

WEST CENTRAL VALLEY COMMUNITY SCHOOL DISTRICT



ELEMENTARY
2018-19 HANDBOOK

WEST CENTRAL VALLEY COMMUNITY SCHOOL DISTRICT

MISSION STATEMENT & VISION

West Central Valley School District prepare students for success.

Dedicated to meet challenges

Responsible for learning

Empowered to lead

Achieve excellence

Motivated to succeed

ELEMENTARY SCHOOLS

Dexter Elementary School (K-5)

803 Washington

PO Box 157

Dexter, IA 50070

515.789.4480

Secretary: Rochelle Foster

rfoster@wcv.k12.ia.us

Stuart Elementary School (K-5)

320 NE 3rd St

Stuart, IA 50250

515.523.1018

Secretary: Michelle Shockley

mshockley@wcv.k12.ia.us

DISTRICT ADMINISTRATION OFFICE

3299 White Pole Rd

Stuart, IA 50250

515.523.2187

Superintendent

Lance Ridgely

Business Manager

Symantha Crawford

Director of Nutrition

Tonya Otto

Technology Coordinator

Amy Doud

Transportation Supervisor

Rochelle Foster

Phone: 515.339.5876

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DEXTER ELEMENTARY

803 Washington
PO Box 157
Dexter, IA 50070
515-789-4480

Dexter Elementary Staff

Elementary Principal	Drew Stonewall
Secretary	Rochelle Foster
School Nurse	Stacey Richter
Cook	Rita Bosier
Custodian	Jamie Amend
Library	Gwen Leavell
Title 1 Reading	Kristie Gavin
Talented & Gifted	Joni Hall
Art Education/Technology	Nikki Algreen
Physical Education & Health	Craig Pauley
Vocal Music	Jincey Taylor
Resource Room	Kelsey Malmanger
Resource Room	Kayla Easter
Kindergarten	Kendra Owens
Kindergarten	Abby Smith
First Grade	Kate Gardner
First Grade	Cara Hach
Second Grade	Julie Doyle
Second Grade	Nicole Findley
Third Grade	Maggie Light
Third Grade	Sarah Nelson
Fourth Grade	Cathy Lewis
Fifth Grade	Amanda Nims
Fifth Grade	Christina Herman
Para-Educator	Caleb Fairchild
Para-Educator	Megan Doherty
Para-Educator	Tammy Jurado
Para-Educator	Jamey Greene
Para-Educator	Amy Borcharding
Para-Educator	Jayne Whetstone
Para-Educator	Kari Tisl

STUART ELEMENTARY

320 NE 3rd St
Stuart, IA 50250
515-523-1018

Stuart Elementary Staff

Elementary Principal	Cory Wenthe
Secretary	Michelle Shockley
School Nurse	Carol Howey
Cook	Tina Stanley
Custodian	Becky Huddleson
Custodian	Denise Sand
Library	Linda Sudbrock
Title 1 Reading	Jim Leavell
Technology/Talented & Gifted	Joni Hall
Art Education	Nikki Algreen
Physical Education & Health	Craig Pauley
Vocal Music	Jincey Taylor
Resource Room	Kristin Ebel
Resource Room	Becca Jacobson
Pre-Kindergarten	Jenna Swon
Pre-Kindergarten	Jo Ann Eason
Kindergarten	Carol Wallace
Kindergarten	Kelli Jones
First Grade	Lori Cook
First Grade	Julie Plowman
Second Grade	Lisa Hemphill
Second Grade	Gabrielle Doud
Third Grade	Lori VanFleet
Fourth Grade	Staci Lewis
Fourth Grade	Kelly Marnin
Fifth Grade	Heather Nelson
Fifth Grade	Heather Jamison
Para-Educator	Diane Thomas
Para-Educator	Jackie Draper
Para-Educator	Claira Balsmeier
Para-Educator	Patty Peasley
Para-Educator	Julia Day
Para-Educator	Lisa Sloss
Para-Educator	Jeannie Pieper
Para-Educator	Andrea McKibbin
Para-Educator	Jess Davie
Para-Educator	Karen Handy
Para-Educator	Laurie Allsup

OFFICE HOURS

The school offices are open from 8 a.m. to 4 p.m. Monday through Friday. The buildings are locked at 4 p.m. You may send an email about your child's absence that day before 8 a.m.

Elementary offices are not open on vacation and/or holiday dates. Each elementary office remains open one week following the school year and is then closed until the first week of August. The District Administration Office is open throughout the summer, between 7:00 a.m. and 3:00 p.m. The District Administration Office phone number is 515.523.2187.

BUILDING MASTER SCHEDULE

Dexter Elementary K-5 Daily Schedule

8:00	Teachers on Duty
8:00-8:15	Student Breakfast
8:15	Students Dismissed to Classroom
8:30	Classes Begin
8:30 - Lunch	Core subjects
10:05 - 10:25	Kindergarten, 1st & 2nd Recess Period
11:15 – 1:00	Lunch & Recess Period
Period Begins	Period Ends
11:15	Kindergarten & 1st Grade 12:15
11:40	2nd Grade & 3rd Grade 12:40
12:00	4th Grade & 5th Grade 1:00
2:00 – 2:15	Kindergarten, 1st & 2nd Recess Period
3:35	Students Dismissed
3:35 - 4:00	Bus Duty

Stuart Elementary K-5 Daily Schedule

8:00	Teachers on Duty
8:00-8:15	Student Breakfast
8:15	Students Dismissed to Classroom
8:30	Classes Begin
8:30 - Lunch	Core subjects
10:00 - 10:15	Kindergarten & 1st Recess Period
10:15 - 10:30	2nd & 3rd Recess Period
11:15 – 1:00	Lunch & Recess Period
Period Begins	Period Ends
11:15	Kindergarten 12:10
11:25	1st Grade 12:25
11:45	2nd Grade 12:30
11:55	3rd Grade 12:45
12:05	4th Grade 1:00
12:15	5th Grade 1:00

2:00 – 2:15	Kindergarten, 1st & 2nd Recess Period
3:35	Students Dismissed
3:35 - 4:00	Bus Duty

Preschool Daily Schedule (M,T,TH,F)

- Morning: 9 – 11:30 a.m.
- Afternoon: 1 – 3:30 p.m.

Arrival Time (K-5)

We ask that parents refrain from dropping off their children at school before 8:00 a.m. Students should not be on school grounds and may not enter the building before 8:15 a.m., unless they are eating breakfast at school. If your child is participating in the school breakfast program, he/she may enter the building at 8:00 a.m. and proceed directly to class at 8:20 a.m.

There is no supervision for your children prior to 7:45 a.m. (exception is the breakfast program) and after the last bus has left (about 3:55 p.m.) Please be timely in dropping off and picking up your child. Students will not be allowed to wait in the office area for any extended period of time prior to or after school dismissal. Please make alternate arrangements when these circumstances occur.

Students may not remain in the building or on the school grounds after school unless they are participating in a scheduled event or are under supervision of a staff member. Students who are receiving assistance from a teacher may stay after the regular school day, provided they have permission from the teacher and their parents. Supervision is not provided before or beyond the regularly scheduled school hours for any other reason.

Early Dismissals for Professional Development (K-5)

A limited number of "shortened" school days are scheduled each school year to allow time for professional development. These dates are noted on our school calendar (see Appendix A). Plan now to use those free hours to take care of some of your child's out-of-school needs (medical and dental appointments). All elementary buildings in West Central Valley Community School District will dismiss 3 hours early for scheduled early dismissals.

EDUCATIONAL PHILOSOPHY

As a school corporation of Iowa, the West Central Valley Community School District, acting through its board of directors, is dedicated to promoting equal opportunity for a quality public education to enrolled students and toward being responsive to the educational needs, values, and aspirations of its citizens. The board believes that the school has an important role in helping to improve the quality of living in the community. Students of this community have the privilege of participating in formal education utilizing the students' present understandings to help them grow in the present and prepare for a lifetime in our rapidly changing society.

The board believes that each individual should be accepted into the educational program as that individual is, that each individual should be provided with a stimulating environment and opportunities for learning experiences designed to promote behavioral changes that will affect continuing satisfactory adjustments to life. The dignity, the worth, and the uniqueness of each individual and that individual's heritage will be preserved.

The West Central Valley Schools exist to develop and improve the academic instruction, curriculum and facilities so that every individual student will be provided with the opportunity to perceive and develop their potential for the benefit of self and society. A variety of educational experiences will be provided for the individual student in order to develop a positive self-concept and become more fully aware of the needs of a complex society. These experiences will encourage the development of students' abilities and identify their interests and goals in life. Each student will develop that ability to read with understanding, write with clarity, communicate with verbal effectiveness and to think and solve problems. An environment will be created within which students will be encouraged to be honest, responsible and productive citizens in our democratic society.

Notice of Non-Discrimination

It is the policy of West Central Valley Community School District not to illegally discriminate on the basis of race, color, national origin, gender,

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 one of the following:

Superintendent: Lance Ridgely

West Central Valley Community School District
3299 White Pole Rd, Stuart, IA 50250
Phone: 515.523.2187
Fax: 515.523.1166
Email: lriddgely@wcv.k12.ia.us

Director of the Iowa Civil Rights Commission

Grimes State Office Building
400 E. 14th Street, Des Moines, IA 50319
Phone: 1.800.457.4416

Director of the Region VII Office of Civil Rights

Department of Education
Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544
Phone: 312.730.1560
Fax: 312.730.1576
Email: OCR.Chicago@ed.gov

The West Central Valley Community School District complaint procedure is outlined in [Board Policy 102](#).

Federal Section 504

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The West Central Valley Community School District has the obligations under Section 504 to identify, evaluate and, if the student is determined to be eligible, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer. [Board Policy 102.E1](#)

Jurisdictional Statement

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration and employees expect students to conduct themselves in a manner fitting to the age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures or language.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extra-curricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the school district's policies, rules and regulations 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 to participate in school activities; 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. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the

fact and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the administrative offices for information about the current enforcement of the policies, rules or regulations of the school district.

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding negotiated agreements or professional agreements with the West Central Valley CSD are hereby notified that this District does not discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), genetic information (for employment), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. Any person having inquiries concerning the District's compliance with the regulations implementing Title VI, Title IX, Americans with Disabilities Act or Section 504 is directed to contact the Superintendent who has been designated by the School District to coordinate the District's efforts to comply with the implementation of these regulations at 515-789-4480 or 515-523-1165.

DEFINITIONS

- **parent**-also means “guardian” unless otherwise stated.
- **An administrator’s title (such as superintendent or principal)**-also means that individual’s designee unless otherwise stated.
- **school grounds**-includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school operated buses or vehicles and chartered buses.
- **school facilities**-includes school district buildings and vehicles.
- **school activities**-means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

ATTENDANCE

Entrance Admission Requirement

Children wishing to enroll in the four-year-old pre-kindergarten program must be four (4) years of age on or before September 15 of the year in which they wish to enroll.

Children wishing to enroll in kindergarten must be at least five (5) years of age on or before September 15 of the year in which they wish to enroll.

A child wishing to enroll must present evidence of age in the form of a birth certificate or other comparable evidence before that child may enroll. It will be within the discretion of the superintendent or the superintendent’s designee to determine what is satisfactory evidence for proof of age.

Prior to enrollment, the child must provide the administration with a completed health and immunization certificate. Such certificates may be obtained from the school office. Exemptions from this immunization requirement will be allowed only for medical or religious reasons. The parent of the student must provide a valid Iowa State

Department of Health Certificate of Immunization Exemption signed by a licensed physician to be exempt from this requirement.

Emergency Forms

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the students to the alternate person in the event the parents cannot be reached. Parents must notify the Elementary Office if the information on the emergency form changes during the school year.

Changes to Student Information

If a student’s legal status, such as the student’s name or the student’s custodial arrangement, should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record.

Library Rules

All books must be returned at the end of the school year. If books are not returned, students will be charged a replacement fee. Damage to a book in excess of normal wear and tear will also be charged to the student.

Waiver of Student Fees

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SS), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Parents or students who believe they may qualify for financial hardship should contact the elementary principal, elementary secretary, or the superintendent at registration for a waiver form. This waiver does not carry over from year to year and must be completed annually.

School Day

Students may be present on school grounds before 8:00 a.m. or after 4:00 p.m. only when they are under the supervision of an employee or an extracurricular activity sponsor.

Student safety and accountability is always a main concern with the staff and administration. Parents and guardians will be required to notify the school regarding student's absences on or before the day of absence. Parents or guardians should call the school office between 8:00 and 8:30 a.m. If your child is going to be gone more than one day, either call every day or give us a specific day the child will return to school. Parents are requested to send a note to verify absences and tardiness of their children.

This is necessary to promote good home-school communication and in the keeping of attendance records.

Student Attendance

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program.

Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood.

Students who know they will be absent must notify the office prior to the absence. If advance notification is not possible, parents must notify the office on the day of the absence between 8:00 and 8:30 a.m. If notification is not received, the office attempts to contact the parents at their emergency number. If a child is absent for a period of three days or longer, the school district may require a doctor's excuse.

The school determines whether an absence is excused or unexcused. Excused absences include, but are not limited to, illness, family emergency,

recognized religious observances. Unexcused absences include, but are not limited to, tardiness, shopping, hunting, concerts, preparation or participation in parties or other celebrations, and employment. Students are expected to be in class on time. Being tardy for class is considered an unexcused absence unless approved by the principal. Also see "Truancy" Section.

Students who need to leave school during the school day must receive permission from the office and have a note signed by the student's parents, have their parents telephone the office or have their parents pick them up. Students who return to class or arrive after the school day has begun must present a signed note from their parents to the office for re-admission. Students are not released to anyone other than their parents during the school day unless the office has a signed note signed by the student's parents or verification.

Students participating in school activities must be in school the entire day on the day of the event in order to participate in a school activity. Only in extraordinary circumstances, may this rule be waived by the principal.

Students are responsible for arranging to make up school work and are allowed to make up school work only upon the approval of their teacher. Students who know they are going to be absent prior to an absence must make arrangements with their teachers in advance to make up schoolwork. It will be up to the individual teacher to determine the deadline for make-up school work.

In an effort to expedite the picking up of homework for children who are ill or in circumstances where a student absence is planned, we ask that parents call the building secretary, requesting that the secretary contact the teacher to secure the child's assignments. This procedure will allow time for the teacher to prepare the assignment. Moreover, valuable classroom time will not be interrupted. Please allow one-half day (3 to 4 hours) for the teacher/s to prepare the assignments. Parents will be able to pick up the assignments in the school office.

Transfers In/Out of the District

Students who transfer into the district must meet the same requirements as those students who initially enroll in the district. This includes age and immunization requirements. If possible, the student must provide the district with proof of the student's grade level and a copy of the student's permanent records from the student's previous school district. If the student is unable to provide the information, the superintendent will make the grade level determination.

The school district automatically transfers a student's records to a new school district upon receipt of a written request from the new school district for the student's records. Parental consent is not necessary to forward a student's records to a student's new school district or for the school district to request them from a student's previous school district. When a new student transfers into the school district, the student's records are requested from the previous school district.

For students wishing to transfer out of the district, the student's parents should notify administration as soon as possible. The notice should include the anticipated last date of attendance and the name and address of the school district to which the parent would like to have the student's records sent if known. After such notice is received, the student will receive instructions regarding the return of textbooks, library books, locker, equipment, hot lunch, etc. No refunds will be made until all fees or fines have been paid.

Truancy

Truancy is the act of being absent without a reasonable excuse. If a student is absent five (5) consecutive days or a total of seven (7) days in a quarter, he/she shall be considered truant. Five (5) unexcused tardies will also be treated as truancy. The school determines whether an absence is excused or unexcused. Truancies may be turned over to the county attorney for prosecution. Notification will be sent home to parents when students have missed over 7 days in a quarter. If absences continue a meeting with parents, teacher and principal will be held to resolve the concerns.

Parent Request for Teachers

The teaching staff and administration will not be accepting parent requests for specific teachers for this school year and in the future. We would hope that the parents would trust our professional decisions and understand the rationale for such decisions. We feel that we as a staff will place the child in the classroom that best fits his or her learning style and provide the most productive learning environment for all children.

STUDENT HEALTH & WELL BEING

Administration of Medication

Students may need to take prescription or non-prescription medication during school hours. The prescription medication must be prescribed by a licensed medical or osteopathic physician or dentist. Students may carry prescription medication only under special circumstances and only with the permission of the parents and principal. **The school must know the medications a student is taking in the event the student has a reaction or illness.** Parents must provide written instructions for administration of any medication as well as parental authorization and signed request to administer the medication. The prescription and the parent's signed request to dispense the medication are kept on file in the office from which the medication will be dispensed.

Medication is held in a locked cabinet (or refrigerated when required) and distributed by the nurse or qualified and certified personnel in each building. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student; name of the medication; directions for use including dosage, times and duration; name, phone number and address of the pharmacy (if applicable); date of the prescription (if applicable); name of the physician (if applicable); and potential side effects.

No aspirin will be dispensed at school unless a written permission note from the parent is on file in the school office which will be dispensing the aspirin. The over-the-counter medications must be in the original container. We cannot give any

medication that is not properly labeled. The note from the parent must be dated and signed by the parent, and written directions for giving enclosed. These instructions must be renewed at the beginning of each school year, and all previous medication instructions will be destroyed at the end of each school year.

Regular attendance is important; however, a sick child is better off at home recuperating. On the other hand, please let us know if you think your child has a tendency to overplay illnesses. Whenever feasible, we will have your child call you when he or she is not feeling well to make arrangements as to what he or she should do. The school requests students to remain at home or will be sent home to their parents or parent designee for, but not limited to, the following:

- Temperature above 100 degrees F
- Rash of undetermined origin
- Untreated draining wounds
- Contagious disease
- Emergency illness or injury

Parents are requested to keep the child home until he/she has been free of a fever for twenty four hours.

Health Screening

Throughout the year, the school district may sponsor health screenings for any of the following: vision, hearing, scoliosis and height and weight measurements. Students are automatically screened unless the parent submits a note asking the student be excused from the screening. The grade levels included in the screening are determined annually. Parents are notified prior to the health screening. However, upon a teacher's recommendation and with parental permission, students not scheduled for screening may also be screened.

Immunizations

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations.

Exemptions from this immunization requirement will be allowed only for medical or religious reasons. The students must provide a valid Iowa State Department of Health Certificate of Immunization Exemption signed by a licensed physician to be exempt from this requirement or notarized by a legal notary if it is for religious reasons. Immunization Provisional letters are given to a student during a period of catching up with immunizations is good for 60 days.

Communicable and Infectious Diseases

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities and a decision is to be made regarding the above, the principal will collaborate with the school nurse and the student's health care provider. The building principal will make the final decision regarding the student's attendance and participation in these matters. Students who may need to stay inside for recess longer than 3 days may need to bring a Dr.'s excuse to document the need for staying in at recess.

*GUIDE TO CHILDHOOD ILLNESS ATTACHED TO THE ELEMENTARY WEBSITE

Student Illness or Injury at School

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student is released to the student's parents or, with parental permission, to another person directed by the parents.

Any student found to have a temperature of 100.0 or higher will be excluded from class and kept in the office until released to parents or designated adult. Students who have been vomiting, had diarrhea or a temperature of 101 or more degrees should not return to school until 24 hours after the last symptom.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school contacts emergency medical personnel if necessary and attempts to notify the parents where the student has been transported for treatment.

Student Insurance

Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact the superintendent's office.

Child Abuse

Neglect, sexual molestation, emotional abuse, and any non-accidental physical injury suffered by a person under eighteen years of age resulting from acts or admissions of parents, guardians, or persons legally responsible for the child is declared child abuse. School personnel are mandated by law to report suspected child abuse to the Department of Human Services.

In case of suspected child abuse by a district employee, parents or students may contact either one of the following Level I Abuse Investigators at the Stuart Elementary 515-523-1018 or the High School 515-523-1313.

Emergency Drills

Periodically the school holds emergency fire, tornado and active intruder drills. At the beginning of each year, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. The district provides each drill two times each semester to assure students that they are prepared for such an emergency.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

Inclement Weather

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified over the following radio and television stations:

WOI Channel 5 K107 107.9 FM

KCCI Channel 8 WHO 1040 AM

WHO- HD Channel 13

Text Messages

To subscribe to this service you simply need to text to the number 81010 and in the message type @wcvs. You will receive a text back confirming that you are now subscribing to Remind Updates. Please note that message and data rates may apply, depending on your plan. We will use this service sparingly and reserve the text blasts for important reminders, safety concerns, and of course cancellations and delays.

If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. The superintendent or designee determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they follow emergency routes or the parents are responsible for picking up the students at the student's school.

Parents are encouraged to make plans for children in the event school must be dismissed early because of storms. The missed day will be made up at a later date.

Interrogation by Outside Agency

As a general rule, students may not be interrogated by individuals from outside the school district. If an individual, such as a law enforcement officer wished to interrogate a student, the request must come through the administrative office. Such a request will be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare, when the request is made by a child abuse investigator, or when such interrogation request is supported by a court order. Exception to this procedure is that students involved in child abuse claims may be interviewed by properly identified authorities without the consent and/or knowledge of the parents.

Transportation Notes Home

If there is a change in your child's normal/regular trip home after school, notification will be required in advance. The note shall include the child's name, the change in destination, whether or not a change in bus transportation will be required, names of other persons who may be coming for your child, the date, and your signature. Without notification, your child will be sent home on their regular route/routine.

Persons Coming for Children

The school district reserves the right to request photo identification from anyone (including the parent or guardian) picking up a child from school. The school district will not release children to parents or guardians who have had their custody rights terminated. If they attempt to physically remove the child from the school premises, the matter will be turned over to the proper authorities.

Late Admission and Leaving School during School Hours

If a child reports to school after classes begin, they should report to the office. The parent should accompany the student to the office to report the reason. The office will issue a tardy card to admit the student to class. In order to secure a pupil's dismissal during school, the parent must notify the teacher and the office. **At the time the student is to leave school, the adult picking the student up should report to the school office where a staff member will notify the student to also come to the office.** This permits a staff member to be certain, for the safety of the child; they are leaving at the expressed request of the parent or legal guardian and with the appropriate person.

Drop-Off, Pick-Up Policy

Parents may bring children to school in the mornings no earlier than 8:00.

Pick up time in the afternoon begins at 3:35. Pick up spot will be:

Stuart - outside the gym doors.

Dexter - outside the main entrance.

Chapter 103 Rules on Restraint and Physical Confinement and Detention

Teachers and administrators must have the authority to use reasonable force and appropriate means at the moment as may be necessary to prevent harm to the student, others, or to property. If using seclusion the room must be adequate size, sufficient light, adequate ventilation and temperature similar to the rest of the building. Period of time for confinement should be reasonable and allow for bodily needs. If confinement extends past the 60 minutes an administrator must authorize the continued confinement. Adequate and continuous adult supervision is necessary. Notice to parents if restraint or seclusion is used with a student, parents must be notified that day and in writing within 3 days.

Sexual Abuse and Harassment of Students by Employees

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated the high school principal (515-523-1313) and Stuart elementary principal (515-523-1018) as the Level I investigators. The school district has assigned the Dallas County Sheriff's Department as its Level II investigator.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm,

for the protection of property or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such 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 is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

Visitors/Guests

Visitors to the school grounds must check in at the school office. If a student wishes to bring a guest to school, the student must receive permission from the principal prior to the guest's visit. All guests will be required to wear a "VISITOR" badge.

STUDENT ACTIVITIES

Assemblies

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away. Students who are not attending assemblies shall report to the school office during assemblies.

Field Trips

In certain classes field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences.

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy.

Prior to attending a field trip, the field trip sponsor will notify parents. Parents who prefer their child not participate in a trip should notify the school in writing. Students unable to afford the cost of the field trip should contact their teacher or the elementary principal. Parent attendance is not recommended for field trips, we will take sufficient supervision for the students.

School Parties

Elementary students will be permitted to share birthday treats with their fellow students. The time for handing out treats should be at such time as to cause the least amount of school time to be taken up for this purpose. Prepackaged treats are preferred.

The passing out of invitations for private parties or other celebrations to be held outside of school is not recommended. We request that parents use the U.S. postal service or other means of communicating. Contact the building office for student class lists.

STUDENT RECORDS

Student records containing personally identifiable information are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parent's permission. Parents may access, request amendments to and copy their child's records, withdraw student's directory information from release during regular office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the central administration office.

Student directory information is released without parental permission unless the parent asks the school district not to release it. Parents must notify the school district at the beginning of the school year if they do not want the school district to release directory information. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, degrees and awards received, most recent educational institution attended, year in school, dates of attendance, photographs, and heights and weights of athletes. Board Policy (506.2E1)

Family Educational Rights & Privacy Act of 1974

This act provides for access by parents to permanent school records and an opportunity to challenge any content which may be inaccurate, misleading, or inappropriate.

The West Central 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 records contain information about the student and his/her education, and may include but are not limited to the following types of records: identification data, aptitude tests, educational-vocational honors and activities, discipline data, objective counselor or teacher rating and observations, and external agency reports.

The records of each student are generally located with the elementary principal. Any exception will be noted in the student's other records or by the person in charge of maintenance for each building.

Custody and Parental Rights Code 507.7

Disagreements between family members are not the responsibility of the school district. The school district will not take the "side" of one family member over another in a disagreement about custody or parental rights. **Court orders that have been issued are followed by the school district.** It is the responsibility of the person requesting an action by the school district to inform and provide the school district the court order allowing such action.

STUDENT RIGHTS & RESPONSIBILITIES

Discipline

The Board of Education has adopted a written discipline policy. This policy gives teachers the authority to exclude from classes any student who persistently violates the rules of the school, who refuses to obey the teacher, or who enters into agreement with other pupils to bring the authority of the teacher into contempt.

We feel that each child should be helped as an individual, but basically we follow these steps in working to resolve the problems a disruptive child may be causing.

1. The teacher holds a conference with the pupil outlining acceptable behavior necessary to remain in class.
2. The teacher notifies the parent that help is needed so the child can benefit from school.
3. The principal notifies the parent by letter that a conference is needed to make suitable arrangements for the child to remain in class.
4. The child is given a principal's suspension which requires the parent's presence at school conference for re-admittance.
5. The child is suspended to the West Central Valley Board of Education which requires the parent(s) to arrange a conference with its representatives to work out a suitable program for the child.

Just as each child's academic abilities and progress is different, each child's emotional, physical and psychological behavior is different. Therefore, a set list of rules does not always give us the best way to work with a child. The suspension from school is intended to acquaint the child and parent(s) with the seriousness of the problem and secure their cooperation in solving it. When the local school is not able to meet the needs of a specific child, the West Central Valley School District has alternative programs available to it within the state.

Care of School Property

Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

Cheating

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources or similar cheating is not tolerated.

Classroom Rules

Specific classroom rules will be sent home for parents to review and return to school with a signature that they have read and understand the classroom rules.

Special Elementary Rules

Toys are only allowed in school for show and tell purposes, they are not allowed on the playground. The school will provide the necessary equipment for playground use. This rule prevents loss of property, broken toys, hurt feelings and arguments over personal toys. Students are not to wear roller shoes during school hours, they tend to ruin the floors and can be a safety hazard.

Telephone Use during the School Day

Generally, students receiving telephone calls during school hours are not called to the telephone. The building secretary will take a message and forward it to the student. Only in emergency situations are

students removed from class or another school activity to receive a telephone call.

Electronic Devices

Students are not to have cell phones in the classroom during the school day. If they must carry a cell phone for safety reasons they are to be kept off during the school and kept in the teacher's desk until the end of the school day. The phone can be confiscated by the classroom teacher if it becomes a distraction to the class or is used during the school day without specific permission.

The district discourages students from bringing electronic devices to school. The school is not responsible for lost, broken or stolen electronic devices. (IPODS, Cell Phones, Electronic Games, Kindles) However, personal electronic devices may be used during the school day for educational purposes.

Buses and Other School District Vehicles

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.

Video cameras may be in use on school buses for the safety of the students riding the bus. The content of the video tapes may be used to discipline students. Students are not informed when the video cameras are or are not in use.

Persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor, and chaperones are to follow the school district policies, rules and regulations for student violations.

- Riders must be at the designated loading point before the arrival time. Rollerblading and skateboarding are not allowed at any loading stop.

- Riders must wait until the vehicle comes to a complete stop before attempting to enter.
- Riders must not extend arms or heads out of the windows at any time.
- Aisles must be kept cleared at all times. Due to limited space on school buses, large items such as radio-tape players, skateboards, etc. will not be allowed. Glass containers are prohibited by law.
- Riders shall load and unload through the right front door. The emergency door is for emergencies only.
- Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.
- Riders may be assigned a seat by the driver.
- Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement.
- Riders are not permitted to leave their seats while the vehicle is in motion.
- Waste containers are provided on all vehicles for riders' use.
- Permission to open windows must be obtained from the driver.
- Classroom conduct is to be observed by students while riding the vehicle except for ordinary conversation. When the bus is crossing a railroad track, all conversation must stop until the bus has crossed the tracks. Riders will refrain from talking to the driver while the bus is in motion.
- The driver is in charge of the riders and the vehicle, and the driver is to be obeyed promptly and cheerfully. Pupils shall be courteous to fellow pupils and to passers-by.
- Riders should assist in looking after the safety and comfort of younger riders.
- Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
- Riders must not throw objects about the vehicle nor out through the windows.
- Shooting paper wads, squirt guns or other material in the vehicle is not permitted.

- Riders must keep their feet off the seats.
- Roughhousing on the vehicle is prohibited.
- Riders must refrain from crowding or pushing.
- The use or possession of alcohol, tobacco or look-a-like substances is prohibited in the vehicle.
- The good conduct rule is in effect.

Dangerous Weapons

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.

School district facilities are not an appropriate place for weapons or dangerous objects and look-alikes. 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 the law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school shall be expelled for not less than one year. Students bringing to school or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. "Firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Dress Code

There is a strong connection between academic performance, students' appearance and students'

conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment. Shoes with wheels are prohibited!

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; from wearing shoes with cleats except for outdoor athletic practices; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate, and students must comply with the stricter requirement. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school.

Illegal Items Found in School or in Students' Possession

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances. Weapons are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

Student to Student Harassment (Code 502.10)

Harassment as set forth above may include but is not limited to the following:

- verbal, physical, or written harassment, or bullying abuse;
- repeated remarks of a demeaning nature;

- implied or explicit threats concerning one's grades, job, etc.; and
- demeaning jokes, stories or activities.

The district will promptly and reasonably investigate allegations of harassment. The building principal will be responsible for handling all complaints by students alleging harassment.

Student to Student Harassment Procedures

Students who feel that they have been harassed should:

- if the student is comfortable doing so, the student should communicate to the harasser that the student expects the behavior to stop. If the student wants assistance communicating with the harasser, the student should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:
 - tell a teacher, counselor or principal; and
 - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser did;
 - witnesses to the harassment;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser responded.

Student Lockers

Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. The expenses to repair damage done will be charged to the student.

A student's locker can be searched whenever an administrator or teacher has a reasonable suspicion that a criminal offense or a school district policy, rule or regulation bearing on school order has been violated and the administrator or teacher has a reasonable belief that the search will produce evidence of the violation. Items in violation of school district policies, rules or regulations found in student lockers are confiscated. Illegal items may be given to law enforcement officials.

Locker inspections without prior notice may be conducted periodically throughout the year. The student or one other person will be present for the inspection of lockers or desks. Lockers should not be padlocked.

STUDENT SCHOLASTIC ACHIEVEMENT

Conferences

Scheduled parent-teacher conferences will be held the first part of November and February. Parents are encouraged to attend these conferences. The purpose of the conference will be to provide information for the parent relative to the educational progress of the child. The parent may provide information for teachers which will be helpful in understanding and assessing the child's progress. We encourage all parents to attend conferences.

If parents feel conferences with a staff member would be beneficial for the child at other times during the year, the contact should be made directly with the teacher or through the principal's office. We encourage parents to contact the school and speak with teachers and administrators relative to a child's progress.

Grade Reports

Students receive report cards at the end of each quarter and semester. Students must attend five weeks of school during the quarter in order to receive a grade on the report card. Parents should refer to the grading code on report cards in reference to grades. Parents will be informed of progress through Progress Reports in third, fourth and fifth grades. Progress Reports will usually be sent in the middle of the grading period so that the situation may be rectified before the report cards are sent out. Progress reports may be sent at any time the student has a sudden decline in progress. In lower grades a phone call by the teacher or an informal note voicing concerns may take the place of Progress Reports.

100-90 = Masters Grade Level Expectations

89-70 = Meets Grade Level Expectations

69-60 = Progressing toward Grade Level Expectations

59-0 = Below Grade Level Expectations

Homework

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make up incomplete class work. Students are expected to complete homework on time. Homework should be done by the student with as little help from parents as possible. If help is given, it should be only in the form of explanation. Failure to complete homework may result in loss of recess time or after school to complete the homework.

Assignment Notebooks

In order to promote organizational skills, all fourth and fifth grade students will be required to maintain an assignment notebook. Parents will be asked to review the notebook with their student and sign it on a daily or weekly basis.

Human Growth and Development

The school district provides students with instruction in human growth and development. Parents may review the human growth and

development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

Inspection of Educational Materials

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the curriculum director or superintendent.

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. The deadline for students entering Grades 1-12 is March 1st. The deadline for students entering kindergarten is September 1st. Students interested in open enrolling out of the school district must contact the superintendent's office for information and forms. For specific information or current changes in the open enrollment regulations, parents are encouraged to contact the Department of Education.

Physical Education Participation

All students are required to participate in physical education. Students will be excused by presenting a certificate from a physician stating that the student should not participate. Physician's certificates shall be reviewed by the principal each nine week period. Parents should be aware of what day their child has physical education and see to it that their child has gym clothing on gym day. The failure to have gym clothing on gym day is not considered a valid excuse for not participating in gym. State law requires that each student participate in a physical education program or its equivalent.

Parent-Teacher Cooperation

Occasionally there has been a misunderstanding at school. The student will tell a slightly different version to his parents of what actually happened. This practice seems to be quite normal; however, unless parents and teachers are aware of this and have confidence in each other, complication detrimental to the welfare of the student, may result. Both parents and teachers should keep the communication channels open to make sure misunderstandings are avoided. By working together we have a better chance of helping your child.

School Visitation

Parents are welcome to visit school at almost any time. Visits are good as they give the parent a better idea of the school program, and they show the child that their parents are interested in them. Visits also present an opportunity for parents, children, and teachers to become better acquainted.

Requests regarding visits:

1. Visits shall be limited to "occasional" rather than daily or even weekly.
2. Visits should be limited to an hour of class and lunch.
3. Please do not visit during the first week of school as the program is just getting started.
4. If possible, please let the teacher know ahead of the time that you will be visiting.
5. When possible, both parents should visit school.
6. Pre-school children are not permitted to visit. A young visitor is often a distracting influence in the classroom. The teacher should not be asked to assume the responsibility for the welfare and conduct of a child not enrolled in his/her classroom.
7. Children not enrolled in our school who wish to visit must be accompanied by an adult and will be asked to keep their visit to a minimum.

Standardized Tests

Students are given standardized tests annually. These tests are used to determine academic

progress for individual students, for groups of students and for the school district. Students are tested unless they are excused by the principal.

Iowa Assessments

Iowa Assessments are given in the winter window of the school year. Results of the tests are sent to the parents as soon as they are returned from the testing bureau in Iowa City. The Iowa Assessment is administered to students in grades 2-5 annually.

FAST Universal Screening

Iowa code 279.68 states that a school district shall assess all students enrolled in kindergarten through grade three at the beginning of each school year for their level of reading or reading readiness on locally determined or statewide assessments. The screening recommended by the state is the FAST assessment which includes phonemic awareness and phonics skills and reading fluency. Students will be given this assessment three times per year, the fall, winter and spring. All results will be sent to the state during the assessment windows. Students not meeting those benchmarks must receive additional reading assistance and progress is monitored weekly. The Department of Education staff then reviews the data and determines the level of need for each district. FASTbridge also has a math subtest that will be given to students three times per year.

These tests will be the second assessment for reading and math that is required by the state.

Breakfast & Lunch

Students will enter their district issued student I.D. number when checking out at the cash register via a secured keypad. If a student forgets their student I.D. number, lunch clerks will look up their number. For the younger students, special training will take place at the beginning of the year until they have their I.D. number memorized.

Breakfast served by school personnel is available daily for students in the cafeteria of your child's school. Breakfast is served from 8:00-8:20 a.m. Tardy time is 8:25 a.m. so students must be in their classrooms at that time. Please plan accordingly if

your child wishes to eat school breakfast. Those students riding buses must go directly to the cafeteria upon arrival so they may eat breakfast and not be tardy.

NUTRITION PRICING AND PAYMENTS

Prepayments for accounts can be made by sending a check to school or pay online through PaySchools. PaySchools may also be reached by logging in to the parent portal of JMC from the schools website www.wcv.k12.ia.us. All deposits will go into one nutrition account for each family. Check and cash payments can be sent to the school or district office. Low balance email alerts may be set up the are available in JMC Parent Online Portal.

Breakfast Prices

- Student: \$1.85
- Adult: \$2.35
- Milk: \$0.55
- Juice: \$0.40

Lunch Prices

- Student \$2.85
- Adult: \$3.85
- Milk: \$0.55
- Juice: \$0.40

Free or Reduced Price Meals

Information concerning free or reduced priced meals is available on the district's website under the Nutrition Services link by selecting Free or Reduced Priced Meals.

Monitoring Nutrition Accounts

Parents may login to the parent online portal of JMC on the school website. If you need assistance with your login information, please contact the school or district office. JMC access will allow families to view their child's nutrition account, set up low balance email alerts, monitor spending and view account history. Parents will be able to use one sign-in for multiple students.

Menus

The menus are posted on our website in the Quicklinks and [Nutrition Services](#) page. The school district offers breakfast and lunch. Students may

either bring their own lunches to school or purchase a lunch and other items, including milk.

A breakfast is available and will be served at each attendance center. If students choose to eat breakfast, they are to eat at the building where they will be attending classes.

Each student has a meal account for breakfast, lunch and milk (snack). Milk comes with the meal, but if you can purchase one for a cold lunch or for snack. Any amount of money can be sent to school with the student to be put in this account. Any amount left in the students account at the end of the year will be carried over for the next year. This also includes any negative amount. If your child will be moving to another building that amount will go with them. Every time the student either eats breakfast, lunch or milk that amount will be taken out of his or her account. Each student has a meal card with their picture and a barcode on it. Students are only allowed to use their own cards.

Money sent for meals (and other fees) is safest when in the form of a check placed inside an envelope. Write the child's name on the envelope and give detailed accounting of the money or parents may use the PaySchools option offered on the district website. (www.wcv.k12.ia.us)

In cases where parents feel their children will qualify for free or reduced lunches, they must complete the application. Free and reduced meal application forms are available at the time of registration and electronically on the district website throughout the school year.

Parents will be notified when their child's lunch account reaches below zero. Notifications are sent by email and phone messages from the JMC system.

Snacks and Birthday Treats

Students in grades Preschool and Kindergarten do have afternoon snacks with their milk break. We would recommend that parents send prepackaged snacks as opposed to homemade treats. Our wellness policy suggests that we provide healthy options for our student snacks.

(Cheese and crackers, sherbet cups, yogurt, raisins, fresh fruit, veggies, pretzels, pudding packs, cereal bars, peanut butter crackers or string cheese) A monthly snack calendar will be provided with recommended snacks for the students to bring to share with classmates.

Communications To and From School

When sending a note or money to school, the student should receive clear instruction from the parents about who is the appropriate person to receive the note or the money. Also, the school regularly sends notes and papers home with students. Parents need to remind their child to notify them of notes or papers from school for the parents. Parents are responsible for knowing the contents of the notes or papers sent home.

Elementary Newsletters

School newsletters will be sent by email and are also available on the school website. It will cover activities of the week, upcoming events, notices of early outs, notices of field trips, parenting articles and other school related information. If you do not have a computer or internet access, please contact the office to have

Pets

The city ordinances state that dogs are to be secured on the owner's property. A normally gentle dog can become upset when in the midst of many children or may get into a fight with another dog which endangers our pupils. Therefore, we call city officials to pick up dogs on the school grounds. If we know the dog belongs to one of our pupils, the child is permitted to telephone home to have someone pick up the dog on the first occasion. Parents or students should not bring pets to school unless prior arrangements have been made with the teacher and/or principal.

Library

We are proud of our libraries and feel strongly that it should be open for use as often as possible during the school day 8:00 a.m. - 4:00 p.m. Use of library materials is free except when a child is not responsible in handling and caring for the materials borrowed. In such case the parent(s) will be notified and asked to compensate for damage or

loss. This fee must be paid by the end of the school year or before enrolling the following year.

Lost and Found

A lost and found box is maintained in the office at each elementary attendance center. Items collected throughout the year may be claimed at any point during the school year. Items that remain uncollected at the end of each school year may be discarded. We advise students not to wear or carry expensive items. Money may be left with the teacher for safer keeping. It is also helpful if personal property is **Labeled with First and Last Names**. In this way we can quickly return lost articles to their owners.

Money and Articles from Home

We would like to think that all people are honest, but since that is not the way life works, we must take certain precautions to protect one's property. It is best to keep money and other valuables out of sight to lessen temptation. Try as we may, we do not have a theft proof facility.

Children like to bring things to school to show and tell. They should not bring toys or articles of value that may get damaged or lost. Parents often accompany things of interest from home, and once they have been presented and shown, take them back home again.

For safety reasons we ask that students do not bring glass containers to school.

Outside Organizations

Many of our students belong to outside organizations. From time to time those organizations conduct fund-raising activities. While we want to support those organizations and efforts, we find that fund-raising activities can be very disruptive to the educational environment. Rather than conducting solicitations at school, we ask that you conduct those activities away from school and after school hours.

Athletic Events

When the varsity or junior high has a home football game, soccer game, or track meet, grade school students must stay off the track and must sit in the

stands. No grade school students should be playing behind the stands or close to the field.

During basketball games, students may sit in the bleachers with their parents or may sit in the student bleachers on the stage. Students are to remain in their seats during the game. Visits to the restroom or concession stand should be between games or during half-time. There is to be no running or roughhousing on the steps in the commons area.

Student Support Services and Programs

The West Central Valley Community School District receives support services from Heartland Area Educational Agency. The special services team includes a psychologist, speech clinician, audiologist, social worker, and various other consultants. Parents and/or teachers may request that testing be done for students. Parents will be notified if problems are discovered and interventions are necessary. Parents will be notified if the teacher decides to refer the child to the (BAT) building assistance team.

Speech and Language

The AEA speech pathologist is specially trained to detect problems in speech and language. If individual testing indicates the child has a problem, the parent or guardian will be contacted asking permission for the child to be enrolled in special classes. Written permission must be given to the Speech and Language pathologist before classes begin. The SLP determines the program needed and works with the child individually or in a small group during regular school hours. The child is scheduled at a time that does not conflict with subjects he/she needs the most. These services are available at no charge for children from birth to age 21. You can contact your school's pathologist by calling the school secretary.

Hearing

An AEA audiologist is specially trained to identify hearing problems. A hearing clinician does audiometric screening of all students each fall. Parents are notified if there is a concern.

Heartland AEA

The Heartland Area Education Agency has many other professionals that can also assist the elementary staff in dealing with physical, social, behavioral and academic problems students may have.

Parents may also ask for their help by contacting the school. There is no charge for this service.

BAT

BAT is a building assistance team established to support and assist teachers in serving students who may be experiencing difficulty in school. The team is composed of the principal, at-risk teacher, referring teacher, three additional teachers and may include the guidance counselor, special education teacher, and appropriate AEA personnel. The team serves as a peer problem-solving group within the building. The team is designed to provide prompt, individualized support and assistance to teachers. The team and teacher requesting assistance jointly develop a plan through a structured process. Parents are invited to join in the process. If they are unable to attend, they will be informed of plans that are made.

Character Education

This program is designed to provide proactive strategies to help student cope with academic and/or social emotional adjustments in the school setting. All teachers will encourage the six pillars of Character which include the following: "Respect, Responsibility, Trustworthiness, Fairness, Compassion and Citizenship". Special speakers will be invited to enhance the program throughout the school year.

Gifted and Talented Education

The TAG selection committee will be comprised of the same membership as the BAT team with the addition of the TAG coordinator. This committee will use the criteria which include data from standardized tests, teacher nomination and other documentation that supports the recommendation of the student to review the names submitted for admission to the TAG program. Students are identified for the pull-out program starting in third grade. This committee will also review the

perceptual surveys regarding the TAG program on an annual basis.

Each student who is identified for the program will complete a PEP or Personal Education Plan which outlines the goal areas and indicators for success for each individual. The PEP will be sent home to be reviewed with the parent and then signed and returned to school. Conferences with the TAG teacher are welcomed and available during the district's scheduled conferences two times per year.

Title I Programs

Students who score below the level of proficiency using standard scores in reading or mathematics on the Iowa Assessment will be eligible for additional help in these areas. Other data that will be used for eligibility will include DIBELS, classroom performance, teacher referral and classroom benchmarks and assessments. Title I teachers are fully certified and highly competent educational practitioners.

Collaboration

In order to better utilize the staff at our building and to get the pupil-teacher ratio down in academic areas such as reading, the special teachers will be collaborating with the regular education teachers and working with small groups of students. These small groups will work in the best learning environment. Teachers are required to collaborate with grade level teams as well as other colleagues at the minimum of 35 hours per school year.

Elementary Math

Because of the importance of math in everyday life, it is our intent to provide our students with extra practice to help them gain proficiency in these skills.

Math routines are followed each day to keep reinforcing those skills needed for everyday living. The routines consist of word problems, math applications, mental math, basic facts and discourse. Students in grades K-2 will have homework daily to be completed and returned to school. The homework is a reinforcement of the skill presented that day at school. Students in

grades 3-5 may have homework if they are unable to finish during the allotted class period. Cooperation with the home will only strengthen individual math skills.

IDM

IDM stands for Instructional Decision Making which is a program that has been implemented to provide small group instruction for all students at their

instructional level in reading. Thirty minutes per day is designated for students to work with school personnel on their specific skill needs. Students are divided into small groups of 4-7 students with like skill needs. The time is set aside to address these needs and improve reading fluency and comprehension.

APPENDIX A - SCHOOL CALENDAR

West Central Valley 2018-2019 School Calendar

Summary of Calendar:
Days in classroom:
First Semester 91
Second Semester . . . 89
TOTAL DAYS 180

CALENDAR LEGEND

Start/End	
½ Day Prof Dev	
All Day Prof Dev	
End of Quarter	
P/T Conference	
Holidays	
Vacation Days	

HOLIDAYS:

Labor Day	(9/3)
Thanksgiving Day	(11/22)
Christmas Day	(12/25)
New Year's Day	(1/1)
Memorial Day	(5/27)



August 2018					Student Days
M	T	W	Th	F	
13	14	15	16	17	
20	21	22	23	24	2
27	28	29	30	31	7
September 2018					
3	4	5	6	7	11
10	11	12	13	14	16
17	18	19	20	21	21
24	25	26	27	28	26
October 2018					
1	2	3	4	5	31
8	9	10	11	12	36
15	16	17	18	19	41
22	23	24	25	26	46
29	30	31			
November 2018					
			1	2	51
5	6	7	8	9	56
12	13	14	15	16	61
19	20	21	22	23	63
26	27	28	29	30	68
December 2018					
3	4	5	6	7	73
10	11	12	13	14	78
17	18	19	20	21	83
24	25	26	27	28	
31					
January 2019					
	1	2	3	4	86
7	8	9	10	11	91
14	15	16	17	18	96
21	22	23	24	25	101
28	29	30	31		
February 2019					
				1	106
4	5	6	7	8	111
11	12	13	14	15	116
18	19	20	21	22	121
25	26	27	28		
March 2019					
				1	126
4	5	6	7	8	131
11	12	13	14	15	
18	19	20	21	22	136
25	26	27	28	29	141
April 2019					
1	2	3	4	5	146
8	9	10	11	12	151
15	16	17	18	19	155
22	23	24	25	26	160
29	30				
May 2019					
		1	2	3	165
6	7	8	9	10	170
13	14	15	16	17	175
20	21	22	23	24	180
27	28	29	30	31	
June 2019					
3	4	5	6	7	
10	11	12	13	14	

Calendar

Aug. 15&16 New Teacher Prof. Dev.
Aug.17-22 All Teacher Prof. Dev.
Aug. 21 Back to School Night 5-7
Aug. 23 Beginning of 1st Semester

Sept. 3 No School Labor Day

Sept. 6 School Pictures
Sept. 12 12:30 Dismissal Prof. Dev.
Sept. 25 Mid. Terms
Sept. 26 12:30 Dismissal Prof. Dev.

Oct. 10 12:30 Dismissal Prof. Dev.
Oct. 26 End of 1st Qtr. 46 Days
Oct. 26 12:30 Dismissal Prof. Dev.

Nov. 6 & 8 2:30 Dismissal P/T Conference

Nov. 9 12:30 Dismissal Prof. Dev.

Nov. 21-23 No School Thanksgiving break

Nov. 28 12:30 Dismissal Prof Dev
Nov. 30 Mid. Terms

Dec. 12 12:30 Dismissal Prof. Dev.

Dec. 21 12:30 Dismissal Prof. Dev.

Dec. 24-Jan 1 No School Winter Break

Jan. 11 End of 2nd Qtr. & 1st Semester 45/91

Jan. 11 12:30 Dismissal Prof. Dev.

Jan. 14 Begin 2nd Semester

Feb. 13 12:30 Dismissal Prof. Dev.

Feb. 13 Mid. Terms

Feb. 27 12:30 Dismissal Prof. Dev.

Mar. 5 & 7 2:30 Dismissal P/T Conference

Mar. 8 12:30 Dismissal Prof. Dev.

Mar. 11-15 No School Spring Break

Mar. 22 End of 3rd Qtr. 45 Days

April 3 12:30 Dismissal

April 17 12:30 Dismissal

April 19 No School

April 22 Mid. Terms

May 8 12:30 Dismissal Prof Dev

May 24 End of 4th Qtr. & 2nd Semester

May 27 No School Memorial Day

May 28 All Day Prof. Dev.

Board Approved 2/21/2018

APPENDIX B - COMMUNICABLE DISEASE CHART

Disease *Immunization is Available	Usual Interval Between Exposure & Final Symptoms of Disease	Main Symptoms	Minimum Exclusion From School
*Chicken Pox	13-17 days	Mild symptoms and fever Pocks are "blistery", have scabs, most on covered parts of body	5 days from onset of pocks or until pocks become dry
Common Cold	12-72 hours	Sneezing, temperature, malaise, cough	
Conjunctivitis (Pink Eye)	24-72 hours	Tearing, redness & puffy eyelids Eye Discharge	Until treatment begins or physician approves readmission
Fifth Disease	4-20 days Unusual in adults	Usual age 5 to 14 years Low grade fever followed by slapped cheek appearance on cheek A lace like rash on extremities lasting a few days to 5 weeks Rash seems to reappear	
*German Measles	14-21 days	Usually mild Enlarged glands, neck & behind ears, red rash	7 days from onset of rash. Keep away from pregnant women
Hand, Foot and Mouth Disease	3-5 days	Rash on cheeks, gums & tongue May also appear on palms, fingers & soles of feet	During acute stage of illness or as advised
*Haemophilus Meningitis	2-4 days	Fever, vomiting, lethargy, stiff neck & back	Until physician permits return
*Hepatitis A	Variable 15-50 days of symptoms	Abdominal pain, nausea, usually fever, eyes and skin may turn yellow	7 days from onset
Impetigo	4-10 days	Inflamed sores, with pus	Cover lesions when attending school
*Measles	3-7 days to rash	Begins with fever, conjunctivitis runny nose, cough, then blotchy red rash	4-5 days from onset
*Meningococcal Meningitis	2-10 days (commonly 3-4 days)	Headache, nausea, stiff neck, fever	Antibiotics for 24 hours or until physician permits return
*Mumps	12-25 days (commonly 18 days)	Fever, swelling or tenderness at angle of jaw	9 days after onset of swollen glands or until swelling disappears
Pediculosis (Head /Body Lice)	7 days for eggs to hatch	Lice & nats (eggs) in hair	Not sent home the day of discovery. Allowed to return after initial treatment
Ringworm of Scalp	10-14 days	Scaly patch, usually ring shaped, on scalp	No exclusion from school. Exclude from gymnasium, swimming pools, contact sports
Scabies	2-6 weeks initial exposure, 1-4 days re-exposure	Tiny burrows in skin caused by mites	After first treatment
Scarlet Fever Scarletina Strep Throat	1-3 days	Sudden onset, vomiting, sore throat, fever, later fine rash (not on face). Rash usually only with first infection	24 hours after antibiotics started and no fever
*Whooping Cough	6-20 days	Head cold, slight fever, cough, characteristic whoop after about 2 weeks	5 days after start of antibiotic treatment