

***Rock Valley Elementary
Handbook***

A NOTE FROM THE PRINCIPAL

At Rock Valley Elementary we are looking forward to an exciting, productive 2016-2017 school year working with you and your child.

This handbook is designed to bring you informative facts about our school, its policies, and its rules. Please take a few minutes to go over the rules listed on the bottom of this page and on pages 2 and 3 with your child. As a parent, we know you are the most important influence on your child's school success, and we firmly believe that your child will receive the best education possible when all of us work as a team. I am looking forward to another great year for Rock Valley Elementary

Sincerely,
Don Ortman
Elementary Principal

HIGHLIGHTED HANDBOOK ITEMS

- **SCHOOL DAY:** Students who eat breakfast at school should not arrive until after 8:00 A.M. Students who eat breakfast at home should not arrive at school before 8:15 A.M.
- **STUDENTS should not walk through the high school for arrival or dismissal.**
- **BOOTS:** All students are to wear boots during snowy or wet weather. We recommend that students bring boots to school every day November – March.
- **PARKING:** No parking in the bus lane from 8 to 8:30 AM or 3:15 to 3:30 PM. Parents may pick up in the bus lane during the school day.
- **DISMISSAL** – Bus and walkers dismissal is 3:23 PM for elementary students and non bus students are dismissed at 3:28 PM.
- **SAFETY** – All guests will need to enter the building using the high school offices secured entrance between the hours of 8:30 AM to 11:30 AM and 12:30 to 3:30 PM.
- **WATERGUNS, CAP PISTOLS, TOY GUNS, POCKET KNIVES, etc.** are to be left at home. All such items brought into school will be taken and kept by the school. See page 9 Dangerous Weapons information.
- **Lice** and nits are discovered almost every week in our K-12 building, and about 5 percent of our total school population has to be treated each year. Students with lice will be sent home until they are treated.
- **Review general student rules listed on pages 1, 2, and 3 in this handbook with your child.**

FEEL FREE TO VISIT SCHOOL – Many parents and grandparents enjoy coming to school and having lunch with their child or grandchild. Please send advance word to the school when planning a school visit. Students may bring a friend to visit only for a one hour time period and with prior permission from the principal and classroom teacher.

STUDENT RULES

THE SCHOOL DAY – The first bell rings at 8:15 A.M. and the school day will start at 8:25 A.M. Students should not arrive at school before 8:15 A.M. Students who arrive before 8A.M. will need to sit in the lunchroom. Students who arrive before 7:40 A.M. will need to sign up and pay for daycare with Project Youth. The school day ends at 3:28 P.M.

- **No skateboards, roller skates, roller blades or scooters at school please.**
- **Do not rush in the hall, but do not play or waste time. Keep voices quiet.**
- **During school hours, no student is to leave the school grounds without permission from his/her teacher.**
- **The telephone is to be used for emergencies only. Arrangements should be made in advance for after school activities. Students who bring cell phones must keep them in their locker. Staff members may use their cell phones during the day for educational purposes.**
- **Birthday party invitations should not be announced in the classroom if the entire class is not invited. Invitations should be sent by mail stating time, place, transportation, and other details.**
- **Elementary students should always WALK inside and on the sidewalks outside the school building. Students who ride bikes to school are expected to walk with their bikes across the street and on the sidewalks around the school. Students are asked to cross the street at the intersections. Bicycles should be parked in the bicycle racks and no one is permitted to ride bike during recess or the noon hour.**
- **Students should not walk through the high school for arrival or dismissal.**
- **When school is dismissed, students are to walk to their bus. Children who live in town should go directly home.**
- **Students who do not normally ride a bus but wish to go home with a friend, or students who need to ride a different route than usual, are required to have written**

permission from a parent/guardian. The request should contain information such as: the date, destination, name of student, and signature of parent. The request should be shown to the classroom teacher and handed to the bus driver before departure from school.

- It is considered as part of the school day while students are on the bus. Activities should be conducted accordingly.
- Students may not take any food, books, toys, etc. from home outside for recess.
- Water guns, cap pistols, etc. are to be left at home. All such items brought into school will be taken and kept by the school.
- All children are to wear boots during snowy or wet weather.
- During the winter season, snowballing will not be permitted.
- Chewing gum is prohibited in the school building without permission.

STUDENT APPEARANCE - Clothing or other apparel promoting products which are illegal for use by minors such as alcohol, tobacco or drugs, or clothing displaying obscene material, profanity or reference to subversion are not appropriate. While the primary responsibility for appearance rests with the students and their parents, the administration reserves the right to judge what is proper and what is not.

CARE OF SCHOOL PROPERTY/VANDALISM - Students are expected to treat school property with care and respect. Students found to have deliberately damaged or destroyed school property will be required to reimburse the school district, and may be subject to additional discipline. In the discretion of the administration, such students may be turned over to local law enforcement officers.

EMERGENCY DRILLS - Emergency drills for fire, weather, and other disasters will be conducted periodically throughout the school year. There will be two drills for both tornado and fire in the spring and fall seasons.

STORM CLOSING - The Superintendent of Schools shall have the authority to close schools because of extreme weather or other emergency conditions for the length of time the emergency exists. Announcements regarding such closings will be made by the School Reach Phone System, Sioux Center radio stations - KSOU 93.9/KIHK 106.9, our web page and telephone system (476-2701 - Press 2). Parents or guardians are encouraged to listen to one of these radio stations if the weather forecast or conditions that possible closings.

*** School Reach Phone System – The first two contact numbers that you provided to school will be the numbers called when there are late starts, early outs or school cancelations. If your phone numbers have changed, please make sure and let the school office know.**

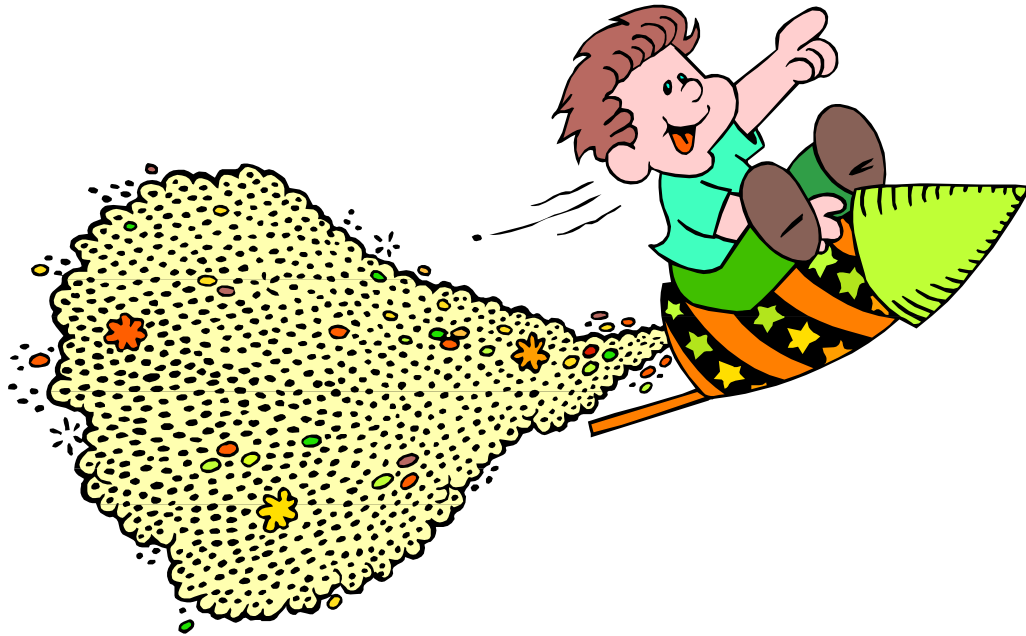
HOT LUNCH (Milk is included in the price for lunch)/MILK TIME - A hot, well-balanced meal with one carton of milk is available each day in our lunchroom. A mid-morning or afternoon milk break is taken by students in grades Preschool - 1 at a fee of \$7.00 per month. A breakfast program is also available to those students who wish to eat breakfast at school. Costs are reviewed and determined each year by the Board of Education. Free/ Reduced applications are available at registration or upon request at any time during the school year.

PHYSICAL EDUCATION - P.E. is offered to all students, and all 5th grade students will need to bring a change of clothes for P.E. It is requested that ALL students, K-5, bring a clean pair of shoes to wear for physical education class and leave them at school. These shoes do not need to be new, just cleaned and no longer worn as street shoes. This will keep small stones and dirt off the gym floor, preventing accidents and extending the life of the finish on the gym floor.

ACTIVITY TICKETS - Activity tickets can be purchased for admission to home events. Home events include the Boyden-Hull/Rock Valley shared sports games played in Hull or Boyden, such as softball and football. These tickets may be purchased at registration or during the school year for both students and adults. There is no charge for Jr. High or Jr. Varsity events. Elementary students should be supervised by an adult when attending school activities.

INSURANCE - Twenty-four hour school time health and dental insurance is available for those wishing to purchase it at registration.

LOST AND FOUND - Money, jewelry or other articles of value should not be left in desks, coats or lockers. Names or initials should be placed in articles of clothing whenever possible. Lost and Found Items not claimed will be donated to charitable organizations at the end of each semester.



INFORMATION FROM THE SCHOOL NURSE...

Colds and the flu are most common during the winter months when people are in close quarters with poor outdoor air circulation. Colds and flu are not caused from cold weather, getting wet or chilled, or becoming overheated. These things, along with stress, allergies, poor nutrition, and fatigue from lack of sleep can make one more susceptible to viruses that cause colds and flu. We can increase our immunity to colds and flu by washing our hands regularly, eating diets high in fiber on a daily basis, avoiding extreme fatigue, controlling emotional stress, maintaining good personal hygiene, and avoiding cold, wet weather without adequate clothing. The outside, fresh air is good for us along with the exercise. We all need a break from the dry, un-circulated inside air. Children will be allowed to stay in with a note from their parents/guardians. However, a note from a physician or consultation with our school nurse will be needed for any child who needs to stay in for more than one day. If your child has a temperature of 100 degrees Fahrenheit or higher they should not be in school. Children need to be fever free for 24 hours before returning to school.

WEATHER/RECESS INFORMATION

Indoor recess for the entire school is based on temperature, wind chill, current outdoor elements, etc. Please be assured this decision is made based on the safety and health of all children. Please contact Mr. Ortman with any questions or concerns.

MEDICATIONS...

We do not encourage medication to be given at school. Most medications can be arranged to be given at home. If the child is to receive a medication three times a day, one dose could be given before the child leaves home, one dose right after he comes home from school and one dose before bedtime. It would be best to ask your physician to see if this routine would be possible. **ONLY** when this is not possible will we be giving medication at school. Then the following steps should be taken:

1. Send medication in the prescription bottle only. The bottle **MUST** contain the child's name (not the name of brothers or sisters), the name of the medication, dosage and number of times to be given, the prescription number and the other usual information on a prescription.
2. No over the counter medication such as aspirins, cough medicine, cold tablets will be given without consent of a parent. Do not send any medication in an envelope or plastic bag as it will not be given at school without proper identification.
3. If medication **MUST** be given at school, you must have a form completed before the medication will be given, **OR** a permission note that is dated with the name of your child, name of the medication, the time to be given and your signature. You will need one of these for each medication. If the above steps are not followed, the medication will not be given.
4. If you do not want medication such as Tylenol or Ibuprofen administered to your child at school, please send the school a written notice to keep on file.

NOTICES FROM THE BOARD

STATEMENT OF NON-DISCRIMINATION - It is the policy of the Rock Valley Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Pearl Gibbons, Counselor, 1712 20th Ave. Rock Valley IA 51247, 712-476-2701, pgibbons@rvcsd.org.

EQUAL EMPLOYMENT OPPORTUNITY & AFFIRMATIVE ACTION - The district shall provide equal opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity and Affirmative Action laws, directives and regulations of federal, state and local governing bodies and agencies. Any person having inquiries should contact: Mr. Chad Janzen the RVCSD superintendent at (712)-476-2701.

BULLYING, INTIATIONS, HAZING OR HARASSMENT - Bullying, harassment and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. For the purpose of this policy, “bullying” means any physical, verbal, written or electronic conduct directed toward a student that is so severe, pervasive or objectively offensive that it:

- Has the purpose of effecting or creating an intimidating, hostile or offensive academic environment;
- Has the purpose or effect of substantially or unreasonably interfering with a student’s academic performance which deprives the student access to educational opportunities.

Bullying may include, but is not limited to the following behaviors and circumstances:

- Verbal, nonverbal, physical harassment, hazing, or other victimization that has the purpose of causing injury, discomfort, fear or suffering to the victim.
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim.
- Implied or explicit threats concerning grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim.
- Demeaning jokes, stories, rumors or activities directed at a student that have the purpose or effect of causing injury, discomfort, fear or suffering to the victim.
- Unreasonable interference with a student’s performance or creation of an intimidating, offensive or hostile learning environment.

An individual who feels they have been the victim of bully/harassment, as defined above, should immediately report the alleged acts. At the time the report is made, the district may request any evidence of the alleged bullying, including, but not limited to, letters, tapes, pictures or electronic communication devices. The district will ask the individual making the report to do the following:

- write down exactly what happened
- what, when and where it happened;
- who was involved;
- exactly what was said or what the harasser did;
- witnesses to the harassment;

- how the student felt;
- how the harasser responded.

SEXUAL HARASSMENT - Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment on the basis of race, national origin, marital status, color, creed, religion, gender, age, disability, sexual orientation, gender identity, or socioeconomic status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of the student's participation in school programs or activities;
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student;
- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile working or learning environment.

Sexual harassment includes, but it not limited to:

- Verbal, physical or written harassment or abuse.
- Pressure for sexual activity.
- Repeated remarks to a person with sexual or demeaning implications.
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment based upon factors other than sex includes, but is not limited to:

- Verbal, physical or written harassment or abuse.
- Repeated remarks of a demeaning nature.
- Implied or explicit threats concerning one's grades, job, etc.
- Demeaning jokes, stories or activities.

Upon receipt of a written or verbal report, an Administrator shall be responsible for reasonably and promptly conducting an investigation to determine whether an alleged act constitutes a violation of this policy. The investigation may consist of interviews with individuals named in the report and any others who may have knowledge of the alleged incident. In addition, the Administrator may take immediate steps to protect students and employees pending completion of an investigation. The District prohibits retaliation against any person, who, in good faith, makes a report of alleged bullying/harassment, or testifies, assists, or participates in any investigation related to a report of bullying/harassment.

These policies are in effect while students are on property within the jurisdiction of the board; while students are in school-owned or school-operated vehicles; while students

are attending or engaged in school-sponsored activities; and while students are away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district. The school district has the authority to report students violating this rule to law enforcement officials.

Any individual found to have violated this policy will be subject to discipline consistent with district policy. The District will take action it deems necessary and appropriate, up to and including expulsion, dismissal or appropriate sanction determined and imposed by the Administration or the Board.

GENERAL INFORMATION

ENTERANCE /ADMISSION REQUIREMENTS - Children wishing to enroll in kindergarten must be at least five (5) years of age on or before the fifteenth day of September 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 at 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.

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 prior school district. If the student is unable to provide the superintendent with proof of the student's grade level or permanent records, the superintendent will make the grade level determination.

RELEASE DURING SCHOOL HOURS - Students will be allowed to leave school grounds during school hours only with prior authorization from their parents. Approved reasons for a student leaving school during the school day include illness, family emergencies, medical appointments, religious instruction, classes off school grounds, employment for which the student has been issued a work permit, and other reasons approved by the administration.

ATTENDANCE/ABSENCES - It is the educational philosophy of the Rock Valley Community School District that regular attendance by all students at school is essential and can not be duplicated by other methods. Students are unable to obtain the maximum opportunities from the educational program offered without attendance at scheduled classes and activities. Consequently, the Board of Directors, the Administrators and the Staff of the Rock Valley Community School District expect that students shall be in attendance at scheduled classes and activities for one-hundred and eighty (180) days per academic year.

The only exception to the attendance rule of one-hundred and eighty (180) days would be a bona fide emergency, such as illness of the student or a death or serious illness in the immediate family. Two other reasons for which an excused absence may be granted shall be authorized religious holidays and school-sponsored or approved activities. All absences must be recognized and excused by the principal of the student attendance center. At the discretion of the principal, a physician's note verifying the illness and the necessity for the absence from school may be required. For the purposes of this regulation, immediate family shall include mother, father, sibling, step-mother, step-father, step-sibling, Grandparents, aunts, uncles or any other adult residing in the immediate household.

If a student knows in advance that he/she will be missing (i.e.: family related activities, state tournaments) he/she will be expected to bring notification from home and complete the work before leaving. Students who fail to follow this policy will be subject to making up all time missed plus complete all make-up work. Students whose absences are approved shall make up work missed and receive full credit for the missed school work, provided the proper procedures have been followed. It shall be the responsibilities of the student to initiate a procedure with the student's teacher to complete the work missed.

DANGEROUS WEAPONS – School district facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be confiscated from students and others who bring them onto the school district property, and will be reported to the parents of students found to possess them. Students bringing a dangerous weapon to school or knowingly possessing a dangerous weapon shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion be modified for a student on a case-by-case basis. A “dangerous weapon” is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed.

STUDENT FEE WAIVER & REDUCTION PROCEDURES – The Board recognizes that while certain fees charged students are appropriate and authorized, certain

students and their families are not financially able to pay the fees. The school district will grant either full or partial waivers depending upon the circumstances and the student or student's parents' ability to meet the financial criteria. Students whose families meet the income guidelines for free and reduced price meals under the Child Nutrition program, Family Investment Program (FIP), Supplemental Security Income (SSI), or transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Application forms are provided at registration, or at the district offices. Applications may be made at any time, but must be renewed annually.

FIELD TRIPS - The principal must give prior authorization for all field trips and/or excursions. Written parental permission will be required prior to the student's participation in a field trip or excursion outside of the school district.

REPORTING SYSTEM - A system of student reporting practices has been established by the Board of Directors to inform parents of the progress made by their children, to bring parents into closer understanding of the work of the school, to record for pupils their growth or achievement, to assist pupils in evaluating their growth or achievement, and to assist the pupil, his/her parents, and the school in working cooperatively for the welfare of the pupil. The school reporting periods are trimesters. Report cards will be sent home each trimester and need to be returned to school. There will be individual parent-teacher conferences after the first and second trimester.

VIDEO TAPING STATEMENT - As part of teacher professional development, classrooms may be videotaped throughout the school year. The purpose of these video sessions will be to work on professional growth as teachers and to build a video library of teaching sessions to use as examples for future and current teachers. These video sessions will not be used in any way for the purposes of student progress or student discipline (unless unlawful activity is evident). By signing the handbook you are granting permission to the district to record classroom sessions while your child is in attendance.

STUDENT RECORDS - An accurate record shall be maintained for all students attending this school district. Records of a student shall be reasonably accessible to parents and/or legal guardians of that student or to the student if of legal age or older. Student records shall remain confidential.

INSPECTIONS AND SEARCHES - Although school lockers are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has reasonable and valid interests in insuring that lockers are properly maintained. For this reason, a periodic inspection of lockers is permissible to check for cleanliness and vandalism. Periodic inspections of all or a random selection of lockers may be conducted by school officials.

COMMUNICABLE DISEASES - Students with a communicable disease will be allowed to attend school as long as they are physically able to do so and so long as their presence does not create a substantial risk of transmission of the illness or other harm to the students or the employees. The term "communicable disease" means an infectious or contagious disease spread from person to person, as defined by the State Department of Health. Once the administration, in conjunction with the school nurse, decides that the student's condition poses a health threat to other students, the student will be excluded from school for the duration of the period of contagion. The health risk to an immune-depressed student attending school shall be determined by their personal physician. The health risk to others in the school environment from the presence of a student with a communicable disease shall be determined on a case by case review/study by public health officials. Since there may be greater risks of transmission of a communicable disease for some persons with certain conditions than for other persons infected with the same disease, these special conditions, the risk of transmission of the disease, the effect upon the educational program, the effect upon the student and other factors deemed relevant by public health officials or the superintendent shall be considered in assessing the student's continued attendance at school. The superintendent may require medical evidence that students with a communicable disease are able to attend school. In order to prevent the spread of communicable diseases, parents should use their good judgment in keeping sick children home from school. When the administration has knowledge of the presence of a communicable disease, the State Department of Health may be notified.

ILLNESS AND INJURY - If a student becomes ill or is injured at school, the student's parents will be notified as soon as possible. Emergency or minor first aid may be administered if a person competent to do so is available. This would include administration of medications such as Tylenol, ibuprofen, cough drops and antacids, wound dressings, or applying topical ointment for itching. In any event, ill or injured students will be turned over to the care of the student's parents or qualified medical personnel as quickly as possible. Every year parents will be asked to complete an emergency medical form providing necessary information to be used in the case of an illness or injury. Injuries shall be reported and within 24 hours a "Preliminary Accident Report" will be filed in the principal's office.

BUS RIDING - The Rock Valley Community School District Board of Education has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses, in an effort to maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may

request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.

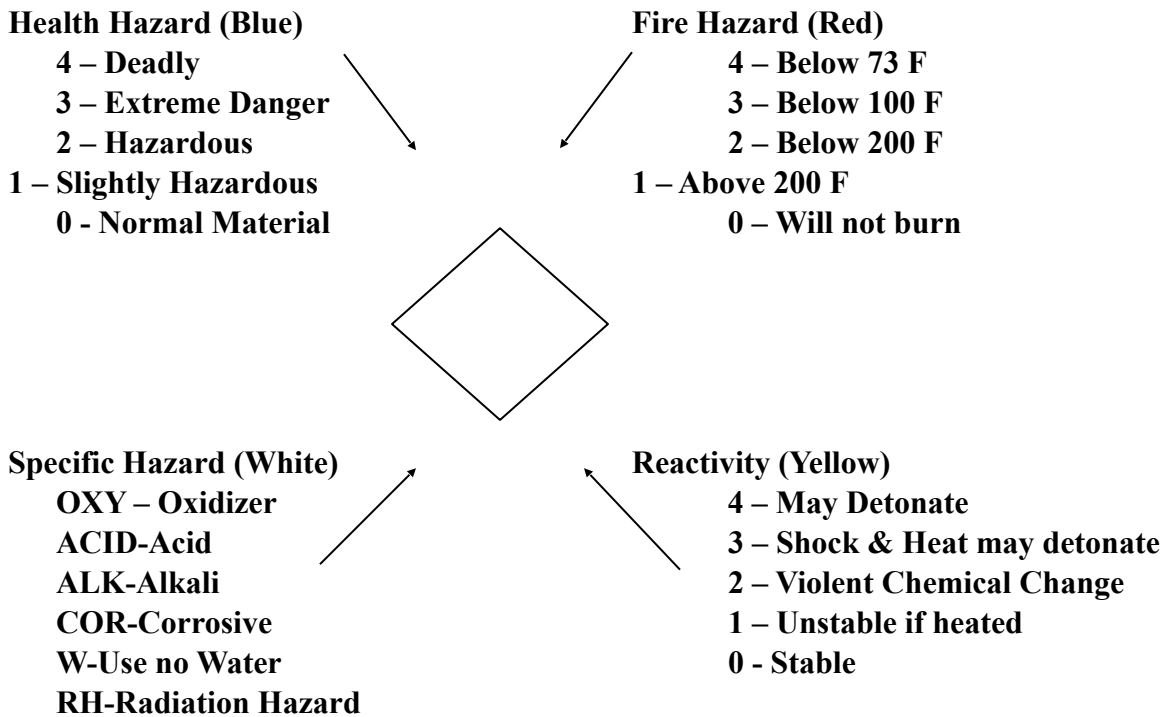
REQUIRED NOTICES...

DRUG FREE WORK PLACE: The Rock Valley Board of Education has adopted a policy related to maintaining a drug free work place. All employees are informed about the dangers of drug abuse in the work place. Employees are also made aware of available drug counseling, rehabilitation, and employee assistance programs, and penalties that may be imposed upon employees for drug abuse violations occurring in the work place.

INVESTIGATORS FOR ALLEGATIONS OF ABUSE OF STUDENTS: The Iowa Legislature has required all schools in the State of Iowa to adopt a uniform procedure for investigating allegations of abuse of students. In response to a statutory directive, the Department of Education, in consultation with the Department of Human Services, has established administrative rules and a Model Policy for adoption by public school boards and authorities in charge of nonpublic schools. Level I Investigator; Stephanie Groeneweg (712) 476-2701.

RIGHT TO KNOW LAW: Hazardous Chemicals in Our Buildings: Every school district has been required since 1986 to have a written program, addressing components related to the use and storage of hazardous chemicals. These components are used to raise the public awareness of workers, employees and students about hazardous chemicals in the work place, and for emergency response personnel in an emergency. All areas where hazardous chemicals are stored are posted with signs which will indicate the type of hazard that is present. These signs are diamond shaped with four different colored divisions, each division representing a particular hazard. A number

(0-4) placed within each of the divisions indicates the degree of the hazard. The higher the number the greater the hazard. Following is an example of a sign, which explains each division.



ASBESTOS: Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA) requires schools to determine the extent of asbestos containing materials in their building. It is also mandated that each school district formulates an asbestos management plan for the identified asbestos in each building. This plan includes procedures for training employees in using precaution designed to minimize the disturbance of the asbestos that

remains in our buildings and plans for regular surveillance of that asbestos. The Rock Valley Community School District has developed an asbestos management plan, and conducts regular six-month inspections, which are available for review. If you wish to review these plans contact Superintendent Chad Janzen at (712) 476-2701.

NO CHILD LEFT BEHIND REQUIREMENT PARENTS'/GUARDIANS' RIGHTS NOTIFICATION: Parents/Guardians in the Rock Valley Community School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/graduate certification/degree. You may also request the qualifications of an instructional paraprofessional who serves your student in a Title I program or if your school operates a school wide Title I program. Parents/Guardians may request this information from the Office of Superintendent by calling 712 476-2701 or by sending a letter of request to the Office of the Superintendent, 1712 20th Avenue, Rock Valley, IA 51247.

The Rock Valley Community School District ensures that parents will be notified in writing if their child has been assigned, or has been taught by a teacher for four or more consecutive weeks by a teacher who is not considered highly qualified.