



DANVILLE COMMUNITY SCHOOL DISTRICT

419 SOUTH MAIN STREET, DANVILLE, IOWA 52623

P: 319.392.4223 F: 319.392.8390

PATRICK WALLACE, SUPERINTENDENT

JOHN LAWRENCE, 7-12 PRINCIPAL

JACQUELINE THORNBURG, PREK-6 PRINCIPAL

KIRK SOUKUP, ATHLETIC DIRECTOR

Danville Elementary School Parent/Student Handbook 2023-2024



HOME OF THE BEARS

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Introduction



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KIRK SOUKUP, ATHLETIC DIRECTOR

Dear Parents/Guardians,

Welcome to a new school year at Danville Elementary School. Our faculty and staff are both excited and proud to partner with you in the education of your child. We are looking forward to another fantastic school year.

Educational success for all students cannot be complete without a positive, collaborative relationship between home and school. It is vitally important that we build a strong relationship in order to best meet your child's educational needs. Together, we can create an impactful educational experience for all children and assure each child's academic success.

You will find in the Parent/Student Handbook important information regarding some of the policies and procedures established for the safety of the children and the smooth operation of the school. Please read this information carefully and keep it for future reference. As always, feel free to contact the elementary office at 319-392-4221 with any questions.

Together we can build a strong partnership between the school and the home that will ultimately contribute to the success of each and every student at Danville Elementary.

Sincerely,

Jaci Thornburg
Danville Elementary Principal

HOME OF THE BEARS



School Overview

Danville Pride

School Mascot	“Blaze” the Bear
School Colors	Royal Blue & White
School Song	We’re loyal to you, Danville High The white and the blue, Danville High We’ll back you to stand, against the best in the land For we know you will stand, Danville High (Rah, Rah!) So toss that ball, Danville High We’re backing you all, Danville High Our team is a fame protector. On team, for we expect a victory from you, Danville High! D-A-N-V-I-L-L-E Rah, Yay, Danville!

Mission Statement

The mission of the Danville Community School District is to provide a safe, nurturing, welcoming environment, which will challenge, motivate, and educate students to be productive, responsible citizens.

Purpose Statement

At the Danville Community School District, our purpose is to create a dynamic and impactful learning environment that nurtures the development of every student. We ignite minds, empower hearts, and shape bright futures by fueling resilience, confidence, and compassion while equipping students with essential life skills and an unwavering determination to triumph in every aspect of their lives. Together, with our supportive community, we prioritize high academic standards, social-emotional learning, and character education to foster a strong foundation for lifelong success. Join us at Danville, where extraordinary opportunities await, and all students have the potential to be great!

Handbook Statement

This handbook has been developed for both the students and their parents/guardians. Every effort has been made to summarize school regulations so that students and parents/guardians will have a basic understanding of student expectations. Each student is accountable for the handbook content.

The policies in this document are subject to change due to continuous review and revision of Board policies. This handbook is only a guideline, additional rules, as deemed necessary may apply in certain cases.

Our purpose is to provide a quality education for anyone who chooses to attend Danville Elementary, please help us to be successful by following the regulations and protocols outlined in this handbook.

The handbook is designed to

- Document school district policies and rules to serve as a guide for students and their families and to clarify the school district and the elementary building's processes and procedures;
- Serve as a source of information for students and their families about Danville Elementary School, the organizational structure and overall philosophy;
- Provide students and their families with up-to-date, easy to understand information on the range of opportunities and programs available through Danville Elementary School;
- Provide legal notices as required by the Iowa Department of Education and under federal law.

Danville CSD Board of Directors

Jason Samples	President	jason.samples@danvillecsd.org
JP Van Buskirk	Vice-President	jp.vanbuskirk@danvillecsd.org
Brian Bauer	Board Member	brian.bauer@danvillecsd.org
Shaun Langan	Board Member	shaun.langan@danvillecsd.org
Mike Miltenberger	Board Member	mike.miltenbergers@danvillecsd.org

Danville CSD Administrative Staff

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Janelle Schneiderman	School Business Officer	janelle.schneiderman@danvillecsd.org
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John Lawrence	JH/HS Principal	john.lawrence@danvillecsd.org
Jaci Thornburg	Elementary Principal	jaci.thornburg@danvillecsd.org

Danville Elementary Staff

Lisa Alberts	6 - 12 School Counselor	lisa.alberts@danvillecsd.org
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Lucas Gourley	Technology Director	lucas.gourley@danvillecsd.org
Deidre Giguere	Special Education Teacher	deidre.giguere@danvillecsd.org
Ashley Hartman	Fifth Grade Teacher	ashley.hartman@danvillecsd.org
Stephanie Heckart	ESSR TAG Teacher	stephanie.heckart@danvillecsd.org
Cherrish Helmig	4YO Preschool Teacher	cherrish.helmig@danvillecsd.org
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Bobbi Huebner	Elementary Vocal Music	bobbi.huebner@danvillecsd.org

Jessica Johnson	Elementary Social Worker	jessica.johnson@danvillecsd.org
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Riley Kilbride	Third Grade Teacher	riley.kilbride@danvillecsd.org
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Karen Zippe	Food Service	karen.zippe@danvillecsd.org



General Procedural Information

Attendance Procedures

While we certainly understand that illnesses and special circumstances are bound to happen, we ask that you do your best to help your child be at school every day. **Avoid scheduling appointments during the school day, when possible.** Here are a few things to keep in mind when considering your child's school attendance:

- Poor attendance can influence whether children read proficiently by the end of third grade
- Improved attendance rates equate to improved academic and social success
- Research indicates that missing even two days per month can negatively affect a student's academic performance

Absenteeism Policy

Students shall attend school unless excused by the principal of the attendance center. Regular attendance by students is 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. Research consistently shows a strong correlation between attendance and academic achievement.

All absences require the parent or guardian to contact the school by phone, or email the elementary secretary at alice.mcleland@danvillecsd.org by **10:00 a.m.** on the day of the absence. If notification has NOT been made by 10:00 a.m. the office secretary will call to verify the absence. The office voice mail system is available to take messages before and after school hours. Without exception, all students must check in and out at the office if they arrive after 8:05 AM and leave before 3:30 p.m.

Attendance/Reporting Periods

The day is divided into the following reporting periods:

- 8:05 a.m. – 8:30 a.m. = Tardy
- 9:01 a.m. – 12:20 p.m. = 1/2 day Absent
- 12:20 p.m. – 3:30 p.m. = 1/2 day Absent

Excused Absences: An excused absence means that the student will not be required to make up missed class time and has two days for every day absent to make up missed work. Excused absences are:

- Occasional illness reported by a parent/guardian. (Chronic illness or excessive number of sick days may require verification by a medical professional. The school principal will notify the parent/guardian, in writing, when the number of sick days will require verification by a medical professional.)
- Verified medical or dental care
- Death or serious illness in the immediate family or household
- Suspension from school
- Religious holidays requiring absence from school
- Court appearance or other legal proceedings beyond the control of the family
- Classes missed because of attendance at a school-sponsored trip or activity
- Other verified emergency as approved by the principal
- Family vacations with prior approval from the principal (No work will be assigned ahead of time for prearranged absences)

Unexcused Absences:

- Failure of parent/guardian to notify the school in the event of an absence
- “Skip Days” - (For example, shopping, hunting, hair cuts, birthday trips)
- Leaving the school building without checking out at the office
- Oversleeping

Consequences for Absences:

Excused absences under the district policy will not be subject to consequences.

Unexcused absences that do not meet the definition of a legitimate absence will include any or all of the following consequences:

- Parent/guardian conference
- See Truancy Policy/Excessive Absences

Excessive absences occur when a student misses five days of school (excused or unexcused). After ten absences (excused or unexcused), the building principal may send a letter of concern to the parent. After 15 absences the school will contact the parents to set up a conference with the parent/guardian to discuss the excessive absences with assistance from the school resource officer. When excused absences become excessive, professional verification or documentation may be required in order for future absences to be excused. An original doctor's excuse may be required within 48 hours. When the student misses six days of school, the building principal will analyze each absence to determine whether it was excused or unexcused. If the number of unexcused absences reaches ten or more, the truancy policy steps will be initiated.

Late Arrivals/Tardiness

Students arriving after 8:05 a.m. are considered, depending on the arrival time, as either “Tardy” or “Absent” and are required to be buzzed in through the Circle Drive door, sign in at the office, and obtain a “Pass to Class” before walking to the classroom.

Excused Tardies

A note of explanation or call from the parent or guardian to the school is required in each case of tardiness. Tardiness at the beginning of the school day will only be excused for medical appointments (requiring doctor's verification) and/or when the school bus is running late. Arrival between 8:05-9:00 a.m. will constitute a tardy.

Consequences for Unexcused Tardiness:

- 5 unexcused tardies per semester = letter home
- 6 unexcused tardies per semester = conference with parent and child addressing the absence/tardy policy
- 7 or more unexcused tardies per semester = 30 minute after school detention

Student Check Out

If you plan to pick up your child at a non-scheduled time, please give advance notice by calling the office before you come to pick up your child. The newly acquired PikMyKid app can also be utilized to notify the school of changes to a students' regular dismissal routine.

Upon arriving to pick up an elementary student during the school day, please buzz the elementary office with the doorbell and your student will be escorted out to you. Students will not be allowed to leave with an adult (including parents) without first speaking with office personnel. This may sometimes be an inconvenience, but is done in the interest of student safety.

Truancy Policy

The Danville Community School District is committed to ensuring that every reasonable attempt is made to secure the attendance in school of all children residing in the district, particularly those of compulsory attendance age. To that end, the superintendent, in conjunction with building principals, is directed to cooperate with the county attorney, officials of private schools in the district, and other relevant agencies, to enforce the state law of compulsory school attendance.

Children between the ages of six (6) and sixteen (16), as of September 15, residing in the Danville Community School District are required to be enrolled in and attending an Iowa accredited public or private school, or receiving competent private instruction pursuant to state law (Iowa Code 299.1A). Children of compulsory attendance age, who are enrolled in the Danville Community School District, shall attend school for at least 175 days per school year, unless excused under the terms of the district's attendance policy. (Iowa Code 299.1).

Truancy shall be defined as failure to attend school without reasonable excuse for the absence. (Iowa Code 299.8). Legitimate reasons for absence will be illness, medical appointments, funeral of a family member, court appearances, family vacations (with prior approval of principal), school-sponsored activities, other absences may be approved by the building principal. (Iowa Code 299.1), The building principal will refer to the county attorney's office a student and his or her parent for violation of the compulsory attendance laws for excessive unexcused absences. (Iowa Code 299.5A).

If a child is truant from school, district officials shall make every reasonable attempt to secure the child's attendance and document in writing all such efforts. (Iowa Code 299.5A). However, if a child of compulsory attendance age who is enrolled in the district is truant for more than **six** full days per year, the building principal shall notify the county attorney in writing of the apparent violation of the compulsory attendance law by the child and the child's parent or guardian. (Iowa Code 299.11). In addition, the building principal may impose discipline on the truant child in accordance with the district's attendance policy. (Iowa Code 299.9).

The superintendent, or designee, shall cooperate with officials of accredited nonpublic schools in the district in enforcing the compulsory attendance law as to students enrolled in those schools. (Iowa Code 299.3). The superintendent, or designee, shall also notify the county attorney of a child between the age of six (6) and sixteen (16) who is said to be receiving competent private instruction but fails to make adequate progress as defined by Iowa Code 299.A.6.

General Information

Activity Passes

Student activity passes may be purchased at registration or in the HS office. The pass must be presented at the gate to gain entrance to select home sporting events. There will be a nominal replacement fee for lost or destroyed activity passes of \$2.00 each.

Bus Procedures

The bus drivers have the responsibility of transporting the children to and from school each day in a safe manner. Therefore, it is critical that all children follow the bus rules that have been established by the Danville Community School District. When a child's conduct is excessively disruptive or endangers other students on the bus, he/she may be subject to disciplinary action including, but not limited to temporary or permanent removal from the bus.

Change of Address/Phone Number/Email

For the safety of all students, it is vital that we be able to contact parents/guardians via phone, mail, and email regarding student emergencies, behavior, progress, and other pertinent information. If your phone number, address, or email address change during the school year, please notify the elementary office as soon as possible, so that this information can be updated in the school information system. In addition, parents can update this information themselves at any time, by logging into their JMC account.

Child Abuse Reporting

In compliance with the Code of Iowa, all school employees are required to report suspected cases of child abuse to the proper authorities. School staff have undergone training and been instructed in the types of child abuse, symptoms, reporting procedures, and time lines established by the law. Per regulation, any suspected child abuse or neglect will be reported.

Daily Schedule

Our school day begins at 8:05 a.m. and ends at 3:30 p.m. Doors do not open until 7:55 a.m. Students are NOT to be in the building before 7:55 a.m. and after 3:30 p.m. unless under the direct supervision of a Danville staff member. However, students participating in the school breakfast program may arrive at 7:45 a.m.

Field Trips

Field trips are a valuable, important, and exciting part of the education of our students. They provide learning experiences that cannot be offered in the classroom. Board policy states a child cannot attend field trips unless a signed permission slip is received from a parent. All parents are asked to sign a parental permission form indicating approval for your child to attend school sponsored field trips in

conjunction with your child's school registration papers. You will be notified by your child's teacher of any out of town field trips. Depending on the field trip, grade levels could ask for parent chaperones to assist with the trip. All parents that chaperone field trips, will be required to pass a background check at the expense of the parent.

Food Service

Our school offers a nutritious hot breakfast and lunch program to all students. Breakfast begins at 7:45 and ends at 8:05 each morning. Grade level lunch times may vary year to year depending on the master schedule.

Family lunch account money can be sent to school with your child. The teacher will collect lunch money at the beginning of the school day and send it to the Food Service Supervisor. Applications for free and reduced lunches are available in all school offices, as well as through JMC.

Detailed information concerning the Food and Nutrition Program is available at registration. A menu is provided at the beginning of each month and can also be located on the Danville CSD school website by clicking on "Explore" and then "Dining".

Lunch boxes/bags should be marked with your child's name and grade. If your child brings a cold lunch from home, please note that students may not bring soda of any kind to the lunchroom.

Great Prairie AEA

Great Prairie AEA staff will be available to partner with Danville School District staff members to provide the best education possible for your child. These Great Prairie AEA staff include, but are not limited to: audiologists, consultants, teachers for the hearing and visually impaired, occupational therapists, physical therapists, school psychologists, school social workers and speech-language pathologists. Your child's teacher may contact AEA staff for consultation, observation or interaction with your child. If you do not want the above services, please notify the school **IN WRITING**.

Homelessness

Under the McKinney-Vento Homeless Education Assistance Act, homeless youth have certain rights and/or protections. You would qualify as a person who is homeless if your family:

1. Lives in a shelter, vehicle or campground
2. On the street
3. In an abandoned building, trailer, or other inadequate accommodations
4. Doubled up with friends or relatives because you cannot find or afford housing.

Please contact the Elementary Social Worker, Jessica Johnson,, at the school for questions and assistance with rights and/or protections.

Lost and Found

Articles found in the building or on school grounds should be turned in to a teacher or staff member and will then be placed in the designated "Lost & Found" area. Articles not claimed from the "Lost & Found" table by the end of each quarter will be discarded or donated to charitable organizations. To assist in the recovery of lost items, please ensure all articles have your child's first and last name written on them.

Media Center Services

Students in grades K - 6 will visit the Media Center weekly throughout the school year. Students are responsible for handling the books with care and not losing the books on loan from the school Media Center. Lost or ruined books may result in the suspension of the child's privileges to check out books until books are returned, replaced, or fees are paid.

Media Release

Parents are asked to sign a media release form through JMC during registration. This form allows the district to use your child's picture on school websites, Facebook pages, and in other school-related publications and videos. Parents that do not want their child's picture released in these forms should mark no on the media release form during the registration process.

Multicultural/Gender Fair Education No. 603.3

Students shall have an equal opportunity for a quality education without discrimination, regardless of their race, religion, socioeconomic status, color, sex, marital status, national origin, creed, sexual orientation, gender identity or disability. The education program shall be free of discrimination and provide equal opportunity for the students. The education program shall foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis shall be placed on Asian Americans, African Americans, Hispanic Americans and persons with disabilities. It shall also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

Non-Discrimination/Equal Educational Opportunity No. 300

It is the policy of the Danville Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints as required by Titles VI and VII, Title IX, the ADA, § 504 and Iowa Code 280.3. It is the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment. There is a grievance procedure for processing complaints of. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Patrick Wallace, Superintendent, 419 South Main, Danville, Iowa 52623, 319-392-4221, or patrick.wallace@danvillecsd.org.

Parties & Celebration Information

All students at Danville Elementary enjoy three parties during the school year. These include: Halloween, Christmas, and Valentine's Day. Classroom teachers are given the responsibility to determine the expectations, norms, and activities for their classroom parties. If a teacher chooses to have snacks during their party they may assign the type of food they want the parents to bring as long as it falls within the guidelines of the **"Healthy, Hunger Free Kids Act"**.

****For Christmas it has become a custom for each grade level to conduct a charitable project in the community instead of a classroom gift exchange. Grade level teachers will contact parents with charity information prior to the holiday party.***

Each classroom will have the option to celebrate birthdays at the discretion of the classroom teacher. Please keep in mind that birthday treats should also follow the **"Healthy, Hunger Free Kids Act"**.

Please do not send invitations for any parties to school unless ALL of the students in the entire class will be invited. The school district cannot give out personal information for the purpose of addressing invitations.

No balloon or floral arrangements for students will be accepted at the office. You may meet a student with these gifts outside of the building at the end of the school day if you so wish.

Releasing of Students

Students will only be released to a parent/guardian listed on JMC. All other arrangements must be phoned or emailed into the office on the day of the circumstance **BEFORE 3:00 p.m.**

In addition, the school follows all custody and court orders regarding placement of students. Changes in custody agreements require filing official documentation with the school district. A phone call reporting changes to custody is not considered official and will therefore cannot legally be followed until the official paperwork is filed with the district..

School Newsletter

The Bear Necessities School Newsletter is sent out periodically throughout the school year (approximately two times per month) via email and the school Facebook page. Updates concerning school activities, important dates, and school current events can be found in the newsletter.

Snack Information

Preschool and Kindergarten will have an afternoon snack time. Our school strives to meet the guidelines set by the “Healthy, Hunger Free Kids Act”. A list of approved snack examples that students may have through the snack program include, but are not limited to:

Animal Crackers	Applesauce Cups	Baked Chips	Cereal Bars	Cheerios
Chex Cereals	Chex Mix	Cheese Slices	Crackers/Cheese	Crackers/Peanut Butter
Crispix	Dried Fruit	Energy Bars	Fig Newtons	Fruit Snacks
Goldfish Crackers	Granola Bars	Juice Boxes (100% Fruit Juice)	Mini Bagels	Oyster Crackers
Popsicles (100% Fruit Juice)	Pretzels	Pudding Cups	Raisins	Rice Cakes
Rice Krispie Treats	Sherbet Cups	Teddy Grahams	Wheat Crackers	Yogurt Cups

Items must be pre-packaged and unopened.

Valuables

Please do not allow your child to bring large amounts of money and/or other valuable items to school. Danville Elementary is not responsible for lost or stolen items.

Visitors

All visitors (including parents and volunteers) are required to report to the office, sign in, and pick up a

visitor's pass when entering the school. This pass is to be displayed while in the school. At the end of the visit, visitors are to return to the office and sign out. All visitors are requested to enter and exit through the doors by the elementary office (Entrance #5 on the Circle Drive).

Occasionally we get a call requesting permission to have a friend or relative visit school. We are happy to accommodate them during our lunch period and/or noon recess time, but **not during class time**. Visits will need to be scheduled ahead of time with the elementary office.

Student Behavior & Philosophy

Danville Elementary Discipline Philosophy

The goal of Danville CSD discipline policies is to ensure the right of all students to a productive, educational environment in which they may learn the social skills necessary to develop into mature, responsible students, accountable for their own actions.

Danville Elementary implements “**Positive Behavioral Interventions and Supports**,” (PBIS) as its building-wide proactive discipline policy. PBIS is a set of systems and strategies designed to increase the capacity of our school to reduce disruption, educate all children, and positively increase social, emotional and behavior competence through affirmative reinforcement.

PBIS has a long history of research-based instruction founded on the idea of consistency. It is the goal of our school to have **all** the adults model the expected behaviors. From being consistent in the manner they address/talk to children to the consequences and the expectations for behavior throughout our building, our goal is to be proactive and create an environment with improved learning opportunities for all students.

Danville Elementary has the duty to aid each student in becoming aware of rights and responsibilities through the teaching of appropriate behaviors. We approach discipline in a positive and productive manner at all times, with the ultimate goal of creating a school environment that encourages responsible behavior by the students. A student has the right to pursue education without unnecessary disruption from others.

All classrooms, hallways, and areas throughout Danville Elementary are equipped with the PBIS Bear Expectation Matrix. Danville students are asked to model the Bear Expectations of **Be Responsible, Encourage Kindness, Act Respectfully, Remember Self-Control** at all times.

Parental support is imperative to the disciplinary teaching process and, to this end; parents will be kept informed and be requested to aid in the process.

Bullying & Harassment Policy No. 103

Bullying and harassment are violations of school district policies. The board prohibits harassment, bullying, hazing, or any other victimization of students and/or staff, based on any of the following actual or perceived traits or characteristics, including but not limited to: 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. Bullying and harassment of students by other students, by school employees, and by volunteers

who have direct contact with students will not be tolerated in the school or school district.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while in 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.

The school district will promptly and reasonably investigate allegations of bullying or harassment. The superintendent or building principal/school resource officer will be responsible for handling all complaints by students alleging bullying or harassment.

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;
- 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.

School personnel will look at the totality of the circumstances. If, after an investigation, a student is found to be in violation of this policy, the student will be disciplined by appropriate measures.

Title IX Policy

Title IX is a federal law (and accompanying regulations) that require school districts to properly address any complaints of sex discrimination, sexual harassment, or sexual misconduct. It requires any school employee who learns of sex discrimination, sexual harassment, or sexual misconduct between students (student-to-student), between employees (employee-to-employee), or between employees and students (employee-to-student) to appropriately respond and immediately notify the appropriate school district officials .

What is considered sex discrimination, sexual harassment, and sexual misconduct?

Sex discrimination is any action taken against a person that denies or limits the person's ability to participate in or benefit from the school district's educational program or activities based on the person's sex.

Sexual harassment included: (a) engaging in "quid pro quo" harassment where an employee explicitly or implicitly conditions the delivery of an educational aid, benefit, or service on a person's participation in unwelcome conduct on the basis of sex or (b) creating a "hostile environment" due to unwelcome conduct that a reasonable person would consider to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school district's education program or activity.

Sexual misconduct includes acts of sexual violence, such as sexual assault, domestic violence, dating violence, and stalking.

Complaint Procedure

An individual who believes that he or she has been harassed or bullied will notify the building principal. The principal or designated investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to: letters, recordings, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation will be kept confidential to the extent possible.

The principal, or investigator with the approval of the principal, has the authority to initiate an investigation in the absence of a written complaint. Investigation procedures, resolution of the complaint procedures, as well as all forms regarding Bullying / Harassment can be found in board policy Code No. 103.1.

HARASSMENT AND BULLYING OF ANY KIND WILL NOT BE TOLERATED. STUDENTS INITIATING IN THIS TYPE OF BEHAVIOR WILL BE DEALT WITH IMMEDIATELY. THE DISTRICT TAKES A ZERO TOLERANCE APPROACH TO HARASSMENT AND BULLYING OF ANY KIND.

Public Complaints

The board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the board it will be referred to the administration to be resolved. Prior to board action however, the following should be completed:

- (a) Matters should first be addressed to the teacher or employee.
- (b) Unsettled matters from (a) above or problems and questions about individual attendance centers should be addressed to the employee's building principal.
- (c) Unsettled matters from (b) above or problems and questions concerning the school district should be directed to the superintendent.
- (d) If a matter cannot be settled satisfactorily by the superintendent, it may then be brought to the board for consideration. To bring a concern, the individual shall notify the board president or board secretary in writing, who may bring it to the attention of the entire board.

Student Conduct & Behavior Expectations

Danville Elementary's PBIS Matrix is the center for all behavior expectations and student conduct. The PBIS Matrix outlines all BEAR expectations for students. The matrix can be found here:



DANVILLE ELEMENTARY

B_e Responsible	E ncourage Kindness	A ct Respectfully	R emember Self-Control
<ul style="list-style-type: none">• I will arrive on time, prepared, and ready to learn each day.• I will take pride in my work, my school, and my community.• I will always try my best.• I will demonstrate good B.E.A.R. characteristics at all times.	<ul style="list-style-type: none">• I will be polite at all times.• I will be friendly to all classmates.• I will step up and help others in need.	<ul style="list-style-type: none">• I will be truthful and honest.• I will listen courteously when others are talking.• I will cooperate with adults and peers.• I will openly accept new ideas and feedback from others.	<ul style="list-style-type: none">• I will use appropriate voice levels throughout the building.• I will be mindful of taking care of my belongings as well as the belongings of others.• I will be aware of personal space and keep my hands and feet to myself.

Additional General School Expectations

- Come to school with a clean body, clean hair, and clean clothes
- Be well mannered and courteous to your fellow students and all adults
- Be a good sport on the playground
- Be proud of your school room, building and grounds
- Appreciate the differences between children
- Respect the habits and personal property of others
- Walk in the building (and when entering and leaving the building)
- No chewing gum or spitting at any time

Bus Expectations

The chief objective of bus transportation is to transport students in a safe manner. We ask that you review the following basic bus rules with your child:

- Remain reasonably quiet on the bus at all times.
- Stay seated when the bus is moving.
- Do not throw anything out of the bus windows.
- All buses stop at railroad crossings. It is important that the students remain quiet so the driver can listen for a train.
- Entering or exiting the bus – Stay on your side of the road until the driver signals you it is safe to cross the road.
- Remain in your assigned seat at all times.

Cell Phone/Smart Watches/Electronic Device Expectations/Photo or Recording Devices

We do not encourage elementary students to have cell phones or other electronic devices at school, but if they choose to bring them they must be turned in to the classroom teacher at the start of the day or stored in a teacher - designated location. Cell phones may be retrieved when school is dismissed at the end of the day.

Smart watches are allowed during the general school day, however students should refrain from using smart watches to text, play games, or as a method for using their cell phone during the school day. Please note, staff may ask students to remove smart watches during assessments or for certain learning activities.

Recording devices such as cameras or video cameras will not be allowed in the building without written permission. Students are not allowed to record classroom activity, teachers, or conversations without permission. Posting videos or photos of students and staff without media permission is strictly prohibited.

Other electronic devices: Readers (Nooks, Kindles, etc.) will be permitted for school appropriate use. Improper use of ALL electronic devices will result in the following consequences:

- 1st Offense – Confiscated, student may pick up at the end of the day.
- 2nd Offense – Parent/Guardian must pick up the phone/device in the office.
- 3rd Offense – 1/2 hour detention, which must be served BEFORE phone/device is released to a Parent/Guardian.
- 4th Offense – In- School Suspension.

Media Center Expectations

- Enter and exit quietly.
- Respect the learning environment of other students and classes using the Media Center.
- Return books and materials on time.

Playground Expectations

It is the goal of our staff to always deal with each situation fairly.

- Children are expected to dress for the weather as they will go out when the wind chill is 10° or above.
- During the winter season, snow pants and boots are required if students play off the blacktop.
- Children MUST have a DOCTOR'S excuse if they are to stay inside during recess
- Students are expected to visit the restroom before going out for recess and will be allowed to go back into the building to go to the restroom only in case of an emergency or documented medical condition. For non-emergencies, the student will be required to go to the time out box when returning from the restroom. This is due to putting a hardship on the recess supervisors having to go back and forth to unlock the door for students.

Basic guidelines for safe, fun recess play:

- Use playground equipment as it was intended.
- Slide – face forward when sitting.
- Swing – sit only, do not jump off.
- No kicking games are allowed on the cement pad near the windows/classrooms.
- Watch where you are running. Don't run into others, the path of swings or other games.
- Shoving, pushing, fighting, tackling, roughhousing, and wrestling are not allowed.

- No spitting.
- No profanity or inappropriate gestures.
- Do not tease or taunt another student.
- No throwing of rocks, sticks, or other items. Balls should not be thrown directly at another person.
- Snowball throwing is not allowed on school property.
- No hard balls, or personal bats are allowed on the playground.
- If a ball goes into the parking lot, outside the fence or into the preschool playground, report it to the recess supervisor. DO NOT go after it or climb fences. If a ball lands on the roof, please report it to a duty teacher and a custodian will retrieve it as soon as possible.
- Children should not play on bleachers, high school athletic equipment, on the track, or in the baseball/softball dugouts.
- Walk from the building when going out to recess. When the whistle blows after recess, line up quickly and quietly and walk into the building.
- If you are disciplined for any reason, do not argue; go directly to where you are told.
- For safety reasons, children will not be allowed food, candy, gum, or toys from home while playing at recess.

Profanity/Inappropriate Comments

Profanity, inappropriate gestures, or inappropriate comments/topics of discussion will not be allowed or tolerated at school. Students who use inappropriate language or gestures or make inappropriate comments will meet with the principal for disciplinary action and parents will be notified.

Property Damage

Students will be expected to pay for any damage they create to school property, which may include the cost of fixing or replacing items. They may also be disciplined for their actions. Damages or repair charges will be dealt with on a case-by-case basis when checked in by the student and teacher during the last week of the school year.

Sportsmanship

Students that do not participate in extracurricular activities, but choose to support their peers by attending home or away events, are expected to show good conduct and sportsmanship at those activities. As long as you are at a school function Danville School is participating in, you are under the jurisdiction of the Danville Community School District. Present yourself in a manner that will instill pride in Danville School. Elementary students that attend athletic events are expected to sit and watch the performance. Students that are running around the school grounds or “horseplaying” during performances may be asked to leave the activity.

Theft

The theft of personal property will not be tolerated. Students that are caught stealing or attempting to steal items from the school, other students, or from public locations while on school trips will meet with the principal or school resource officer for disciplinary action and parents will be notified.

Tobacco, Vaping Products, Alcohol, & Drugs

Possessing, using, or selling tobacco, vaping products, alcohol, or illegal drugs, or “look alike” substances is strictly prohibited on school property, while under school supervision, or at a school activity. Lighters or devices used to ignite tobacco products are also strictly prohibited. If a student chooses to participate

in any of these behaviors, they will meet with the building principal to determine consequences. Authorities will be notified if the action is against the law for students of this age level.

Trading Cards/Fidget Devices

ANY trading/playing cards, such as Pokémon, etc. are prohibited in school and will be confiscated if brought to school. Cards will be returned to the student at the end of the day. If a repeated issue arises, cards may remain at school until parents are able to come pick them up.

ANY fidget devices such as spinners, chew necklaces, Thera putty, cubes, slime and stress balls are not allowed to be brought to school by students. These items will be confiscated if brought to school. Items will be returned to the student at the end of the day. If a repeated issue arises, items may remain at school until parents are able to come pick them up.

Fidget items may be utilized at school if a student has a documented 504 Plan or an IEP that calls for such a device. Parents and staff members would then work together to provide these items for students. If you have any questions concerning this policy please call or email **Amanda Reid, the Elementary 504 coordinator**.

Weapons

Federal regulations require a mandatory one-year (12 months) expulsion for possession of a firearm (gun or bomb) at a public school facility.

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

Dangerous weapons are defined by Iowa code to be any instrument or device designed primarily for use in inflicting injury or death upon a human being or animal, and which is capable of inflicting injury or death when used in a manner for which it was designed. Additionally, any instrument or device that is used in such a manner to inflict death or injury upon a human being. Dangerous weapons include, but are not limited to, any offensive weapon, pistol, revolver, or other firearm, dagger, razor, knife, brass knuckles, etc.

Dress Code

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause a disruption to the school environment. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment.

- Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to alcohol, tobacco, vaping products, or other drugs and from wearing clothing displaying obscenities, obscene gestures, profanity, implied profanity, vulgarity, racial remarks or sexual remarks/innuendoes/subjects.
- Clothing must cover midriffs.
- Clothing that reveals a person's undergarments, sitting or standing are not permitted. Examples of clothing that violate this section of the policy include excessively ripped jeans, low cut pants and tops, etc. Undergarments include but are not limited to underwear, boxers, shorts, bras, etc.

(Neither female nor male undergarments should show from underneath clothing at any time. This includes cami and sports bra straps.)

- Tube tops, one strap tops, halter tops, spaghetti strap tops, tops that show bare backs, or sides and tops that show cleavage are not permitted.
- No excessively short shorts or super-mini skirts.
- Garments must be opaque. Items such as mesh shirts and thin white undershirts are not permitted.
- Hats, caps, or other head coverings are not to be worn in the school building during the school day unless it has been designated a special day for those items or because of a medical issue. Head coverings due to religious affiliation are permitted.
- Book bags and purses may be carried to and from school but are to be placed in lockers upon arrival and left there until departure from the building. The administration may grant permission to carry these items due to special circumstances.
- Metal chains or metal collars, which are connected to any article of clothing, belt loops, or wallets and hang loosely from the student's person, are not allowed.
- Students may not wear sunglasses during the school day without a doctor's prescription, which requires them.
- Shoes are to be worn in the building at all times.

Student dress at Danville School needs to be in good taste at all times and appropriate to the educational atmosphere. Although dignity, self-respect and common sense will assist in determining appropriate dress, the final determination will be made by the school administration. The principal has the authority to eliminate any clothing that interferes with the normal educational process or is simply inappropriate for school. Students inappropriately dressed will be required to change their clothing. Failure to do so or repeated wearing of inappropriate clothing will be considered insubordination and will be dealt with accordingly.

Student Consequences & Suspensions

The Danville Elementary PBIS system discusses "major" and "minor" infractions with students. Typically minor infractions are dealt with by the classroom teacher or the staff member that witnesses the infraction. Major infractions are usually dealt with by the building principal and may include the school resource officer when appropriate. Students may receive a consequence sheet for their minor disciplinary action. These are filed with the office for data tracking purposes. A major infraction will result in an Office Discipline Referral or ODR. These forms accompany the student when he/she is sent to the office. These are also tracked through the school disciplinary data system. Parents will be notified of ODRs via phone, email, or mail when necessary.

Minor infractions include but are not limited to:

- Off Task Behavior
- Disrupting the Educational Process in the Classroom
- Not Following Directions
- Using Hurtful Words
- Hallway Infractions
- Bothering Others
- Minor Disagreements

Major infractions include but are not limited to:

- Abusive Language/Profanity/Obscene Gestures

- Abusive Behavior
- Fighting
- Physical Aggression
- Overt Defiance
- Harassment
- Bullying
- Major Disruptions
- Threats
- Illegal Activity (Vandalism, Tobacco Usage/Vaping/Alcohol/Drugs/Weapons)

Consequences for Not Meeting Playground Expectations

Playground discipline will be handled in the following weekly step-by-step procedure:

- 1st - Student will be sent to the time-out box or “wall” on the playground.
- 2nd - Student will be sent to the time-out box or “wall” and lose their next recess.
- 3rd - Student will be sent to the Principal’s office. Discipline will be administered on a case-by-case basis.

Major Clause - talking back, swearing, using inappropriate gestures, fighting, or endangering other students on the playground - will result in the student being sent immediately to the Principal’s office.

Discipline for each infraction must be completed before a student is allowed to return to play. A student’s behavior will be recorded daily. The referring supervisor will fill out an “Office Discipline Referral” form.

In-School Suspension

When the conduct of a student warrants suspension, the parents will be notified in advance when possible. In some cases, a student will be given an in-school suspension. The student then reports to the Principal at 8:05 a.m. and is assigned to a special room where he/she remains the entire day. It is the student’s responsibility to complete all assignments for the day and hand them in before 8:05 a.m. the next day.

Out of School Suspension

The Superintendent or Principal may temporarily dismiss a student for up to ten days for violation of the rules and discipline policies of the school district. When a suspension sends a student home for any length of time, the parents are responsible for the student. Pre-announced tests will be made up at the teachers’ discretion within two (2) days after the student returns to school. If suspended from school, the student is responsible for getting all homework assignments completed and handed in by 8:05 a.m. of the morning that the student returns to school. Students serving a suspension are not to participate or attend any extracurricular activities during the suspension period.

Examples in which a student **may be** suspended include, but are not limited to the following. This applies to during the school day, school sponsored events, and all extracurricular activities.

1. Possession and/or use of tobacco, vaping products, and/or look alike: (The student may be referred to law enforcement officials)
 - a. 1st offense per school year: Three days out of school suspension
 - b. 2nd offense per school year: Five days out of school suspension
 - c. 3rd offense per school year: Up to ten days out of school suspension
2. Possession and/or use of alcoholic beverages or any controlled substance and/or look alike: (The

student may be required to get professional counseling and/or referred to law enforcement officials).

- a. 1st offense per school year: Up to ten days suspension
 - b. 2nd offense per school year: Up to ten days suspension
 - c. 3rd offense per school year: Taken before the Board for expulsion
3. Violent and/or abusive behavior: (The student may be required to get professional counseling and/or referred to law enforcement officials).
- a. 1st offense per school year: Up to ten days suspension
 - b. 2nd offense per school year: Up to ten days suspension
 - c. 3rd offense per school year: Taken before the Board for expulsion.
4. Founded Bullying & Harassment/Founded Sexual Harassment: (The student may be referred to law enforcement officials if deemed necessary.)
- a. 1st offense per school year: Up to ten days suspension
 - b. 2nd offense per school year: Up to ten days suspension
 - c. 3rd offense per school year: Taken before the Board for expulsion.
5. Possession of weapons and/or dangerous objects: (The student may be required to get professional counseling and/or be referred to law enforcement officials.)
- a. Extended suspension may be taken before the Board for expulsion. **FEDERAL REGULATIONS REQUIRE A MANDATORY ONE YEAR (12 MONTH) EXPULSION FOR POSSESSION OF A FIREARM (GUN, BOMB, ETC.) AT A PUBLIC SCHOOL FACILITY.** *(Firearms for hunting purposes are NOT to be on school property ANYTIME including in the school parking lot).*
6. Flagrant disrespect/harassment toward staff members or other students.
7. Refusal to follow rules and regulations of the school.
8. Threats of bodily harm toward staff members or other students.
9. Intentional damage to school property including, but not limited to buildings, facilities, technology devices, school-issued equipment and textbooks.

Student Health

The health and safety of the children at Danville Community School are of primary concern to the faculty and staff. In order for your child to be available for learning, they must be in school. Good health is basic to education and productive learning. The purpose of the school health program is to maintain, improve, and promote the health of all school age children.

The school clinic is operated by the school nurse. Parents are called if their child has a fever or appears to be suffering from an illness or injury. Students are not allowed to contact their parents directly to get picked up from school for being sick. All students must go through the school nurse for illnesses. **To ensure prompt notification it is critical that all emergency forms are current.**

Administering Medications

Iowa schools are severely restricted in their ability to administer medications to children. By law, we must have the following before we can administer any medication, including over the counter drugs and aspirin.

It is highly recommended that ALL morning medications be distributed at home before coming to school.

Prescription Medications:

- A Medication Permission form must be completed and signed by both the parent and physician before medication can be administered at school. This form is available at registration or from the elementary office any time during the school year.
- We must have an order by the physician indicating the name of the medication, dosage, method of administration and time of administration.
- The medication must be sent to the school in the **original container** from the pharmacist. Pharmacists will provide you with a duplicate container if you tell them that you need it for school.
- All medications should be handed directly to the school nurse or to office personnel if the nurse is not available. It is the responsibility of the student to go to the clinic to take medication.
- If you send liquid medications that must be accurately measured, please send a proper measuring instrument.

Over-the-Counter Medication:

- We must have your written permission to administer medications to your child.
- The medication must be sent to school in the **original container** with the student's name and dosage and should be handed directly to the school nurse or to office personnel if the nurse is not available. This includes throat lozenges. It is the responsibility of the student to go to the clinic to take medication. If you send liquid medications that must be accurately measured, please send a proper measuring instrument. Parents may come to the clinic to administer medications to their children. Your understanding in helping us comply with the law is greatly appreciated.

Attendance Guidelines

In order to control the spread of disease, please keep your child home for the following reasons:

- Child has a fever of 100 degrees or more. Your child may return to school when they have been without fever for 24 hours. This means your child must be **fever free without the use of a fever reducing medication for 24 hours**.
- Child has been diagnosed with a strep infection. Your child must be on antibiotics for 24 hours and without a fever for 24 hours before returning to school.
- Child has vomited during the night or morning.
- Child has persistent diarrhea during the night or morning.
- Child has a moist, productive cough, chest congestion, or discolored nasal discharge.
- Child has a communicable disease (pink eye, chicken pox, strep throat, etc.).
- Please note the Covid-19 mitigation guidance changes frequently and depends on the most recent recommendations from Des Moines County Public Health

Your child may return to school 24 hours after any of the above symptoms have subsided. If your child becomes ill during the school day, a parent or guardian will be notified, so arrangements can be made for your child to be taken home. **Please keep your contact information updated!**

Hearing Screenings

Great Prairie AEA provides hearing screenings throughout the school year for our students. The grade levels for hearing screening will be determined on an annual basis by the AEA. If you do not want your child's hearing tested, please notify the School nurse in writing of this request annually. The school nurse will share this with the Great Prairie AEA hearing department prior to these annual screenings.

If you have any questions or concerns about these services, please call Shawn Stringer, Regional Special Education Director at Great Prairie AEA, 319-372-1838 or 319-524-2682 ext. 1225.

Human Growth & Development

The school is required by law to provide instruction in human growth and development. If parents wish to examine materials or talk with teachers regarding this instruction, they are welcome to do so. Pupils shall not be required to take instruction in human growth and development if the pupil's parent or guardian files a written request that the pupil be excused from the instruction.

Illness/Injuries

Illness

If your child becomes ill at school and needs to be cared for at home, the school will contact you. Students should not contact their parents directly reporting an illness. All suspected illnesses while at school need to be reported to the school nurse. The nurse will then contact parents if a student needs to leave school. We ask that you keep your address information updated throughout the year with contact information, emergency contacts, as well as home, cell and work phone numbers. This can be done by contacting the office or through JMC. Parents can update this information themselves by logging into their JMC accounts.

Injuries

School personnel will tend to injured students when necessary. If the injury is severe and requires medical attention, the following procedures should be followed:

1. Contact school personnel trained in first aid or Danville Emergency Medical Services.
2. School personnel will attempt to contact parents.
3. School personnel will arrange for transportation to a hospital if necessary. If parents are not available, school personnel should accompany the student.

Immunizations

Iowa law requires that children attending school be immunized against Diphtheria, Polio, Pertussis, Tetanus, Measles and Whooping Cough. The local school district must deny admission to any child who has not had the required immunizations. The law does allow an exemption for religious beliefs and also allows a child to attend school while receiving the required immunizations. Call the school nurse for details.

Limited Physical Activity

If a health condition prevents a student from participating in physical activities in either physical education class or daily recess, a note from a doctor indicating the limitation is required.

Parental Involvement

Communication

The Danville CSD and Danville Elementary School value communication between home and school and throughout the entire Danville community. We will be communicating with you frequently throughout the year through the following modes of communication:

- Periodic communication sent via email or Google Classroom when deemed necessary
- The Bear Necessities Newsletter and Video Vlogs
- The Danville CSD Facebook Page and/or classroom Facebook pages
- Danville CSD Website Live Feed
- Parent Teacher Conferences held twice each year
- Periodic Phone Calls when deemed necessary
- Students receive report cards at the end of each quarter
- Staff email addresses can be found on our website or at the beginning of this handbook

Staff members do not always have a break from teaching to check email during the school day. If you have dismissal information for your child or important information to share with his/her teacher, please contact the office by 2:30 p.m. and we will make sure messages are delivered before the end of the day.

Contacting Teachers

The best time to contact your child's teacher is usually before 8:05 a.m. and after 3:30 p.m.. Please keep in mind a teacher will not be disturbed during class unless it is an emergency. Calls made during the school day will be forwarded to the teacher's voicemail. A return call will be made during the teacher's free time. You can also email a teacher by logging in to our school website, www.danvillecsd.org. This information can be found by clicking on "Explore" and then clicking on "Staff".

It is the school district's preference that teachers not be contacted on their personal cell phones concerning school matters. Please attempt to use a school phone, email, or a classroom contact site.

Contacting Students

Students will not be called from class to answer the telephone except in an emergency situation. When necessary, an attempt will be made to deliver a message to a student if he/she has already left the school. We ask that parents **DO NOT** attempt to contact their child via cell phone/text message/recording apps (such as Snapchat) during school hours.

We understand that after-school transportation plans can change often for elementary students. If a call to the school is necessary to relay a message, please call the elementary office at 319-392-4221, as soon as possible, but **NO LATER** than 3:00 p.m. to ensure the student receives the message.

Students are not permitted to call home unless there is a personal or school business emergency.

Fundraising

All fund-raising projects must be approved by the principal. Tickets or articles of any kind, other than those associated with school-sponsored activities are not to be sold on school property by students or others unless approved by the building principal.

Parent Volunteer Organization (PVO)

The PVO at Danville Elementary is a very important support system for our school. It is an enthusiastic group that works diligently to promote the mission of our school and support our students. PVO meetings are held throughout the school year. Please contact the PVO if you are interested in joining.

Safety

Arrival & Dismissal

Students living on the east side of Main Street should cross at the crossing light in front of the elementary school. All students are to use the front walk to enter the school grounds. No walking in or across the parking lots will be permitted. When leaving school in the afternoon, all students must use the sidewalks in front of the school.

Students in grades 3-6 may ride bicycles to school at the discretion of the parents. Students must walk their bikes up the front sidewalk, across the Circle Drive, and up the south sidewalk to the bicycle rack. Once school is dismissed, the reverse procedure must be followed before they can ride home. Under NO circumstances are bicycles to be removed or ridden during the school day.

We will have a new dismissal pick up procedure for the 2023 - 2024 school year. We will be using an arrival/dismissal app called PikMyKid.com. Information will be released on how to download the app at the beginning of the school year.

We sometimes get requests to allow students to go home with friends at the end of the day. Students should have written permission from their parents to walk home or be picked up by an adult that is not listed on JMC. Students may NOT ride the bus home as a guest of another student, due to bus capacity limitations.

For security purposes, all outside doors to the entire building are locked except for student arrival and dismissal. Students who walk to school or are dropped off by parents will wait by the Elementary School/Preschool entrance door until the door opens. Students will have a ten-minute window to enter the school through this door as it will automatically unlock at 7:55 a.m. and then re-lock at 8:05 a.m. Students entering the building at any other time will be required to follow the "Arrival and Dismissal at Non-Scheduled Times" in the Attendance section of this handbook.

Morning Drop Off Procedure

Parents that drop off students before school are asked to follow the drop off line procedures. Students should be dropped off at or near the Elementary/Daycare entrance. Cars in the drop off line should continue their flow at a steady pace. Therefore we ask that students be ready to exit the car quickly when you stop along the sidewalk. This will help to keep the line moving. (Students can exit the car anywhere along the sidewalk range, to speed up the drop off process.) **Adults should NOT get out of the vehicle to assist students in the drop off line. If students require adult assistance, we ask that you park in a parking spot in the lot, in order to exit your vehicle and assist children.** Drivers that are taking students to Preschool or Daycare should always park in a parking spot and walk children to the door. Please do not park in the drive up lane or near the sidewalk.

Afternoon Pick Up Procedure

In an effort to keep cars from waiting/stalling on Main Street, we have made some adjustments to our dismissal procedure. The elementary parking lot will have three rows of parking open each afternoon for pick up vehicles. We ask that you fill the empty parking spots **FIRST, BEFORE** parking in the pick up line. There will be staff members on hand to direct parents to parking spots for the first few days of school. Parents that are parked in the parking spots will be entered into the pick up list prior to the pick up line. Those students will be at the front of the dismissal lines of each class. **ALL students will be dismissed starting at 3:30 this year, regardless of parent arrival time.**

Emergency Drills

Fire Drills

Fire drills will be held periodically and will be indicated by the school alarm system. You are to leave your room quickly and go to the nearest exit. Students should remain silent during all drills in order to hear instructions.

Intruder Drills

Intruder drills may be discussed and practiced throughout the year with the assistance of the school resource officer. This will typically be a discussion between the classroom teachers and students. Parents will be notified when intruder drills take place.

Tornado Drills

Tornado drills will also be held periodically and will be indicated by the school alarm system. School personnel are to take students to the designated safe space for their classroom. Students should remain silent during all drills in order to hear instructions.

School Closures

School closings, delayed start times, or early dismissals will be announced over radio stations KGRS, KBUR, and KILJ, as well as via the School Messenger system. This information can also be found on the Danville website at www.danvillecsd.org and on the school Facebook page.

Parents are encouraged to subscribe to School Messenger, a service provided to parents by Danville Community School District, which sends text and/or email messages detailing important information.

Student Safety Patrol

Students in fifth and sixth grade can apply to serve on the Voluntary Student Safety Patrol. Selected students will be trained to be crossing guards and will work the crossing areas of the parking lot, the circle drive and Main Street at dismissal time each day. Safety Patrol shifts are usually from 3:00 p.m. - 3:35 p.m. daily. Safety Patrols will be required to work in all types of weather, and are therefore encouraged to bring appropriate clothing.



Instructional Information

Instruction

Assessments

Danville Elementary students are assessed three times each year on their reading and math skills through the state approved FAST Assessments. Student scores will be shared with parents following each assessment window.

In addition, students in grades 3 - 6 will be assessed each year using the state-mandated Iowa Statewide Assessments of Student Progress (ISASP). ISASP scores will be sent home with students when they arrive from the testing center.

Homework

Homework is common in most levels of elementary school. Grade level practices are communicated to the students and parents during the first few weeks of school. Homework serves to provide essential practice in needed skills; enrich and extend the school experience; and promote growth and responsibility. **ALL** students are asked to read at home on a nightly basis.

Instructional Time

Uninterrupted instructional time during the school day is vital to the academic process and your child's success. Students coming to school tardy and students leaving before the end of the day miss valuable instructional time. This loss of time greatly impacts your child's achievement. It is an expectation that we protect instructional time from unnecessary interruptions and other distractions. Your assistance in protecting your child's instructional time is greatly appreciated.

Iowa Core

The Iowa Core is a set of common expectations for school districts across the state of Iowa. The Iowa Core standards describe what students should know and be able to do from kindergarten through 12th grade in math, science, English language arts and social studies. The Iowa Core also sets learning goals for 21st Century skills in areas such as financial and technological literacy.

The Iowa Core standards can be found by visiting the following website:

<https://iowacore.gov/about-iowa-core>

Make Up Work

If your child is out of school due to illness, it is possible to arrange to pick up homework assignments. Due to the different teachers that need to contribute to the assignment sheet, we ask that you call the office before 10:00 a.m. if you would like to pick up assignments after 3:00 p.m. that day. If you call later, make-up work may not be available until the following day.

Many families are choosing to take their vacations during the school year. The policy for this circumstance is that **NO** homework will be assigned ahead of time. Students have two days for every day missed to complete homework assignments after returning to school.

Parent Teacher Conferences

Parent/Teacher Conferences are held for all students before the first quarter of school has been completed. Spring conferences will be held at the end of the third quarter. You will be notified of the scheduled time of your conference. Additional conferences can be scheduled throughout the year by either the parent or teacher. If you would like to visit with your child's teacher, feel free to contact the office and the teacher will schedule a conference with you.

Reporting Student Progress

Midterm reports and report cards will be handed out to students at the end of the grading/reporting period. It is the responsibility of the student to ensure that those reports make it to parents or guardians. Parents are encouraged to monitor grades, attendance and assigned homework through JMC. Parents can get log in information for a JMC account through the elementary office.

Standards Based Grading

Danville Elementary is in the process of moving towards a Standards Based Grading system for all grade levels and subject areas. Standards based grading communicates how students are performing on a set of clearly defined learning targets called standards. The purpose of standards based grading is to identify what a student knows, or is able to do, in relation to pre established learning targets, as opposed to simply averaging grades/scores over the course of a grading period, which may not accurately represent what a student has learned, or not learned, in a specific subject area.

As we move towards a SBG system, portions of the report card may be reported in a standard based manner, while other content areas may still have the traditional grading. If you have questions concerning standards based grading, please contact the elementary principal.

Summer School

Danville Elementary offers a Jump Start Summer School program in early August to students that qualify. The purpose of summer school is to review foundational skills taught in the previous school year in order to get students ready for the new school year and grade level. Students that qualify for summer school will receive letters concerning their enrollment in the Jump Start program.

Technology Usage & Procedures

The Danville Community School District expects that students use all information technology (district owned computers, productivity software tools, instructional software, networks, electronic media and telecommunications tools) in a responsible manner. District-provided resources and tools are provided solely for educational purposes and are a privilege, not a right. Instruction in the proper use of technology will be made available to students throughout the school year.

Prior to accessing district technology, a signed copy of the "Internet Permission Contract" must be on file. No exceptions will be made. The district shall take all precautions to ensure that students have access to such written, verbal, and visual information that is consistent with the values of our school community. However, there is no written or implied guarantee that a student may not intentionally or in error access unacceptable or inappropriate information.

Students who violate the Technology and Internet Use Policies will be subject to penalties as set by the administration. All consequences are at the discretion of the building principal or administration and will be based on severity of the offense and history of past offenses. Violations will be communicated to parents.

- Appropriate Use of Internet: To access district provided email accounts for the purposes of:
 - o Communicating with teachers
 - o Submitting assignments
 - o Collaboration with group members on teacher assigned group
- Inappropriate uses of email accounts include, but not limited to:
 - o Sending inflammatory messages to other students, staff, or non-school related persons
 - o Harassment of other students
 - o Sending inappropriate images to other people or groups of people
 - o Violating copyright or plagiarism policies
 - o Transferring files to misrepresent the ownership of the original document
 - o Accessing personal email accounts
- To browse or surf the variety of resources and information available on the Internet. Online etiquette will be expected. The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.
- Students should adhere to all on-line protocol including:
 - o Respect all copyright and license agreements
 - o Cite all quotes, references and sources
 - o Remain on the system long enough to get needed information, then exit the system
 - o Apply the same privacy, ethical and educational considerations utilized in other forms of communication

Restricted material should not be intentionally accessed or downloaded. Examples include, but are not limited to, materials that contain **violence, sexual explicitness, offensive humor, vulgarity or harassment**. The administration will make the final determination if something is deemed restricted. The district does have Internet safeguards in place, but they don't prevent all restricted material from being viewed. There is a responsibility on the student to make ethical decisions when encountering restricted material. Unauthorized costs incurred through student Internet use will become the responsibility of the student.

In a nutshell, ALL district technology is for educational purposes only. Ask yourself.....If a staff member was to witness what I am doing, would I quickly close it out or hide it? If so, you are somewhere you shouldn't be or doing something you shouldn't be. The most common poor choices students are making when using district technology include accessing sites for personal use. Some site examples include: **social networking, music, games, YouTube and other personal interests.**

Make good choices so you continue to have the privilege of using district technology.
See Board Policy 605.6 (all sections)







Calendars & Schedules

Calendar

2023-2024 Danville Community School District School Calendar

Summary of Calendar:
Days/Hrs. in classroom:
First Semester 85/569.5
Second Semester 85/568
TOTAL DAYS/HRS
170/1137.5

CALENDAR LEGEND

Sem. Begin/End 
Early Release 
Quarter End 
PTC 
No School 
Snow Make 
Up Days

HOLIDAYS:

Labor Day (9/4)
Thanksgiving Day (11/23)
New Year's Day (1/1)
Martin Luther King Jr. Day (1/15)
President's Day (2/19)
Memorial Day (5/27)

SCHOOL DAY: 8:05-3:30

EARLY RELEASE: 8:05-2:00

LATE START: Begin at 10:05

PTC: 3:45-7:45
(PTC Days are early dismissal at 2:00pm)

**DANVILLE COMMUNITY
SCHOOL DISTRICT**



HOME OF THE BEARS

August 2023					Student Days/Hours	
M	T	W	Th	F		
14	15	16	17	18		
21	22	23	24	25	3	19.5
28	29	30	31		7	46
September 2023						
				1	8	53
4	5	6	7	8	12	79.5
11	12	13	14	15	16	106
18	19	20	21	22	21	139.5
25	26	27	28	29	26	173
October 2023						
2	3	4	5	6	28	187
9	10	11	12	13	33	220.5
16	17	18	19	20	38	254
23	24	25	26	27	42	280.5
30	31				44	294.5
November 2023						
		1	2	3	47	314
6	7	8	9	10	52	347.5
13	14	15	16	17	57	381
20	21	22	23	24	59	395
27	28	29	30		63	421.5
December 2023						
				1	64	428.5
4	5	6	7	8	69	462
11	12	13	14	15	74	495.5
18	19	20	21	22	78	522
25	26	27	28	29	78	522
January 2024						
1	2	3	4	5	80	536
8	9	10	11	12	85	569.5
15	16	17	18	19	89	596
22	23	24	25	26	94	629.5
29	30	31			97	649
February 2024						
			1	2	99	663
5	6	7	8	9	104	696.5
12	13	14	15	16	109	730
19	20	21	22	23	113	756.5
26	27	28	29		117	783
March 2024						
				1	118	790
4	5	6	7	8	122	816.5
11	12	13	14	15	122	816.5
18	19	20	21	22	127	850
25	26	27	28	29	131	876.5
April 2024						
1	2	3	4	5	135	903
8	9	10	11	12	140	936.5
15	16	17	18	19	145	970
22	23	24	25	26	150	1003.5
29	30				152	1017.5
May 2024						
		1	2	3	155	1037
6	7	8	9	10	160	1070.5
13	14	15	16	17	165	1104
20	21	22	23	24	170	1137.5
27	28	29	30	31		

180 Days/1080 Hours Calendar

Aug. 21 Open House 5:00-7:00
Aug. 23 First Day of School (Early Dismissal at 2:00pm)

Sept. 4 Labor Day (No School)
Sept. 15 No School (Inservice Day)

Oct. 2-4 No School (Professional Development)
Oct. 24/26 Parent-Teacher Conferences*
*Early Dismissal at 2:00pm
Oct. 27 No School (Flex Day from PTC)
Oct. 30 End of 1st Quarter (43 Days)

Nov. 22-24 Thanksgiving Break (No School)

Dec. 22-Jan. 2 Winter Break (No School)

Jan. 3 No School for Students. Return to Work Day for Staff
Jan. 12 End 1st Semester (85 Days)
Jan. 15 Martin Luther King Day (No School)*
*5th Snow Make Up Day If Needed

Feb. 19 President's Day (No School) *
*6th Snow Make Up Day If Needed

Mar. 5/7 Parent-Teacher Conferences*
*Early Dismissal at 2:00pm
Mar. 8 No School (Flex Day from PTC)
Mar. 11-15 Spring Break (No School)
Mar. 22 End of 3rd Quarter (42 Days)

Mar. 29-Apr. 1 Easter Break (No School) *
*4/1/24= 7th Snow Make Up Day If Needed

May 19 Graduation
May 24 Last Day of School
May 24 End of 2nd Semester (85 Days)
May 27 Memorial Day

May 28-31 1st, 2nd, 3rd, and 4th Snow Make Up Days If Need

Schedules

Early Dismissals for Professional Development

Early dismissals for Professional Development take place most Wednesdays of the school year. Dismissal time on Wednesdays will be 2:00 p.m.

***PLEASE NOTE: ALL SCHEDULES BELOW ARE SUBJECT TO CHANGE

Elementary Daily Schedule

Special Schedule	Grade	Music	PE	Library/MakerSpace
9:00 - 9:40	6th Grade	McLaughlin	Rogers	OPEN
9:45 - 10:25	5th Grade	Hartman	Sly	Thompson
10:30 - 11:10	4th Grade	Ford	Liechty-Hultman	Lyle
12:15 - 12:55	3rd Grade	Frazier	Kilbride	Williams
1:00 - 1:40	Kinder	Franklin (Neira 3)	Massner (Neira 4)	Walker (Neira 3)
1:45 - 2:25	1st Grade	Bohlen	Holsteen	OPEN
2:30 - 3:10	2nd Grade	Beckman	March	Rehman

Lunch/Recess/Afternoon Recess Schedule

Grade Level	Lunch Recess	Lunch	Afternoon Recess
Kinder	10:35 - 10:55	11:05 - 11:30	2:15 - 2:30
1st Grade	10:35 - 10:55	11:05 - 11:30	2:30 - 2:45
2nd Grade	11:05 - 11:25	11:35 - 12:00	TBD
3rd Grade	11:05 - 11:25	11:35 - 12:00	TBD
4th Grade	11:35 - 11:55	12:05 - 12:30	
5th Grade	11:35 - 11:55	12:05 - 12:30	
6th Grade	11:35 - 11:55	12:05 - 12:30	

Art Schedule

Day	Time	Grade	Teacher
Monday	1:05 - 1:35	3rd	Frazier
	1:35 - 2:05	3rd	Kilbride
	2:05 - 2:35	3rd	Williams
Tuesday	1:05 - 1:35	4th	Ford
	1:35 - 2:05	4th	Liechty-Hultman
	2:05 - 2:35	4th	Lyle
***Wednesday	12:15 - 12:45	2nd	3 Week Rotation Week 1: Beckman Week 2: March Week 3: Rehman
Thursday	1:05 - 1:35	5th	Hartman
	1:35 - 2:05	5th	Sly
	2:05 - 2:35	5th	Thompson
Friday	1:05 - 1:35	6th	McLaughlin
	1:35 - 2:05	6th	Rogers

Elementary Late Start/Early Out Wednesday Schedules

Late Start Specials Schedule

Special Schedule	Grade	Music	PE	Library/Makerspace
10:45 - 11:15	6th Grade	McLaughlin	Rogers	OPEN
11:20 - 11:50	5th Grade ***Lunch Recess Change	Hartman	Sly	Thompson
12:45 - 1:15	4th Grade	Ford	Liechty-Hultman	Lyle
1:15 - 1:45	3rd Grade	Frazier	Kilbride	Williams
1:45 - 2:15	Kinder	Franklin (Neira 3)	Massner (Neira 4)	Walker (Neira 3)
2:15 - 2:45	1st Grade	Bohlen	Holsteen	OPEN
2:45 - 3:15	2nd Grade	Beckman	March	Rehman

Wednesday Early Out Schedule

Special Schedule	Grade	Music	PE	Library/Makerspace
8:55 - 9:25	6th Grade	McLaughlin	Rogers	OPEN
9:30 - 10:00	5th Grade	Hartman	Sly	Thompson
10:05 - 10:35	3rd Grade	Frazier	Kilbride	Williams
10:40 - 11:10	4th Grade	Ford	Liechty-Hultman	Lyle
12:05 - 12:35	Kinder	Franklin (Neira 3)	Massner (Neira 4)	Walker (Neira 3)
12:40 - 1:10	1st Grade	Bohlen	Holsteen	OPEN
1:15 - 1:45	2nd Grade	Beckman	March	Rehman