

WEST CENTRAL VALLEY COMMUNITY SCHOOL DISTRICT



ELEMENTARY

2026-2027 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

Stuart Elementary School (PK-2)

320 NE 3rd St

Stuart, IA 50250

515.523.1018

Principal: Jessica Hammans jhammans@wcv.k12.ia.us

Secretary: Michelle Shockley mshockley@wcv.k12.ia.us

Dexter Elementary School (3-5)

803 Washington

PO Box 157

Dexter, IA 50070

515.789.4480

Principal: Ethan Calvert ecalvert@wcv.k12.ia.us

Secretary: Tammy Jurado tjurado@wcv.k12.ia.us

DISTRICT ADMINISTRATION OFFICE

3299 White Pole Rd

Stuart, IA 50250

515.523.2187

Superintendent

Rusty Shockley

Business Manager

Symantha Crawford

Director of Teaching and Learning/Special Education Director

Amanda Nims

Director of Nutrition

Tricia Foster

Technology Coordinators

Amy Doud & Amy Abbott

Transportation Supervisor

Ethan Calvert

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DEXTER ELEMENTARY

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

Dexter Elementary Staff

Elementary Principal	Ethan Calvert
Secretary	Tammy Jurado
School Nurse	Sheril Bogenrief
Cook	Erna Van Raden
Custodian	Deb Miller
Custodian	Harley Wells
Title 1 Reading	Staci Vonnahme
TAG/Technology	Joni Hall
Art Education	Nikki Algreen
Physical Education & Health	Will Greenwood
Vocal Music	Jincey Taylor
Resource Room	Kayla Easter
Resource Room	Abby Jones
Third Grade	Maggie Light
Third Grade	Lisa Hemphill
Third Grade	Audrey Wood
Fourth Grade	Cameron Martin
Fourth Grade	Maiah Keith
Fourth Grade	Heather Nelson
Fifth Grade	Heather Jamison
Fifth Grade	Erin Franklin
Fifth Grade	Christina Hook
Paraeducators	To Be Determined

STUART ELEMENTARY

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

Stuart Elementary Staff

Elementary Principal	Jessica Hammans
Secretary	Michelle Shockley
School Nurse	Melinda Berner
Cook	Isa Avey
Custodian	Laura Little
Custodian	Jerika Beeler
Title 1 Reading	Carol Wallace
Art/Technology	Nikki Algreen
Physical Education & Health	Will Greenwood
Vocal Music	Jincey Taylor
Resource Room	Becca Jacobson
Resource Room	Courtney Sargent
Pre-Kindergarten	Kate Percival
Pre-Kindergarten	Maddyson McAtee
Kindergarten	Abby Smith
Kindergarten	Kelli Jones
Kindergarten	Jessica Davis
First Grade	Julie Plowman
First Grade	Casey Gawronski
First Grade	Becca Renslow
Second Grade	Nicole Findley
Second Grade	Kelsey Ferguson
Second Grade	Kate Gardner
Paraeducators	To Be Determined

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 8:00 a.m. and 4:00 p.m. The District Administration Office phone number is 515.523.2187.

BUILDING MASTER SCHEDULE

Dexter Elementary 3-5 Daily Schedule

7:45		Staff on Duty
7:50-8:15		Student Breakfast
8:15	Students Dismissed to Classroom	
8:20		Classes Begin
8:20 - Lunch		Core subjects
11:00	Lunch & Recess Begins	
Period Begins		Period Ends
11:05	3rd Grade	11:25
11:30	4th Grade	11:55
12:00	5th Grade	12:25
3:30	Students Dismissed	

Stuart Elementary PK-2 Daily Schedule

7:45		Staff on Duty
7:50-8:15		Student Breakfast
8:15	Students Dismissed to Classroom	
8:20		Classes Begin
8:20 - Lunch		Core subjects
10:00 - 10:15	Kindergarten Recess	
10:30 - 10:45	Second Grade Recess	
11:00	Lunch & Recess Begins	
Period Begins		Period Ends
11:05	Kindergarten	11:55
11:30	1st Grade	12:25
12:00	2nd Grade	12:55
2:15 – 2:30	Kindergarten/1st Recess	
3:30	Students Dismissed	

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

- Morning: 8:30 – 11:30 a.m.
- Afternoon: 12:30 – 3:30 p.m.

Arrival Time (K-5)

We ask that parents refrain from dropping off their children at school before 7:45 a.m. Students should not be on school grounds and may not enter the building before 7:45 a.m.

There is no supervision for your children prior to 7:45 a.m. 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 the 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 number of “shortened” school days (Every Wednesday) 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 two 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, worth, and 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 student’s abilities and identify their interests and goals in life. Each student will develop the 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: Rusty Shockley

West Central Valley Community School District
3299 White Pole Rd, Stuart, IA 50250
Phone: 515.523.2187
Fax: 515.523.1166
Email: rshockley@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 is 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 facts 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 an 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 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 the main concern of the staff and administration. Parents and guardians will be required to notify the school regarding the 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 the 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 in Iowa who have reached the age of six and are under sixteen years of age by September 15 are mandated to attend school under Chapter 299 of the Code of Iowa. In addition, a child who has reached the age of four by September 15 and who enrolled in the statewide preschool program under chapter 256C shall be considered to be of compulsory attendance age, meaning the district is to follow its compulsory attendance policies and procedures for preschool students, including removal from the program for excessive absence.

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 discussions, 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 prepare 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 7:30 and 8:15 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, and 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 the class is considered an unexcused absence unless approved by the principal. Also, see the "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's 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 the 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/Chronic Absenteeism

Attendance/Truancy

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the principal of their attendance center. Student absences approved by the principal are excused absences. Excused absences will count as days in attendance for purposes of the truancy law. These absences include, but are not limited to: illness, family emergencies, recognized religious observances, appointments that cannot be scheduled outside the school day and school-sponsored or approved activities. Students whose absences are approved will make up the work missed and receive full credit for the missed school work. It is the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed. Students who wish to participate in any extracurricular activities, athletics, and/or fine arts must be in attendance by the start of the third period, of the school day, to be eligible to practice or participate that day in extracurricular activities. Exceptions may be made for students attending off campus college classes, or students that have a pre-arranged absence, such as an orthodontist appointment, etc. It is the responsibility of the parent to notify the student's attendance center as soon as the parent knows the student will not be attending school on that day. The principal may request evidence or written verification of the student's reason for absence. It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Attendance Policy

Iowa law mandates that any student who has been absent from school for 9 days, in a semester, must receive a letter from the school and the county attorney be notified. A student missing 14 days, in a semester, must have a school engagement meeting to establish an attendance plan. The Iowa law goes on to mandate that any student who is absent for 18 days of school, in a semester, will be referred to the County Attorney's Office.

Absences which are due solely to hospitalization or long-term illness will not be counted towards the day limit if parents provide the school with a written doctor's excuse which lists the specific dates in question. Other absences that will not count towards the day limit may include, but are not limited to court, religious activities, and school activities with proper documentation.

Procedures for Excessive Absences and/or Tardiness

After five accumulated absences or tardies:

- The school counselor may call the student's parents to notify them about absences/tardies

After 9 accumulated absences or tardiness occurrences in a semester:

- An absence/tardy letter may be generated, signed by the principal, and mailed to the student's home.
- An entry may be logged in JMC by the secretary to note that the first contact has been made in regard to the student's absences/tardiness.
- County Attorney Notified

After 14 accumulated absences or tardiness occurrences in a semester:

- A second absence/tardy letter may be generated, signed by the principal, and mailed to the student's home.
- A meeting will be held by the building principal to establish an attendance contract.
- If the attendance contract agreed upon by the parents and building administration is broken, the school may refer the matter to the county attorney for mediation or prosecution.
- The principal may call the student's parent(s) to notify them that another letter has been sent.
- An entry may be logged in JMC by the to note that the second contact has been made in regard to the student's absences/tardiness.
- A meeting may be held to discuss the student's excessive absences/tardiness and determine appropriate action.
- An entry may be logged in JMC by the principal to note the outcome of the meeting.
- County Attorney Notified

After 18 accumulated absences or tardiness occurrences in a semester:

- Truancy Referral to the County Attorney
- If the attendance contract agreed upon by the parents and building administration is broken, the school may refer the matter to the county attorney for mediation or prosecution.

Absences and tardies caused by a death of a family member or due to a school activity will not count towards the excessive absence policy. Administration may request doctor's notes after three consecutive absences.

If the family or students refuse to accept the school's effort or fail to follow the established plan, the school shall refer the matter to the county attorney for mediation or prosecution

Truancy will be dealt with by the building principal. The building administration may make attendance/truancy determinations on a case-by-case basis. We understand that situations occur outside of our control and the administration will take these factors into account.

Parent Request for Teachers

Only under rare circumstances will the administration accept parent requests for specific teachers. We would hope that 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 the administration of any medication as well as parental authorization and a 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 to 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 and are 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 adults. 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

Texts will be sent using JMC's messaging service. 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. 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 7:45.

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

Stuart - outside the Northwest gym doors. Please use the coned off loading/unloading zone

☰ WCV Stuart Elementary Transportation & Pick Up/Drop Off

Dexter - outside the main entrance.

☰ WCV Dexter Elementary Transportation & Pick Up/Drop Off

Visitor Policy

All visitors must check in with the office upon arrival to the building. Visitors will not be allowed down in the classrooms, hallways or on playgrounds during school hours. Exceptions to this can be made by administration as deemed necessary.

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 15 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, 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.

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. Parents who wish to attend field trips must complete a background check form with the district office prior to attending.

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 a time as to cause the least amount of school time to be taken up for this purpose. Prepackaged treats are required.

The passing out of invitations for private parties or other celebrations to be held outside of school is not allowed. We require that parents use the U.S. Postal Service or other means of communication.

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 a school conference for re-admittance.
5. The child is suspended by 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.

Our school discipline policy is based on the premise that all students will be responsible for their own actions.

The following rules, definitions, examples, exceptions, and consequences are used as guidelines. WCV CSD Staff has the right to adjust consequences as they deem necessary.

<u>RULE/DEFINITION</u>	<u>EXAMPLES</u>	<u>CONSEQUENCES</u>
Bomb Threat or Attempt to Bomb, <u>Burn, or to Destroy a School Building</u> or Property: Student conduct that may put others in danger will not be permitted. Threatening is forbidden because it violates the law.		L4: Suspension, legal action possible expulsion
Bus Violation: Bus Rules and regulations must be followed because they ensure safe transport to and from school and protect the rights of others to a safe bus ride. *See bus policy on page 34/35 of handbook. The Administration does reserve the right to administer a stiffer consequence based on the student's actions, whether it is a first, second or third write-up.	Profanity, horseplay, littering, creating loud noises, having glass objects, water pistols and other toys, transporting large objects, tampering with equipment, throwing objects out of the window, putting arms or head out the window, making faces or other gestures to passersby or other drivers in traffic, or refusal to follow the directions of the bus driver and/or supervising adult. There is no eating and/or drinking unless allowed by the bus driver and/or supervising adult.	L2: 1) 1st write-up: warning and parent contact 2) 2nd write-up: automatic 5 day suspension from route and parent contact 3) 3rd write-up: automatic 10-day suspension and/or up to the rest of the year from route and parent contact
Cafeteria Violation: Cafeteria rules must be followed because they ensure safety and protect the rights of others.	No running, cutting in line, throwing food, or leaving trash/trays on the tables or floor.	L1: 1) Staff discipline/Community Service 2) Detention 3) ISS 4) OSS

Cheating: Violation of Test Procedures or the Appearance of a Violation: Students are responsible for neither giving nor receiving assistance (written, oral, or otherwise) on any assignment to be graded as work of a single individual because students are responsible for their own learning.	Copying homework, allowing someone else to copy your homework, talking to any student or to the teacher without the teacher's permission, talking or giving the appearance of talking during a test or quiz. All assignments must be the student's own work and not done by other students, friends, parents, brothers, sisters, or anyone else in the family. In the classroom, examples are looking at notes (the student's or anyone else's), and writing notes on any body parts (such as your hand). The student's eyes should be on his/her own paper. The testing atmosphere will be maintained throughout the entire testing period, as authorized by the teacher. Students may not talk when others are not finished. Exception: Cooperative learning groups, open-book tests, teamwork.	L.:1 1) Teacher discipline, 2) Detention 3) ISS Each time a student is caught cheating or allowing others to cheat, a zero will be given on the assignment or assessment.
Defiance: The refusal to accept the authority or to carry out the directions of any school staff will not be tolerated because it destroys a safe and orderly environment. School staff means any teacher, substitute, aide, custodian, cafeteria worker, volunteer, chaperone, bus driver, coach, sponsor, guidance counselor, secretary, administrator, or school support staff, such as school psychologist, social worker, and substance abuse prevention specialist.	Refusing to do what the staff person asks you to do. Using profanity, threats, or other forms of verbal abuse towards a staff member. When staff gives students directions, the student is expected to comply.	L3: 1) Staff Managed 2) Detention 3) ISS 4) OSS

Disrespect: The refusal to accept the authority or to carry out the directions of any school staff will not be tolerated because it destroys a safe and orderly environment. School staff means any teacher, substitute, aide, custodian, cafeteria worker, volunteer, chaperone, bus driver, coach, sponsor, guidance counselor, secretary, administrator, or school support staff, such as school psychologist, social worker, and substance abuse prevention specialist.	Making faces, using sarcasm, interfering (butting in) when a teacher is disciplining or reprimanding another student, muttering under your breath, walking away when the teacher or staff person is talking to you, raising your voice when talking to teachers or staff persons, throwing down a book, arguing (asking why), refusing to do what the staff person asks you to do. When staff gives students directions, the student is expected to comply.	L2: 1) Detention 2) ISS 3) OSS
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Discrimination: All persons and groups within the school will be treated with dignity and respect because discrimination destroys the learning environment. Discrimination on the basis of age, gender, race, color, religion, national origin, disabilities, economic status, personal or physical characteristics, or other characteristics of individuals or groups will not be tolerated. Disruption: Instructional time and/or any extracurricular time will not be disrupted by students because disruptions interfere with the learning of others and destroy the continuity of the learning process. This includes classes where there is a substitute.	Actions, gestures, statements (spoken or written), dress, or symbols that insult, offend, taunt, or demean others because of their individual or group differences will not be tolerated. Blurting out in class without recognition, shouting across the classroom, making unnecessary noise (verbal, non-verbal), muttering under your breath, standing up and wandering around the classroom, students talking with one another without the teacher's permission, playing with toys, or writing notes without permission.	L3: ISS L4: OSS L1: 1) Teacher discipline 2) Detention 3) ISS 4) OSS
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Dress Code: All students will arrive at school acceptably groomed and attired because improper attire is unsafe and disruptive to the educational process. The West Central Valley School District expects each student's attire and grooming to promote a positive, safe and healthy environment within the school. The school district has determined that reasonable regulation of school attire and personal adornment is within its authority and consistent with its responsibility to provide an appropriate environment for learning. 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. The board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place and occasion. 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 a principal, their designee, or a teacher, 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. Students who choose not to abide by the dress code will be given the opportunity to do so by borrowing clothing from the school or going home to change once a parent has been contacted	• Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. • The following clothing or other apparel may not be worn: clothing that promotes illegal use by minors such as alcohol, tobacco, or drugs; clothing that displays obscene material, profanity, vulgar statements, gang symbols, hate messages, sexual innuendos, suicide, intolerance, violent messages, or other messages which are interpreted as being inappropriate or offensive. • Inappropriate tank tops will not be allowed. • Footwear must be worn at all times. • Blankets, capes, and flags may not be worn in school. • Caps, hats, bandanas, etc. . . will not be worn in the building unless for specific theme days (Example: Hat Day) • Hoods are not allowed. • The administration reserves the right to determine what is proper and what is not. • Staff will report suspected violations of the dress code to the Administration or the Guidance Department. Those departments will determine if a violation has occurred. If students comply with requested changes no violation will be documented in the student's file.	L2: 1) Warning/Comply with requested change 2) Detention 3) ISS 4) OSS
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Drugs and Other Substances: The possession, use, distribution, or attempted distribution of drugs, (illegal, prescription, and/or over-the-counter drugs), alcohol, inhalant intoxicants (including juuls, juul pods, vaping devices), or look-alikes (placebos) on school property, at school functions, or going to and from school is expressly forbidden because they are illegal and their use results in disruptive behavior which destroys the learning environment.	Having any forbidden substances in your vehicle, locker, your pockets, your purse, your backpack, giving any medicine or pills to a friend, passing around any "look-alike" substances, "keeping" or holding a forbidden substance in your vehicle, locker, backpack, or pocket for a friend, "forgetting" you had any forbidden substance in your vehicle, pockets or personal belongings. Exception: Coming to the office to take prescription or over-the-counter medicines when you have brought a note from home and given it to the secretary.	L4: Suspension, legal action & possible Expulsion 1st Offense: Minimum 3 Days OSS, Legal Action 2nd Offense: Minimum 5 Days OSS, Legal Action 3rd Offense: Refer to accumulated offenses, legal action
Fighting/Physical Altercation: Physical altercation including fighting is not allowed because it causes an unsafe and disruptive learning environment.	Pushing, tripping, intentionally bumping, slamming someone into lockers, throwing, hitting, kicking, pulling hair, biting, punching.	L3: ISS L4: OSS & possible expulsion
Fire Regulation Violation: Report of false emergencies or tampering with emergency equipment is forbidden because it violates the law and endangers the safety of others. Forgery: Forgery is not allowed because it destroys the orderly operation of the school and communication with the home.	Pulling fire alarms, false telephone calls, calls to 911, tampering with or activating fire extinguishers. Falsely and fraudulently making or altering a document. Signing parents'/guardians' names to any document or signing any name to a document that is not your name.	L4: Suspension, OSS, payment of legal fees and legal action. L2: Detention
Group/Mob Action: Any student who participates in a group/mob action that results in disruption or disturbance at school or school-related activity.	Any two or more students with the intent of doing harm to persons, property, or the school environment may be considered a group or mob.	L4: Suspension, legal action
Harassment: Words, gestures, or physical contact which offend, intimidate, threaten, abuse, persecute or demeans anyone are not allowed because they fail to show respect for others and destroy the learning environment. Harassment of students or staff for any reason is prohibited.	Spreading rumors, defaming another person's reputation, bullying, name-calling, teasing, and/or spitting. This would include in-person and/or online.	L2: 1) Detention 2) ISS 3) OSS

Indecent Exposure: Intentional exposure of part of one's body in a place where such exposure is likely to be an offense against the generally accepted standards of decency in school.		L2: Detention L3: ISS/OSS L4: Suspension, legal action & possible expulsion
Indecent Material: Materials that are vulgar, obscene, profane, or offensive are not allowed because they show a lack of respect for others and distract from the educational process.	Possessing or distributing to others posters, pictures, written/printed materials, audio recordings, video recordings, trading cards, and computer-based materials which are vulgar, or obscene. Writing notes or stories in class, cafeteria, or elsewhere on school grounds that are vulgar, obscene, profane, or offensive; passing such notes to other students.	L3: Confiscation, ISS
Lockers: A locker is school property subject to the school search and seizure regulation. Lockers should contain no food/drink. Lying: Any verbal or written statement of any untruth and/or misrepresentation of a person, official record, or other document are not allowed because it destroys a safe and orderly learning environment. Misuse of Technology: See Acceptable Use Policy	● Violating the privacy rights of others. ● Using, producing, distributing, or receiving profanity, obscenity, or material that offends, threatens, or degrades others ● Copying commercial software in violation of copyright law. ● Using technology for financial gain or commercial or illegal activity. ● Using technology for product advertisement or political endorsement. ● Forwarding personal communications without the author's prior consent. ● Using technology in violation of other Rules and Regulations of the Code of Behavior.	L2: 1) Warning/Comply with requested change 2) Detention 3) ISS 4) OSS L2: 1) Detention 2) ISS 3) OSS L2: 1) Detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days)
Obscenity/Profanity: The use of vulgar or indecent language or gesture, including actions or displays of an obscene nature is prohibited because it is offensive, illegal, shows a lack of respect for others, and disrupts the learning environment.	Cursing, profanity, and obscene gestures.	L2: 1) Detention 2) ISS 3) OSS

Out-of-Bounds: Not being where you are supposed to be without a pass.	Being in the hallways, bathroom, cafeteria, or in an unauthorized area without a pass.	L2: 1) Detention 2) ISS-Maybe placed on an escort-only list. 3) OSS
Physical Assault or Threat on a Staff Member or Student: The threat of or use of force upon a staff member is expressly forbidden.		L3: 1) Detention/Time in Office 2) ISS 3) OSS L4: Suspension, legal action & possible expulsion
Plagiarism (Academic Dishonesty): Students are responsible for giving due recognition of sources from which material is quoted, summarized or paraphrased, as well as to persons from whom assistance has been received. Possession of Drink Container/Food: Students shall not have glass bottles or other such breakable containers on school property or at school-related activities. Students should have sealed drink containers. Students will be allowed snacks in class at the teacher's discretion. Meals are not allowed to be consumed while in class.	Copying material from digital and/or print resources. All sources should be cited properly. Glass/Breakable containers, any container that is not clear. Hydro-flasks and sealed reusable cups are not permitted. Students can have clear water bottles containing only water	L3: 1) Zero will be given on assignment/Teacher Discipline 2) Zero will be given on assignment/ISS (1 Days) 3) Zero will be given on assignment/ISS) L2: 1) Warning/Detention 2) ISS 3) OSS 4) OSS
Public Display of Affection: Public display of affection is not permitted because it distracts from the educational process and shows a lack of respect. It can also be considered a form of sexual harassment.	Kissing, wrapping arms around one another, trapping someone against a locker, inappropriate touching, grabbing, or hugging.	L1: 1) Teacher discipline 2) Detention 3) ISS 4) OSS

Sexual Misconduct: Unwelcome acts of a sexual nature committed by a student against another student without consent including, sexual advances, requests for sexual favors and/or other verbal or physical conduct, including written communications of an intimidating, hostile or offensive nature, or action taken in retaliation for the reporting of such behavior.	Student sexual misconduct may include, but not limited to: unwelcome touching victim or when victim is forced to touch another person's body, coerced sexual intercourse, unwelcome sexual propositions, invitations, or other pressure for sex; implied or overt threats of a sexual nature; making gestures of a sexual nature; unwelcome sexual remarks about clothing, body, or sexual activities; and humor and jokes about sex that denigrate women or men in general.	L.: Suspension, legal action & possible expulsion
Standing By as Others Violate Rules: In order to maintain safety and	Watching or encouraging others who are breaking school rules.	

security in our schools, students are responsible for reporting serious violations of the Code of Behavior to teachers, administrators, or other appropriate staff members.		1) Detention 2) ISS 3) OSS
Theft - Minor: Theft is forbidden because it is illegal and violates the rights of others and destroys the learning environment.	Thefts are valued at \$50.00 or under. Taking an item not belonging to you, finding an item that is not yours, and keeping it. If you find something and don't know whose it is, you must turn it in to the office.	L.: 2 1) Detention and Restitution 2) ISS 3) OSS
Theft - Major: Theft is forbidden because it is illegal and violates the rights of others and destroys the learning environment.	Thefts valued over \$50.00. Taking an item not belonging to you, finding an item that is not yours, and keeping it. If you find something and don't know whose it is, you must turn it in to the office.	L.:4 Restitution, Suspension, legal action & possible expulsion

Tobacco/Nicotine Violation: Possession and use of tobacco/nicotine or tobacco/nicotine products, vaping devices, juuls, juul pods, matches, or lighters is forbidden, school buses, and school property are smoke/tobacco/nicotine-free and tobacco/nicotine products, matches, and lighters endanger the safety and health of others. Unauthorized Sales: Unauthorized sales are prohibited because they create disruptions.	Possession and/or use of cigarettes, snuff, cigars, pipes, dip, nicotine, vaping devices, or chewing tobacco to include lockers, personal belongings, and cars parked on school property at any time during school or any school activity. Selling candy, gum, drinks, toys, or any other items not approved by the school. Exceptions: Selling items for an authorized school fundraiser during designated times.	L.:3 1) 3 Days OSS, legal action 2) OSS (5 Days) 3) Refer to accumulated offenses *all possession of nicotine offenses while in school will be referred to the Stuart Police Department L1: 1) Teacher discipline 2) Detention 3) ISS 4) OSS
Unsafe Behavior: Unsafe behavior is not allowed because it endangers the safety of others and of the learning environment.	Running in the hall, spitting, pushing, shoving, throwing snowballs, books, or other objects, running alongside the buses, tripping others, horseplay of any kind, or any other action deemed unsafe by school personnel.	L1: 1) Staff discipline 2) Detention 3) ISS 4) OSS
Inappropriate Behavior at WCV or School-sponsored Activity: Students are expected to comply with the rules established by their schools and with the rules of the sports, clubs, and activities in which they participate.	Refer to Activities guide for Students and Parents	L2: 1) Detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days)
Vandalism - Minor: Vandalism and destruction of school property and or personal belongings of others is not allowed because it is	Damage of \$50.00 dollars or less. Ripping off wall dispensers in restrooms, writing on walls or desks, interfering with plumbing, defacing bulletin boards or	L3: 1) ISS (1 Day) 2) OSS (3 Days) 3) OSS (5 Days)

disrespectful, destroys the school environment, misuses funds, and violates the law.	other student's work, writing on or tearing pages, or in any other way damaging books.	Any vandalism can result in possible restitution, legal action
Vandalism - Major: Vandalism and destruction of school property and or personal belongings of others is not allowed because it is disrespectful, destroys the school environment, misuses funds, and violates the law.	Damage over \$50.00. Ripping off wall dispensers in restrooms, writing on walls or desks, interfering with plumbing, defacing bulletin boards or other student's work, writing on or tearing pages, or in any other way damaging books.	L4: Restitution, legal action, suspension Any vandalism can result in possible restitution, legal action

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 other school activity to receive a telephone call.

Electronic Devices

Students are not to have cell phones or electronic devices during the school day. All cell phones or electronic devices will be turned off and put away when students exit their mode of transportation to come into the elementary school in the morning. The expectation is that the student cell phones/electronic devices remain off and stored in a locker or bag until the students exit the elementary school at the end of the day. The district discourages students from bringing electronic devices to school. The school is not responsible for lost, broken or stolen electronic devices. (IPODS, Smart Watches, Cell Phones, Electronic Games, Kindles, Tablets) Parents, if you need to contact your child, please contact the building office.

West Central Valley community Schools is committed to providing an inclusive educational environment for students and families. It is valuable for students' educational experience for families to engage in and support their students' educational experience. As part of this commitment, the district will take steps to create opportunities for students to engage in peer-to-peer activities and ensure that student use of personal electronic devices does not occur during instructional time (Student Arrival to Student Dismissal) . Personal electronic devices mean any device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data. This may include but not limited to cell phones, ear buds, radios, touch pads, smart watches, etc.

Every district staff member is empowered to assist in the enforcement of this policy and regulation as appropriate. To avoid distraction during instructional time, personal electronic devices must be silenced or turned off, not visible, and not physically attached to the student's body. Students may store their personal electronic devices in their lockers or backpacks and must be powered off.

If a student is observed using a personal electronic device during instructional time, the employee who observed the student behavior will notify building administration, who will require the student to turn in the device for safekeeping until the end of the school day. The device will be secured in the office. The district, however, is not responsible for the loss, theft, or destruction of personal electronic devices brought onto school, or district property, or while the student is attending district or school-sponsored events.

For a student's first violation of these rules, the device will be turned into the office and can be picked up at the end of the day. For subsequent violations of the rules, parents will be required to pick up the device from the office. Repeated violations of the rules may result in additional disciplinary consequences for students in accordance with board policy.

Consequences will be assigned according to the following:

First offense of the Electronic Communication Device Policy: The student will be sent to the office, and the student's phone will stay there for the rest of the school day. The administration will notify the parent/guardian that the student has had their first electronic device violation.

Second offense of the Electronic Communication Device Policy: The student will be sent to the office, and the parents/guardians will be notified. The electronic device will stay in the office and be released to the student's parent/guardian when they can come and pick it up.

Third offense of the Electronic Communication Device Policy: The Student will be sent to the office, and the parent/guardian will be contacted. The student will stay in our ISS room for the rest of the day, and a parent/guardian meeting will be set. The Electronic Device will be kept in the office for the remainder of the day and released to the parent/guardian at their convenience.

The Parent meeting will establish a plan for using personal electronic devices.

Subsequent offenses will be looked at in a case-by-case situation, and consequences will be assigned to students.

Personal electronic devices that have been specifically authorized under a current individual education plan (IEP), a Section 504 plan, or an Individual Health Plan (IHP) are exempt from these rules.

Parents or guardians who need to communicate with students during instructional time may contact the school building administrative office.

Stuart Elementary: 515-523-1018

Dexter Elementary: 515-789-4480

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 clear 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.

TRANSPORTATION/SCHOOL BUS RULES

In the West Central Valley Community School District, each student will sometimes be transported on a school bus. In the name of safety for all students, drivers must be allowed to concentrate on the road and driving. Students, therefore, must behave properly to ensure bus rides are safe. Drivers, students, families, and administrators will work together to make sure bus trips are safe. These rules are taught and reviewed with students. They are posted on the buses. We want everyone to understand the rules and their purpose. We must all support our drivers in their daily duties of safely transporting our children.

Basic Bus Rules:

1. Respect your driver.
2. No loud talking or shouting.
3. No foul language.
4. Keep your hands to yourselves.
5. Keep the aisle clear and remain seated facing forward
6. Put trash in the trash can.

If a student earns a **first write-up**, the consequence will be a warning along with contacting parents. A copy of a Bus Conduct Report is signed and sent to the student's home. In this case, the student is brought to the principal as soon as possible.

If a student earns a **second write-up**, the consequence is an automatic five-day suspension from any route or shuttle bus, along with contacting parents. This suspension can be carried over to the following school year. A copy of a Bus Conduct Report is signed and sent to the student's home. In this case, the student is brought to the principal as soon as possible. A conference is scheduled with the student, parent, and school representatives to rectify the situation to avoid additional bus issues.

If a student earns a **third write-up**, the consequence will be an automatic suspension off any route or shuttle bus for no less than 10 days and up to the rest of the school year, along with contacting parents. This suspension can be carried over to the following school year. A copy of a Bus Conduct Report is signed and sent to the student's home. In this case, the student is brought to the principal as soon as possible. A conference is scheduled with the student, parent, and school representatives to rectify the situation to avoid additional bus issues.

If a student is experiencing problems on the bus, parents should first talk to the driver. If no solution is reached, parents should contact the Principal. In the case that a parent is still not satisfied, the Superintendent can be contacted. It would be helpful to enter these conversations with several ways to solve the problem.

All students deserve a safe bus ride to and from school and school activities. Please understand that transportation is a service the district provides for students, but it is not a right. It is a privilege. School bus drivers, school officials, and families must maintain high levels of safety on buses. Again, consistency is the key. **The Administration does reserve the right to administer a stiffer consequence based on the student's actions, whether it is a first, second or third write-up.**

Dangerous Weapons

Weapons and other dangerous objects and look-alikes 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-alikes 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 a 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.

PBIS

We have implemented Positive Behavioral Interventions and Supports (PBIS) to emphasize and reward positive behaviors and establish consistency. From time to time it becomes necessary to provide consequences as a form of discipline for students who are referred to the office for violating school-wide behavioral expectations. We must keep WCV as safe (physically and emotionally) a place as possible for ALL. These referrals will most often result in parent contacts that will address the expectation that was not met by the student.

At West Central Valley Elementary, we focus on minimizing learning distractions, including negative behaviors, by following a continual process:

1. Identify an area/time of day/group of kids who are having difficulties.
2. Clarify as a staff, what the expectations are.
3. Teach and model for the students, the expectations.
4. Reinforce positive behaviors as students meet the set expectations.
5. Identify when a student(s) are not meeting expectations.
6. Provide additional instruction and support for students who are not meeting the expectations yet.
7. Monitor progress for the area/time of day/group of kids to make sure students are set up for success.

This process is ongoing and involves all areas of our school, including the hallways, lunchroom, restrooms, playground and classrooms. In addition to the cycle mentioned above, we celebrate exceptional student behavior and growth regularly, we encourage both individuals and classes to track their success and celebrate growth and we keep extensive data on student and class-wide behaviors to continually improve our PBIS work for our students. Our PBIS initiative is always expanding and evolving based on our students' needs.

Our student expectations through our PBIS program are:

- Be Safe
- Be Responsible
- Be Respectful

 WCV PBIS  WCV Parents' Guide to Positive Behavior Interventions and Supports
 Behavior Flowchart

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

In grades KG-5, progress reports will be given at the end of quarters 1 & 3. Report cards will be given out at the end of each semester. Because West Central Valley Elementary Schools use standards referenced grading, report cards will reflect student progress on standards and benchmarks assessed up to that point within the school year.

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.

Assignment Notebooks

In order to promote organizational skills, all fourth and fifth grade students will be required to maintain an assignment notebook. Parents may 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 a 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.

Student Literacy:

Each school district shall provide written notice to the parent or guardian of any student in kindergarten through grade six who is not reading proficiently of the student's level of reading or reading readiness. The written notice shall contain a description of the parent's or guardian's ability to request that the student be retained in the student's current grade level for the subsequent school year.

A school district shall not promote a student who is not reading proficiently to the next grade level, and shall retain the student in the student's current grade level for the subsequent school year, if the student's parent or guardian submits to the school district a request that the student be retained in the student's current grade level pursuant to subparagraph.

Concerns

If parents have a concern regarding a classroom and/or teacher situation in school, they are urged to first contact the teacher involved to discuss the problem and possible solutions. If the concern cannot be resolved at this level, the parents should then contact the principal. Concerns with coaches or activity sponsors should be addressed with the principal or athletic director.

If the parent still feels that the concern has not received proper consideration, further recourse is available through the office of the superintendent. Details for initiating such action may be obtained from the principal. **Additionally, if you have any questions or concerns you may refer to the [Iowa Department of Education's webpage](#) linked here regarding general steps that may be taken by parents, guardians, and community members. It is recommended that you pursue local remedies first by reaching out to the teacher or principal to begin the process.**

School Visitation

To provide for the safety of all students we ask that all visitors sign in at the office. Visitors will only be allowed to attend the school day with the permission from the administration.

Parents/guardians are always welcome to visit the school but must sign-in at the office.

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.

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

Breakfast served by school personnel is available daily for students in the cafeteria of your child's school. Breakfast is served from 7:50-8:15 a.m. Tardy time is 8:20 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 JMC by logging in to the parent portal of JMC from the schools website www.wcvwildcats.org . 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 in the JMC Parent Online Portal.

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 lunch and other items, including milk.

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 snacks. 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 JMC option offered on the district website. www.wcvwildcats.org

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 snacks. 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)

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 the activities, 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 a copy sent home.

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. Use of library materials is free except when a child is not responsible in handling and caring for the materials borrowed. In such cases 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.

MTSS Team

MTSS is a building Multi-Tiered Systems of Supports 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, 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.

Gifted and Talented Education

The TAG selection process includes grade level teams, the building leadership team, and administration. 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 have 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 FAST scores, classroom performance, teacher referral and classroom benchmarks and assessments. Title I teachers are fully certified and highly competent educational practitioners.

NON-DISCRIMINATION NOTICES

Annual Notice of Nondiscrimination

It is the policy of West Central Valley Community School District not to discriminate in its programs, activities, or employment on the basis of race, color, national origin, sex, disability, religion, creed, sexual orientation, age (for employment), and actual or potential family, parental, or marital status (for programs). West Central Valley Community School District offers career and technical education programs in the following service areas: Agriculture, Business, Family and Consumer Science, and Industrial Technology. If you have a question or complaint related to this policy, or for information about the district's grievance procedures, please contact Rusty Shockley, Superintendent of Schools, 3299 White Pole Road, 515-523-2187, rshockley@wcv.k12.ia.us or the Director of the Office for Civil Rights, U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, Telephone: (303) 844-5695 FAX: (303) 844-4303, TDD: (800) 877-8339, Email: OCR.Denver@ed.gov.

Continuous Notice of Nondiscrimination

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APPENDIX A - SCHOOL CALENDAR

2026-2027 West Central Valley School Calendar

Board Approved 3/11/2026



Summary of Calendar

Hours in classroom:

First Semester..... 564.75

Second Semester..... 537.75

Total Hours 1102.50

Calendar Legend

Begin / End

PT Conferences

1:30 PD Days

Full PD Days

Holidays

Vacation Days

PD = Professional Development

For Teachers & Staff

PT = Parent / Teacher

Full Day = 6.75 Student Hrs

1:30 Dismissal = 4.5 Student Hrs

Holidays

Labor Day – September 7

Thanksgiving Day – November 26

Christmas Day – December 25

New Year's Day – January 1

Memorial Day – May 31

Student Days - 178

Holidays - 5

Full PD Days - 6

Teacher Total - 189

August 2026					Student	
M	T	W	Th	F	Days	Hours
		12	13	14		
17	18	19	20	21		
24	25	26	27	28	5	31.50
31					6	38.75
September 2026						
	1	2	3	4	10	63.00
7	8	9	10	11	14	87.75
14	15	16	17	18	19	119.25
21	22	23	24	25	24	150.75
28	29	30			27	168.75
October 2026						
			1	2	29	182.25
5	6	7	8	9	34	213.75
12	13	14	15	16	39	245.25
19	20	21	22	23	44	267.75
26	27	28	29	30	49	299.25
November 2026						
2	3	4	5	6	54	330.75
9	10	11	12	13	59	362.25
16	17	18	19	20	64	393.75
23	24	25	26	27	66	407.25
30					67	414.00
December 2026						
	1	2	3	4	71	438.75
7	8	9	10	11	76	470.25
14	15	16	17	18	81	501.75
21	22	23	24	25	81	501.75
28	29	30	31			
January 2027						
				1	81	501.75
4	5	6	7	8	86	533.25
11	12	13	14	15	91	564.75
18	19	20	21	22	95	589.50
25	26	27	28	29	100	621.00
February 2027						
1	2	3	4	5	105	652.50
8	9	10	11	12	110	684.00
15	16	17	18	19	115	715.50
22	23	24	25	26	120	747.00
March 2027						
1	2	3	4	5	125	778.50
8	9	10	11	12	130	801.00
15	16	17	18	19		801.00
22	23	24	25	26	135	832.50
29	30	31			138	850.50
April 2027						
			1	2	140	864.00
5	6	7	8	9	145	895.50
12	13	14	15	16	150	927.00
19	20	21	22	23	155	958.50
26	27	28	29	30	160	990.00
May 2027						
3	4	5	6	7	165	1021.50
10	11	12	13	14	170	1053.00
17	18	19	20	21	175	1084.50
24	25	26	27	28	178	1102.50
31						

Aug 12-13 New Teachers PD
 Aug 17-20 All Teacher PD
 Aug 19 Back to School Night – 5-7 pm
 Aug 24 First Day of School

Sept 7 Labor Day (No School)
 Sept 8 Preschool Start Date
 Sept 18 Homecoming 12:30 Dismissal

Oct 22 PT Conferences (3-8 pm) 1:30 Dismissal
 Oct 23 PT Conferences (9:00-noon) – No School
 Oct 23 End of 1st Qtr (44 days)

Nov 25-27 Thanksgiving Break No School

Dec 21-31 Winter Break No School

Jan 1 Winter Break No School
 Jan 15 End 2nd Qtr & 1st Semester (47 / 91 days)
 Jan 18 PD – No School
 Jan 19 Begin 2nd Semester

Mar 11 PT Conferences (3-8 pm) 1:30 Dismissal
 Mar 12 PT Conferences (9:00-noon) – No School
 Mar 12 End of 3rd Qtr (39 / 130 days)
 Mar 15-19 Spring Break / No School

May 19 Seniors' Last Day
 May 23 Graduation 2:00 pm
 May 26 End 4th Qtr & 2nd Semester (48/178 days)
 May 26 Last Day of School 1:30 Dismissal
 May 27 Teacher Work Day – No Students
 May 31 Memorial Day

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 the body	5 days from onset of pox or until pox 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 Scarlatina 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 the start of antibiotic treatment