus), unless recording a public performance, such as a game, honor assembly, concert, contest, etc., without the consent of a teacher, coach, director, or school administrator. It is requested that photos of only your student be posted on social media.

If you do not want your students work or photo to be posted on the school webpage, please notify the appropriate office in writing.

Parents: We request that parents refrain from calling or texting their child during the school day. If a child needs to be contacted or there is an emergency, the best option is to call the office. In most cases, the message will be delivered to the child. In an emergency, the student will be called out of class.

Violations of this policy will result in:

- First offense – Confiscation of the cell phone or other device. It will be given to the principal or his designee and secured in the office for the remainder of the school day. The student will be able to pick it up at the end of the school day. They must then turn the device into the office the next morning prior to the start of the school day where it will remain secured until the end of the school day. Parents will be notified.
- Second offense – Confiscation of the cell phone or other device. It will be given to the principal or his designee and secured in the office for the remainder of the school day. The parents will be able to pick it up at the end of the school day. Students must then turn the device into the office for the next five school days prior to the start of first period where it will remain secured until the end of each school day. Parents will be notified. The student may also fall under the behavior code for insubordination.

- Third Offense – Confiscation of the cell phone or other device. It will be given to the principal or his designee and secured in the office for the remainder of the school day. At that point, the student and a parent must meet with the principal to discuss the matter. The student will be required to drop the phone off in the office prior to that start of the school day and leave it there for the remainder of the day for 10 school days, and the student will receive consequences for insubordination.
- Further Offenses – The device will be given to the principal or his designee and will be secured in the office. Parents will be required to meet with the principal to determine next steps. The phone may be held in the office the remainder of the school year as contraband. The student may also be suspended for insubordination.

Note: If at any time the cell phone or other device is being held in the office a learning activity requiring their use is taking place in a class, the student will not be able to use their device. They will have to take part in the learning activity without the device.

GUM

Past experience with additional building maintenance due to gum being discarded and occasional classroom disruption, leads us to ban gum chewing in the elementary schools. Bus drivers may allow gum before and after school, but students are expected to remove the gum from their mouths upon entering the building. PLEASE, DO NOT SEND GUM AS A BIRTHDAY OR OTHER SPECIAL TREAT.

HEALTH

Immunization

A physical examination and immunization record are required for all children entering kindergarten. Students transferring and/or new to the district must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating the student has received the immunizations required by Iowa law. Students without the proper certificate are not allowed to attend school until they receive the immunizations, receive a signed waiver from a health care provider, or arrangements are made with the school nurse.

The North Fayette Valley Community School District must keep immunization records on all students according to Iowa law. Check with your healthcare provider for current school requirements.

Injuries

Parents will be notified of injuries in apparent need of medical attention. If the parents cannot be reached, the student will be taken to the nearest medical center for treatment as stated on the Emergency Form. The school nurse may be called and communicate to the family if immediate attention is needed

Lice

Head lice are present in any type of setting where there are lots of children. It does not matter if it's a public or private school, high socioeconomic environment or poverty. The key to getting rid of head lice is to be open and honest (it's not a sign of poor hygiene or being dirty) and for families to follow through on the recommended treatments.

- Most infestations occur with children ages 3 to 12 years. Girls tend to be more affected, probably because they are more likely to play in close contact with each other in small groups or pairs.
- Head lice are wingless insects and do not jump or fly. They are spread almost always through head-to-head contact.
- 95% are transmitted through person-to-person contact. Less than 5% through indirect exposure (hats, combs, helmets, towels).
- Head lice can be a nuisance, but have not been shown to spread disease.

- The Iowa Department of Public Health does not recommend that students be excluded from school.
- There are likely to be more students in the classroom with a cold or other virus than with lice.
- By the time serious itching occurs, lice have probably been present for at least a month.
- The American Academy of Pediatrics and the National Association of School Nurses do not support group screenings as an effective way to control heads lice in schools.

If head lice are found on a student, he/she can stay in school for the remainder of the day. A phone call or a note will be sent home notifying the parent. It is expected that treatment will be started before the child returns to school the next day. Treatment needs to be initiated when an active infestation is present. Please follow the recommendations below:

- Check all members of the household.
- Launder all bed linens in warm water and place in dryer for at least 20 minutes.
- Store all stuffed animals, extra pillows, etc. from the bed in a garbage bag for 14 days.
- Only ordinary house cleaning and vacuuming is necessary. Vacuum under and around the bed.
- Parents should spend less time worrying about the vacuuming and cleaning and spend that energy on the treatment and removal of the lice and eggs.
- Initiate a 14-day treatment process.
- On Days 1 and 8 a child's hair should be treated with a medicated shampoo. Follow the package instructions.
- Days 2-7 and 9-14 the hair should be treated with conditioner and combed out with a lice comb. This removes the eggs before hatching and breaks the cycle.
- Families should develop the habit of checking their children's hair weekly for lice infestation.

Parents and knowledge are the best defense against head lice. Please call the school nurse if you have any questions or are not sure how to check for head lice or what to look for.

Medication

The Board of Education has a policy concerning the administration of medications at school. The parent or guardian must provide all medications.

- Prescription medications administered at school must come in the original pharmacy labeled container. Two bottles may be requested with one for home and one for school. An authorized permission form signed and dated by the physician, dentist, and the parent, must accompany the medication. This must include the name of medication, dosage, time to be given at school, and the reason for giving it.
- Over-the-counter medication must be sent in the original container with a permission form signed by the parent or guardian. It must state the name of medication, dosage, time, and reason for giving.

Nurse

The role of the school nurse includes health screenings, first aid, evaluation of the medical aspects of children with learning and behavioral disabilities, liaison between educational and medical personnel, presenter of health topics to various grade levels and director of immunization compliance. If you wish to contact the nurse call the secretary at any building and she will have the nurse return your call.

Student Illness at School

Students may be sent home with any of the following symptoms:

- Temperature of 100 degrees or more
- Suspected pink eye
- Continuous coughing
- Suspected ringworm or impetigo
- Scabies symptoms
- Vomiting, loose stools or diarrhea

Students should be without a fever or vomiting for 24 hours before returning to school. If the student is sent home due to an elevated temperature, parents should plan to keep the child home the next day. Do not treat your child's fever with Tylenol/Motrin in the morning and then send him/her to school. If your child's temperature >100 degrees before school, you should make arrangements for him/her to stay home.

Please notify the nurse if your child contracts a communicable disease, has surgery, has any special medical needs, or is on daily medication.

PRACTICE WORK

Practice work at home helps to reinforce skills and communicates learning occurring during the day to parents. Here are some helpful hints to help out with homework:

1. Establish a routine time when your child works on homework.
2. Be sure to have a quiet place with no distractions for your child to work.
3. Use the 10 minute per grade guideline when deciding how much time should be spent doing homework in one evening. Too much time spent on homework can be stressful for the student and the parent.
4. Use the assignment notebook/take home folders to communicate with different concepts to teachers.
5. Parents should offer guidance and supervision only, to allow students to complete the task on their own.

INSPECTION OF EDUCATIONAL MATERIAL

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. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the Principal at the student's attendance center.

LOCKERS

All student lockers in the school buildings are the property of the North Fayette Valley Community School District. The school reserves the right to search lockers at anytime with or without the student's help. All students assigned to a locker are responsible for it and will be charged for any damage. Lockers are not to be exchanged without permission from the teacher or the office. *Students should not bring candy, games, CD's/DVD's or other valuable items to school, and leave them in their lockers. Lockers are not a secure place for these items, and the school cannot be responsible for items lost, stolen or damaged.*

LOST AND FOUND

Items found on the playground, in classrooms, hallways, etc., are returned to a designated area by the office. We encourage parents to periodically check this area for their child's lost belongings. All unclaimed items are donated to Goodwill right after each semester. We encourage parents to have student belongings clearly marked.

MONEY

Send money to school in a sealed envelope with the child's first and last name and teacher name clearly written on the outside of the envelope. Please identify what the money is for with a note in the envelope or written on the outside of the envelope.

Students are strongly discouraged from carrying any amount of personal money to school to prevent it from being lost or stolen. Lockers DO NOT have locks on the doors. Students will NOT be allowed to use a personal lock.

NON-DISCRIMINATION POLICY AND NOTICE

It is the policy of the Valley Community School District not to discriminate on the basis of race, color, creed, national origin, religion, gender, disability, sexual orientation, gender identity, age, political party affiliation, or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681-1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

This nondiscrimination policy extends to educational programs, student activities and athletics, student behaviors, Valley staff members, the public, Valley employment practices, and all aspects under the jurisdiction of the Valley Community School District.

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.

This nondiscrimination policy includes programs offered, or might be offered in the future, such as before and after-school programs, community education programs, alternative programs, and to related organizations such as Valley Booster Clubs, student groups and clubs, and parent-teacher organizations (PIE).

North Fayette Valley Community School District will not:

1. Refuse or deny to any person because of race, color, creed, national origin, religion, gender, disability, sexual orientation, gender identity, age, political party affiliation, or marital status the accommodations, advantages, facilities, services, or privileges thereof, or otherwise to discriminate against any person because of race, color, creed, gender, sexual orientation, gender identity, national origin, religion, or disability in the furnishing of such accommodations, advantages, facilities, services, or privileges.
2. Directly or indirectly advertise or in any other manner indicate or publicize that the patronage of persons of any particular race, color, creed, national origin, religion, gender, disability, sexual orientation, gender identity, age, political party affiliation, or marital status is unwelcome, objectionable, not acceptable, or not solicited.

NOTES

Parents/Guardians are requested to send a dated and signed note to school if they want their child to ride a different bus after school than the regular assigned route bus. If a note is not sent and the parent does not call the elementary office, then the student is required to ride the bus to their regular drop off. **All PreK-5 grade students require a note stating where the child is going and what bus they need to ride.** All notes need to be sent with your child in the morning. To help reinforce their destination, write the note, review it with your child and place it in his/her take home folder or backpack. Only when it is a sudden change of plans or an emergency should you call the school. If it is necessary for parent/guardian to call the office for a change in after school plans, please do this by 2:00 p.m. All notes created from parent/guardian phone calls are delivered to the classrooms at 2:15 p.m.

PARENTS/ GUARDIANS RIGHT TO KNOW/Teacher Qualifications

At Valley Community we want only the best for our students. We are very proud of the fact that we employ highly qualified teachers. Our teachers possess Bachelor of Science degrees, Bachelor of Arts degrees, and Masters degrees.

Parents/Guardians in the Valley Community School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/graduate certification/degree. Teachers' licenses issued by the State of Iowa Board of Educational Examiners list their license class, any special endorsements, the date the license was issued, and when it will expire. If you are interested in your child's teacher's qualifications, or would like to see his/her license and qualifications, please contact the office at 426-5891.

You may also request the qualifications of an instructional paraprofessional who serves your student.

Parents/Guardians may request this information from the Office of the Superintendent by calling Carole Nading at 563-426-5501 or sending a letter of request to the Office of the Superintendent, 23493 Canoe Rd, Elgin, IA 52141.

PE/RECESS SHOES AND LOCKER ROOM: Due to the new floor at the Valley campus, students will be required to have separate, clean, and rock free shoes to participate in gym at the Valley Campus. In order to maintain our gym floor we do require that student shoes be closed toed and rubber soled. The gym shoes need to be separate from the shoes students wear outside. Please note that to play at recess and to run in the gym, students are required to wear closed toe shoes for their safety. In addition to shoes, we promote the practice of good hygiene of all students. With that said, students participating in 5th-8th grade PE will be required to change clothes; however, showering after PE will be optional.

PARTIES

The school observes holidays throughout the school year. Students who do not wish to participate in holiday celebrations or activities may be silent or be excused by their homeroom teacher or principal.

Classrooms each have parent/student sign up for the celebrations to bring food and drink during beginning of the year intake conferences. Please remember to check with classroom teachers for food allergies or special circumstances that could affect selection of treats. Prepackaged treats are preferred due to food safety standards.

PARTY INVITATIONS

Please do not send party invitations to school for your child to distribute in the classroom. Children who are excluded feel hurt if not invited. The only exception to this policy is if all boys and girls in the classroom are invited. Students planning to attend a party must have a note of permission to ride another bus and/or let off at a different drop. If you are planning for students to ride the bus to your home for a party, parents must ask the bus driver if he or she can accommodate extra riders on the route. It is important that the drivers know of extra students ahead of time due to space limitations. The office also needs to know this information.

PLAYGROUND SUPERVISION AND EXPECTATIONS

Students will receive a recess orientation each year. Recess is a time to allow students a break from the classroom and engage in personal choice, safe outdoor activities. We support this through adequate supervision. Recess supervision is not provided before or after school hours.

We want every child to enjoy time that is spent on the playground. We do not want any students injured, nor do we want any property damaged. Students must not leave the playground without permission from the supervisor.

The following activities and behaviors are not permitted on the playground: fighting, harassment, intimidation, wrestling, general roughhousing, throwing of rocks, snow, and sand. Students are not to stand on swings, the slide, or climb on the fences or supports of the playground equipment.

We discourage children from bringing personal toys to school. Students who bring skateboards, ripsticks, skates or any of the such will be required to wear a helmet if riding them on school grounds. If, at any point in time, the

student is using the personal toy in a manner that causes safety concern to themselves or to others, the item will be confiscated. Please note the school is not liable for any lost, stolen or damaged personal items. **TOY GUNS, WATER GUNS, AND WEAPON LOOK ALIKES ARE FORBIDDEN IN SCHOOL and subject to board policy action by the principal.**

Students are expected to show RESPECT for teachers, other students, supervisors, and other staff. Fighting, violent behavior, and/or destructive behavior will be dealt with on an individual basis. The use of vulgar or obscene language or gestures is not permitted at any time.

PROFESSIONAL DEVELOPMENT/ EARLY DISMISSAL

EVERY WEDNESDAY, during the 2017-18 school year, there will be a 2:00 dismissal for professional development. The early dismissals allow the staff opportunities for new learning, view student data, and collaborate/develop plans of intervention for students. Please be sure to have plans for where students should go after school.

REPORTS TO PARENTS/ CONFERENCES

Report cards are issued four times a year after each quarter and will be available electronically on Infinite Campus. Conferences are held twice a year, once each semester. Please refer to our calendar or weekly newsletter for conference dates. If you have any questions concerning your child's progress, please call or see your child's teacher.

RIGHT TO KNOW

The Iowa law provides each employee with the "Right to Know" of any dangerous chemicals that might be in the building or workplace in which an employee is assigned. The Valley Community School District also offers parents the information about cleaning supplies or chemicals that may be used in the educational environment. Any request for information should be filed with the Superintendent of Schools.

SCHOOL BUS CONDUCT

The school bus is an extension of the school; therefore, all school rules apply. The following information relates to the responsibilities of students for conduct and safety in a school bus.

- A. Students must be on time.
- B. Students waiting for the bus should stand off the roadway until the bus stops and should be orderly while boarding the bus.
- C. Conversations with the driver should be limited.
- D. No student may at any time extend arms or head out of bus windows.
- E. Students must not get on or off or move about within the bus while it is in motion.
- F. When leaving the bus, students crossing the road must pass in front of the bus, look both ways and be sure that they are safe from other traffic.

Student misconduct on a school bus will be dealt with as follows:

- Incident #1: Driver will fill out a Bus Incident Report. A copy will be sent home to the parent, given to the principal, and to the transportation director. Every attempt should be made by the driver and student to solve problems on the bus. When a student's behavior continues to be disruptive and bus rules and regulations are not followed, this leads to safety concerns and a conference may be called between the student, driver and building principal. The meeting will be held in an attempt to remediate the disruptive behavior. The next bus report on a child will result in removal of bus privileges for a minimum of three days.
- Incident #2: Driver will fill out a second Bus Incident Report. A copy will be sent home to the parent, given

to the building principal, and to the transportation director. The child will be suspended from riding the bus for three school days.

- Incident #3: Driver will fill out a third Bus Incident Report. The student shall be informed immediately that he/she is dismissed from any further riding of the bus. Riding the bus shall be resumed only after a meeting between parent, child, transportation director, and the building principal has resulted in agreement satisfactory to all concerned. Parents shall initiate arrangements for this meeting during the school hours.
- Incident #4: If a fourth violation occurs the student will not be allowed to ride the bus until the student and parents come to a satisfactory agreement with the principal and transportation director or meet with the Board of Education for their approval to renew the privilege of riding the school bus.

When in the judgment of the bus driver, transportation director, and the building principal the behavior by a rider is such that it becomes an immediate threat to the safety of other riders and/or the bus itself, the driver consulting with the principal, will take action as described in procedure #3 or #4 without going through steps one and two above. Fighting/Physical Severe Hitting (punching, kicking, similar behavior that may injure others) may be an automatic suspension from riding All North Fayette Valley transportation and will be determined by the transportation director and the building principal.

SCHOOL BUS RULES

1. Follow instructions of the bus driver the first time they are given.
2. Stay in your seat with feet on the floor while the bus is moving.
3. Keep hands, feet, and objects to yourself.
4. Treat the bus with respect and clean up after yourself.
5. Appropriate school language and behavior will be expected.
6. Remain quiet and orderly keeping aisles clear of objects and passengers.
7. The bus is school property. Any cost associated with intentional damage will be the responsibility of the student who vandalized.

SCHOOL DELAYS AND CANCELLATIONS

In the event of bad weather or other conditions that make it necessary to close school, the following television stations are contacted: KGAN, KWVL, KCRG. The information will be given to these stations as soon as it is possible to determine that there will be no school or a delay to the start of the school day. The school district also has a text alert and email options. To access these options, please log on and register at <https://public.govdelivery.com/accounts/IAEDU2556/subscriber/new>

If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. Parents of students who ride the bus are notified how students will be returned home with the notification that school has been dismissed. The superintendent 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.

SCHOOL COUNSELORS

The school counselors are particularly interested in the well being of all students. They are specially trained to help you in ways that pertain to your social, emotional, vocational, and academic life.

SCHOOL EVENTS AND ACTIVITIES

Elementary Student Conduct – High School Events

Elementary students and their parents are encouraged to attend North Fayette Valley High School events. It is recommended that elementary students be accompanied by an adult. Parents are expected to supervise their student(s) at these events. School standards of behavior apply to all school activities.

Conduct – Football Games or Outdoor school events

1. No playing “tag,” organized games or football on school grounds before or during the event.
2. Do not hang or sit on the chain link fence around the track.
3. No one except cheerleaders allowed on the track.
4. No students under the bleachers.

Conduct – Volleyball/Basketball Games/Wrestling meets or Indoor school events

1. Students are to be seated in the bleachers except during half-time and between games.
2. Visits to the bathrooms or concessions should be done during half-time and between games.
3. Walk in the hallways.
4. Students other than high school students should not be near lockers

Supervision at Activities

All school personnel, such as high school, middle school and elementary faculty members, secretaries, associates and workers at athletic events have the authority to help maintain discipline. Any failure of a student to comply with such supervision will be reported.

Students who fail to conduct themselves properly will be warned. If the behavior continues, the student will be asked to sit with the adults that have accompanied them to the event, parents may be asked take the student home, or the student may be asked to leave the school grounds.

SCHOOL VISITS

North Fayette Valley Elementary Schools welcome and encourage guests to visit in our classrooms. For the safety of our staff and students, please check into the office when you arrive and pick up a visitor’s badge. We suggest that no visits are made the first week of school (this is a time of adjustment for your child).

Please notify the office by 9:00 a.m. if you plan on eating at school during your visit. Visitor lunches need to be paid for in the elementary office.

SMOKING, DRINKING, AND DRUGS

The board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or “look- a-like” substances that appear to be tobacco, beer, wine, alcohol, or controlled substances by students 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 the misconduct will directly affect the good order, efficient management, and welfare of the school district.

The board believes such illegal, unauthorized or contraband materials generally cause substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors.

Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase or being in possession of cigarettes, tobacco or tobacco products for those under the age of eighteen, may

be reported to the local law enforcement authorities. Possession, use, or being under the influence of beer, wine, alcohol and/or of a controlled substance may also be reported to the local law enforcement authorities.

North Fayette Valley Community Schools has a Smoke-Free campus. No Smoking is allowed. There are NO designated smoking areas on school grounds. Your cooperation is appreciated.

STANDARDIZED TESTS

The following are the testing done within the elementary:

Test	Time	
FAST Assessment	Fall / Mid-Year / Spring Winter	KDG -6th Grades
Iowa Assessments	Mid-Year	2nd-6th Grades
MAP (Measure of Academic Performance) Testing	Fall / Mid-Year / Spring Winter	2nd-6th Grades
SRI (Scholastic Reading Inventory)	Fall / Winter / Spring Fall / Spring	2nd-6th Grades

These tests are used to determine academic progress for individual students, for groups of students and for the school district TO DECIDE INSTRUCTIONAL PRACTICES. Students are encouraged to do their best on these tests so they are helpful and an accurate means of assessing our school’s programs.

STEALING

Any student who commits or attempts to commit a theft or breaking and entering at school will be placed on probation, suspension and/or referred to the authorities. Theft includes stealing school or private property from faculty, school employees, or other students. Breaking and entering includes the school building, lockers, locked rooms, or other areas prohibited. Stolen or lost property should be promptly reported to the office.

STUDENT FUNDRAISING

Students may not solicit funds from teachers, employees or other students during the school day. Students who violate this rule will be asked to stop. Students may raise funds for school- sponsored events with the permission of the principal. All such funds shall be under the financial control of the board. Fundraising by students for events other than school- sponsored events is not allowed. Collection boxes for school fund raising must have prior approval from the principal before being placed on school property.

STUDENT PHOTOGRAPHS

Pictures are taken each year in the fall. Parents are not obligated to purchase any pictures. Flyers announcing Picture Day will be sent home ahead of time. If parents do not wish for their child’s picture to appear in newspaper articles, on the NF district website or School Facebook Page, a form must be on file at the Supt office.

An elementary building yearbook will NOT be available due to the added cost. A class composite will be available.

STUDENT PICK-UP/ DROP OFF

Before school: Please drop your child off between the middle school entrance and the multipurpose room (in front of the victory bell) and have them enter through the middle school doors as we have supervision in this area. Buses

will be arriving between 7:40 a.m. and 7:55 a.m. and unload directly in front of the middle school doors (parents drop off students just in front of the bus drop off, by the victory bell).

- **During the Day**

If you plan to pick up your child during the day, it is best to send a note with your child to give to his/her teacher. Please come to the office and sign your child out. **Please do not go directly to the classroom.** School personnel will call your child to the office.

- **After School**

In an effort to increase safety of our students we are implementing a new pickup system at Valley Elementary from 3:25-3:35 on regular days and 2:05-2:15 on early dismissals. The system allows for a delayed dismissal so that non-bus riders do not have to walk around or through the buses causing a safety concern. The secondary benefit is that parents will not have to wait in long lines and will be able to stay in their vehicle during pick-up; therefore, reducing congestion. If you regularly pick up your child(ren) from the Valley building we ask that you stop and fill out a form in the elementary office during open house. Once the form is completed you will be given a number that will hang in your rearview mirror. How the system works: At 3:20 students will be dismissed from class. Students that are routinely picked up will be greeted by a staff member in the multi-purpose room. At 3:25 a second staff member will be outside on the south side of the multipurpose room (we ask that parents pull up to the crosswalk area, just past the speed bump) to assist your child(ren) to your vehicle (students will be dismissed in the order that cars are lined up). Students will not be able to be picked up from 3:35-3:50 as the route buses will pull into the lane, which will block the flow of traffic.

Reminder: At Valley the driveway is a one-way drive. Enter from the North gate and exit through the South gate.

STUDENT “O”

Student “O” is a student driven organization to promote positive school climate and enhance student character. Each classroom in grades 2-5 will elect three presidents to serve on the Valley Student Organization. The Student “O” members are elected for a one year term and meet on a monthly basis with the principal to plan activities for the school, promote school pride/spirit, and perform service projects for the Valley Community School. Our most popular and well known service is recycling all of the cardboard, tin cans and paper at school.

Student “O” provides valuable leadership skills and gives the students a chance to represent their classmates in making decisions. Valley wear is also sold as a fundraiser for playground equipment, school supplies, and field trips.

STUDENT RECORDS AND REPORTS

Student records containing identifiable information, except for directory information, are confidential. The Family Education Rights and Privacy Act of 1974 (FERPA) requires school districts to keep educational records confidential. Only persons who have a legitimate educational interest are allowed access to a student’s records without the parent’s permission. Parents and students 18 years of age may request an appointment with the building administrator to examine or copy student’s records during regular office hours.

TEACHER REQUESTS

In the best interest of the children, as well as the teachers and the school climate, each grade level team works collaboratively with the counselor and principal to develop the best educational setting for every student. The climate and educational learning environment of the class is an important element for student success. To ensure students are set up for success, we develop class lists considering individual students’ strengths, challenges, work habits, conduct, and special programs. Our intention is to form well balanced learning communities where all children will succeed.

We understand how precious your children are to you, and we too, have the best interests of each student of North Fayette Valley Elementary Schools at heart. We do value your thoughts. In an effort to be fair and consistent, we would recommend that if you feel there are certain new facts we need to know about your child, please send a letter describing such needs without requesting a specific teacher. If, for example, your child has specific educational or behavioral needs, describe them for us. Letters should be addressed to the building principal and delivered no later than May 1st.

Please understand that this information will be one of the factors considered as we combine students and teachers in ways which will best assure all a successful and enjoyable school year. All letters will be shared with your child's teacher next school year so he/she can better support your child's educational needs.

TEXTBOOKS

It is the responsibility of the student to take care of all the textbooks, which have been issued to him/her. Rules to remember concerning textbooks are:

- The student's name must be written in the space provided, if applicable.
- The student is responsible for protecting the book they are assigned to; putting covers on the books is allowed.
- Textbooks are not to be used as a filing place for papers, notes, and other matter, as it will break the binding.
- The student must pay for lost or damaged books at replacement costs.
- Textbooks are the tools of learning and should be utilized to their utmost.

TITLE I

Valley Elementary is a Schoolwide Title I Program. A Schoolwide Program allows all children the opportunity to participate in Title I Reading Services. Title I reading services provide additional intensive instruction in small group settings with specific strategies to increase the student's proficiency in the targeted area.

All students K-5 are individually tested using the following diagnostic tools: FAST, Running Records, Classroom Unit Assessments, and IRIs. Using this data and teacher input, students flow in and out of Title I as needed.

As part of our registration process, parents are asked to read and sign our reading compact as a commitment to the students of North Fayette Valley. In addition, an annual meeting is held to provide information on our program and to share instructional strategies with parents.

Valley Community School welcomes any parental input provided for our Title I services. Recognizing that parental involvement is the key to academic achievement, we seek to involve parents in an effective home-school partnership that will provide the best possible education for our students.

TRANSFERS IN AND OUT OF DISTRICT

North Fayette Valley Elementary School will transfer 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 have the opportunity to view the student's transferring records and have a right to a hearing to challenge the content of the student's records. Parental consent is not necessary to forward a student's records to a new school district or for the school district to request them from a previous school district. When a new student transfers into the school district, the student's records are requested from the previous school district. Specific guidelines and additional information concerning transfer in and out of the district may be obtained from the Superintendent's Office, 23493 Canoe Road, Elgin, IA 52141. (563-426-5501)

USE OF SCHOOL DISTRICT FACILITIES

Use of school facilities policy is designed to reflect the philosophy that the schools belong to the community school district and are available for members of the community to use in educational and recreational purposes.

Requests by residents of the District can be made to the respective buildings. Availability and granting of requests can be determined by:

1. School program usage
2. Adult education program usage
3. Availability of school personnel for supervision
4. Requests involving school district students
5. Requests involving residents of the school district
6. Others

VALUABLE PERSONAL PROPERTY

Personal property including, but not limited to, lasers, radios, recorders, CD, iPods, MP3 and cell phones, and electronic games, etc., are to be turned off (or on vibrate) and not used during the school day unless granted permission by a staff member for educational purposes. Violation of this rule will result in disciplinary action and confiscation of the item(s). Confiscated items will be returned to the owner at the end of the day, provided there are not concerns with the contents of the items. On a second violation, the item(s) will be confiscated and returned only to parents.

VISITORS

During the hours of 8:15–3:40, all visitors must stop at the elementary school office upon entering the building to notify the office of their presence in the building, sign in and select a badge to wear.

Parents are welcome to visit the school at any time. We ask that parents make prior arrangements if they plan to visit a classroom as, at times, visitors can be a distraction to the educational environment and the learning of students. We ask that parents understand that teachers cannot meet during the day as they are teaching students. If a parent needs a conference with a teacher, we ask that prior arrangements are made to accommodate the meeting.

All visits by students must be arranged and approved at least one day in advance with the principal. Students are not to bring visitors during the first and last week of each quarter. As a rule, students from other schools will not be allowed as visitors unless they are part of a prearranged school exchange.

VOLUNTEERS

Valley is very fortunate to have volunteers in the school. Everyone involved in Valley schools reap great rewards when parents, family, and community members volunteer.

Many volunteers share one of the greatest gifts to students... TIME! Time to read, to listen to students read, to help with activities, to help students with math, writing or other homework. Teachers also reap the benefits by having volunteers assist with copying, cutting out lamination, stapling booklets, or organizing materials.

Anyone interested in volunteering, please complete and return a volunteer form from the elementary office.

BICYCLE RIDING and SECURITY

Objective: To promote safe bicycle-riding and an awareness to enhance riding safety.

Students must understand:

- Safe riding on the trail requires more than the ability to control a bicycle – a knowledge of traffic and road rules is essential.
- Safe riding involves more than having the skills to ride. Bicycle components, maintenance, and clothing are as important.
- When students ride on the trail they become part of the traffic system.
- They must know and obey the rules and understand how other vehicles use the roads.
- Scooters and skateboards are not to be brought to school.

Bicycle Management at School--Students will:

- Walk their bicycles through the school grounds.
- Not allow other students to ride or walk their bicycles within the school grounds.
- Place bicycles in the bicycle rack and have a chain and lock on their bicycles at all times.
- Label bicycle helmets with name and keep the helmet in the child’s locker.
- Accept Responsibility for the security of the bicycle and bicycle safety helmet in the school grounds
- Not be permitted to ride bicycles to and from school without a signed permission note.

Please sign and return the following permission slip to your child’s teacher after discussing the policy with your child.

North Fayette Valley Community School – Bicycle Riding and Security

I hereby give permission for my child _____

to ride a bicycle to and from school. I have read and discussed the school bicycle policy with my child and I understand that full responsibility for the security of the bicycle and bicycle safety helmet while on the school grounds rests with my child.

Parent / Guardian Signature _____ Date ____/____/____