

*How to
Be Successful
at
Turkey Valley
Elementary*



Student - Parent Handbook
2023-2024

District Mission Statement

The Turkey Valley School District will establish a foundation that encourages students to become respectful, responsible, life-long learners able to meet the challenges of the future.

At Turkey Valley Elementary School, we believe that clear expectations are an essential element for success. The purpose of this handbook is to provide our students and their families with the information that they need to be successful as part of our school community. It gives its users the basis for understanding our school's beliefs, programs, policies, and procedures. Answers to many of your school related questions can be found within it.

Mutual understanding and cooperation between the home and school are needed to assure your child the best possible education. Questions regarding all aspects of our school's services are always welcome and may be directed to teachers or to the elementary office.

School Information

School Address: Turkey Valley Community School District
3219 State Highway 24
Jackson Junction, IA 52171

Phone Number: 563-776-6011
After hours, leave a message (see extensions below).

FAX Number: 563-776-4271

Superintendent: Jay Jurrens
jjurrens@turkey-v.k12.ia.us

PreK-12th gr. Principal Michelle Hoy
Curriculum Director mhoy@turkey-v.k12.ia.us

District Office: Joan Busta – ext. 1012
jbusta@turkey-v.k12.ia.us

Elem. Office: Lolita Adams - ext. 1660
ladams@turkey-v.k12.ia.us

Web Site: turkeyvalleyschool.com
Facebook: Turkey Valley Schools
Twitter: @TVPride1

Turkey Valley Elementary Student Handbook

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History of Turkey Valley

The Turkey Valley Community School District was formed on July 1, 1960 by the merging of three former school districts. The merger included the towns of Lawler, Protivin, St. Lucas, Ft. Atkinson, Waucoma and Jackson Junction. The consolidated school district covered 169 square miles. During the period of reorganization, a bond issue was passed for a new building to house all grades and to be located at Jackson Junction. This new building opened in the fall of 1963.

The Board of Education is composed of five members, each selected from one of five director districts. This provides a well-balanced board, which has definite area interests as well as concern for the district as a whole.

The school system is organized into one Preschool-12 building, with a non-public grade school, also located in the district. Turkey Valley is known for its strong extra-curricular programs, which compliment a strong academic instructional program.

Turkey Valley District Vision Statement

In our on-going quest for excellence, the Turkey Valley School District educates and empowers learners to reach their fullest potential through high student achievement, life-long learning skills, and responsible, productive citizenship.

Turkey Valley District Mission Statement

The Turkey Valley School District will establish a foundation that encourages students to become respectful, responsible, life-long learners able to meet the challenges of the future.

Turkey Valley Elementary Belief Statements

We believe:

- Learning is a lifelong experience, which includes home, school, community and the world.
- All learners will experience success.
- All learners will be challenged by a progressive staff in a positive environment that values respect for self, others and property.
- All learners will experience developmentally appropriate activities, which accommodate various learning styles.
- All learners will be responsible and accountable for their choices.

Turkey Valley Elementary Guidelines for Success

The Turkey Valley Elementary Guidelines for Success are school wide expectations that will help our students develop the skills necessary to become successful students and citizens.

Play and work cooperatively

- Participate willingly
- Include others in activities
- Be kind and tolerant of others
- Share responsibility appropriately
- Accept decisions of those in authority
- Play fairly and be a good sport

Respect yourself and others

- Speak and act courteously
- Show tolerance for differences in others
- Value your property and the property of others
- Accept decisions and share concerns
- Make healthy choices

Insist on your best

- Be ready to learn
- Set high standards
- Do assignments carefully and neatly
- Evaluate your work
- Think of ways to improve

Demonstrate responsible behavior

- Follow the rules
- Be on time
- Be honest with self and others
- Keep your word and commitments
- Think before you act
- Take ownership of your actions
- Complete all work on time

Excel in learning

- Listen and follow directions
- Come prepared to class and find materials quickly
- Use your time wisely
- Complete your work

Turkey Valley Elementary School PRIDE Expectations

PRIDE Classroom Expectations

- | | |
|----------------|--|
| Cooperation | <ul style="list-style-type: none">*Follow directions the first time*Use your time wisely |
| Respect | <ul style="list-style-type: none">*Use good listening and speaking skills |
| Responsibility | <ul style="list-style-type: none">*Be through the door by the time the bell stops ringing*Bring all materials to class and be prepared to start on time*Take responsibility for your actions |

PRIDE Restroom Expectations

- | | |
|----------------|---|
| Cooperation | <ul style="list-style-type: none">*Receive permission*Use at allowable times |
| Respect | <ul style="list-style-type: none">*Use quickly and quietly*Respect others' privacy |
| Responsibility | <ul style="list-style-type: none">*Use good hygiene*Keep it clean*Alert adult for any restroom issues |

PRIDE Hallway Expectations

- | | |
|----------------|---|
| Cooperation | <ul style="list-style-type: none">*Make eye contact & greet others*Stay to the right*Keep center walkway clear |
| Respect | <ul style="list-style-type: none">*Walk quietly*Use line basics in groups*Keep hands and feet to yourself*Use appropriate language |
| Responsibility | <ul style="list-style-type: none">*Follow directions*Have permission to be in the halls*Keep hallways and lockers clean |

PRIDE Assembly and Field Trip Expectations

- | | |
|----------------|---|
| Cooperation | <ul style="list-style-type: none">*Be quiet and listen to speaker*Participate when appropriate |
| Respect | <ul style="list-style-type: none">*Keep hands and feet to yourself*Remain seated until dismissed*Applaud and respond appropriately*Enter and leave quietly |
| Responsibility | <ul style="list-style-type: none">*Follow directions*Carry chairs quietly and carefully |

PRIDE Lunch and Breakfast Expectations

Cooperation

- *Use appropriate manners
- *Scan your ticket or enter your number
- *State what you are purchasing

Respect

- *Speak quietly
- *Eat food from your plate only
- *Maintain your own personal space

Responsibility

- *Follow directions
- *Use line basics
- *Clean up after yourself
- *Stay in assigned area

PRIDE Playground Expectations

Cooperation

- *Follow the rules of the game
- *Treat others kindly
- *Line up right away when the bell rings

Respect

- *Use the equipment safely
- *Use problem solving skills
- *Respect others

Responsibility

- *Follow directions
- *Dress appropriately for the weather
- *Use line basics
- *Remain in playground boundaries
- *Report injuries or conflicts to the supervisor right away

PRIDE Bus Expectations

Cooperation

- *Follow directions the first time
- *Be ready to load or unload right away

Respect

- *Keep your hands and feet to self
- *Use appropriate language
- *Talk quietly on the bus with those next to you

Responsibility

- *Be quiet at railroad crossings
- *Stay in your seat
- *Clean up after yourself

Social Skills:

Social behavior is an acquired skill that must be taught, learned, and mastered. Social skills are, in fact, a second kind of language, a specific code of behavior to be used when interacting with other people. It is up to the school and families to instruct our students in fundamental social skills. If we systematically instruct our students in the area of social skills, our efforts will be repaid by freeing our youth to become independent, aspiring, successful individuals. Our students will use these skills as life tools to benefit both themselves and the society in which they live.

The following social skills will be taught and/or reinforced at Turkey Valley Elementary:

How to Follow Instructions

1. Look at the person.
2. Say "OK."
3. Do the task immediately.
4. Check back if appropriate

How to Greet Someone

1. Look at the person.
2. Smile.
3. Use a pleasant voice.
4. Make a verbal greeting.

How to Accept Criticism

1. Look at the person.
2. Say "OK."
3. No arguing.

How to Accept "No" for an answer

1. Look at the person.
2. Say "OK."
3. No arguing, whining, or pouting.
4. If you don't understand why, calmly ask for a reason.
5. If you disagree or have a complaint, bring it up later.

How to Get the Teacher's Attention

1. Look at the person.
2. Raise your hand.
3. Wait for acknowledgement.
4. After acknowledgement, ask question in a quiet voice.

How to Disagree

1. Look at the person.
2. Use a pleasant voice.
3. Make an empathy/concern statement.
4. State disagreement specifically.
5. Give a rationale.
6. Say "Thank you".

How to Give a Compliment

1. Look at the person.
2. Smile.
3. Use a pleasant voice.
4. Make a positive praise statement.

How to Accept a Compliment

1. Look at the person.
2. Smile.
3. Use a pleasant voice.
4. Say "Thank you."
5. Do not disagree with the compliment.

Social Skills (continued)

How to Make a Request

1. Look at the person.
2. Use a pleasant voice.
3. State request specifically.
4. Say "Please."
5. Say "Thank you" after request is granted or denied.

How to Give Negative Feedback

1. Look at the person.
2. Use a calm voice.
3. Make a positive statement or praise.
4. State the problem specifically.
5. Give a rationale why it's a problem.
6. Offer a solution.
7. Thank the person for listening.

How to Resist Peer Pressure (Or Say "No")

1. Look at the person.
2. Use a calm voice.
3. Thank them for including you.
4. Explain that you do not want to participate.
5. Offer an alternative activity.
6. Continue to refuse to participate (if necessary).

How to Engage in a Conversation

1. Look at the person.
2. Use a pleasant voice.
3. Ask the person questions.
4. Don't interrupt.
5. Follow-up their answers with a comment without changing the subject.

How to Apologize

1. Look at the person.
2. Use a pleasant voice.
3. Make a specific statement of remorse.
4. State a plan for future appropriate behavior.
5. Ask the person to accept the apology.

How to Report Peer Behavior

1. Look at the person.
2. Use a calm voice.
3. Request to speak to the adult privately.
4. Give a specific description of peer's inappropriate behavior.
5. State a rationale for the report.
6. Suggest a possible solution or consequence.
7. Thank the adult for listening.

How to Volunteer

1. Look at the person.
2. Use a pleasant voice.
3. Ask the person if you could volunteer to help.
4. State specifically the task you are volunteering to do.
5. Give a rationale benefit.

How to Introduce Yourself

1. Look at the person.
2. Smile.
3. Use a pleasant voice.
4. State your own name.
5. Shake the person's hand.
6. When departing say, "It was nice to meet you."

School Procedures

Attendance

Every day of school is important in the life of a student, and we strongly encourage consistent attendance. All tardiness and absences will be recorded.

- Our elementary school day begins at 8:00 a.m. and is dismissed at 3:15 p.m.
- Students should not arrive prior to 8:00 a.m.
- If a student arrives before 8:00 a.m., they must wait at the elementary office.
- If a parent/guardian drops a student off or picks them up, they should not go to their child's classroom. Please drop them off and/or pick them up at the elementary entrance.
- A student arriving 8:16 - 9:15 will be counted as Tardy.
- If a student arrives after 9:15 or leaves before 2:16 p.m., they will be counted as being absent for 1/2 day.
- If a student leaves school for an appointment during the day and returns the same day, he/she will be counted 1/2 day absent if he/she is gone for more than 1.5 hours.
- When a child is absent, a parent or guardian should **CONTACT THE SCHOOL BY 9:00 A.M.** If we do not receive a message, we will try to contact a parent or guardian that morning to verify the student's absence. You may call or email the elementary office. It is helpful to also copy your child's teacher if you send an email.
- Under Iowa Code, a student who has eight or more unexcused absences in any one quarter, or 45-day period, in school is considered truant. Excessive truancy concerns may be referred to the county attorney.

Written excuses, email (ladams@turkey-v.k12.ia.us) or a phone call to the elementary office are required:

- if absent all day or arriving to school late
- leaving school early, the parent must report to the elementary entrance to meet the student
- not riding bus or riding a different bus

Calendar

A school calendar can be found on our website and available through our Turkey Valley CSD App. Parents are encouraged to make note of any early dismissals, no school days, and other special events that may be coming up.

Communications

In the event of inclement weather or mechanical breakdown, school may be closed or the starting time delayed. School closing, delayed starting time or early dismissal will be announced using the JMC automated notification system. They will also be shared on our Turkey Valley CSD App, Facebook, and Twitter – @TVPride1.

If a decision to close school is made the preceding night, an effort will be made to contact television stations.

- KWWL TV - Channel 7
- KCRG TV - Channel 9

Extra-Curricular Activities

- Elementary students will not be supervised after 3:20 to attend Jr. High or Sr. High games or events that begin after 3:30. Supervision is not available for elementary students, so parents are asked to make other arrangements.
- Elementary students are encouraged to attend Turkey Valley athletic and musical activities as part of their participation in our school community. We expect students to be respectful and courteous when they are audience members or sports fans. We also expect that their parents will provide supervision during school sponsored events.
- Students should remain seated during band and vocal concerts and musical presentations. Good audience etiquette requires staying for the entire performance and applauding appropriately.
- When attending athletic events, watching the games and cheering on the school's teams are the purpose of attendance. At events, students should stay in the bleachers. Running and playing is not allowed.

Fees and Bills

- School fees and bills are handled by the high school office.
- Questions regarding school lunch program can be directed to the lunch program secretary, Lindsay Vsetecka – lvsetecka@turkey-v.k12.ia.us
- Children will be held accountable for library books, textbooks, or other school equipment entrusted to them. If damaged, they will be assessed a fine; if lost, they will be charged the cost of replacement.

Field Trips

- Parent permission for field trips is included in the school registration process.
- Our field trips are designed to enhance the curriculum, offer a wide variety of experiences, utilize community resources, be financially feasible, enhance community/school relations, and develop public etiquette.
- All students are expected to observe school policies when they are on field trips. Students will leave school, remain, and return together with their assigned group and chaperone. They may not be excused to leave the group during the trip.

Homelessness

- The term 'homeless children and youths' A) means individuals who lack a fixed, regular, and adequate nighttime residence and B) includes 1) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement; 2) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; 3) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and 4) migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses 1-3. If you or someone you know becomes homeless, contact Mrs. Lawless in the Turkey Valley guidance office for information and assistance.

Internet Policy

- Students will be able to use the Internet, unless parents and/or guardians specifically request in writing to disallow student access to the Internet for common browsing.
- Users will be expected to use the system in a responsible manner.
- Students will be taught about personal safety and/or privacy as a part of the curriculum.

Meals:

- Meal prices are approved by the Board of Education prior to the beginning of the school year. Cost per meal is: Breakfast = \$1.70 / Preschool -5th Lunch = \$2.85/ and 6-12th Lunch = \$3.15. Extra milk is \$0.40 each.
- All accounts are setup as "Family Accounts." This means that each family has an account that contains each student attending Turkey Valley School. The negative balance policy will be set up on a per student basis. You may deposit any amount of funds in your family lunch account. **Please indicate on the "memo" line that the payment is for school lunches.**
- Students may charge any combination of meals up to a negative balance of \$5.00 per student. In a family with one student, the limit is \$5.00, 3 students is \$15.00 and so on. Once this limit has been reached, each student will be given a sandwich and milk for lunch or toast and milk for breakfast. This lunch or breakfast will not be charged to the student's account.
- Each meal purchased is deducted from your family account. When the balance reaches the point where there are 10 days of funds left in your account, you will receive a reminder slip or an e-mail that your account needs funds.
- Free and reduced price lunches are available for students whose parents meet eligibility guidelines. Only one application per family is needed.

Money

- Money should be brought only for authorized or school sponsored activities, lunch or book orders, etc.

- Please place money in an envelope that is properly labeled with the student name and purpose of the money.

Moving or Leaving the District

- Please notify the district office two to three weeks in advance
- If moving within the district, changes need to be made for busing your child.
- If moving out of district, records will be sent to the new school upon their request.

Parent-Teacher Conferences

- Conferences are held twice yearly to assist in reporting your child's progress and development.
- You may contact the teacher and arrange for a conference any time that you feel there is a need.

Parties

- Information will be sent about classroom parties. Invitations to parties held outside of school should not be distributed at school unless all children in the classroom group are invited.

Pledge of Allegiance

- Under State Law, all students and staff will recite the Pledge of Allegiance each day at a designated time. Each and every classroom has an American flag displayed.

Telephone

- Students may use the telephone for emergency calls only with permission and with adult supervision.
- Cellular phones are permitted on campus; however, phones and pagers need to be turned off and kept in a student's school bag during the school day. If a student needs to use his/her phone for a valid reason, they need permission from their teacher. Cell phones found in the student's possession during the school day will be confiscated and turned over to the principal. The student can retrieve the cell phone at the end of the day.
- Communication devices, such as an Apple watch or other communication device, may not be used during school hours unless approved by a staff member.
- To get a message to your child during the day, call the elementary office. The office staff will relay the message to your child.
- During the school day, you may also leave a voice mail message to the teacher by calling the elementary office. If you need to speak to the teacher directly, please call between 7:45-8:00 a.m. or after 3:20 p.m.

Parents'/Guardians' Rights Notification

Parents/Guardians in the Turkey 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. You may also request the qualifications of an instructional paraprofessional who serves your student in a Title I program or if your school operates a school wide Title I program. Parents/Guardians may request this information from the Office of the Superintendent

Information from the Nurse

If your child will not be attending class, we ask that you inform us. If your child has any of the following illnesses, we ask that they do not attend school. Should a child become ill while at school, the child will be sent to the nurse's office and the parent will be notified. If parents are unable to be reached, listed emergency contacts will be called next. The parent or approved emergency contact must pick the child at the school.

Please keep the staff informed of any changes in your child's health status. Because Turkey Valley School reports to both the state and the county health departments, it is important that you tell the secretary or your child's teacher what symptoms your child has when you call the school to report an ill child.

Exclusion:

We ask that parents be diligent about keeping their children home from school when they display signs of illness. The best way to keep our children healthy is by practicing prevention and using common sense. Teach your child good hand-washing skills using an anti-bacterial soap and how to cough into a tissue or

the sleeve of their shirt. YOU are your child's first teacher. Start teaching them preventative measures now.

- Colds: If your child has cold symptoms or a temperature elevation, the child should not be brought to school. This shall also be the case if the child makes high-pitched croupy or whooping sounds when he/she coughs.
- Covid: If your child has symptoms of Covid and tests positive OR tests positive with no symptoms, your child will need to stay home for 5 days (Day 0 is day symptoms started or day of positive test with no symptoms). They may return on day 6, so long as symptoms have mostly resolved. They are not required to wear masks or eat separately upon return. You do NOT need to quarantine with exposure.
- Diarrhea and Vomiting: If there is any diarrhea or vomiting, the child may not be brought to school. If the child has any loose stools while at the school, or if the child vomits at school, he/she will be sent home. The child may return if he/she has been free from diarrhea or vomiting for 24 hours. If there is diarrhea of several days duration, a physician should be notified.
- Ear or Eye Infection: If drainage from the ear or eye, the child should not be at school. (Exception: If the child has tubes and has been on antibiotic for 24 hours.) A child with a diagnosed ear infection with no drainage should be on medication.
- Fever: If a child has a temperature above 100 degrees F. and exhibits any of the above conditions, the child will be sent home. They need to be kept at home for at least 24 hours after they no longer have a fever without the use of medications. In other words, if you give your child a medication such as Tylenol to break their fever, they still need to stay home until they are fever free for 24 hours without the use of the Tylenol.
- Impetigo: A child with impetigo shall be excluded from school for 24 hours after treatment has begun. The child returning will depend upon the location of the infection and if the area is healing well.
- Influenza: Common symptoms of influenza include: Fever, headache, extreme tiredness, cough, runny nose, sore throat, muscle aches, vomiting and sometimes diarrhea. Please keep your child home until they are feeling better and up to attending school. They must be fever, diarrhea, and vomiting free for 24 hours without the use of pain relieving medication.
- Pediculosis: When head lice are found on a child, the parents will be notified. The child should not return to school until treatment with medicated shampoo has occurred. It is advisable that all other family members also be treated.
- Pinworms: When pinworms are diagnosed in a child, the child shall be restricted from school until the day after appropriate medication. All clothing worn by the child prior to treatment should be laundered. It is advisable that family members also be treated.
- Scabies: When scabies is found on a child, the child shall be restricted from the school until initial treatment with appropriate medication.

Accidents/Emergencies:

In the event of an accident or an emergency at school, the school shall attempt to notify the parents according to the information on the emergency card. In case neither parent or emergency contacts can be reached, school authorities will attempt to take the necessary steps to assure the welfare of the child.

Medicines:

The teacher will not be permitted to administer any medicines, drugs, or other prescriptions to children in school. If a child's health is such that he or she is unable to participate in the normal school program and is under medical prescriptions or other like needs, that child should remain at home. If medication is necessary, but the child is to participate in the regular school program, the school policy concerning medication at school as stated below must be followed.

Absolutely no medication will be dispensed without parental consent. All medication must be sent in original container labeled with the child's name and clear instructions for its use. Medication at school will be taken and stored in the nurse's office. This must be accompanied by a permission slip. The school nurse will be responsible for dispensing the medication to the student.

Please ask the pharmacist to divide the prescription into two bottles, one for home and one for school. The pharmacies are very willing to do this, and it saves your child from having to transport the medicine each day.

Nut Aware Site:

We have students with a severe peanut/nut allergy. Please be considerate of our students' needs and avoid any peanut/nut products. Products with no nuts that were produced in a facility where nuts are used, *may* be allowed with permission.

Immunizations:

Each child in grades PreK – 12th, must submit a valid Department of Public Health Certificate of Immunization prior to admission to school. Exemption forms are required for all required immunizations that have NOT been given.

Personal Concerns:

- Students need to be rested and ready to learn
- Students need to keep their body and hair neat and clean
- Students need clean and appropriate clothing and footwear.
- Students need tissues during cold and flu season.
- For upper grades, use of deodorant may be necessary.
- Students need warm coats, gloves, mittens, scarves, stocking caps, and snow pants, and snow boots for outdoor recess when the weather calls for. If you need assistance in obtaining these items, please contact Principal Hoy, Guidance Counselor Amanda Lawless, or Nurse Natalie.

PE Excuses:

A written doctors or physical therapists note is *required* when your child is unable to participate in PE or other activities. A release note for your child to return to activities will be required under certain circumstances (i.e: returning from surgery)

Please contact Natalie Schneider, RN, BSN, at Turkey Valley School at 563-776-6011, extension 1415, if you have questions or concerns.

BUS POLICY

Safety is the primary concern for every child that rides a Turkey Valley Community School bus. Therefore, every precaution will be taken to see that children arrive at their destination safely. This can only be accomplished if we have the cooperation of both students and parents. Driving a bus is a difficult and responsible task. The attention of the driver must be on the driving responsibilities at all times and any deviation from this task could endanger the safety of all passengers. It is absolutely necessary that each student assume responsibility for his/her behavior, and any infraction of procedures necessary for the safe transportation of students be reported immediately to the bus driver or school principal. The following guidelines will be used to ensure the safe and efficient operation of our buses.

1. Students are under the authority of the bus driver
2. When students enter the bus, they will take their seat and remain there until leaving the bus
3. If buses have seatbelts, students are expected to wear the seatbelt at all times they are riding.
4. Students will remain seated while the bus is in motion
5. Students will not use profanity, swearing or bad language
6. Students will keep hands and arms inside the bus
7. Students will keep their feet on the floor and not on the seats
8. Students will talk in a normal voice and not shout at other students or the driver
9. Students will not take property from another rider
10. Students will not destroy property of another rider nor shall the student destroy or deface school property
11. Students will show **RESPECT** to the bus driver, other riders, and district and personal property

Unacceptable Behavior

The following list of behaviors are not permitted on Turkey Valley School District buses. This list shall include but is not limited to the following: hitting, spitting, profanity, out of seat, throwing objects,

obstructing aisles, making loud noises, hanging out of windows, assault/fighting, vandalism, insubordination, possession of a weapon, possession or use of tobacco, possession or use of alcohol and/or other controlled substance, and viewing inappropriate material on any electronic devices. All spray and mist products are not to be used on the bus. Sprays and mist products can be a danger to others with allergies and pollute the bus environment. Deodorant, cologne, perfume, hairspray and any other spray or mist product is prohibited.

Consequences for Infractions

First Offense Driver conferences with the student, identifies the infraction, and writes the ODR with copies to the principal and parents.

Second Offense Driver conferences with the student, identifies the infraction, and writes the ODR with copies to the principal and parents. The principal contacts the parents, reviews the incident and may suspend the student up to 5 days.

Third Offense Driver conferences with the student, identifies the infraction, and writes the ODR with copies to the principal and parents. The principal contacts the parents, reviews the incident and may suspend the student up to 15 days.

Any succeeding violations shall result in the suspension of all riding privileges for a period not to exceed the remainder of the current school year.

If a student causes a major issue on the evening route, the bus driver may suspend the student from riding the next morning. The driver must notify the principal right away and make sure the parents are notified. The principal will investigate and follow up the next morning.

Depending on the seriousness of the offense, the principal may jump to any level necessary to properly address the issue.

Parents are reminded of the following: *If your child would like to ride a bus other than their own, they MUST bring notes or send an email to the elementary office to be approved. It is important to know which buses will have extra students riding, as some of the buses are at capacity and any additional students could create a seating problem. There will be a limit of five extra students allowed to ride any bus on a given day. Students must bring their notes to the office or parents can email the office, so the route can be checked. If there is a problem, the office will contact the parent or student. If you have advance knowledge, we ask that you contact the office a day in advance.*

School Board Policies

Conduct Code

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

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

Discipline Policy

1. School personnel will establish and publish clear expectations for student behavior. Classroom teachers will establish and be responsible for classroom expectations. All school personnel have the authority to impose consequences for inappropriate behavior.
2. School personnel will report consequences for inappropriate behavior:
 - a. By submitting an office notification that the behavior was handled within the classroom setting by the teacher/staff member in charge. Parents may be notified of the instance by the instructor/school personnel explaining the circumstance.

- b. By submitting a referral to the Student Services Team to review possible interventions. Parents may be notified of the instance and referral by a member of the Student Services Team.
- c. By submitting an Office Discipline Referral (ODR), where the principal or student success coordinator will follow up with the student for reteaching, intervention, counseling, Keystone AEA or outside agency referral, or disciplinary action. Parents will be notified within 24 hours of the reported incident.
- d. Classroom teachers or school personnel will report threats, incidents of violence resulting in injury, property damage or assault, or harassment or bullying by enrolled students to either the principal or a lead administrator within 24 hours. The principal or lead administrator will notify parents, of both the offending student and the student threatened or injured, within 24 hours after the classroom teacher reports the incident.
- e. Depending on the severity of the misconduct based on the minor/major matrix, any of the above actions can be actionable items. Repeated misconduct, non-compliance, and/or major infractions may lead to detention, suspension or may be recommended to the Board of Education for expulsion.
- f. A suspended student will not be allowed to participate in any activities on the day they are suspended. The student, while in suspension, will be required to complete all assignments for that day to receive credit.

Harassment / Bullying

It is the policy of Turkey Valley Community School to maintain a learning environment that is free from any type of harassment / bullying. No student shall be subjected to any type of harassment / bullying while on school property, or at any school function, or at a school sponsored activity regardless location. It is a violation of policy for any school employee, volunteer or student to harass / bully a student through conduct or communications as defined below.

“Harassment” and “bullying” shall be construed to 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: 1) places the student in reasonable fear of harm to the student's person or property, 2) has a substantially detrimental effect on the student's physical or mental health, 3) has the effect of substantially interfering with a student's academic performance, 4) has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the educational program. It includes but is not limited to 1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts; 2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is circulated within or placed on walls, bulletin boards, or elsewhere on premises where the educational program operates; and 3) name-calling, sarcasm, spreading rumors, excessive teasing and hazing.

“Trait or characteristic of the student” includes but is 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.

“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, and electronic text messaging. The standard for determining whether verbal or physical conduct is sufficiently severe or pervasive to create a hostile or abusive environment is whether a reasonable student in the same or similar circumstances would find the conduct intimidating, hostile or abusive. It is not necessary to show that the victim was psychologically harmed.

Any school employee, volunteer, parent, guardian or student who witnesses or becomes aware

of conduct in violation of this policy should file a complaint in writing directly to the victim or perpetrator teacher, immediate supervisor, principal, or the Superintendent of Turkey Valley Community Schools.

The complaint shall describe the perceived violation, name the perpetrator and the victim, and identify any potential witnesses to the incident. This policy is in compliance with Iowa Code Chapter 216 and 280.12(2)(f) and IASB policies Code 104.

Reporting a Safety Concern

Turkey Valley strives to maintain a safe and secure learning and working environment.

- If you see something, say something
- Call 9-1-1 if there is an immediate danger, if you know about an emergency, or if you see suspicious activity.
- Otherwise you may report any other safety concerns via the district's reporting number 563-776-4021. This number allows students, staff, parents and community members to confidentially submit concerns regarding safety, harassment, intimidation and bullying to the district administration. All reports may be submitted anonymously.

Equal Educational Opportunity Policy

It is the policy of the Turkey Valley Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Jay Jurrens, Superintendent; jjurrens@turkey-v.k12.ia.us; 3219 State HWY 24, Jackson Junction, Iowa 52171; 563-776-6011.

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.

Equal Employment Opportunity

It is the policy of the Turkey Valley Community School District not to illegally discriminate on the basis of race, national origin, color, language, gender, sex, sexual orientation, gender identity, marital status, familial status, physical and mental ability or disability, age, religion, creed, physical attributes, ancestry, socioeconomic status, political party preference and political beliefs, in its educational programs or employment practices. There is a grievance procedure for processing complaints of discrimination by students, employees, parents, and community members. If you have questions or a grievance related to this policy, please contact: Affirmative Action Coordinator, Jay Jurrens, Superintendent, Turkey Valley Community School 3219 State Hwy 24 Jackson Junction IA 52171, 563-776-6011 email: jjurrens@turkey-v.k12.ia.us

Section 504 Notice of Nondiscrimination

It is the policy of the Turkey Valley Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, mental status, sexual orientation, gender identity, and socioeconomic status in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination.

If you have questions or a grievance related to this policy please contact the district's Equity Coordinator: Jay Jurrens, Superintendent, Turkey Valley Community School District, 563-776-6011.

The Every Student Succeeds Act, signed in 2015, replaced the No Child Left Behind Act. It maintains a focus on equity for all students, while giving states and local school districts much more ownership over systems of school accountability and support. In Iowa, ESSA has been a great opportunity to build on bold education improvements under way that align with ESSA requirements, including clear and rigorous

standards for what students should know and be able to do, a school accountability system that targets support where and when schools need it most, and a structure for professional learning that emphasizes teacher leadership and evidence-based practices.

NOTE: In Iowa, all teachers meet the highly qualified teacher requirements if they carry the appropriate grade-level teaching license and academic content endorsement for the grade level and subject areas they teach.

Weapons and Dangerous Instruments

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

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

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

Student Records

Access & Confidentiality

- The Turkey Valley Community School District collects and maintains records on each student in order to facilitate the instruction, guidance, and educational progress of the student
- The following may have restricted access to student records without prior written consent of the parent or student over the age of 18 years:
 - School officials and teachers with legitimate educational interest.
 - Officials of other schools in which the student proposes to enroll.
 - Government representatives when auditing and evaluating Federal education programs.
 - Persons in connection with a student's educational financial aid applications.
 - Governmental officials to whom information is to be reported under State law adopted prior to November 19, 1974.
 - Organizations which process and evaluate standardized tests.
 - Accrediting organizations for accrediting purposes.
 - Parents of dependent children, regardless of child's age.
 - In connection with an emergency.
- Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.
- Student records are reviewed and inappropriate material removed periodically.
- Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to the material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy, or an invasion of privacy, and to have the records explained.
- All student referrals, reports, and other information from the Keystone Area Education Agency are filed in the guidance office.
- The principal may release the following types of information to the public, keeping in mind the privacy of the student and the student's family and the totality of the surrounding circumstances: name, address, telephone listing, date and place of birth, photographs or likeness, participation in the officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, the most recent previous school institution attended by the student and other similar information.