

**NORTH FAYETTE VALLEY**  
**TIGER HAWKS**



**Elementary Student / Parent Handbook**  
**2021 – 2022**

West Union Elementary  
400 North Pine Street  
West Union, IA 52175

Valley Elementary School  
23493 Canoe Road  
Elgin, IA 52141  
Ext. 3

Fayette Elementary  
200 North Volga  
Fayette, IA 52142

NFV Phone #: 563-422-3851  
[www.nfvschools.com](http://www.nfvschools.com)

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**North Fayette Valley Administration**

Joe Griffith - NFV Superintendent

Betsy Nefzger - NFV Curriculum Director

Travis Elliott - West Union Elementary Principal & Fayette Elementary Principal

Micah Gearhart - Valley Elementary Principal & NFV Middle School Principal

Lori Westhoff - NFV High School Principal

**Valley Elementary Staff**

<b>Preschool</b>	Kali Wenger- Director	<b>Secretary</b>	Teri Wagner	
	Shirley Durnan		Tracy Schlitter	
	Darcy Jacobsen		<b>Technology</b>	Alex Snyder
	Alyssa Gearhart- Coordinator		<b>Technology Assistant</b>	Sam Becker
<b>Kindergarten</b>	Alayna Schneider	<b>Library</b>	Kayla Pollock	
<b>First Grade</b>	Renee Larson		Jamie Germann	
<b>Second/ Third Grade</b>	Kirk Jacobsen	<b>Associates</b>	Carol Steva	
	Annette Weber		Steven Williams	
	Gabby Wittenburg		Stephanie Huck	
<b>Fourth/ Fifth Grade</b>	Kim Lau		Lisa McLellan	
	Leah Sayer		Denise Henning	
<b>Special Education</b>	Jasmine Snitker		Lori Daniels	
	Brittinae Nelson		Kris Peterson	
	Royale Torkelson		Carol Junge- Director	
	Pam Follon		Dawn Fenneman	
<b>Title I</b>	Susan Wenger		<b>Food Service</b>	Sharlene Halverson
<b>Title I Associate</b>	Cindy Butikofer	Deb Leuchtenmacher		
<b>Extended Learning</b>	Anastasia Lavrenko	Carol Johnson		
<b>Guidance</b>	Kelly Luzum	<b>School Nurse</b>	Robyn Strong	
<b>Art</b>	Mina Fantz			
<b>Band</b>	Jen Bliven			
<b>Music</b>	Stephanie Vagts			
<b>Physical Education</b>	Holly Mohs			
<b>Custodial</b>	Matt Jennerjohn			

Email: To reach staff by email, follow the pattern below:

First initial Last [name@nfv.k12.ia.us](mailto:name@nfv.k12.ia.us)

### West Union Elementary Staff

<b>Preschool</b>	Emily Kullen		<b>Art</b>	Mina Fantz
	Sue Vorwald - Para		<b>Art</b>	Annie Adams
	Yvonne Kleppe - Para		<b>Extended Learning</b>	Anastasia Lavrenko
<b>Kindergarten</b>	Dawn Halverson		<b>Music</b>	Abby Konzett
	Kelli Lau		<b>Nurse</b>	Stephanie Wagner
	Peggy Bentley		<b>Physical Education</b>	Jennifer Lee
<b>First Grade</b>	Morgan Deering		<b>Library</b>	Kayla Pollock
	Elly Lehs			Tammy Miller - Para
<b>Second Grade</b>	Shelly Crandell		<b>Technology</b>	Tracy Schlitter
	Mike Elsbernd			Alex Sndyer
<b>Third Grade</b>	Val Lechtenberg		<b>Guidance</b>	Karen Hertges
	Laren Thoms		<b>Custodial</b>	Jay Swenka
<b>Special Education</b>	Jessica Bushman			Dottie Corkery
	Brittany Heins		Becky Denberger	
	Heidi Chapman	Jennifer Everitt		
<b>Title I</b>	Angie Boehm	<b>Associates</b>	Jackie Halstead	
	Tina Halverson		Lynnette Henry	
<b>Secretary</b>	Stephanie Michael		Lisa Ellis	
<b>Office Assistant</b>	Marta Grove		Susan Menne	
			Kathy Prentice	

## Fayette Elementary Staff

<b>Fourth Grade</b>	Ashley Henderson		<b>Art</b>	Annie Adams
	Molly Holthaus		<b>Band</b>	Ted Schacherer
	Joni Walvatne		<b>Extended Learning</b>	Anastasia Lavrenko
<b>Fifth Grade</b>	Mickey Weidemann		<b>Guidance</b>	Karen Hertges
	Stephanie Wirtz		<b>Music</b>	Abigail Conzett
<b>Special Education</b>	Kris Wickham		<b>Physical Education</b>	Jennifer Lee
<b>Associates</b>	Jared Tillerias		<b>Library</b>	Kayla Pollock
	Kristen Pennebaker			Deb Kapnisis - Para
<b>Instructional Coach</b>	Jessica White		<b>Food Service</b>	Pam O'hare
	Sherri Imoehl			Christina Lauer
<b>Secretary</b>	Holli Cannon	<b>Technology</b>	Tracy Schlitter	
<b>Nurse</b>	Robyn Strong		Alex Snyder	

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

**Dear Students and Parents,**

Welcome to North Fayette Valley Community School and the 2021-2022 school year. The Staff have diligently prepared for another fantastic school year!

As a school, our mission is to ignite learning, build leadership, and achieve excellence. 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 North Fayette 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  
Travis Elliott

## **NFV MISSION STATEMENT**

IGNITE LEARNING, BUILDING LEADERS, ACHIEVE EXCELLENCE!

## **NFV VISION STATEMENT**

NFV Graduates will be well rounded, engaged citizens impacting the future.

## **NFV CORE VALUES**

**We, at NFV value...**

- A safe environment
- Diverse interests and abilities of students
- Citizenship through integrity, ethics, respect, responsibility and empathy
- Pursuit of a student's full potential
- Partnerships with parents and community
- A guaranteed and viable curriculum
- Persistence and passion for learning

## **Purpose of North Fayette Valley Elementary Handbook**

1. To convey information concerning the internal organization and certain basic policies as set forth by the Board of Education and Administration.
2. To serve as a guide for the students and parents to inform them of certain basic policies necessary for the efficient operation of the school.
3. To convey information concerning rules, personnel, and procedures to the parents, students and patrons of the district. If there are any questions concerning the information contained in this guide, please contact the school.

## **North Fayette Valley Community School District Equity Statement** \_\_\_\_\_ NFV Code No. 500

The board will not discriminate in its educational activities on the basis of: race, color, national origin, gender, disability, age, religion, creed, sexual orientation and gender identity.

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

The board is committed to the policy that no otherwise qualified person will be excluded from employment on the basis of race, color, national origin, gender, disability, age, religion, creed, sexual orientation and gender identity. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

If you have questions or grievances related to this policy please contact Central Office at (563) 422-5514 ext 5.

Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Ave., Ste. 800, Milwaukee, WI 53203-2292, (414) 291-1111, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, Phone (515)281-5294. Procedures and levels are outlined in district policy for resolving complaints and are available upon request from the curriculum director's office.

## **AEA Support Personnel Serving North Fayette Valley Elementary Schools**

Keystone AEA West Union is the Field Office-563-422-5678. Call to find out who may be serving your child.

# *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.

**\* West Union and Fayette Elementary Common Area Expectations can be accessed in Appendix I**

**\* Valley Elementary Common Area Expectations can be accessed in Appendix II**



great happens here

# The 7 Habits® Tree

AND REMEMBER TO  
TAKE CARE OF YOURSELF

Habit 7

SHARPEN THE SAW®  
Balance Feels Best

THEN PLAY WELL  
WITH OTHERS

Habit 6

SYNERGIZE®  
Together Is Better

Habit 5

SEEK FIRST TO UNDERSTAND,  
THEN TO BE UNDERSTOOD®  
Listen Before You Talk

Habit 4

THINK WIN-WIN®  
Everyone Can Win

START WITH YOU

Habit 3

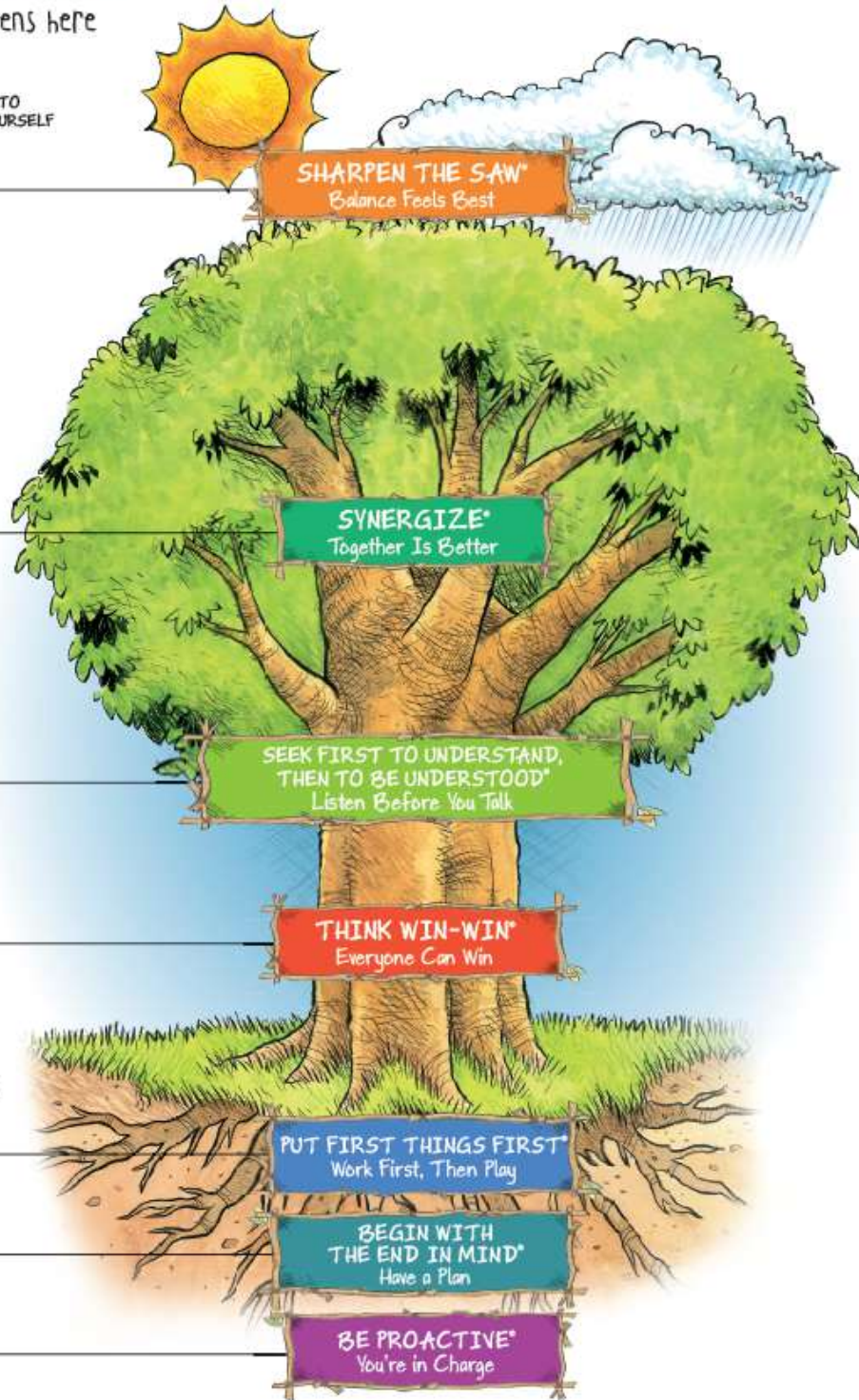
PUT FIRST THINGS FIRST®  
Work First, Then Play

Habit 2

BEGIN WITH  
THE END IN MIND®  
Have a Plan

Habit 1

BE PROACTIVE®  
You're in Charge



## 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, during the day and, if needed, after school for students in 4th and 5th grade as our goal is student learning.

## 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, 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 563-422-3851 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 advance 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 or 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 designee 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 the Fayette County Attorney's office will be notified to initiate a mediation hearing.

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, the Fayette County Attorney's Office may be notified to initiate a mediation hearing.

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.

During a pandemic or outbreak of reportable communicable diseases such as measles, pertussis or recently, SARS COVID-19, public health recommendations will require 14 days of isolation for contacts of confirmed cases of COVID-19. With proper documentation from a physician or health care provider, we will accommodate absences that fall within the scope of these communicable diseases. Consideration may extend to those who may not have illness but have been exposed in order to limit community spread.

- Tardies: *A little late is too late.* Our best learning and teaching occurs when students are on time and ready to learn. If a student is late to school, they often feel unprepared for the day. In order to set students up for success, we ask that student punctuality is a priority. If a student is late to school, they need to check in at the office before entering class. Students are considered tardy if in attendance prior to the start of the day. If the tardy extends beyond 9:00 AM, the tardy will be noted as an absence. For record keeping purposes, absences are recorded in ¼ day increments. As per Iowa Code, the building administrator may excuse special and unusual circumstances.

#### 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.

**Service Animals** will only be allowed at school if they have they have been properly trained and certified as a service animal. The appropriate service animal vest / or identification must be worn/present by the animal while they are at school. A meeting with the building principal, parents, and trainer (if possible) is required before any service animals will be allowed to work with any students. At this time therapy animals are not certified as service animals and will only be allowed at school for a very limited time as normal pets (reference paragraph above for pet procedures).

#### ANTI-BULLYING AND HARASSMENT POLICY

NFV Code No. 104

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by 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 NFV 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 or card assigned to each student. Our policy at the elementary is that students will not go without eating because they forgot their lunch. Students with a negative balance will not be able to 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 whose families meet the income guidelines for free and reduced lunch, The Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or reduced. Parents or students who believe they may qualify for temporary financial hardship

should contact the school secretary for a waiver form. **This waiver does not carry over from year to year and must be completed annually.** If you feel you may qualify, please apply. Even if you choose not to participate, it could benefit the school when applying for federal grants for funding. Forms found on [www.nfvschools.com](http://www.nfvschools.com)

- 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	\$3.95
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. We ask that a regular routine be shared for drop off and pick up. If there is a change to the regular routine, the school requires 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. 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**

NFV Code 605.6

We live in a changing world where we have more and faster access to information than ever before. Students now can be both consumers and producers of information, and we at the North Fayette Valley Community Schools strive to be a 21st Century school, taking advantage of the many new technologies and new methods of communication now available to our students. With access to these new technologies, students will have opportunities to learn and create like never before, but with those opportunities come new responsibilities. The limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of the computer equipment. Library and Media Lab equipment are reserved exclusively for academic use. The following is a list of rules and guidelines which govern the use of North Fayette CSD computers and network resources.

### **Network Resources**

Network Resources refers to all aspects of North Fayette Valley CSD's owned or leased equipment, including computers, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology related equipment and services. These rules apply to any use of North Fayette Valley CSD's network resources whether this access occurs while on or off campus.

Student use of school computers, networks and Internet services is a privilege, not a right. Compliance with the school unit's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended or revoked. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action.

**Students may not use network resources:**

- to create, send, access or download material which is abusive, hateful, harassing or sexually explicit;
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- to alter, add or delete any files that affect the configuration of a school computer other than the laptop assigned for personal use;
- to conduct any commercial business;
- to conduct any illegal activity (this includes adhering to copyright laws);
- to access the data or account of another user (altering files of another user is considered vandalism);
- to install any software onto NFVCS D computers; to copy NFVCS D school software (copying school owned software programs is considered theft).
- to download, stream or listen to Internet based music, video games, video and large image files at school, not required for school work, without administrative permission. The school will monitor the network for violations.

**In addition, students may not:**

- give out their home address or phone number to anyone on the Internet (this protects
- users from becoming potential victims of those with criminal intent);
- give password(s) to anyone;
- post anonymous messages;
- forward email commonly known as "SPAM," Unsolicited Commercial Email (UCE), or "junk email."
- **Access any network other than the "Student" networks**
- **Access school email groups without administrative approval**

**The File Server:** Students are responsible for backing up their computer. All of the files you will be working with will be stored in one of these places: Your computer's hard drive and your Google Drive. Many of our students use Flash drives, however they should only be used for temporary storage, not as a permanent storage solution.

**Connecting to the Internet**

A high-speed wireless network covers the entire school. All students will be able to access the Internet from anywhere within the school at any time. With all this, however, comes a degree of risk and danger; there are a set of things to avoid and general rules to abide by while online.

**Legal Issues and Jurisdiction**

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



### **File Sharing and Downloading**

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

Students who do not follow the policies in this document may be subject to disciplinary action including possible loss of computer privileges.

### **Discipline**

Any student who violates these rules will be subject to disciplinary action. Students who violate the File Sharing rules will also have their hard drives restored to the original settings. Serious or repeated violations will result in the student's use of technology being restricted and or revoked. Records of Student Internet access and use are confidential records treated like other student records.

### **Disclaimer**

The North Fayette Valley Community School District does not have control of the information on the Internet or incoming email. The North Fayette Community Valley School District utilizes filtering technology designed to block materials that are obscene or harmful to minors. However, parents should be aware that North Fayette Valley CSD cannot reasonably prevent all instances of inappropriate computer use by students. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the North Fayette Community Valley School District. While the North Fayette Valley Community School District's intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. The North Fayette Valley Community School District expects students to use technology appropriately and follow all policies when using the Internet. Students found in violation of the policy will be disciplined.

In addition, North Fayette Valley Community School District account holders take full responsibility for their access to the district's network resources and the Internet. Specifically, the North Fayette Valley Community School District makes no warranties with respect to school network resources nor does it take responsibility for:

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

**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:** word-processing, spreadsheet, presentation, form and drawing programs that allow multi-user access and editing
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- Google continues to add new tools and the district will evaluate each for its educational potential. *Some of these* tools require the teacher to 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 North Fayette Valley Community School notify you and/or obtain written permission**

**for your child to use these websites.** 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 sites by my student at North Fayette Community School for education purposes.

## NORTH FAYETTE VALLEY CSD COMPUTER USE REGULATIONS

NFV Code 605.6-R1

### 1. Computer use

- a. **Classroom Use:** Students in certain classes will have access to classroom computers. When the computer is not being used in class it is to be closed. Teachers have the authority to enforce their computer expectations in all classrooms. **The computer should not be turned on, used, or out of its case while in the restroom or locker room to ensure privacy to all of our students and staff.**
- b. **Student Access to Internet:** At school, students will have access to the Internet through the school network. When not at school students can access the internet if they have internet access available to them in their home or other locations. Students are allowed 24/7 computer access, and parents are recommended to monitor their student's time on the computer along with their activities on the computer. It is not the responsibility of the school to monitor computer use while the student is at home. If a parent would rather their student not take a device home, that can be arranged with the building principal.
- c. **Appropriate Use Education:** It is important that students are aware of appropriate use of technology for their own protection and security in order to effectively use technology in the 21<sup>st</sup> Century. Actions that will be deemed inappropriate will include cyber bullying, inappropriate websites, plagiarism and misuse of the equipment.
- d. **Students Access & Monitoring:** Ultimately the computer is the property of the school, and the school has the right to determine what is appropriate and to search the computer if necessary at any time. The district's filtering software allows the district to block websites which are inappropriate for students whether they are accessing the web via the district wireless network or at home.
  - i. Students who access inappropriate sites during the school day or are accessing sites that are not related to the class that they are in will face disciplinary action from the teacher and/or the administration. Consequences may vary from a warning to lose the privileges to take the computer home with them at the end of the school day as initial steps. Please access the **North Fayette Valley Computer and Network Violations Matrix** for consequences. **(Appendix III) 605.6 E1**
  - ii. If sites are accessed by accident (which does occur at times) it is recommended that the student immediately move to another site.
  - iii. **This being said, the best filtering software in the world cannot match the combination of education and supervision at school and home. The North Fayette Valley CSD is working hard to establish a core understanding of "digital citizenship" in which students are educated on acceptable standards of online behavior.**
- e. **Computers from Home:** Students are not allowed to bring their computers from home to use. Computers at North Fayette Valley CSD are all formatted with the same basic programs and structures, and many of these are not possible on other computers.
- f. **Earbuds:** Earbuds shall be provided by individual students and will be required for any use of audio files or video with sound in school. With permission from the teacher or room monitor (typically during student work time in the room), students may listen to music or other educationally-related material on their computer. The basic rule is the "One Bud Rule", which indicates that students will have one earbud in and one ear bud out, and students must have the

volume at a level that allows for students to hear the instructor in the room. The use of earbuds in study hall is at the teacher/supervisor's discretion.

- g. **Securing data:** Students are responsible for backing up their computer. **Please do not share your password or username with anyone else, and do not try to log in using anyone else's password and username.**
  - i. All of the files you will be working with will be stored in your computer's hard drive. Many of our students use flash drives, however they should only be used for temporary storage, not as a permanent storage solution.
  - ii. Personal files may be stored on your computer's hard drive;
  - iii. We encourage students to use an external hard drive or web based tools such as Google Apps, Evernote and Dropbox for additional back up. North Fayette Valley CSD will not be responsible for data loss due to the student failing to back up their data.
- h. **Monitoring:** During School hours only, North Fayette Valley CSD will randomly monitor computers for proper use of the computer by the students while in the classroom. Teachers have the authority to enforce their computer expectations in all classrooms. An electronic remote access software will allow the staff to take control of the computer and fix any issues the student may have during its use without the student leaving class.
  - i. North Fayette Valley CSD will NOT be installing any type of software that would allow them to monitor students through laptop webcams
  - ii. **File-sharing and File-sharing Programs:** The installation and/or use of any Internet-based file-sharing tool is explicitly prohibited. File-sharing programs and protocols may not be used to facilitate the illegal sharing of copyrighted material (music, video, images, games, etc.). Individuals with legitimate, school related needs for use of these tools may seek prior approval from the Technology Director and principals.

## 2. **Violations, Consequences and Notifications**

Students who do not follow this Matrix Guidelines and Policy shall be subject to the appropriate action described in board policy, and/or decided upon between teacher, technology staff, administration, and parents/guardians. Recommended consequences are as follows:

Administration has the authority to create appropriate consequences and to increase consequences for severe violations, as needed based on individual circumstances.

Written "Acceptable Use Policy Violation Notice" will be issued and given to the technology staff, building principal, and parent/guardian for each violation.

Student Violations – Restricted Material, Consequences and Notifications.

### **Restricted Material**

Students shall not intentionally access or download any test file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Students who access restricted items on the Internet shall be subject to the appropriate action described in board policy or regulations or the following consequences:

1. First Violation – A verbal and written "Warning" notice will be issued to the student. The student may lose Internet access and ALL computer privileges for a period of one week at the discretion of the supervising teacher. A copy of the notice will be mailed to the student's parent and a copy provided to the building principal.

2. Second Violation – A verbal and written “Second Violation” notice will be issued to the student. A copy of the notice will be sent to the student’s parent and a copy provided to the building principal. The student will forfeit all Internet privileges and ALL computer privileges for a period of one month.
3. Third Violation – A verbal and written “Third Violation” notice will be issued to the student. A copy of the notice will be sent to the student’s parent and a copy provided to the building principal. The student will forfeit all Internet privileges and ALL computer privileges for up to one year or the balance of the school year, pending a meeting between administrators and the student’s parents.

### **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 building principal by the first Friday in September.

### **DANGEROUS WEAPONS**

NFV Code No. 502.6

The North Fayette 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 for weapon or look-a-like 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, which is defined differently than punishment, 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](http://www.iowa.gov/educate).

### **DISTRIBUTION OF MATERIALS**

NFV Code No. 903.5

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 coverings are to be worn during the regular school day with the exception of medical or religious purposes. No coats should be worn in the building during class for safety reasons. Students may wear caps when entering or leaving the building. While in the building students are to place caps in lockers. Students may wear sandals that have a strap in the back to hold the sandal securely to the student's foot at all times and does not come off accidentally. Our recommendation is that students should not wear flip-flops, because they are distracting and a safety hazard in the hallways and at recess. For safety purposes, we recommend students to wear closed toed shoes at recess and during PE. Any clothing that causes damage or excessive maintenance to school property (riveted jeans, cleated shoes) may not be worn. Students may be asked to change clothing if it is found inappropriate, offensive or to disrupt the learning environment.

Students are also expected to dress appropriately for the weather conditions. Winter weather brings the recommendation for winter coats, snow pants, boots, mittens, or gloves and appropriate head covering. Students should have 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 their safety.

### **DRILLS: A.L.I.C.E., 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. Students 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 two A.L.I.C.E. drills will be conducted each year. The teacher guides the 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. Teachers will use the district's emergency planning document to make decisions based upon the crisis situation including using ALICE in the event of a dangerous person. Please notify school officials BEFORE picking up your child during a crisis as students may not be released if safety of students or staff would be compromised.

### **EQUAL EDUCATION OPPORTUNITY**

NFV Code No. 401.1

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.

### **EMAIL**

No personal student email will be allowed at school. School email must be curriculum related and teacher directed. All email at school requires adult supervision.

### **GENERAL EDUCATION INTERVENTIONS**

The North Fayette 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.

### **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 (background checks will be required). 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.

**Please find the background check form on Appendix IV**

### **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 (Appendix V) \_\_\_\_\_ Employability Skills (Appendix V)

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

E- Effective  
P- Progressing  
N- Needs Improvement

“Grades” Ratings: Students will receive both performance and academic ratings.

### 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 at the 4th and 5th grade level. 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 as 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, photograph, 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 media, 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**

Gum will be allowed in the classroom per teacher discretion and as long as it doesn't become a problem. Bus drivers may allow gum before and after school, but students are expected to remove the gum from their mouths upon entering the building.

## **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 health exemption form 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. We are asking parents to look at their own children at least weekly to identify cases early and limit the size of the outbreak. . The key to treating head lice is to be open and honest (it's not a sign of poor hygiene or being dirty) to let other parents know if you find lice on your child so all can treat early and watch for any recurrence. Weekly head checks by parents makes a huge difference in controlling and removing the case completely. Catching it early makes it much easier to treat. Treatments are not 100% effective because they do not kill the nits on the hair shaft right on the scalp. As the hair grows the nits are easier to see, the treatment will kill the nymphs as they hatch a week to 10 days later. is under control or reoccurring from which is more likely about three weeks after treatment because .

- Most infestations occur with children ages 3 yr. to 12 yr. old.
- 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 they have not been shown to spread disease.

- The Iowa Department of Public Health does not recommend that students be excluded from school.
- By the time serious itching occurs, lice may have been present for at least a month. 50% of head lice cases do not cause itching.
- The American Academy of Pediatrics and the National Association of School Nurses do not support group screenings as an effective way to control head 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 a hot dryer for at least 20 minutes.
- Store all stuffed animals, extra pillows, etc. from the bed that can't be washed in hot water or the dryer 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 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. (Unless your product says to treat on one day and NOT shampoo for a certain amount of time but to leave the treatment in the hair without rinsing.) You can start the 14 day treatment after that time frame.
- Days 2-7 and 9-14 the hair should be washed and treated using regular shampoo every other day.
- The easiest way to remove newly hatched nymphs and lice is a thick layer of regular hair conditioner. This allows the hair to be combed through with a fine tooth comb in sections first before you rinse the conditioner out of the hair. This mechanically 'catches' the lice who cannot move quickly in the conditioner. Wipe the comb with the conditioner on a towel. Wash the towel in hot water and use a heated dryer. You can also use a bright light and magnifying glass to find the eggs on the hair follicles - remove them or use a sharp scissors to clip just the individual hair with the egg attached to it. Lice can move quickly in dry hair This not only interrupts the life cycle, it gets easier to identify any new eggs as you check once a week after the 14 day treatment efforts. check once a week to identify new eggs. Some nit casings further out on the hair follicle are empty and no longer a threat. They are transparent like a fly wing. Nit removal is not required but can help identify new eggs. No lice killing products have ovicidal meaning, they do not penetrate the nit casing before a nymph is hatched. Efforts to smother the lice do not work either and no products are 100 % effective thus the need to recheck weekly and let family, close playmates parents know to check and treat their children to break the cycle. r 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. Finding it early saves lots of time and energy in the long run.

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 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.

Throughout the year, the school nurse sponsors vision, hearing, and height/weight measurements.

Students are automatically screened unless the parent submits a note asking the student be excused from the screening.

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### 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.

When a child is staying home due to illness parents should notify the school office immediately. You can leave a voicemail message at your child's designated attendance center (phone numbers are listed on the cover page of this handbook for easy access). If you are not able to contact us during the secretary's hours, (7:30 till 4:00) please leave a message. If we do not hear from you we will be contacting you directly. We need to be contacted for your child's safety.

If an illness occurs at school and the parents cannot be reached, the person designated by the parents will be contacted.

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

**INSPECTION OF EDUCATIONAL MATERIAL**

NFV Code No. 605.2

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**

NFV Code No. 502.5

Student lockers are the property of the school district. Students shall use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It shall be the responsibility of each student to keep their assigned lockers clean and undamaged.

To ensure students are properly maintaining their assigned locker, the principal of the building may periodically inspect all or a random selection of lockers. Either students or another individual will be present during the inspection of lockers. Student lockers may also be searched, at any time and without advance notice, in compliance with board policy regulating search and seizure.

*Students should not bring candy, games, electronic devices 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 a second hand store (i.e. The Depot or 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. Elementary lockers DO NOT have locks on the doors. Students will NOT be allowed to use a personal lock.

**NON-DISCRIMINATION POLICY AND NOTICE**

NFV Code No. 500

It is the policy of the North Fayette 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 (42U.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, North Fayette Valley staff members, the public, North Fayette Valley employment practices, and all aspects under the jurisdiction of the North Fayette 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 North Fayette Valley Booster Clubs, student groups and clubs, and parent-teacher organizations.

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.

### **OPEN ENROLLMENT**

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parent's request. Students wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to enroll. Students interested in open enrolling out of the school district must contact the superintendent for information and forms.

Parents of children who will begin kindergarten in the school district are exempt from the open enrollment March 1 deadline. Parents of children who will begin kindergarten shall file in the same manner set forth above by September 1 prior to the beginning of the child's kindergarten year. Parents who have good cause as defined by law for failing to meet the March 1 deadline may make an open enrollment request in the same manner set forth above.

### **PARENTS/ GUARDIANS RIGHT TO KNOW/Teacher Qualifications**

*At North Fayette 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 North Fayette 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 or Guardians may request information by calling Sue Winter at 563-422-3851 or sending a letter of request to the Office of the Superintendent, 600 N. Pine St, West Union, IA 52175.

**PE/RECESS SHOES AND LOCKER ROOM:** In an effort to maintain our facilities, we require students to have separate, clean, and rock free shoes to participate in gym. 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. In addition to shoes, we promote the practice of good hygiene of all students.

## **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 or a room parents for the celebrations to bring food and drink during the 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 at West Union and Fayette Campuses. **Prepackaged treats with the label are required at Valley Campus due to food allergies and to ensure the safety of all our students.** Parents of students with food intolerances (i.e. milk or gluten) may provide replacement snacks, which can be stored at school.

## **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 safe outdoor activities. School designated recess will have supervision provided by school personnel. The NFV School District does not provide playground supervision before or after school hours.

We want every child to enjoy the time that is spent on the playground. We do not want any students injured, nor do we want any property damaged; therefore, rules have been established to help keep students safe physically and emotionally during recess (i.e. students must not leave the playground without permission from the supervisor). More detailed expectations are found at **common area expectations for the playground can be found at Appendix I & II**. The appendix outlines activities and behaviors not permitted on the playground such as fighting, harassment, intimidation, wrestling, general roughhousing, or 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.

## **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.

Parents should offer guidance and supervision only, to allow students to complete the task on their own.

**PROFESSIONAL DEVELOPMENT/ EARLY DISMISSAL**

EVERY WEDNESDAY, during the 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.

**REQUIRED AGE FOR ATTENDANCE**

Voluntary 4 yr. old Preschool students must be 4 years old by September 15 of the school year. Junior Kindergarten & Kindergarten students must be 5 years of age by September 15 of the school year. First grade students must be 6 years of age by September 15 of the school year.

The 2012 amendment to the law provided the following:

“A child who has reached the age of five by September 15 and who is enrolled in a school district” is of compulsory attendance age unless the child’s parent or guardian provides written notice to the school district of the “intent to remove the child from enrollment in the school district.” Iowa Code § 299.1A(2) (2013).

The Iowa Legislature adopted changes that place the same requirement on students enrolled in the Statewide Voluntary Preschool Program. Those changes have been signed into law with an effective date of July 1, 2013.

The purpose of this amended state law is to allow a school district to remove from its enrollment a child who is not regularly attending the district’s program. The amendment does not change the parameters of the program; it is intended only to hold parents accountable for ensuring regular attendance on behalf of their students. Requirements for program length and duration are set locally. The amendment allows school districts to provide a quality education for children and to efficiently allocate public resources. For more information, contact Mike Cormack at 515-281-3399 or [mike.cormack@iowa.gov](mailto:mike.cormack@iowa.gov).

**REPORTS TO PARENTS/ CONFERENCES**

Report cards are issued four times a year after each quarter. 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.

**RETENTION**

NFV Code No. 505.2

Retention is for students that are not meeting grade level benchmarks/expectations that would benefit from an opportunity to repeat a grade level. The retention of a student will be determined based upon the judgment of the district’s professional staff. When it becomes evident that a student in grades kindergarten through eighth grade may be retained in a grade level for an additional year, the parents will be informed prior to making the retention decision. It is within the sole discretion of the district to retain students in their current grade level and to deny promotion to a student.

**RIGHT TO KNOW**

NFV Code No. 804.5

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 North Fayette 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 BUS SCHEDULES**

Bus arrival and departure times will vary slightly at each elementary attendance center due to shuttle bus schedules, etc. Prior to the beginning of the school year, bus shuttle schedules will be communicated by the district's transportation director or designee.

### **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> **Breakfast will not be served at school in the event of a 2-hour delay.**

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 CALENDAR**

The current school calendar is available at: [www.nfvschools.com](http://www.nfvschools.com)

### **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**

#### Student Conduct –School Events

#### **NFV Football / Track Expectations are:**

- Children who are 2nd Grade and younger are *expected to sit with their parents*.
- NFV students should stay on the home side of the field unless accompanied by an adult.
  - 3rd – 8<sup>th</sup> grade students designated area to sit is on the hill North of the stands and in front of the concession stand on the home side.
  - Students are allowed to be up and about if they are **NOT** creating a disruption or engaging in inappropriate behavior.
- Students who cause a disruption and/or not following the below expectations will be asked to sit with their parents or asked to leave school grounds.
  1. No Running in spectator areas as the potential for injury is too great of risk
  2. No kids under the bleachers, on the baseball field, or on the softball field.
  3. Do not hang or sit on the chain-link fences around the field or track.
  4. No one except approved adults and cheerleaders on the track.
  5. Small games (football, tag, etc.) can be played if done in a manner that is safe for everyone. (Kids playing and all Spectators).
    - a. If the game gets out of control or is deemed unsafe by a NFV Staff Member then the kids will not be allowed to continue playing the game.

- b. Tackle football would not be considered “safe” as kids typically do not have the proper safety equipment.

**NFV Volleyball / Basketball / Wrestling Expectations are:**

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

Students who do not follow these expectations will be warned once. If the warning is unsuccessful, students will be required to sit with or be supervised by parents. If parents are not present students will be sent home.

**Section 504/A.D.A. Policy Statement**

The North Fayette Community School District does not discriminate on the basis of disability with regard to admission, access to services, treatment, or employment in its program or activities.

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against individuals with disabilities in any program receiving federal financial assistance. The Americans with Disabilities Act (A.D.A.) applies to employers who have over 14 employees regardless of federal financial assistance. Under both Acts, the definition of an “individual with a disability” is a person who:

1. has a mental or physical impairment which substantially limits one or more major life activity, such as seeing, hearing, speaking, breathing, learning or working; or
2. has record of such impairments; or
3. is regarded as having such an impairment.

The District will evaluate, identify, and provide free, appropriate education to all students who are individuals with disabilities under section 504 or the A.D.A. unless it would impose an undue hardship of the program.

Each of the programs of the District will be readily accessible to individuals when viewed in its entirety.

The District will furnish auxiliary aids and services to students, employees, parents and members of the public who have disabilities to the extent necessary for communications with other persons, unless it will result in an undue burden on, or a fundamental alteration in the program.

The District has a grievance procedure for disability discrimination complaints. For a description of this procedure, or any further relevant information, including the District’s updated self-evaluation, contact the Section 504/A.D.A. Coordinator: Todd Wolverton

**SMOKING, VAPING, 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, e-cigarettes (i.e. Vape), 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	KDG -5th Grades
ISASP (Iowa Statewide Assessment of Student Progress)	Spring	3rd-5th Grades
SRI (Scholastic Reading Inventory)	Approximately once a quarter	2nd-5th 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.

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### **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 ACTIVITY TICKETS**

Students may purchase a student activity ticket for admission to certain High School athletic activities. Students are not required to purchase activity cards.

### **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 fundraising must have prior approval from the principal before being placed on school property.

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### **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 NFV district website or school media, 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 DROP OFF / PICK UP

### Bells

- WUE Campus: Bells: Regular Day (Early Dismissal - Wednesdays)
  - Entrance Bell: 8:00 AM / Tardy Bell: 8:25 AM
  - Dismissal Bell: 3:20 PM (2:00 PM)

### Before School:

- Valley Campus: Drop Off Time: 7:40-8:00 AM. Please drop your middle school student(s) at the north entrance and elementary students at the elementary main doors. Buses will be arriving between 7:40 a.m. and 7:55 a.m. and unload directly in front of the middle school doors.
- WUE Campus: Drop Off Time: 7:40 - 8:20 AM - Please drop your student off at the drop off lane. Students will then walk to their appropriate entrance (South Entrances: KDG - 3rd) or area for accessing their classroom or shuttle bus (Front of the WUE Building: 4th-5th). We ask parents to stay out of the south parking lot (Buses Only) and please do not escort your child to the school entrances after the first week of school. Vehicles in the drop off lane should never be left unattended. Please do not drop your child(ren) off before 7:40 AM as we will not be able to provide supervision for your child(ren).

### During the Day

- All NFV Campus': 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

- Valley Campus: Parent pick-up is 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 Valley Campus we ask that you stop and fill out a form in the elementary office during intake conferences. 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.**
- WUE Campus: Dismissal Bell: 3:20 PM - Parent Pickup is from 3:25-3:45 PM on regular days and 2:05-2:25 PM on early dismissals. If parents plan to regularly pick up their children they will need a parent pickup number from our WUE Main Office. This number can be obtained by filling out a simple form. Pickup numbers need to be updated annually and old pickup numbers will not be allowed after the first week of school. Parents will then pull up to the pickup lane and with the number showing their children will come out of the main entrance and walk to their parents vehicle. Vehicles in the parent pickup lane should never be left unattended. Fayette shuttles do not arrive at WUE until 3:40 PM, please do not come until 3:35 PM to pick up your Fayette student.

- Parents waiting to pick up their child(ren) who are not in the pickup line will need to wait in the WUE Entrance. Their child(ren) will then be brought to them by an NFV Staff Member and we ask that (for safety reasons) Parents do not enter the building at the end of the day to get their child(ren).

### **STUDENT RECORDS AND REPORTS**

NFV Code No. 506.1

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 need, 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**

West Union and Valley Elementary schools are Schoolwide Title I Programs. A Schoolwide Program allows all children the opportunity to participate in Title I Reading and Math Services. Title I 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.

North Fayette Valley Elementary Schools welcome 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.

Your student may be involved with the school-wide program. Notifications or communication will be sent to parents as needed.

### **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, 400 Pine Street, West Union, IA 52175 or by calling 563-422-5514.

### **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.

If you plan on eating lunch during your visit, we ask that you make arrangements with the building's office prior to 9:00 A.M. and will be paid in the elementary office prior to lunch.

### **VOLUNTEERS**

North Fayette Valley CSD is very fortunate to have volunteers in the school. Everyone involved in North Fayette 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 found at Appendix IV**

### **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. (Valley Campus Only)

Due to students riding the trail to Valley Campus, we ask that parents sign and return a permission slip to your child's teacher after discussing the policy with your child. The form may be found at **Appendix VI**



# Appendix I

## West Union & Fayette Common Area Expectations

### Playground Common Area Plan

Goal: Students of North Fayette Elementary are safe and respectful to others while on the playground.

#### General Expectations

The following expectations are to increase staff consistency while supervising our playground and to provide assistance when teaching responsible behavior.

#### Students will...

- play only in areas designated by supervising teachers.
- stay within the sight of a supervisor at all times.
- remain outside during recess unless given permission by a supervisor.
- interact with students respectfully; no name calling, mean or rude talk, or rough physical play.
- invite others to join in.
- settle differences peacefully, utilizing conflict resolution strategies.
- play with designated equipment only; leave rocks, wood chips, sticks and other dangerous objects alone.
- not simulate the use of weapons during play. Use equipment as intended.\*
- leave personal items at home or in your bag
- talk calmly and politely with supervisors when asked.
- follow all directions of those in charge promptly.
- when bell / whistle sounds, stop playing immediately and line up.

#### Possible Clarifications

- Designated equipment: volleyball, basketball, soccer ball, dodge ball, football, frisbees, sidewalk chalk, jump ropes, or other items approved by staff.
- Personal items include anything brought from home that causes a problem at school.
- Use Equipment as intended:
- Only one on swing at a time; sit only, no standing; stop before getting off; no jumping off moving swings.
- One on slide at a time, feet first; do not climb up slide; do not stand at top of slide, slide on bottom only. Tag must be played away from equipment.

#### Additional Cold or Rainy Weather Expectations

- Everyone goes outdoors unless they have a note from a doctor.
- Students are responsible for appropriate dress for outside recess.
- Mittens or gloves and hats are encouraged (but not required) for all cold weather outdoor play. At individual teacher's discretion, students may borrow mittens from the limited supply in the nurse's office.
- If raining, students and teacher will remain in their classrooms. Individual classroom procedures apply. Students come in immediately if there is thunder or lightning

## **Playground Common Area Plan During Winter Conditions**

### Guidelines

- Dress Students according to the weather forecast.
  - We will not have outdoor recess if the temperature or wind chill is at/below 0°F.
- Full Winter Gear (Boots, Winter Coat, Snow Pants, Winter Hat, Gloves/Mittens) is encouraged when the outside temperature is below 30°F.

### Expectations

- Students will follow the 4 Elements of Success when on the playground
- Students will implement the North Fayette Valley Bullying Rules
- Students will walk quietly and orderly outside and inside
- Students will keep hands to self and avoid physically aggressive games (tackling, pushing, pulling)
- Students will avoid tattling when possible (“he won’t play with me”)

### 1 Inch of Sticking Snow

- Winter Boots Required to play on the non-cement area (Jungle Gym / Playground Equipment / Field)
- Snow pants and boots are required to play in / with the snow.
  - Full Winter Gear Required to go down slides or be on equipment that has seats.
  - Students with shoes on will be asked to stay on Cement Area (Basketball Courts & Sidewalk)

### 4 or more inches of Sticking Snow

- Full Winter Gear Required to play on the non-cement areas
- Jungle Gym / Playground Equipment / Snow Piles / Open Fields
  - Students with no snow pants or/and no boots on will be asked to stay on Cement Area (Basketball Courts & Sidewalk)

### Rules

- No Jumping off of the playground equipment
- Go down slides feet first.
- No throwing snow.
- No sliding on the ice
- No rolling down the hill.

### \*Special Notes:

- Students may build snowmen, forts, etc., but no throwing of snowballs.
- Boots are required in the Spring when the snow has melted, but only while a majority of the ground is still soft and muddy.

## **Cafeteria Common Area Plan**

**Goal:** The cafeterias of North Fayette Elementary are calm, relaxing areas in which to enjoy eating.

### **General Expectations**

The following expectations were developed to increase staff consistency while supervising our cafeteria. Students should have an understanding of these expectations.

### **Students will:**

- remember to use words of kindness, like “Please,” “Thank you,” “No, Thank you,” “Excuse me,” etc.
- proceed to the lunch line in an orderly fashion, respecting others’ space, keeping hands, feet, objects, and negative comments to themselves (Line Basics).
- wait quietly in line, speaking only with soft voices.
- proceed to their table, where they will sit up straight, with their feet touching the floor, if possible.
- be responsible when taking condiments and pass in an orderly fashion.
- use proper table manners; using silverware correctly, not playing with food.
- chew with their mouths closed, chewing thoroughly and not gulping food.
- try new foods and eat what they can comfortably. If they are not fond of the meal, they should watch the menu and try to bring their own lunch.
- consume the food on their own plate as their hunger dictates. Students may not trade food.
- eat the majority of the meal before conversing quietly with a nearby classmate.
- discuss only appropriate topics.
- be responsible for cleaning up their area, including any spills that occur.
- place silverware, garbage, and trays where designated when dismissed.
- leave quietly and return to rooms without disturbing others.
- a developmental table will be available for students who may need to “practice” appropriate table manner skills.
- a separate table will be provided for students who have cold lunches that contain peanut products if an allergy exists in the building.
- students will be released when they can show the supervising staff that they are quiet and ready to enter the hallway.

## **Hallway Common Area Plan**

Students at North Fayette Elementary pass through the hallways upon arrival and dismissal, when going to and from recess, lunch, art, music, PE, computer lab, library, bathroom and special errands.

**Goal:**

The hallways of North Fayette Elementary are a safe, orderly and pleasant place for moving throughout the building.

**General Expectations**

The following expectations were developed to increase staff consistency while teaching and supervising our hallways. These expectations are an extension of TigerHawks Pride and are intended to help create an environment where everyone is successful.

**Students will..**

- respect others' space, keep hands, feet, objects and negative comments to self (Line Basics).
- walk safely and quietly through the hallways, keeping to the right.
- be considerate of others and their property in the hallway.
- greet teachers, guests and friends pleasantly with a smile
- manners matter: use "please, excuse me and thank you," etc.
- keep hallways clean by wiping feet when entering the building, by walking appropriately, without creating black marks, and putting trash in trash cans.
- keep walkways clear.
- walk directly to destination without hesitating or becoming distracted.
- take off boots upon entering the building as directed.
- respect the items in the hallway, including lockers, bulletin boards and displays.
- dismiss at the end of the day according to their teachers' directions.

## **Before and Afterschool Common Area Plan**

**Goal:** Students of North Fayette Elementary are safe and respectful while waiting to enter and while leaving the school buildings.

### **General Expectations**

The following expectations were developed to increase staff consistency while supervising before and after school. Students should have an understanding of these expectations.

Students are required to bring a note to make staff aware of any changes from their normal routine!

### **Before school students will...**

- arrive on school grounds no earlier than 7:40 A.M.
- walk to the school building using the sidewalk.
- stand in line as directed by the supervising staff member.
- follow the school rule, keeping hands, feet, objects, and negative comments to self.
- interact quietly with others in a caring, respectful manner.
- follow all directions of the supervisor promptly.
- talk calmly and politely with supervisor.
- enter the building when directed to do so and proceed to his or her destination.

### **WU Elem or Fayette Elem:**

- Enter and Exit WUE building through the West doors when walking, riding a bike, dropped off/picked up by parent, sibling or relative. Enter and Exit WUE building through the South doors when riding a route bus or travel on the shuttle bus (Fayette Shuttle bus pick up and drop off in WU is at the Main Entrance Doors/North Doors at Fayette)
- Walk bikes on to and off of school property
- Use the bike rack as it is intended to be used.

**West Union Elementary only:** PLEASE TURN RIGHT WHEN EXITING THE PARKING AREA.

### **After school students will...**

- wait for a teacher to dismiss them from the building.
- wait quietly at the designated area until his / her ride arrives. (not on playground)
- walk from the school using the sidewalk and designated crosswalk areas
- be respectful and follow directions of crossing guards
- go directly home or designated location.
- become the responsibility of the parent when pickup has occurred.

## **Bus Common Area Plan**

Developed by North Fayette bus drivers to unify expectations for students.

### **Respect**

#### ***A respectful student...***

- Reports to school at the designated loading point before the departure time.
- Is prepared to depart the school when the buses arrive.
- Waits for the bus to come to a complete stop before attempting to enter.
- Follows the leader to the bus in a single file, walking and not pushing.
- Enters the bus and goes to the very rear of the bus, filling the back seats first and on towards the front. 2 per seat/sometimes 3 per seat.
- Places their belongs on their lap and keeps their hands and feet to themselves.

### **Responsibility**

#### ***A responsible student...***

- Obeys the driver at all times, cheerfully and promptly.
- Keeps the interior of the bus in good condition. Damaging seats, scratching paint, etc. will not be tolerated and such damage will be charges to the offender.
- Uses appropriate language at all times.
- Respects the driver if an assigned seat is issued to them. The driver is in full charge of the bus!
- Keeps hands and feet out of the aisle and inside the bus windows at all times.
- Does not throw objects about the bus nor out through the windows.

### **Cooperation**

#### ***A cooperative student...***

- Remains seated at all times when the bus is in motion.
- Does not have possessions that can cause injury such as sticks or knives.
- Enters and exits through the right front door. The emergency door is for emergencies only.
- Follows all special directions given by the driver.
- Asks the driver for permission to open windows, and closes it before exiting the bus.
- Departs the bus single file through the right front door and proceeds into the school building.
- Departs the bus at designated point only, this is a shuttle, unlike a route.

### **Caring**

#### ***A caring student...***

- Speaks in a kind and quiet voice, before, during and after bus trips.
- Is polite to the driver and all riders on the bus.
- Keeps the interiors of the bus clean, throwing all garbage in containers provided by the driver.
- Is courteous to other vehicles and people they pass during the bus trip.



## **Olweus Bullying Prevention Program**

What is BULLYING?

This year North Fayette Elementary Schools have adopted the following definition of bullying from the Olweus Bullying Prevention Program. All of our students and teachers are continuing to learn and use this definition. We are asking parents and our community to learn this definition, so we may all have a common language of what bullying is.

Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending him or herself.

Bullying can take many forms such as hitting, name calling, spreading false rumors, not letting someone be part of the group, and sending nasty messages on a cell phone or over the internet – this is just to name a few.

Our elementary schools are committed to providing a safe and positive environment for all children to learn. Together we can build strong, educated and happy kids!

### **North Fayette Valley Elementary Anti-Bullying Rules**

- 1. We will not bully others.**
  
- 2. We will help students who are bullied.**
  
- 3. We will include students who are left out.**
  
- 4. We will tell an adult at school and an adult at home if we know that somebody is being bullied.**

**West Union & Fayette Elementary Only**  
**Bullying Behavior Expectations & Consequences**

<b>Behavior</b>	<b>First Time</b>	<b>Second Time</b>	<b>Third Time</b>	<b>More than three times</b>
Teasing (name-calling, insulting, or other behavior that would hurt others' feelings or make them feel bad about themselves) Exclusion (starting rumors, telling others not to be friends with someone, or other actions that would cause someone to be without friends)	Restitution / Practice / Consequence	3:30 – 3:45 Detention Restitution / Practice Student Calls Parent	3:30 – 4:00 Detention Restitution / Practice Student Calls Parent	Staff and parents will meet to discuss an individual plan for the student.
Hitting (pushing, slapping, grabbing)	3:30 – 3:45 Detention Restitution / Practice Student Calls Parent	3:30 – 4:00 Detention Restitution / Practice Student Calls Parent	1 – 3 Day In-School Suspension Restitution / Practice Student Calls Parent	
Severe Hitting (punching, kicking, similar behavior that may injure others)	1-3 Day In School Suspension (ISS) Restitution / Practice Student Calls Parent	1-3 Day Out of School Suspension (OSS) Days are made up at the discretion of school staff. Restitution / Practice Student Calls Parent	3-5 Day Out of School Suspension (OSS) Days made up at the discretion of school staff. Restitution / Practice Student Calls Parent	
Harassment (racial, ethnic, or sexual name calling)  Threats	3:30 – 4:30 Detention Restitution / Practice Student Calls Parent	1 Day In-School Suspension Restitution / Practice Student Calls Parent	1-3 Day Out of School Suspension (OSS) Days made up at the end of the year. Restitution / Practice Student Calls Parent	
Harassment (using Instant Messaging, Facebook, My Space, Texting or other severe harassment.) *SAVE EVIDENCE*	1 Day In School Suspension (ISS) Restitution / Practice Student Calls Parent	1-3 Days Out of School Suspension (OSS) Days made up at the discretion of school staff. Restitution / Practice Student Calls Parent	3-5 Days Out of School Suspension. Days made up at the discretion of school staff. Restitution / Practice Student Calls Parent	

## West Union & Fayette Elementary Only

### Code of Conduct – Disrespect, Swearing and Refusal to Follow Instructions\*

In order to maintain our positive climate and show our *“TigerHawk Pride”*, the following expectations and consequences will be effective for the 2019-20 school year.

1 <sup>st</sup> Offense	A conference will be held between the student and teacher. Parents will be notified of the incident and 30 minutes of after school detention will be served as scheduled between parent and teacher.
2 <sup>nd</sup> Offense	A conference will be held between the student, teacher and administrator. Parents will be notified of the incident and 60 minutes of after school detention will be served as scheduled between parent and administrator.
3 <sup>rd</sup> Offense	Conferencing will be done between the student, teacher, parent and administrator. A one-day In-School Suspension will be served as scheduled by administration and parents.
4 <sup>th</sup> and Additional Offenses	Conferencing will be done between the student, teacher, parent and administrator. A one or more day Out of School Suspension will be served.

*\*Disrespectfulness* includes, but is not limited to: rudeness, impoliteness, or discourtesy to other students, staff and substitutes, or other visitors in the building. It also includes mistreatment of the property of others (both individuals or school property) *Refusal to*

*Follow Instructions* includes, but is not limited to: defiance of, or refusal to conform to reasonable requests or directive by teachers or other school personnel.

\*Consequences can be escalated at the school’s discretion.

# Valley Elementary

Behavior	1st Time	2nd Time	3rd Time	4th Time
<b>Category 1 behaviors (i.e. not following directions, teasing, name-calling, insulting, disruptive in class)</b>	Staff handles	Staff Handles	Staff Handles, notify administration for third and any following	Staff Handles, consider a parent meeting
<b>Category 2 behaviors (i.e. removed from class, inappropriate or unsafe actions "messaging around", insubordination)</b>	Staff Handles	Staff Handles, notify administration for second and any following	Written Warning (Incident Form) and Parents Notified via phone and form	Behavior Contract with a loss of recess and/or lunch for 1 day to complete the contract, Parent notified via phone and contract
<b>Category 3 behaviors (i.e. kicking, pushing, slapping, grabbing, restraining, theft- for 4th/5th Grade, skip step 1)</b>	Behavior Contract with a loss of recess and/or lunch (Classes Only) for 1 day to complete the contract, Parent notified via phone and contract	Behavior Contract with a loss of recess and/or lunch (Classes Only) for 2 days to complete the contract, Parent notified via phone and contract	Behavior Contract with a loss of recess and/or lunch (Classes Only) for 3 days to complete the contract, Parent meeting, Consider alternate plan to alleviate incidents	Behavior Contract with a loss of recess and/or lunch (Classes Only) for 4 days to complete the contract, Parent meeting, Consider alternate plan to alleviate incidents
<b>Category 4 behaviors: (i.e. confirmed bullying, behavior that could have resulted in an injury), Assault starts at step 2 for students in 4th/5th grade</b>	Behavior Contract with a loss of recess and/or lunch (Classes Only) for 2 days to complete the contract, Parent notified via phone and contract	Behavior Contract with a loss of recess and/or lunch (Classes Only) for 3 days to complete the contract, Parent meeting, Consider alternate plan to alleviate incidents	Behavior Contract with a loss of recess and/or lunch (Classes Only) for 4 days to complete the contract, Parent meeting, Consider alternate plan to alleviate incidents	Behavior Contract with a loss of recess and/or lunch (Classes Only-length to be determined by administration), Parent meeting, Consider alternate plan to alleviate incidents

**\*\* The administration reserves the right to modify the consequence based on the behavior and may involve disciplinary action of a verbal reprimand up to and including expulsion by the Board of Education**

# Appendix II

## Valley Common Area Expectations

# 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](http://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.

## Valley Campus School Recess Plan

### Goal Statement:

The goal of Valley Elementary Campus recess is to provide students an opportunity for physical activity in a safe, loving and fun environment. Students will interact in a caring and respectful manner, building positive relationships and promoting self-esteem. Staff will use the Love and Logic process to help student make and take ownership to their actions.

### Playground Expectations:

- Students have the freedom to run and play as long as it doesn't cause a problem for the supervisor or other students.
  - Examples of freedoms
    - Respect others
    - Follow directions immediately and the first time
    - To use and hear appropriate language
    - Include everyone
    - Play in designated areas
    - Take turns on equipment
    - Line up immediately when the whistle is blown
    - Slide down the slide feet first on your bottom
    - Enter the building with permission
    - Use the equipment as intended
  - Examples of Problems
    - Playing by classroom windows
    - Playing beyond the treeline and in the tall grass
    - Playing on the concrete steps or the drainage
    - Playing with the MS football equipment
    - Playing tag, soccer, football, baseball/ softball on the blacktop or bluetop
    - Throwing equipment at the building
    - Leaning over the side of the slide
    - Standing or jumping off the swing
    - Multiple students on one swing
    - Playing bumper cars on the swing
    - Climbing on the outside of equipment
    - Tackling, wrestling, or other physical contact
    - Using the soccer nets as forts
    - Hanging, breaking, or pulling living things (i.e. trees, flowers)
- Equipment will be placed in timeout if not properly put away at the end of recess.
  - Equipment may be removed from timeout for extra contributions to Valley Campus.

### End of Recess:

When the whistle is blown 3 times loudly, students will line up quickly and quietly. Students will walk quietly in the hallways. If there is a problem being quiet in the hallway, select students will need to retrain during their next recess.

### Inclement weather rules:

1. The decision to hold an inside recess will be based on inclement weather or below zero wind chill.
2. If recess needs to be held indoors, students will stay in their classrooms and play using the game cart and supplies within their classrooms.
3. Running is not allowed and students will use indoor voices.
4. The recess supervisors shall monitor the classrooms during the regular recess time.

### Winter rules:

As a campus we recommend wearing appropriate clothing- Coats, snow pants, boots, hats and gloves. Students who do not wear appropriate clothing have a natural consequence (i.e. being cold). Due to the safety issue of wet and cold, only students with appropriate clothing will play off the blacktop and bluetop.

- Students have the freedom to run and play as long as it doesn't cause a problem for the supervisor or other students.
  - Additional freedoms
    - Sliding down the hill feet first and on your bottom one at a time
    - Building forts
    - Building snowmen
  - Additional example of problems
    - Sliding on the ice
    - Throwing ice and/or snow
    - Knocking down snowmen and/or forts
    - Digging tunnels

**Consequences for not following recess rules:**

1. Verbal Warning
2. Loving and Logical Consequences (timeout may be used by students standing near the supervisor or sitting in a designated area)
3. Reoccurrence - Use office referral form if necessary
4. Report to principal

# Appendix III

## North Fayette Valley Computer and Network Violations Matrix

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

		Consequence or Action Taken	Consequence or Action Taken	Consequence or Action Taken
Violation Type	Examples / Descriptions	1st Time	2nd Time	3rd( or more)Time
Network Violation	Using Bandwidth <ul style="list-style-type: none"> <li>• Gaming</li> <li>• Copyright Infringement</li> <li>• Streaming (Inappropriate Music and/or no teacher consent)</li> </ul>	1 week no take home	1 month no take home	Principal/Parent/Student Meeting, no take home TBD Students may lose the privilege to have a computer at school.
Computer Use Violation	Using the computer for functions it was not designed for  Leaving your computer unattended	Warning	1 week no take home	1 month no take home Students may lose the privilege to have a computer at school.
Inappropriate Content	Pornography Gambling Hate Groups Other	1 month no take home	Principal/Parent/Student Meeting, no take home TBD Students may lose the privilege to have a computer at school.	
Off Task Content/Use	Not being on lesson or project based site	Warning	1 week no take home	1 month no take home Students may lose the privilege to have a computer at school.

\_\_\_\_\_ 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) \_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent or guardian's signature) \_\_\_\_\_  
(Date)



## Appendix IV

Greetings Potential North Fayette Valley Elementary Volunteer,

Thank you for signing up to volunteer at North Fayette Valley Elementary. For the safety of our students we are requiring background checks on all individuals who plan to volunteer for field trips and school activities in and out of the classroom for the 2019-20 school year. This form needs to be completed and mailed to North Fayette Valley Central Offices to get the background process started. If you have any questions please feel free to contact me.

Thank you,

Travis Elliott  
Micah L. Gearhart  
North Fayette Valley Elementary Principals  
563-422-5514

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### North Fayette Valley Elementary Volunteer Background Check Information

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

SS#: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Please return this form to**  
North Fayette Valley Community Schools  
Central Office  
600 N. Pine St.  
West Union, IA 52175

## Appendix V



<b>NFV SBG Academic Proficiency Definitions</b>		
<b>Rating</b>	<b>Description</b>	<b>Definition</b>
<b>4 Exemplary</b>	<p>An exemplary rating indicates that a student consistently and thoroughly demonstrates mastery of course or grade level expectations at the cognitive level the standard is written.</p> <p>*exemplary does not mean perfect</p>	<b>Exemplary</b> is mastery with excellence, ease, and consistency of grade level or course standard.
<b>3 Proficient</b>	<p>A proficient rating indicates that a student consistently and independently demonstrates competency in the grade level or course standard at the cognitive level the standard is written.</p> <p>*with limited errors *80% of students in a healthy core would be at a 3 or 4.</p>	<b>Proficient</b> is meeting the grade level or course standard and producing quality work.
<b>2 Developing</b>	<p>A developing rating indicates that a student demonstrates partial proficiency. The student may understand the simpler details yet inconsistently shows understanding of key concepts of the grade level or course standard without teacher assistance.</p>	<b>Developing</b> is partially proficient and inconsistently performing at grade level or course standard without assistance.
<b>1 Beginning</b>	<p>A beginning rating indicates that a student demonstrates limited knowledge of grade level or course standard and is not performing to the standard even with assistance. Student is not showing understanding of the simpler details of the standard.</p>	<b>Beginning</b> is not yet performing at grade level or course standard even with assistance.
<b>I Incomplete Evidence</b>	<p>This rating indicates a student provides insufficient evidence to measure meeting the grade level or course standard.</p>	<b>Incomplete</b> indicates there is insufficient evidence to evaluate.
<b>M Missing</b>	<p>This rating indicates a student provides no evidence.</p>	<b>Missing</b> indicates there is no evidence to evaluate.



# West Union & Fayette|Elementary

## TigerHawk Pride Performance Ratings



	Effective	Progressing	Needs Improvement
<b>Respect</b> <i>A respectful student...</i>	<p>Follows directions and asks permission.</p> <p>Listens when others speak.</p> <p>Accepts decisions/redirects from teachers and staff.</p> <p>Tolerates differences in others.</p> <p>Honors confidentiality.</p> <p>Keeps a positive attitude.</p>	Missing 1-2 of the proficient expectations	Missing 3 or more of the proficient expectations
<b>Responsibility</b> <i>A responsible student...</i>	<p>Brings materials to class.</p> <p>Uses learning time wisely, and stays on task.</p> <p>Does their best and asks for help when needed.</p> <p>Completes and returns assignments on time.</p> <p>Reports facts and events truthfully.</p> <p>Responds to mistakes and strives to do better.</p>	Missing 1-2 of the proficient expectations	Missing 3 or more of the proficient expectations
<b>Cooperation</b> <i>A cooperative student...</i>	<p>Participates in class and school activities.</p> <p>Shares and takes turns.</p> <p>Contributes to other student's learning.</p> <p>Works hard even when difficult.</p> <p>Recognizes the efforts of others.</p> <p>Solves disagreements calmly.</p>	Missing 1-2 of the proficient expectations	Missing 3 or more of the proficient expectations
<b>Caring</b> <i>A caring student...</i>	<p>Smiles and greets others.</p> <p>Compliments and encourages classmates.</p> <p>Apologizes to and forgives others when appropriate.</p> <p>Volunteers to help others.</p> <p>Makes requests politely and says thank you when appropriate.</p> <p>Speaks kindly about others.</p>	Missing 1-2 of the proficient expectations	Missing 3 or more of the proficient expectations

<b>NFV MS Employability Skills</b>			
	<b>E- Exemplary</b>	<b>D- Developing</b>	<b>N- Needs Improvement</b>
<b>Behavior</b>	Committed to working hard in class. Respectful, has a positive attitude, follows rules and expectations	Usually commits to hard work. Respectful most of the time. Usually follows the rules and expectations.	Does not commit to hard work regularly. Can be disrespectful. Does not consistently follow the rules and expectations.
<b>Work Completion</b>	Uses class time effectively, seldom has late assignments, completes work to the best of his/her ability	Usually uses class time effectively, has some late assessments, usually completes work to the best of their ability	Does not use class time effectively, Constantly has missing assignments and/or parts of an assignment, does not complete work to the best of their ability
<b>Participation</b>	Comes to class on time with all required materials. Follows directions first time. Engages without redirection. Contributes positively and makes effort to improve.	Usually comes to class on time with all required materials. Follows directions with 1 or less prompts. Engages with 1 or less redirection. Usually contributes positively and makes effort to improve.	Does not come to class on time or with all required materials. Requires 2 or more prompts to follow directions. Requires 2 or more redirection in a given class. Does not contribute positively and/or does not make an effort to improve.

# Appendix VI

## 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. (Valley Campus Only)

Due to students riding the trail to Valley Campus, we ask that parents sign and return a permission slip to your child's teacher after discussing the policy with your child. The form may be found at Appendix V

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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 \_\_\_\_/\_\_\_\_/\_\_\_\_