



EASTON VALLEY
COMMUNITY SCHOOLS

www.EastonValleyCSD.com

ELEMENTARY STUDENT HANDBOOK

2023-2024

EVERY STUDENT. EVERY DAY

321 W. School St., Preston, IA 52069 | 439 Wilson St., Miles, IA 52064 | Ph: (563) 689-4221



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FACULTY AND STAFF**POSITION**

Chris Fee	Superintendent
Patty Schmidt	PK-6 Principal
Pam Koch	Elementary Secretary
Nicole Gerlach	Preschool
Olivia Abernathy	Preschool
Lori Kueter	Kindergarten
Emily Kilburg	Kindergarten
Renee Bowman	Grade 1
Beth Sterk	Grade 1
Brittany Lawson	Grade 2
Kirsten Ralston	Grade 2
Audra Jones	Grade 3
Emily Michaelsen	Grade 3
Heidi Lippens	Grade 4
Halie Butt	Grade 4
Amanda Fowler	Grade 5
Melinda Thomson	Grade 5
Jillian Naples	Grade 6
Jayden Rathje	Grade 6
Heather Houzenga	K-6 Art
Dylan Linderwell	K-6 PE
Amanda Carlson	K-6 Music
Desiree Law	K-6 Music
Tara Helmle	Interventionist
Jennifer Bormann	Resource
Jennifer Schoenherr	Resource
Nicole Kelley	Resource
Brenda Kaiser	Resource
Tara Klemme	Resource
Destiney Kilburg	Social Worker
Staci Deutsch	Counselor
Jenny Knutsen	TAG (Talented & Gifted)
Amy Roling/Kelli Sieverding	Nurse
Joy Portz	Media Center
Sara Miller	Associate
Brookelyn Strait	Associate
Kelly Stoecken	Associate
Pam Zeimet	Associate
Donna Vogel	Associate
Jay Pauley	Associate
Kaitlyn Peppel	Associate
Jeff Raab	Technology Director
Jennifer Junk	Title I
Carla Holdgrafer	Cook
Sheri Bormann	Cook

ATTENDANCE

Easton Valley Elementary Attendance policy can be adjusted at any time due to administrator discretion.

Absences

Easton Valley Community Schools Mission statement is “EVery Student EVery Day”. In order for this mission statement to work we need all elementary students at school every day. Attendance is a very important part of a child’s school day and attendance is a strong predictor for success in school.

Parents can call-in students for permitted reasons before 9:30 (illness, pre-arranged travel, funeral) up to 12 school days per year and the absence will be considered excused. After 3 consecutive days a doctor’s note is required for an illness to be considered excused. If a doctor is not available the student can be brought in to be evaluated by a school nurse. If there is not an excuse by a doctor or your child has not been excused by the nurse, the absence will be considered “unexcused”.

We will follow up and send a text message or call if your child is a “no call/no show.” If we do not receive any communication from you, the day will be counted as unexcused.

At any point in the school year when a student has missed over 10% of the school days, we will contact parents to set up a plan for improved school attendance. These plans may include attendance contracts or truancy paperwork filed with the Jackson County Attorney.

Unexcused Absences

Unexcused absences are defined as absences that are not called in or students just not wanting to come to school. Due to these circumstances unexcused absences should not occur.

At any point in the school year when a student has missed over 10% of the school days, we will contact parents to set up a plan for improved school attendance. These plans may include attendance contracts or truancy paperwork filed with the Jackson County Attorney.

Tardies

Tardies can happen. People oversleep, alarms don’t go off, car won’t start etc. However, these instances should not be occurring on a daily or weekly basis. If your child has 7 or more tardies (arrive after 9:30) this will count as an unexcused absence. The above proceedings will happen if tardiness continues. The goal is to have students on time every day as this is a work expectation for the future for them.

Arrival

The elementary school building will open at 7:50 A.M. Classes will begin at 8:20 A.M. No students should be in the building after 3:30 unless requested by a staff member or participating in a supervised activity.

Parents are welcome to bring their children to school and accompany them to their classrooms the first week of school. After this time, we ask that all parents drop their child off at the main doors or the office. Parents who would like to talk with the classroom teacher are asked to sign in the office after the first week.

Checking In/Out Procedure

Students returning to school or leaving school must be signed in or out through the office by a parent or guardian (a note or call to the office must be made if someone other than the parent or guardian will be picking up your student). When picking up students who are leaving school early, please come into the office to let office staff know and your student will meet you there.

Dismissal

1. **Students walking home** are dismissed at 3:20 out of the WEST doors of the Elementary building.
2. **Bus students** are dismissed at 3:20 out of the EAST doors of the Elementary building.
3. **Parents coming to pick up their children** earlier than dismissal time should park in front of school and check into the office. We will have your student meet you in the office.

CONDUCT & DISCIPLINE

Attitude & Conduct

The Board believes inappropriate student conduct causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, personnel, and visitors on school premises.

The LIM behavior expectations matrix will be followed for student conduct in the elementary building. Students will receive explicit instruction on each area during the first 8 days of school. Additional teaching will be provided after breaks and as necessary.



Easton Valley
The
Leader in Me



I use the 8 habits when I **Act**, **Talk**, & **Move**.

	Bus	Cafeteria	Classroom / Specials
Be Proactive I am a responsible person.	I treat everyone on the bus with respect.	I am respectful to staff and my cafeteria space.	I follow directions & stay on task.
Begin with the End in Mind I look for ways to be a good citizen.	I follow directions & make a good choice while	I am careful by eating over my plate and not sharing or mixing	I set individual and classwide WIGs and do my best work to accomplish them.

	choosing my seat..	food. This will limit my clean-up time when I am finished.	
Put First Things First I set priorities and am organized.	I stay in my personal space & keep my belongings & body out of the aisle.	I get everything I need the first time when going through the lunch line.	I am prepared, organized & use materials appropriately.
Think Win-Win I want everyone to be safe & successful.	I follow the bus safety rules & adult instructions.	I walk to my table and stay in my seat until dismissed.	I follow classroom rules & teacher expectations.
Seek 1st to Understand then to be Understood I listen to other people's ideas & feelings.	I talk in a soft voice with appropriate language so others can hear directions from the adult.	I am patient while waiting in the lunch line by keeping my hands to myself and my voice level low.	I respectfully listen to others first before I share.
Synergize I appreciate the differences in others & treat people the way I want to be treated.	When I recognize a problem, I tell the adult.	I will help with cafeteria duties without being asked.	I work together with others.
Sharpen the Saw I take time to find meaningful ways to help others.	I only visit with others seated near me while staying seated.	I will talk softly with those seated near me at my table.	I am a lifelong learner and it strengthens my mind.

<p>Find your Voice & Inspire Others to Find Theirs</p>	<p>I use my strengths & talents to lead and inspire others in how I act, talk, & move.</p>
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	<p>Hallway</p>	<p>Playground</p>	<p>Restroom</p>
<p>Be Proactive I am a responsible person.</p>	<p>I am in charge of myself.</p>	<p>I use the equipment in the correct way.</p>	<p>I go to the restroom only if I need to and not when the teacher is teaching.</p>
<p>Begin with the End in Mind I look for ways to be a good citizen.</p>	<p>I have a plan for where I am going & stay on track.</p>	<p>I line up safely when a signal is given.</p>	<p>I help keep the restroom area clean.</p>
<p>Put First Things First I set priorities and am organized.</p>	<p>I keep my hands, feet and materials to myself.</p>	<p>I am responsible for the recess toys I bring out and put them away when done.</p>	<p>I promptly return to class without playing or socializing.</p>
<p>Think Win-Win I want everyone to be safe & successful.</p>	<p>I walk quietly on the right side of the hallway.</p>	<p>I follow safety rules.</p>	<p>I report problems to a teacher or other adult.</p>
<p>Seek 1st to Understand then to be Understood I listen to other people's ideas & feelings.</p>	<p>I listen for any hallway directions or redirections.</p>	<p>I notice when someone looks lonely & include others in activities.</p>	<p>I wait for my turn calmly & quietly.</p>

<p>Synergize I appreciate the differences in others & treat people the way I want to be treated.</p>	<p>I consider the needs of those working in classrooms & I watch out for others in the hallway.</p>	<p>I take turns and am a good sport.</p>	<p>I respect the privacy of others who are using the restroom..</p>
<p>Sharpen the Saw I take time to find meaningful ways to help others.</p>	<p>I enjoy displays with my eyes only.</p>	<p>I participate in group games and exercise.</p>	<p>I wash my hands with soap and water, then dry them.</p>
<p>Find your Voice & InSpire Others to Find Theirs</p>	<p>I use my strengths & talents to lead and inspire others in how I act, talk, & move.</p>		

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 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 the classroom, detention, suspension, probation, and expulsion.

Bullying and Harassment

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances: Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;

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

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;

- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The *building principal* or designee will be responsible for handling all complaints by students alleging bullying or harassment. The *building principal* or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

Threats

All threats of violence, whether oral, written, or symbolic, against a student or students, staff, visitors, or toward school facilities are prohibited. All such threats will be promptly investigated upon notice to administration. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion from school with loss of credit for the term of the expulsion.

The following factors may be considered in determining the extent to which a student will be disciplined for threatening, harassing, or terroristic behavior: the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances

surrounding the threat; the age of the student; the mental and emotional maturity of the student ; the degree of cooperation by the student and his/her parent(s) or guardian(s) in the investigation; the existence of the student's criminal or juvenile history; the degree of legitimate alarm or concern in the school community created by the threat or any other relevant information from any credible source.

Bicycles in School

Bicycles may be ridden to school, but should be put in the bicycle rack at the beginning of the school day and left there until the end of the school day. Under no circumstances will bicycles be ridden on or off the school grounds during the school day. Bicycles will be ridden in a safe manner with only one on a bike. Scooters and skateboards should not be brought to school. No wheeled vehicles should be on the playground surface.

Buses and Other School District Vehicle Conduct

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

Regulations Governing Pupil Transportation

Riding a school bus is a privilege, not a right. This privilege can be denied at any time for misconduct.

In these days of growing traffic congestion, increasing traffic hazards, and mounting costs, it is essential that school bus drivers receive wholehearted cooperation from students and parents. In general, any activity which worries or distracts the driver is objectionable. The bus driver needs to concentrate on driving and on the traffic situation. If the driver is worried about the activity on the bus, he/she cannot be a safe driver. Students and parents should understand that the students riding the bus must obey all rules and regulations or forfeit the privilege to ride school transportation.

1. Pupils are under the authority of the bus driver.
2. Pupils shall not fight on the bus.
3. Pupils shall not throw objects about the bus or out the window.
4. Pupils shall be on time for the bus both morning and evening. Contrary to popular belief, Iowa law does not require the school bus to wait if it is on time.
5. Pupils shall remain seated facing forward while the bus is in motion.
6. Pupils shall not extend their hands, arms, or head through the bus windows.
7. Pupils shall converse in normal tones; loud or vulgar language is prohibited. When the bus is crossing a railroad track, all conversation must stop until the bus has crossed the tracks.
8. Pupils shall not open or close the bus windows without the permission of the driver.
9. Pupils shall keep the bus clean, and refrain from damaging it. 10. Pupils shall be courteous to the driver, to fellow pupils, and to passersby.
10. Pupils shall enter and leave the bus, at school loading stations, and at highway bus stops, in an orderly fashion and in accord with instruction.
11. Pupils must refrain from crowding or pushing.

12. Pupils shall refrain from talking to the driver while the bus is in motion.
13. Each pupil must go directly to his or her seat upon entering the bus.
14. Pupils must keep their feet off the seats.
15. Pupils must keep sharp objects off the upholstery.
16. Pupils must avoid playing or loitering on the highway when waiting for a bus that is late.
17. Pupils shall keep the aisles clear.
18. Pupils shall not eat or drink on the bus.
19. The Good Conduct Rule is in effect.

Bus Discipline

Each bus driver shall go over his/her discipline policy with the students he/she transports to school. Students who are disciplined will be made aware of subsequent disciplinary action for future problems.

Class I Offense:

1. Possession of a handgun, knife, or other weapons.
2. Possession of ammunition.
3. Detonation of a pyrotechnic device on the school bus.
4. Possession of alcohol or non-prescription drugs.
5. Assault on the school bus driver.
6. Attempting to ride on the outside of the school bus.
7. Bringing a flammable liquid onto the school bus.
8. Pushing or shoving another student at, or near, a moving school bus.
9. Running out in front of a moving school bus.
 - a. Violent assault on another student.
10. Tampering with, or vandalism (in excess of \$50) of, the school bus.
 - a. Opening any emergency exit, or exiting, or attempting to exit, from a moving school bus.

* If a flammable liquid is for a school project, the student must notify the driver in advance and take the precautions advised by the driver.

Class II Offense:

1. Threatening the school bus driver.
2. Interfering with a police officer, District administrator, or safety supervisor.
3. Use of tobacco.
4. Ignition of any type of fire, including matches and lighters.
5. Physical aggression, or the threat of physical aggression, against another person.
6. Fighting.
7. Theft or robbery.
8. Possession of a pyrotechnic device.
9. Possession of a look-a-like weapon.
10. Tampering with emergency equipment including 8 light system, radio, and emergency exits.
11. Extending the head, arms, or legs out of the window while the bus is in motion.
12. Chasing, or running beside, a moving bus.
13. Throwing or shooting an object, or objects, at the bus driver or out of the bus window.
14. Distracting the school bus driver.

15. Bringing dangerous objects onto the school bus (other than weapons or flammable liquids.) *
16. Riding while under suspension of transportation privileges.
17. Pushing or shoving another student in the school bus Danger Zone.
18. Willful damage to property at the school bus stop.
19. Willful damage to the property of other students.
20. Unacceptable sexual conduct.
21. False identification or refusal to provide the driver with the student's name.
22. Failure to follow safe crossing procedures.
23. Vandalism of the school bus.

* Dangerous objects by use, not necessarily by design.

Class III Offense

1. Throwing or shooting objects around the school bus.
2. Failure to follow the driver's instructions.
3. Standing while the school bus is in motion.
4. Failure to cross ten feet in front of the bus.
5. Use of obscene or profane gestures or language.
6. Harassment in any form.
7. Riding on a bus other than the assigned route.
8. Boarding or exiting other than the assigned stop.
9. Shouting, yelling, screaming, or excessive noise.
10. Tripping a student.
11. Blocking the school bus aisle.
12. Spitting.
13. Horseplay.
14. Possession of a lighter or matches.
15. Possession of squirt guns, water balloons, liquid containers of any type, shaving cream, or eggs. Possession of cap guns, or other obviously toy weapons.

Class I Offense:

First Offense: Loss of bus service for the remainder of the school year.**

Class II Offense:

First Offense: Written Warning and 1-5 day suspension of transportation privileges, written notification of parent/guardian, a possible safety plan created, and in-building disciplinary consequences if no suspension of transportation privileges.**

Second Offense: 3-5 day suspension of transportation privileges, a possible safety plan created, and parent conference.

Third Offense: 10-day suspension of transportation privileges, a possible safety plan created, and parent conference.

Fourth Offense: 30-day suspension of transportation privileges, a possible safety plan created, and parent conference.

Fifth Offense: Loss of transportation privileges for the remainder of the year. *

Class III Offense

First Offense: Written warning and 0-5 day suspension of transportation privileges, written notification of parent/guardian, a possible safety plan created, and in-building disciplinary consequences if no suspension of transportation privileges.**

Second Offense: 3-5 day suspension of transportation privileges, a possible safety plan created, and parent conference.

Third Offense: 10-day suspension of transportation privileges, a possible safety plan created, and parent conference.

Fourth Offense: 30-day suspension of transportation privileges, a possible safety plan created, and parent conference.

Fifth Offense: Loss of transportation privileges for the remainder of the year. *

If a student commits offenses of different classes during the same incident, the consequences associated with the more serious class of offense will be applied.

- Loss of transportation for the remainder of the year is classified as a minimum of 60 school days. In the event of less than 60 school days left, the remainder of the suspension will be served in subsequent years.

Serious discipline problems will be considered on an individual basis and will probably result in detentions and or loss of transportation privileges. The Principal/Superintendent shall retain the right to increase levels of discipline due to misbehavior on the bus.

Cell Phones, Smart Watches, and other Electronic Devices

Cell phones and smart watches are not allowed in the elementary school. If cell phones, smart watches, or other non-school approved electronic devices are brought to school, they must be turned off, left in student lockers, the office or with the classroom teacher, and not used during school hours. Students who are using their cell phones, smart watches, and other non-school approved electronic devices during school hours will have their devices placed in the office until the end of the day. Students will be allowed to pick up their cell phone/watch at the end of the day. Second offense will result in the student having to check their devices into the classroom teacher or office everyday. Messages will be delivered to students in their classroom and should be called into the Elementary Office. Contact the Elementary Principal if you have questions about this policy.

Dress & Student Appearance

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting. **Hats and hoods will not be allowed during the school day with the exception of recess and outside gym time.**

The Board expects students to be clean and well groomed and wear clothes in good repair and appropriate for the time, place and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are not allowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or

safety, the student may be required to make modifications. Shoes with wheels (heelies) are not allowed at school.

The wearing of shirts and tops exposing bare midriffs or deeply/narrowly cut in the front, back or under the arms, shall not be worn. Shirts and tops must not be halter tops or not be made of see through fabric. All tops must extend to the bottom garment. Clothing must cover the entire buttocks and a modest area of the legs. Clothing that exposes underwear will not be tolerated.

Gym Shoes

If possible, students should have an extra pair of tennis shoes at school to be used for physical education in the Elementary Gym. **NO FLIP FLOPS ARE ALLOWED IN GYM CLASS.** The student will be seated to watch the PE class if they only have flip flops to wear. This rule is for student safety.

Toys

The school provides playground equipment for recess periods. Students should not bring his/her personal toys to school to use during recess.

Lost and Found

Parents are urged to print their child's name on coats, hats, boots, lunch boxes and all personal belongings. In the event such items are found they will be put in the lost and found until claimed.

Vandalism

Deliberate destruction of property belonging to others, including school property, is vandalism. Such action not only costs the district taxpayers in the long run, but it also results in deterioration of the educational process. Those committing such acts will be required to provide reimbursement for the damage, school/community service, suspension, and/or referral to law enforcement officials. In the case of a minor child, the parent or guardian will be held responsible as provided in Chapter 613.16, Code of Iowa, for all vandalism or destruction.

Weapons and Dangerous Objects

Weapons, look-alike weapons, or toy weapons are not allowed in school. Explosives of any type, gun shells, or any type of fireworks are not allowed in school. Guns, toy guns, squirt guns, or any kind of gun is not allowed in or on the school grounds. Dangerous objects are not allowed in school. Violation of the school's weapons policy may result in suspension or expulsion from school. Be advised that this is a serious matter and violation will be treated as a serious matter.

GENERAL

Animals in the Classroom

Live animals will not be allowed in school district facilities except under special circumstances and only for an educational purpose. Permission from the principal will be required of anyone wishing to bring an animal into school district facilities. Appropriate supervision of animals is required when animals are brought into the school district facilities.

The person bringing the animal must furnish transportation for the animal brought to school. Animals will not be allowed to travel to and from the student's attendance center on the school bus without prior approval from the principal.

It is the responsibility of the principal to determine appropriate supervision of animals in the classroom.

Breakfast/Lunch

Breakfast is served at Easton Valley Elementary for any interested students. Serving begins at 7:50 AM for students living in town and students riding the bus may enter the building to eat as soon as they arrive. No breakfasts will be served after 8:10 AM. All students should be back in their classroom for the start of classes at 8:20 AM. No breakfast is served on days when it is necessary for school to start late. Refer to lunch information for prices.

Negative Lunch Account Policy

Easton Valley Schools provides a Hot lunch Program and Breakfast Program at a reasonable rate and it is the right of any student to participate in this program. Students will be notified when their account is running low or out of funds. If a student's account shows a negative balance of \$5.00 or more, the student will not be allowed to charge anything extra. Students who qualify for free meals shall never be denied a reimbursable meal. Every Friday during the school year, lunch account notices are mailed and emailed to parents of students who have \$6.00 or less in their student meal account.

When a family's meal account exceeds a \$100 deficit at the quarter mark of the school year the family will be sent a certified letter. The letter will include the outstanding amount owed, our policy for turning outstanding balances over to a collections agency, and information about how to apply for free or reduced price school meals.

Due to the Healthy Kids Act, pop/soda may not be brought into the lunchroom by students or guests. Checks sent for hot lunch should be for hot lunch only (no other school or classroom fees should be included).

Costs	Breakfast	Lunch	Milk
Reduced	\$.30	\$.40	\$.35 Extra milk is not included in free and reduced lunch program.
Full Pay	\$ 1.20	\$2.30	
Adult	\$1.85	\$ 4.85	

Forms for free or reduced price meals are available in all school offices.

Field Trips

Easton Valley Elementary School on occasion arranges field trips for educational purposes. Only classroom students may participate. Chaperones, when needed, are taken on these trips at the discretion of the classroom teacher and principal. We ask that chaperones be a parent or guardian only and no other children shall attend the trip.

Grading

Report cards for grades PK-2 will be based on standards and not letter grades.

Grades 3-6 will use the following grading scale:

100-90 A

89-80 B

79-70 C

69-60 D

59-0 F

Office Hours

Easton Valley Elementary office hours will be daily from 7:30 AM to 4:00 PM during the school year.

Phone: 563-682-7131 OR 563-682-7510

School Cancellations

A severe storm or other emergency may require school to be canceled or dismissed early. A decision to close the school is generally made by 6:30 a.m. When school is canceled, this information is called to radio stations WCCI FM 100.3, KMAQ 95.1 FM., and KWQC Channel 6. Easton Valley Schools will also be contacting parents via phone using JMC.

School Nurse

The school nurse is available to provide health services as directed by legal guidelines. A student who feels ill may obtain permission from a teacher and go to the nurse's room. The school nurse must be notified: (a) If a student is on medication. (Medication will be kept in the nurse's room) or (b) If the student's physical activities are to be limited, or (c) If a student has been absent 5 days or more due to an illness or communicable disease. A slip signed by the family doctor may be required by the school Nurse if a communicable disease, illness or skin lesions are suspected.

Snacks

This year students will be required to bring their own healthy snack each day.

We welcome a little celebration for a child's birthday or special celebration. We do ask parents to use good judgment in what they send and keep the item simple. The District's new Wellness Policy suggests healthy treats for food or drink brought in. If your child has a summer birthday, it will be handled individually by the teacher. If your child brings a birthday treat, they cannot be homemade and there should be enough for every child in the classroom. Invitations to private parties should not be handed out at school.

Visitors

Parents are encouraged to visit school. Please call the office in advance to inquire about current regulations. We ask that parents not plan to visit during the first few weeks to allow students and teachers to establish their routines. The last week of school is not a good time for visits. When you do visit, please remember that school is in session and make arrangements for non-school aged children as well as those not enrolled in the district. All visitors and volunteers are required to sign in and inform the secretary that you are in the building and if possible make arrangements to visit through the classroom teacher and principal in advance.

Children not enrolled in the Easton Valley Community School cannot visit school unless previous arrangements for the visit have been made with the principal.

Individuals are permitted to attend school sponsored or approved activities or visit school buildings only as guests of the school district and, accordingly as condition of such permission, they must comply with the school district's rules and policies. Individuals will not be allowed to interfere with the education program, enjoyment of the students participating, other individuals or with the performance of employees and officials supervising the school sponsored or approved activity.

Visitors, which include persons other than employees or students, must notify the principal of their presence in the facility upon arrival. Persons who wish to visit a classroom while school is in session shall notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. Teachers and other employees may not take time from their duties to discuss matters with visitors.

Visitors will conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while on school grounds and/or attending school events. Visitors failing to conduct themselves accordingly may be asked to leave the premises. Children who wish to visit school buildings must be accompanied by a parent or responsible adult.

Conduct including, but not limited to, the following types of conduct will not be tolerated:

Abusive verbal or physical conduct of individuals directed at students, employees, officials or sponsors of sponsored or approved activities or at other individuals.

Verbal or physical conduct of individuals that interferes with the performance of students, employees, officials or sponsors of sponsored or approved activities.

The use of vulgar, obscene or demeaning expression directed at students, employees, officials or sponsors participating in a sponsored or approved activity or at other individuals.

If an individual becomes physically or verbally abusive, uses vulgar, obscene or demeaning expression or in any way interrupts an activity, the individual may be removed from school grounds and/or the event by the individual in charge of the event and the superintendent may recommend the exclusion of the future from school buildings and/or from sponsored or approved activities.

HEALTH

Administering Medication to Students

A system of safe storage, handling and administration of prescription and over-the-counter (non-prescription) medication is required to ensure protection for the student and the school district. The following procedures have been developed to ensure that the medication is administered in the appropriate manner.

The medication shall be prescribed by a physician, dentist, podiatrist, advanced registered nurse practitioner, physician's assistant, or other health care providers legally authorized to prescribe medication in the state of Iowa.

Parent(s)/guardian(s) are informed about the school medication policy in parent(s)/guardian(s) information sources. It is then the parent's/guardian's responsibility to inform the teacher and/or school nurse of a student's medication needs.

Medication is administered to students by a registered nurse or qualified designated school personnel who have completed a medication course. Unlicensed personnel will complete an online medication administration course entitled, "Iowa School Medication Management." A record of course completion is to be kept on file in the Nurse's office.

For medications to be administered the following must be met:

Prescription Medication

- Must be in the originally prescribed container with the prescription label specifying the student, medication, administration instructions and date.
- A signed and dated statement from the parent(s)/guardian(s) will be kept on file at school authorizing medication administration in accordance with the prescription medication instructions. The authorization includes individual instructions, a statement that no side effects have been experienced, and permission to share medication information with appropriate school personnel.

Over-the-Counter Medication

- Must be in the original manufacturer's container.
- Medication must not be expired.
- Only amount and duration instructed on the container for your child will be given. If a higher dose is required, or medication needed for an extended period of time, then a doctor's order is needed.

A signed, dated statement from the parent/guardian will be kept on file at school authorizing medication administration in accordance with the medication instructions. The authorization includes individual instructions, a statement that no side effects have been experienced, and permission to share medication information with appropriate school personnel. For those not having written authorization, verbal permission may be obtained by the registered nurse via telephone, followed by a written authorization within 24 hours to continue administration.

Medication administration authorizations will be renewed each school year and updated immediately as changes occur.

Documentation of the medication will be kept every time the medication is administered. Documentation will include date, student name, prescriber/authorizer, medication, dosage, time, method, signature, title, and initials of the person administering the medication, and any unusual circumstance, actions, or omissions will be noted.

Medication must be stored in a secure area unless an alternate provision is documented.

At the completion of medication administration, the parent is advised to pick up unused portions of medication. Medication not claimed or out-of-date at the end of the school year will be destroyed by the school nurse. Controlled substances will be counted and recorded on the medication log when received at school and before being returned to the parent/guardian.

The parent/guardian must supply Epinephrine injections if prescribed for their child for severe allergic reaction to e.g.: medication, bee stings, asthma or food. Emergency care plans for specific students are written by the school nurse and shared with appropriate staff and emergency medical personnel. If a student does not come to the office for medication at the designated time, the staff member responsible for administering medication will notify the classroom teacher and request that the student be sent. The parent/guardian will be notified if the medication is not administered.

Alternative medications such as remedies, enzymes, herbs, vitamins, dietary supplements, homeopathic medicines, or medications from other countries will not be administered to school children without the following:

1. A written order from a health care provider with legal Iowa prescriptive authority (preferably the primary care physician) that includes:
 - i. The condition for which the product is being used
 - ii. Appropriateness
 - iii. Safety
 - iv. Appropriate dose for a child of a specific age, weight, and body surface area
 - v. Possible side effects, toxic effects, and/or interactions
 - vi. Treatment of overdose

2. A written request from the parent/guardian to follow the health care provider's order.

All medical and medication records are confidential, and shall be available to school personnel only with parent/guardian authorization, in accordance with the Family Education Rights and Privacy Act (FERPA).

In the case of diabetes, students who have demonstrated competency in administering his/her own insulin may self-administer the medication if a written prescription from a legal prescriber is on file and a written statement signed by the student's parent/guardian requesting the student self-administer the medication. This form must be on file in the nurse's office.

Communicable Diseases

A student will be excluded from school when the student's condition has been determined to be injurious to the health of others or when the student is too ill to attend school. The health risk to an immune-suppressed student attending school shall be determined by the student's personal physician. The health risk to others in the school environment from the presence of a student with a communicable disease shall be determined on a case by case basis by consultation with public health officials. In the event a student cannot perform assigned tasks, and/or in the event of a substantial risk of transmission of an illness to others in the District, the least restrictive alternative educational placement for the student shall be provided.

The following special conditions shall be considered in assessing the student's continued attendance at school: the risk of transmission, the effect upon the educational program, the effect upon the student, and other factors deemed relevant by public health officials or the superintendent. The Superintendent may require medical evidence that students with a communicable disease are able to attend school.

Disease/Problem	School Exclusion	Duration
Chicken Pox	Yes	At least 5 days after lesions appear; lesions must be dry
Diarrhea, acute	Yes	24 hours after last episode
Diarrhea, chronic	Consult school nurse	
Fever over 100F	Yes	24 hours after normal
Disease/Problem	School Exclusion	Duration
Fifth Disease (Erythema Infectiosum)	No	Refer pregnant women to their physician
Head Lice (Pediculosis)	No	Consult school nurse
Hepatitis A (infectious)	Yes	7 days from onset of symptoms
Impetigo	No	Cover lesions when attending school
Measles (Rubella)	Yes	7 days from onset of rash, notify pregnant women
Measles (Rubeola)	Yes	4 days from onset of rash
Meningitis (Haemophilus)	Yes	Until physician permits return
Meningitis (Meningococcal)	Yes	24 hours after start of antibiotics or until physician permits return
Mumps	Yes	9 days after onset of swollen glands
Pink eye (Conjunctivitis)	Yes	During acute state or until treatment begins
Rash	Consult school nurse	
Ringworm	No	Cover lesions when attending school
Scabies	Yes	Until after 1 st treatment
Scarlet Fever (Scarlatina)	Yes	24 hours after start of antibiotics and no fever
Strep Throat	Yes	24 hours after start of antibiotics and no fever

Vomiting	Yes	24 hours after last episode
Whooping Cough (Pertussis)	Yes	5 days after start of antibiotics

Conditions not listed will be dealt with on an individual basis.

Head Lice

Easton Valley Community School has a revised strategy on dealing with head lice. As a part of a community plan, the school will support families by emphasizing prevention, early detection and education as the best edge in controlling head lice.

Pediculosis (head lice) represents a common communicable childhood condition, an acknowledged “problem” with raising and caring for children. Community involvement is deemed very important, and families must actively participate at home in the treatment and prevention of head lice. The plan established by the Easton Valley Community School is designed to be family friendly and sensitive to individual needs. Our goal is to support families and keep kids where they need to be – in school

Students with signs and symptoms of head lice will be referred to the school nurse for evaluation and recommendations for treatment. However, no child will be excluded from school and the whole classroom will not be evaluated. Families in elementary classrooms where one or more students are found to have lice will be notified. If live lice or nits are found the family will be required to treat and must return to the nurse a signed Head Lice Control Check List the day after treatment.

This plan emphasizes comprehensive education and community involvement. Enhanced support will be offered to families. Working together, we can minimize the impact of head lice in our schools and communities. This plan was developed following the recommendations of the Iowa Department of Public Health, National Association of School Nurses, American Academy of Pediatrics and the Harvard School of Public Health

Immunizations

Students or their parents or guardians must submit an Iowa State Department of Health Certificate of Immunization to the school principal for a child to be enrolled in any school in Iowa. It is the parent's responsibility to see that this certificate is completed and signed by the doctor or an official of a health department, a county public health nurse, or a school nurse. Blank certificates may be obtained from the school. If a child has a medical condition which keeps him/her from being immunized, or if the child is a member or follower of a religion which opposes immunization, he or she may qualify for an exemption to the law.

Physicals

This is required of all entering Pre-Kindergarten and Kindergarten

Student Injury/Illness at School

Parent(s)/guardian(s) shall be responsible for keeping up-to-date medical and contact information on file at the student’s building. Annually, parent(s)/guardian(s) shall be required to sign an emergency medical

authorization form. This authorization form includes current phone numbers of parent(s)/guardian(s) and alternative numbers in the case of emergency and/or illness.

Injury

- When a student is injured at school, appropriate first aid will be administered.
- When the injury appears to require medical or dental evaluation, parent(s)/guardian(s) will be notified as soon as possible.
- An accident report will be completed by supervising staff for injuries that are referred for medical or dental evaluation. A copy will be filed in the building nurse's office and the district business office and provided to the parent(s)/guardian(s) upon request.

Illness

- Parent(s)/guardian(s) are requested to keep children home if they show signs of fever, infection, or contagious disease (see Guidelines for Common Student Infections as outlined by the Iowa State Department of Health).
- A special notice will be sent home in the event of an outbreak of a highly contagious disease at school. Parent(s)/guardian(s) are to inform the school when their child is ill and what they are ill with. If there are questions about readmission, the school nurse will be contacted.
- An ill or injured student shall not be sent home without the consent of the parent(s)/guardian(s) or designated emergency contact.

In the case of serious illness or injury, school district personnel will attempt to notify the student's parents/guardians. Following a medical assessment by the ambulance personnel, the student may be transported to the appropriate medical facility. Parent(s)/guardian(s) will be responsible for the cost of such transportation. The decision to transport the student will be based on the medical judgment of the emergency medical personnel, the school nurse, and the emergency room physician.

LEGAL DOCUMENTATION

- **the following are legal addendums to the Handbook**

Asbestos Notification

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 ([AHERA](#)) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

Compulsory Attendance

Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, shall have the children attend the school district at the attendance center designated by the board. Students shall attend school the number of days school is in session in accordance with the school calendar. Students of compulsory attendance age shall not have more than three (3) unexcused absences per semester or they may be referred to the county attorney. Exceptions to this policy include children who:

- have completed the requirements for graduation in an accredited school or have
- obtained a high school equivalency diploma;
- are attending religious services or receiving religious instruction;
- are attending an approved or probationally approved private college preparatory school;
- are attending an accredited nonpublic school;
- are receiving competent private instruction; or,
- are granted excused absence

It is the responsibility of the parent of a child to provide evidence of the child's mental and physical inability to attend school or of the child's qualifications for one of the exceptions listed above.

The truancy officer/principal shall investigate the cause for a student's truancy. If the truancy officer/principal is unable to secure the truant student's attendance, the truancy officer/principal should discuss the next step with the superintendent. If the student is still truant, the truancy officer/principal may refer the matter over to the county attorney.

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

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights.

Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student the district will notify the parent

or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests.

A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board, a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to inform the school district that the parent does not want directory information, as defined below, to be released. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by September 15th to the principal. The objection needs to be renewed annually.

name; address; telephone listing; date and place of birth; e-mail address; grade level; enrollment status; major field of study; participation in officially recognized activities and sports; weight and height of member of athletic teams; dates of attendance; degrees and awards received; the most recent previous school or institution attended by the student; photograph and likeness and other similar information.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education,
400 Maryland Ave., Washington, DC, 20202-4605

Grievance Procedure

Students, parents of students, employees, and applicants for employment in the school district will have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in programs and employment.

Level One - Principal, Immediate Supervisor or Personnel Contact Person
(Informal and Optional - may be bypassed by the grievant)

Employees with a complaint of discrimination based upon their gender, race, national origin, religion, age or disability are encouraged to first discuss it with their immediate supervisor, with the objective of

resolving the matter informally. An applicant for employment with a complaint of discrimination based upon their gender, race, national origin, religion, age or disability are encouraged to first discuss it with the personnel contact person.

A student, or a parent of a student, with a complaint of discrimination based upon their gender, race, national origin, religion, marital status or disability are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved.

Level Two - Compliance Officer

If the grievance is not resolved at level one and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Compliance Officer. The complaint will state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within 15 working days from the date of the event giving rise to the grievance, or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer will investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent to the involved parties within a reasonable time after receipt of the complaint.

Level Three - Superintendent/Administrator

If the complaint is not resolved at level two, the grievant may appeal it to level three by presenting a written appeal to the superintendent within five working days after the grievant receives the report from the Compliance Officer, the grievant may request a meeting with the Superintendent. The superintendent may request a meeting with the grievant to discuss the appeal. The superintendent will render a decision within a reasonable time after the receipt of the written appeal. If, in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process, rather, the parents have a right to an impartial hearing to resolve the issue.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the U.S. Department of Education Office for Civil Rights or Office of Special Education Programs, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

Level Four - Appeal to Board

If the grievant is not satisfied with the superintendent's decision, the grievant can file an appeal with the board within five working days of the decision. It is within the discretion of the board to determine whether it will hear the appeal.

The Compliance Officer is:
Curriculum Director

Notice of Nondiscrimination

Students, parents, employees and others doing business with or performing services for the Easton Valley Community School District are hereby notified that this school district does not discriminate on the basis of race, color, national origin, sex, marital status or disability in admission or access to, or treatment in, its programs and activities. The district will not discriminate based on race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, or SES (for programs).

Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), Section 504 or Iowa Code Section 280.3 is directed to contact the curriculum director/or designee, P.O. Box 10, Preston, IA 52069 PHONE (563) 689-4221 who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, Section 504 and Iowa Code 280.3.

The local contact Office for Civil Rights may be reached at:

Chicago Office

Office for Civil Rights

U.S. Department of Education

Citigroup Center

500 W. Madison Street, Suite 1475

Chicago, IL 60661-4544

Telephone: 312-730-1560

FAX: 312-730-1576; TDD: 800-877-8339

Email: OCR.Chicago@ed.gov

OR

Iowa Department of Education

Grimes State Office Building

Des Moines, IA 50319-0146

Phone: (515) 281-5294

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The principal is responsible for this process.

Representatives from the area education agency may also assist the school district process.

Parents wanting access to this process should contact the principal at 563-682-7131.

Open Enrollment

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Open enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in loss of varsity athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact the superintendent for information and forms.

Student Abuse

It is the policy of the Easton Valley Community Schools that school employees and volunteers not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students.

It is the policy of the district to respond to allegations of abuse by school employees or volunteers by investigating or arranging for the full investigation of any allegations, and to do so in a reasonably prudent manner.

Anyone believing that a student has been abused by a district employee or volunteer may report the abuse to their building administrator or the Superintendent of Schools.

The entire policy on abuse of students by district personnel is defined in Board policy 402.3 and is available in the Administration Office and each school building office. The Level One Investigator is the Principal at (563) 682-7131 and the Level Two Investigator is Police Chief at (563) 689-6868.

Student and Parent Rights

The Easton Valley School District does not discriminate in its educational programs and activities on the basis of a student's disability. It has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students. As a parent, you have the right to the following:

- participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities;
- receipt of free educational services to the extent they are provided students without disabilities;
- receipt of information about your child and your child's educational programs and activities in your native language;
- notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child;
- inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate;
- hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

Inquiries concerning the school district's compliance with the regulations implementing Title VI, Title IX, the Americans with Disabilities Act (ADA), § 504 or

<http://www.legis.state.ia.us/IACODE/1999SUPPLEMENT/280/3.html>Iowa Code § 280.3 should be directed to:

Easton Valley
Curriculum Director
563/682-7131

The Curriculum Director has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title IX, the ADA, § 504 and <http://www.legis.state.ia.us/IACODE/1999SUPPLEMENT/280/3.html>Iowa Code 280.3.

Video Surveillance

The Easton Valley Board of Education agrees to allow the use of Video Surveillance to promote the safety and security of students and staff, the protection of Board property, deterrence and the prevention of substance use and criminal activities and the enforcement of school rules.

The School District of Easton Valley approves the use of video cameras to record student behavior in hallways and outside of the school buildings, while on school property.

Guidelines for Video Monitoring on School Property

Video surveillance may be placed in areas where surveillance has proven to be necessary as a result of threats, prior property damages, or security incidents.

Cameras placed outside shall be positioned only where it is necessary to protect external assets or to provide for the personal safety of individuals on school grounds or premises.

Surveillance cameras located internally shall not be directed to look through windows to areas outside the building unless necessary to protect external assets or to ensure personal safety of patrons or employees.

Cameras shall not be used to monitor inside change rooms, locker rooms, and washrooms.

The supervisor of technology shall be responsible to manage and audit the use and security of monitoring cameras; monitors; hard drive storage; VCR Storage; computers used to store images; computer diskettes and all other video records.

Only individuals authorized by the Superintendent of Schools in accordance with policy, shall have access to video monitors, or be permitted to operate the controls.

Such videotape shall not be available for viewing by the general public, employees in general, the media, or other individuals or for any other purposes other than those articulated in this policy.

Recorded footage shall not be kept except where the educational interest articulated by this policy will be advanced. Only the principal, district administrator or supervisor of technology is authorized to view videotapes for the purpose of documenting a disciplinary problem and determining which students may be involved.

Notification

All staff shall be made aware of the Easton Valley Board of Education's video surveillance guidelines and practices.

At each school or site where video surveillance is employed, the school principal or other site administrator shall inform students, staff, and parents at the beginning of each school year that video surveillance will occur throughout the school year and explain the purpose for such monitoring practice.

Use of Video Recordings

A video recording of actions by students may be used by the Easton Valley Board of Education or administrators as evidence in any disciplinary action brought against students arising out of the student's conduct in or about Easton Valley property. School policy as it applies to the situation and the Good Conduct Policy will determine the disciplinary actions that will take place.

If substance use is identified on school grounds by surveillance cameras, students will be referred to and required to meet with a substance abuse counselor in coordination with good conduct policy disciplinary actions based on previous offenses. Students who meet with a substance abuse counselor, but do not meet the requirement for treatment will be required to attend Alternative Choices for Teens (ACT) through the Area Substance Abuse Council. Class dates, times and location will be determined between the student and the facilitator. Identified substance use is defined as a student on camera who demonstrates holding, consuming, sharing or selling substances (alcohol, tobacco, or controlled substances, including prescription drugs being used for purposes other than intended).

POLICIES

Controlled Substances

The board prohibits the use of tobacco and the use or possession of alcohol, other controlled substances, or "look alike" substances that appear to be tobacco, alcohol or controlled substances, by students on school property or at any activities sponsored by the school on or off school property.

Violation of this policy by students will result in disciplinary action. Possession of alcohol, for those under legal age, and/or of a controlled substance may be reported to the local law enforcement authorities.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

DISASTER DRILLS

The elementary building at Easton Valley conducts disaster drills regularly. These drills are planned rehearsals geared toward properly training children how to evacuate to safe areas in case of tornado, fire or severe weather conditions.

HOMELESS

A homeless child is defined as a child or youth between the ages of 5 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent, or abandoned building or some other form of shelter not designed as a permanent home; who is living in a community shelter facility; or who is living with non-nuclear family members or with friends, who may or may not have legal guardianship over the child or youth of school age.

LIBRARY

Student's use of the Library/Media Center is determined by the curriculum of their classroom. Students may use the Library/Media Center for classroom projects, research, personal reading selection, quiet study time, if needed, etc. The Media Specialist may use the Media Center as a classroom to teach library skills upon the request of the classroom teacher when it works into the class curriculum.

Books are checked out for a two-week period. They may be renewed for an additional two weeks. Student should have a Library/Media Center staff person assist them in using the automated library circulation program. Students should not be checking books out themselves.

There is a limit of 10 books that may be checked out at one time. Students are encouraged to only take the number of books that they can be responsible for a one time. Students who need to check out more than 10 books for a project or report may do so at the discretion of the Library/Media Center staff.

Borrowers of books not returned by the date due are notified through notes sent to the classrooms. Overdue notices are prepared once each week. If a book is misplaced or lost, the staff should be informed. The student will not be penalized at that time.

At the end of the school year, after the inventory of the library, if the book has not been located, the parent will be charged for the book.

While students are in the Library/Media Center, students are expected to behave in a quiet manner and to have respect for the rights of others using the facility. This includes the computer area. Students are responsible for the noise level of the computer they are working on and should not disturb others.

Students are responsible for any books or materials they check out. Students must also use the computers responsibly. Any damage to school property will not be tolerated and the students will pay for the damages.

SEARCH POLICY

Under the Student Code of Discipline and for establishing a safe and secure environment for learning in Easton Valley Schools, we have issued this search policy (*U.S. Supreme Court case N.J. vs T.L.O., 469 U.S. 325 (1985)*) a decision that affects the manner in which school personnel may enforce school rules and maintain an atmosphere conducive to teaching and learning.

Determining the reasonableness of a student search involves a twofold inquiry:

- whether theaction was *justified at its inception*. A search of a student by a teacher or other school official will be justified at its inception when there are reasonable grounds for suspecting that the search will turn up evidence that the students has violated or is violating either the law or the rules of the school.
- and determining whether the search actually conducted was reasonably related to the scope to the circumstances which justified the interference in the first place. Such a search is permissible in its scope when the measures are related to the search and not excessively intrusive in the light of the age and sex of the student and the nature of the infraction.

This includes items such as: cell phones, backpacks, clothing, purses, cars, etc...

LOCKER SEARCHES

Easton Valley School reserves the right to search lockers, desks, etc. if necessary. House File 331 makes school lockers, desks and other facilities of spaces owned by the school, areas that are subject to search if circumstances give rise to the need for a search.

WAIVER OF STUDENT FEES

Students whose families meet the income guidelines for free or reduced priced lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents who believe they qualify for a financial hardship consideration should contact the elementary office (689-3431) for a waiver form. This waiver does not carry over from year to year and must be completed annually.

WITHDRAWAL OF STUDENTS

When a child leaves the Easton Valley Community School system, the parent or guardian should tell the child's teacher and the elementary office. Final arrangements can then be completed. When a family moves within the district, or the phone number is changed, this information should be reported to the school office.

Any family that has an outstanding balance (due to meal costs, costs incurred for equipment, registration fees, etc.) when they no longer have a student enrolled in our district they will have one month to pay off their balance in full. Failure to do so will result in the debt being turned over to a collection agency.