

Nodaway Valley Community School District

2024-2025

Student Handbook

Grades PK-5



TABLE OF CONTENTS

OPENING STATEMENT

Welcome.....	1
Beliefs.....	1
Mission	1
Student Learning Goals	1
School Song, Colors, and Mascot	2
Jurisdictional Statement and Behavior Expectations Statement	2
Definitions.....	3
Equal Education Opportunity.....	3
Notice of Discrimination	3
Homeless Children and Youth.....	3
Notice of General Education Interventions.....	4
School Fees.....	4
Fines, Fees, and Charges.....	4
Emergency Forms.....	5

STUDENT ATTENDANCE

School Day	5
Morning Drop Off and After School Pick-Up At School	6
Change In After-School Routine.....	6
Student Attendance Policy.....	6
Student Attendance	7
Compulsory Attendance.....	8
Inclement Weather.....	9

STUDENT ACADEMIC ACHIEVEMENT

Report Cards/Conferences.....	9
Homework/Practice.....	10
Cheating/Plagiarism.....	10
Standardized Tests and Other Performance Assessments.....	10
Title I Compact.....	10
Student Assistance Team.....	11
Human Growth and Development.....	13
English Language Learner.....	13

STUDENT HEALTH, WELL-BEING AND SAFETY

Immunization.....	13
Physical Examinations.....	13
Emergency Drills.....	13
Administration of Medication.....	13
Student Illness or Injury at School.....	14
Student Insurance.....	14
Hawk-I Insurance for Children.....	14
Communication and Infectious Diseases.....	14
Health Screening.....	15
Sexual Abuse and Harassment of Students by Employees.....	15
Physical Restraint of Students.....	15

Asbestos Notification.....	16
STUDENT ACTIVITIES	
Assemblies.....	16
Field Trips.....	16
School Sponsored Student Organizations.....	16
Activity Bus.....	17
Student Funds and Fund Raising.....	17
Use of School District Facilities by Student Organizations.....	17
STUDENT RIGHTS AND RESPONSIBILITIES	
Student Conduct and School Discipline.....	17
Nodaway Valley Elementary Building-Wide Expectations.....	17
Discipline Statement of Disciplinary Philosophy.....	18
Office Referrals.....	18
Disciplinary Tools.....	18
Detention.....	19
In-School/Out-of-School Suspension.....	19
Expulsion.....	19
Threats of Violence.....	20
Illegal Items Found in School or in Student's' Possession.....	20
Student Searches.....	21
Student Lockers and Desks.....	21
Recess and Playground Expectations.....	22
Electronic Devices.....	22
Internet and Technology.....	23
Dress Code.....	24
Care of School Property.....	24
Items Not Allowed at School or in the Classroom.....	25
Dual Enrollment Students.....	25
Posting of Information.....	25
Initiations, Hazing or Harassment.....	25
Procedure for Reporting Harassment.....	26
Student/Parent Reports of Concern Procedure.....	26
Student Publications.....	27
Educational Records.....	27
Request for Duplicate Reports Cards and Other Education Items.....	28
Release of Information.....	29
Transportation/School Bus Rules.....	29
MISCELLANEOUS	
Communications To and From School.....	30
Telephone Use During the School Day.....	30
Bikes.....	30
Money To School.....	31
Labeling Student Clothing.....	31
School Observances.....	31
Movie Policy.....	31
Invitations to Parties.....	32
Sharing Time.....	32
Student Classroom Placement.....	32
School Announcements.....	33

Visitors/Guests.....	33
Legal Status of Students.....	33
Cafeteria.....	33
Breakfast	34
Citizenship.....	34
Inspection of Educational Materials.....	34
Title I Parent Rights Notification.....	34
Open Enrollment	35
Water Bottles	35
Closing Statement	35

Preschool Information

Home Visits.....	35
Supplies/Labeling Clothes.....	35
Supervision of Students.....	36
Preschool Discipline Plan.....	36
General Building Security.....	36
School Arrival/School Dismissal.....	37
Preschool Daily Schedule	37
Breakfast and Lunch.....	37
Large Motor Skills (Recess).....	37
Assessments	38
Bus Information	38
Teeth Brushing	38
Field Trips.....	38

EXHIBITS

A: Acceptable Use Policy.....	39
B: Request to Use School Facilities and Equipment.....	42
C: Fundraising Proposal Worksheet.....	43
D: Anti-Bullying-Harassment.....	44
E: Anti-Bullying/Harassment Investigation Procedures.....	47
F: Anti-Bullying/Harassment Complaint Form.....	49
G: Anti-Bullying/Harassment Witness Disclosure Form.....	50
H: Disposition of Anti-Bullying/Harassment Complaint Form.....	51
I: Parent Authorization for Administration of Medication.....	52
J: Search and Seizure Regulation.....	53

The most current copy of this handbook can be found on the Nodaway Valley homepage.

NODAWAY VALLEY COMMUNITY SCHOOL DISTRICT**OPENING STATEMENT****WELCOME:**

Students, parents, teachers, administrators, school board members, and citizens of the Nodaway Valley Community School District all have a vested interest in the operation of the school. The effectiveness of the schools in fulfilling their mission depends upon each individual assuming his/her responsibilities. The challenges facing schools and their students today are many. If we are going to make our mission and vision statements a reality, each of us must personally commit his/her maximum effort to establishing a positive and cooperative learning environment. The policies set forth in this Student/Parent Handbook are in effect 12 months a year and are designed to assist each member of the school community to function appropriately within the framework of the educational system of the Nodaway Valley Community School Districts.

NODAWAY VALLEY BELIEFS:

We believe...

- that everyone has value as a person and a learner
- in respect for self and others in the school and community.
- all members of the school and community have the potential to learn
- that a variety of learning experiences and styles is essential for success
- learning is a lifelong experience
- positive influences enhance learning
- the district must take responsibility to reach and challenge all students

NODAWAY VALLEY MISSION:

The mission of Nodaway Valley Community School District is to prepare all students for productive, successful lives beyond school through a balanced curriculum, activities, community experiences, global awareness, high expectations, and interaction between students, parents, school staff, and the community.

NODAWAY VALLEY STUDENT LEARNING GOALS:

All Nodaway Valley students will...

- effectively communicate in a variety of ways, including speaking, writing, technology, the arts, etc.
- effectively use available resources and skills (reading, writing, mathematics, science, technology, the arts, etc.) to create innovative solutions to solve complex problems and make reasonable decisions.
- demonstrate the ability to be respectful, responsible, and productive citizens of the community, to effectively prioritize and organize tasks to reach a common goal, and to remain lifelong learners.

SCHOOL SONG, COLORS AND MASCOT

Hail our Wolverines, we're ever loyal
 Showing strength and unity.
 As we rise, we firmly stand behind you
 Urge you on to victory
 Rah! Rah! Rah!
 As you lead us on to fame and honor,
 Fight! Fight! Fight! Will be our cry.
 So give us a yell
 Ho! The silver and purple victory for NV High.

The official colors of the school are purple, black, and silver. The school mascot is a Wolverine.

JURISDICTIONAL AND BEHAVIORAL EXPECTATIONS 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 their 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 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 extracurricular activities, whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules, and regulations. Students who fail to abide by the school district's policies, rules, and regulations may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary means 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 Principal's office for information about the current enforcement of the policies, rules, or regulations of the school district.

DEFINITIONS

In this handbook, the word “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. The term “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. The term “school facilities” includes school district buildings and vehicles. The term “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.

EQUAL EDUCATION OPPORTUNITY (Board Policy 102)

The board will not discriminate in its educational activities on the basis of race, color, national origin, creed, socio-economic status, religion, sex, disability, sexual orientation, gender identity, or marital status.

The board requires all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules, and regulations pertaining to contract compliance and equal opportunity.

The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, national origin, creed, socio-economic status, religion, sex, marital status, sexual orientation, gender identity, or disability. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm, and harassment.

NOTICE OF DISCRIMINATION

It is the policy of the Nodaway 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: Elementary Principal James Larson, Nodaway Valley Community School District, 324 NW Second Street, Greenfield, IA 50849, Phone: 641-743-6136 Email: james.larson@nodawayvalley.org. This individual has been designated by the District to coordinate the District's efforts to comply with federal and/or state non-discrimination laws.

HOMELESS CHILDREN AND YOUTH (see also Board Policy 501.16)

Students who experience homelessness must have access to educational services for which they are eligible, including Special Education programs, English Language Learners programs, Gifted and Talented Programs, Voc./Tech. Programs, and School Nutrition Programs. For more information on the rights of and services available to children and youth experiencing homelessness, please contact Mr. James Larson, 641-630-1042, james.larson@nodawayvalley.org

NOTICE OF GENERAL EDUCATION INTERVENTIONS

As part of its general education programming, Nodaway Valley provides “general education interventions” to any and all students who require them. These interventions are provided in an attempt to assist your child in being as successful as possible in school. Professionals from the Green Hills Area Education Agency who serve our district assist in developing and implementing these interventions. These professionals work collaboratively with your child’s teacher to resolve difficulties your child is experiencing.

SCHOOL FEES

The school district charges fees for certain items, books, lockers, classroom materials, and class dues. Parents/guardians and students who have concerns about the fees should contact the principal.

	Fee	Partially Waived Fee
Book Rent	\$30.00	\$12.00
Student Planner (Grades 4-8)	\$5.00	\$2.00
Activity Ticket (K-12) not required	\$50.00	
Adult Activity Ticket (not required)	\$75.00	
Lunch Fees (PreK-5)	\$2.65 single meal	\$0.40
Lunch Fees (Adult)	\$5.00 single meal	
Main Dish A La Carte	\$2.00	
Breakfast Fees (PreK-5)	\$1.85 single meal	\$0.30
Breakfast Fees (Adults)	\$2.75 single meal	
Breakfast Main Dish A La Carte	\$1.70	
Milk	\$0.50	
Preschool Tuition	\$150.00/month	

FINES, FEES, CHARGES (Board Policy 503.03)

The board believes students should respect school district property and assist in preservation for future use by others. Students may be assessed fines, charges, or fees for the materials needed in a course, for overdue school materials, for participating in activities, or for misuse of school property.

The superintendent shall inform the board of the dollar amount to be charged to students or others for fines, charges, or fees annually. Parents of students meeting specific financial eligibility standards will be eligible for a waiver or a reduction of student fees. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Student Fee Waiver and Reduction Procedures (Board Policy 503.03R1)

The board recognizes that while certain fees charged to 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 waivers, partial waivers, or temporary waivers, depending upon the circumstance and the student or student’s parents’ ability to meet the criteria.

Waivers

Full Waivers - a student will be granted a full waiver of fee charges by the school district if the student or student’s parents meet the financial eligibility criteria for free meals under the Child Nutrition program, Family Investment Program, Supplemental Security Income guidelines, or transportation assistance under open enrollment. Students in foster care are also eligible for full waivers.

Partial Waivers - a student will be granted a partial waiver of fees charged by the school district, if the student or the student's parents meet the financial eligibility criteria for reduced price meals offered under the Child Nutrition program. (A partial waiver shall be based on the same percentage as the reduced price meals or 40%.)

Temporary Waivers - a student may be eligible for a temporary waiver of fee charges by the district in the event the student's parents are facing financial difficulty. Temporary waivers may be applied for at any time throughout the school year and shall not extend beyond the end of the school year.

Application - Parents or students eligible for a fee waiver shall make an application on the form provided by the school district. Applications may be made at any time but must be renewed annually.

Confidentiality - The school district will treat the application and application process as any other student record, and student confidentiality and access provisions will be followed.

Appeals - Denials of a waiver may be appealed to the Superintendent of Schools.

Fines or charges assessed for damage or loss to school property are not fees and will not be waived.

Notice - the school district will annually notify parents and students of the waiver. The following information will be included in registration materials and printed in the **parent handbook /student handbook**.

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

EMERGENCY FORMS

At the beginning of each school year, during registration, 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 student to an alternate person in the event the parents cannot be reached. Parents must notify the office if the information on the emergency form changes during the school year.

STUDENT ATTENDANCE

SCHOOL DAY

School Arrival

7:50 AM	Students may enter the building and go to breakfast or the gym
8:10 AM	Students are dismissed to their classrooms
8:25 AM	School begins

School Dismissal

Students being picked up	M,T,Th,F	Wednesday
Fontanelle/Bridgewater Bus	3:10 PM	2:10 PM
Greenfield and Country Bus and Greenfield Walkers/Bike Riders	3:20 PM	2:20 PM
	3:30 PM	2:30 PM

Students are considered tardy if they arrive after 8:25 AM unless they come on the late bus.
 There is no preschool on Fridays
 There will be a one-hour early out every Wednesday for staff PD.

Students should not be dropped off at the Elementary School before 7:45 a.m. Supervision inside and outside of the building is not available until this time. All students walking or getting dropped off in the morning need to enter the building through the main entrance. This is to make sure that no students are in the building unattended by an elementary staff member.

MORNING DROP-OFF AND AFTER-SCHOOL PICK-UP AT SCHOOL

Parents dropping off students in the morning should park in the North parking lot or on the street to the East of the elementary building.

Please do not park in front of the school in the morning from 7:40 a.m. through 8:20 a.m.

Parents wishing to pick their children up after school must use the car line. Students being picked up will be dismissed at 3:10. Drivers need to stay in their vehicles. NV staff will assist students in entering vehicles on the passenger side.

Please do not park in front or east of the school from 3:00-3:40. If you need to enter the building, please park in the parking lots north or west of the school.

CHANGE IN AFTER-SCHOOL ROUTINE

Parents need to contact the office or classroom teacher for a change in the after-school routine. Students will have to follow the normal procedure without parental permission. Communication of a changed routine may be sent ahead of time for planned absences such as doctor appointments, etc.

Students may be released to either parent/guardian provided there is no custody order from a court forbidding custody by a named parent/guardian. If you wish to arrange for another person to take care of your child in the event illness occurs when you are not at home, please make a note of it on the emergency notification sheet when you register your child for school, or you may call the office or send a note.

STUDENT ATTENDANCE POLICY (see Iowa Code 299, also Board Policy 501.03, 501.09)

IOWA CODE 299.1 ATTENDANCE REQUIREMENTS. Except as provided in section 299.2, the parent, guardian, or legal or actual custodian of a child who is of compulsory attendance age, shall cause the child to attend some public school, an accredited nonpublic school, or competent private instruction in accordance with the provisions of chapter 299A, during a school year, as defined under section 279.10. The board of directors of a public school district or the governing body of an accredited nonpublic school shall set the number of days of required attendance for the schools under its control. The board of directors of a public or the governing body of an accredited nonpublic school may, by resolution, require attendance for the entire time when the schools are in session in any school year and adopt a policy or rules relating to the reasons considered to be valid or acceptable excuses for absence from school.

IOWA CODE 299.8 "TRUANT" DEFINED. Any child of compulsory attendance age who fails to attend school as provided in this chapter, or as required by the school board's or school

governing body's attendance policy, or who fails to attend competent private instruction under chapter 299A, without reasonable excuse for the absence, shall be deemed to be a truant . . .

STUDENT ATTENDANCE (see also Board Policy 501.09)

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Regular attendance and preparation for class help students in school as well as prepares them for future educational experiences.

Students who know they will be absent must notify the office prior to the absence with a written note or phone call. If advance notification is not possible, parents should notify the office by phone before 9:00 a.m. If notification is not received, the office attempts to contact the parents. If notification does not occur, students must bring a note from their parents or parents must call the school stating the reason for absenteeism within two days of absence. An admit slip is issued to the student from the office and is given to the classroom teacher.

It is important to note that the determination of whether an absence is excused or unexcused is the responsibility of the school district and its administration. While parental knowledge is important, it does not automatically make an absence from school excused. The school determines whether an absence is **excused** or **unexcused**. Truancy is the act of being absent from school or an assigned class or classes without school permission or approved reason.

Excused absences include, but are not limited to:

- Illness, family emergency, recognized religious observances, school activities, medical appointments, and transportation issues.

Unexcused absences include, but are not limited to:

- Shopping, hunting, concerts, oversleeping, preparation, or participation in parties or other celebrations.

Students who need to leave school during the school day must have their parents/guardians sign them out in the office in order to leave. Students who return to school or arrive after the school day has begun must check in with the office with a parent to sign in. Students are not released to anyone other than those listed on the registration form during the school day unless the office has been notified by the parent.

Students are responsible for making up school work that is missed during absences. 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. Students have two school days to make up schoolwork for each absence upon their return. The time allowed for make-up work may be extended at the discretion of the classroom teacher.

Parents making a request to pick up make-up from school should contact the school by noon to allow sufficient time for teachers to collect materials.

IF AN ATTENDANCE PROBLEM OCCURS, THE FOLLOWING STEPS WILL BE TAKEN:

1. The school will attempt to notify the parents by telephone and or letter.
2. If the attendance problem continues, a phone conference and/or meeting may be arranged with the parents. The purpose of the conference will be to develop a plan to remedy the problem, which may include a request for a note from the doctor.
3. If the attendance problem persists, the principal may arrange a conference with the parents, and one or all of the following alternatives, but not limited to, may be utilized: make-up time missed from school, attend summer school, if available, legal authorities are notified and possibly being dropped from school for lack of attendance.

COMPULSORY ATTENDANCE (Board Policy 501.03)

Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, shall have the children attend the school district at the attendance center designated by the board. Students shall attend school the number of days is in session in accordance with the school calendar. Students of compulsory attendance age shall attend school a minimum of 180 days or 1080 hours. Students not attending the minimum days must be exempted by this policy as listed below or, for students in grades 7-12, referred to the county attorney or, for students in grades K-6, referred to the Attendance Cooperation process. Exceptions to this policy include children who:

- have completed the requirements for graduation in an accredited school or
- are attending religious services or receiving religious instruction;
- are attending an approved or probation ally approved private college
- are attending an accredited nonpublic school; or
- are receiving competent private instruction.

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

The principal or designee shall investigate the cause for a student's truancy. If the principal/designee is unable to secure the truant student's attendance, the principal/designee shall discuss the next step with the school board. If, after the school board's action, the student is still truant, the principal/designee shall refer the matter to the county attorney for students in grades 7-12. Truant students who have not yet completed sixth grade will be subject to the Attendance Cooperation Process outlined in the supporting administrative regulation. The school will participate in mediation if requested by the county attorney. The superintendent shall represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney. When it is determined that a student is in grades K-6 is in violation of the school district attendance policy and procedures, the principal/designee will check the Department of Human Services records to determine whether the student's family is receiving Family Investment Program (FIP) benefits. If the student's family is receiving FIP benefits the principal/designee will notify DHS. DHS is then responsible for the Attendance Cooperation Process (ACP). have obtained a high school equivalency diploma; preparatory school; If the student's family is not receiving FIP benefits, the principal/designee will initiate the ACP. The parents will be contacted to participate in the ACP. The principal/designee may also invite

juvenile court officers, the county attorney, other school officials and others deemed appropriate. If others are invited who don't have access to the student's records either by law or a Juvenile Justice Agency Information Sharing Agreement, parental consent is needed for them to participate in the ACP.

The purpose of ACP is to determine the cause of the student's nonattendance, get the parties to agree to solutions addressing the nonattendance and initiate referrals to any other services that may be necessary. The agreement is then written. The agreement is to include all terms agreed to and future responsibilities of all parties. All parties must sign the agreement, and failure to sign by the parents is considered a violation of the process and initiates the next level.

If the parents do not participate in the ACP, if the parties do not enter into an Attendance Cooperation Agreement (ACA) or if the parents violate a term of the agreement, the student is deemed truant. For FIP students and non-FIP students, the school district notifies the county attorney when students are truant. When a student is deemed truant, for FIP students, DHS is again notified and DHS then initiates the process whereby FIP benefits are reduced.

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 radio, television stations, and SchoolReach. The missed day may have to be made up at a later date. The following stations are notified by the school:

Television Stations		Radio Stations	
WHO	Des Moines	KJAN	Atlantic
KCCI	Des Moines	KMA	Shenandoah
		KSIB	Creston
		KKRF	Stuart
		KSOM	Atlantic

If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means.

Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and rescheduled. The principal and activities director may determine whether to hold extracurricular activities or practices. If the extracurricular activity is to be held, students and parents are notified in the same manner as the notification that school was dismissed.

STUDENT ACADEMIC ACHIEVEMENT

REPORT CARDS/CONFERENCES

Report cards will be issued at the end of each quarter. Parent-Teacher conferences are held after the first quarter and in the middle of the third quarter. Additional conferences may be scheduled at any time that either the parent or teacher feels the necessity for one.

Occasionally, when there has been a divorce or separation in a family, we have been asked to give separate conferences for a child's mother and father. Even though we understand the reasons for the request, we believe the interest of the student is best served when both parents attend the same conference. Also, current time constraints on the staff are already at a premium.

We, therefore, only schedule one conference for each child and trust that all parties will communicate to arrive at a mutually acceptable time.

HOMEWORK/PRACTICE

Completing practice is the responsibility of the individual student and takes high priority. Teachers assign practice, class activities, or assignments as necessary for every student. Practice is an opportunity for students to improve on skills and activities, share and discuss ideas, review materials, become acquainted with resources, organize thoughts, and prepare for summative assessments. Students must complete and submit all assigned practice before taking the initial summative assessment. Students are expected to complete practice as assigned and on time.

CHEATING/PLAGIARISM

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources, using electronic devices to cheat, plagiarizing, or similar cheating is not tolerated. Students may be required to complete alternate schoolwork, complete the assigned schoolwork, receive no credit, or possibly be dropped from the course. This will be at the discretion of the classroom teacher and Principal.

STANDARDIZED TESTS AND OTHER PERFORMANCE ASSESSMENTS

Students are given standardized tests during the year. These tests are used to determine academic progress for individual students, for groups of students, for the school district, and to comply with state law. Students are tested unless the principal excuses them. The results of these tests are used to determine eligibility for talented and gifted placement and reading/math support. (see the established criteria for those examples mentioned above)

Students are given the State Assessment during the second semester of the school year. The FASTBridge assessments will be administered three times throughout the academic year. Other performance assessments are given at individual grade levels. As information is gathered and organized from these assessments, it is shared with parents and students.

Students with special needs may be given tests by resource teachers/associates or Green Hills AEA personnel. Parents of these students are notified when students take these tests.

TITLE I COMPACT

The Nodaway Valley Community School District provides a Title I program for students in the Elementary School. This program provides academic support for all students in the areas of reading and math. The Title I teachers will provide individual and/or small group instruction during the school day to help all students have academic success.

The Title I School-Parent Compacts below explain the roles and responsibilities of parents, school staff, and students and addresses the importance of communication in promoting high student achievement.

Parent/Guardian Compact:

I understand that my participation in my child's education will help his/her achievement and attitude. I agree to carry out the following responsibilities:

1. Provide a quiet place/time to do schoolwork and encourage my child to complete schoolwork.
2. Make sure my child gets adequate sleep and has a healthy diet.

3. Make sure my child is at school on time.
4. Spend at least 15 minutes per day reading with my child.
5. Communicate and work with teachers and school staff to support and challenge my child.

Student Compact:

I know my education is important to me. It will help me become a better person.

I agree to do the following:

1. Return completed schoolwork on time.
2. Be at school on time unless I am sick.
3. Be responsible for my own behavior.
4. Help to keep my school safe.
5. Respect and cooperate with other students and adults.

School Staff Compact:

We understand the importance of the school experience to every student and our role as teachers. We agree to carry out the following responsibilities:

1. Be aware of the needs of your child.
2. Regularly communicate with you regarding your child's progress.
3. Hold regularly scheduled Parent-Teacher Conferences.
4. Provide a safe, positive, and healthy learning environment for your child.
5. Respect the cultural differences of children and their families.

STUDENT ASSISTANCE TEAM (S.A.T.) (Board Policy 505.9)

The Nodaway Valley School District is committed to providing the opportunity to achieve the best education possible for all students. Some students may encounter difficulties, including but not limited to physical, emotional, social, and/or academic problems.

The primary responsibility for helping students with serious problems lies with the parents/guardians. However, when problems arise and interfere with school behavior, student learning, or the fullest possible development of each student, the **S.A.T.** is in place to provide help for those students. **S.A.T.** Interventions will occur only after other strategies have been tried. School and community resources will be utilized to assist students in need.

Procedures:

The **S.A.T.** will consist of selected staff (principal, counselor, student success coordinator) who have been trained in using this process. The Nodaway Valley School District recognizes that any successful program will need to involve all staff members. All faculty and staff members will be informed as to the referral procedures indicated below.

1. A faculty or staff member becomes concerned about a student and/or his/her behavior(s).
2. The faculty or staff member will talk with the parent/student about the concern(s).
3. The faculty member will try other strategies.
4. The faculty or staff member will submit a Referral to the Student Assistance Team.
5. The Team leader will collect informational data and process the collected information.
6. SAT members will meet to discuss implications of data and decide upon a subsequent course of action, which may include:
 - i. No immediate action. Keep data on file.

- ii. A SAT member will conduct a one-on-one conference with the student.
 - iii. Conference involving student, SAT members), parent (s), concerned persons, or a combination.
7. Notification of all concerned persons.
 8. Based on decisions made in step six (6) above, follow-through on decided action will occur. Subsequent procedures may include:
 - i. Information reviewed
 - ii. Problem discussion
 - iii. Strategy Review
 - iv. Intervention recommendation
 - v. Development of intervention
 - vi. Assignment of responsibilities
 - vii. Determine follow-up time and date
 9. All persons involved in step 8 will meet for a follow-up meeting. Subsequent problems may include:
 - i. Intervention review
 - ii. Progress review
 - iii. Reassessment, if necessary
 - iv. SAT will begin with step 6, if deemed necessary

Student Services Program (see also Board Policy 607.01)

A Student Services Program includes activities or experiences that assist in the individual student's desire to grow in self-understanding, to make wiser decisions, and to do increasingly effective planning. In a Student Services program the basic services include: Counseling Service, Student (Pupil) Appraisal, Information Service, Placement and Follow-up, and Consultation (Support). Counseling services are offered in grades Kindergarten-12.

Counseling Service-This service can provide assistance to the student on an individual or group basis. It is designed to facilitate self-understanding and development. All conferences are strictly confidential unless students share information that is deemed harmful to themselves or others.

Student Appraisal-The Student Appraisal Service is a process of collecting, recording, interpreting, and utilizing information concerning all students. The appraisal service is directed toward positive student development and toward the goal of increased self-understanding and self-acceptance.

Information Service-The information service deals with the part of the student service/counseling program that collects and disseminates educational, vocational, personal, and social adjustment information to aid the student in present and future planning and solving personal problems.

Placement and Follow-up-This service includes job, educational, and social placement to aid students during high school, post high school, and later phases of life.

Consultation-Consultation brings to bear the professional expertise of two or more persons in a mutual sharing and analysis of information. Together, they generate ideas needed to make decisions about strategies and interventions for helping students.

NOTE: It is hoped that the guidance/counseling program can be of service to every student. Please feel free to come into the office any time you need assistance.

HUMAN GROWTH AND DEVELOPMENT

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

ENGLISH LANGUAGE LEARNER

Nodaway Valley has a plan in place for when a student who is not proficient at speaking the English language registers for classes. ELL students will have their needs met with help from the staff and the Area Education Agency. This plan, Lau Plan, can be found in the principal's office.

STUDENT HEALTH, WELL-BEING AND SAFETY

IMMUNIZATIONS (see also Board Policy 507.01)

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. Current law requires incoming Kindergarten students to have an updated series of vaccines, and incoming 7th-grade and 11th-grade students need a Meningococcal vaccine. Students without the proper certificate are not allowed to attend school until they receive the immunizations. Only for specific medical or religious purposes are students exempted from the immunization requirements. Students may also be required to pass a TB test prior to attending school. Parents who have questions should contact *the school nurse or the Adair County Public Health office*.

PHYSICAL EXAMINATIONS (see also Board Policy 507.01)

Students enrolling in the school district for the first time (preschool or kindergarten) will have a physical examination by a licensed physician and provide proof of such an examination to the school district. A physical examination and proof of such examination may be required by the administration for students in other grades enrolling for the first time in the school district.

EMERGENCY DRILLS

Periodically, the school holds emergency fire, tornado, and safety drills (Standard Response Protocol) Periodically, 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.

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. School districts must have two fire and two tornado drills before December 31 and two fire and two tornado drills after January 1 each school year. We are now required to have one active shooter drill each school year.

ADMINISTRATION OF MEDICATION (see also Board Policy 507.02)

Students may need to take prescription or non-prescription medication during school hours. Students may carry medication only with a signed permission form by the parents and doctor/provider, and notification to the school nurse. The form can be obtained online or in any of the Nodaway Valley buildings. The school must know the medications a student is taking in the event the student has a reaction or illness. Students must provide written instructions for the

administration of the medication as well as parental authorization to administer the medication. These forms are also available online or in any of the NV buildings.

The school nurse or qualified designee holds medication in a locked cabinet and will distribute it. 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 of the pharmacy (if applicable); date of the prescription (if applicable); name of the physician (if applicable); potential side effects; emergency number for parents; identified way to send medications back and forth from school; and identified way for school nurse to communicate with parents for refill of medications.

Students who are using medication that requires immediate availability (e.g., asthma inhaler, epipens) may carry their own medications. In cases where these types of medications are kept in the nurse's office, they will remain unlocked, and kept in a safe place at all times so that they can be obtained in an emergency situation.

STUDENT ILLNESS OR INJURY AT SCHOOL

A student who becomes ill or is injured at school must notify his/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. **General guidelines followed include sending a student home with any fever at or above 100.4 degrees Fahrenheit and/or vomiting. The student will need to be fever free (without fever reducing medications like Ibuprofen or Tylenol) and/or vomit free for 24 hours before they can return to school.**

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. It shall be the responsibility of the school nurse to file an accident report after the student is injured at school.

STUDENT INSURANCE (see also Board Policy 507.06)

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 office.

HAWK-I INSURANCE FOR CHILDREN

Parents can apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children, birth to 19, who meet certain criteria are eligible. The coverage includes doctor's visits, hearing services, dental care, prescriptions, immunizations, physical therapy, vision care, speech therapy, and hospital services, to name a few. Parents are urged to call 1-800-257-8563 (toll-free) or go to the website at <http://www.hawk-i.org/> for more information.

COMMUNICABLE AND INFECTIOUS DISEASES (see also Board Policy 507.03)

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 without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles, and chickenpox.

HEALTH SCREENING

Throughout the year, the school district sponsors health screening for vision, dental, and hearing. Students are automatically screened unless the parent submits a note asking the student to be excused from the screening. The school encourages students to see their dentist and eye doctor routinely as well. The grade levels included in the screenings are determined annually and follow state requirements/laws. Upon a teacher's recommendation and/or a parent request, students not scheduled for screening may also be screened. Grades preschool through 6th grade have hearing screenings annually; Kindergarten and 3rd grade have vision screenings annually; and Kindergarten and 9th grade have dental screenings annually. Any concerns with a student's grade 7th through 12th grade can be addressed as well.

SEXUAL ABUSE AND HARASSMENT OF STUDENTS BY EMPLOYEES (see also Board Policy 104)

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 a designated Level I 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.

PHYSICAL RESTRAINT OF STUDENTS

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or

confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's website: www.iowa.gov/educate and search for Timeout, Seclusion, and Restraint.

ASBESTOS NOTIFICATION

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

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

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 a designated area during assemblies.

FIELD TRIPS

In certain classes, field trips 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 entire field trip. Students will be expected to ride the bus to and from the field trip. Absences in other classes or school activities due to attendance on field trips 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. Field trips are a privilege and may be taken away from students because of disciplinary action.

Prior to attending a field trip, students may be asked to return a "permission to attend school sponsored activity notice," signed by the student's parents.

SCHOOL SPONSORED STUDENT ORGANIZATIONS

School sponsored student organizations are those which are recognized by the school district and board. Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The

privilege of participation may be suspended or canceled for violation of an individual coach or sponsor's rules as well as for violation of school district policies, rules, or regulations.

ACTIVITY BUS

The school district may sponsor an activity bus to transport students to school activities. Students who ride an activity bus must ride to and from the event on the bus unless prior arrangements have been made with the coach/sponsor or the student's parents personally appear and request to transport the student home. Riding on the activity bus is a privilege that can be taken away. If a student is suspended from a route bus or shuttle bus, they will also be suspended from the activity bus.

STUDENT FUNDS AND FUNDRAISING

Students may raise funds for school activities upon approval of the administrators at least four weeks prior to the fundraising event or the start of a fundraising campaign by filling out the approval forms. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the administrator prior to spending the money raised. Violations of this rule may result in future fundraising activities being denied.

USE OF SCHOOL DISTRICT FACILITIES BY STUDENT ORGANIZATIONS

School district facilities are available during non-school hours to school-sponsored and non-school-sponsored student organizations for the purpose of meetings and activities. Students wishing to use the school district facilities should contact their sponsor or the principal to reserve a room. School district policies, rules and regulations are in effect during these meetings. A Building Use Form must be completed to gain approval.

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT CONDUCT AND SCHOOL DISCIPLINE (Board Policy 503.01)

Students of the Nodaway Valley Community Schools are expected, by their peers and the adults they interact with, to act in a responsible manner in the school or school-related setting. All parties will give respect and courtesy to each other, use appropriate behavior and language, and follow expectations set by the Board, Administration, teachers, and students.

Discipline in the school environment should strive to be educational and not punishment. The objective of the District shall be to provide a safe, orderly, and healthy environment where all students can learn. This environment can only be achieved by the cooperation of parents, students, and staff working in harmony to help students develop a strong self-image personal discipline, and to create a positive outlook towards education. *See also building specific guidelines.*

NODAWAY VALLEY ELEMENTARY BUILDING-WIDE EXPECTATIONS

It is important for students to act in a way that justifies other people's trust. Therefore, Nodaway Valley students are expected to continuously model the Wolverine Way and model our PBIS expectations:

1. Be Respectful

2. Be Responsible

3. Be Safe

4. Be Kind

DISCIPLINE STATEMENT OF DISCIPLINARY PHILOSOPHY

Students are expected to conduct themselves properly at all times. Students are reminded they must adhere to a code of behavior not only for their benefit, but for the benefit of others as well. Proper behavior involves not only appropriate overt actions, but a cooperative and enthusiastic attitude also.

Decisions and actions result in consequences. Positive consequences follow good decisions and actions. Negative consequences are the rewards of poor decisions and actions. One of the most important lessons that students must learn is to accept responsibility for the decisions they make and the behavior they choose to enact and to accept the consequences, good or bad.

OFFICE REFERRALS

Students can be referred to the office by teachers submitting an Office Discipline Referral or by talking to the administration. We need to know the incident details. This process is used when a teacher believes someone needs to talk to the student(s). This should happen after multiple attempts to intervene, which results in little change in the behavior, and the student's behavior is not an immediate distraction to the learning environment. Please keep in mind when a student is referred to the office, it will become the administration's decision on what happens.

Reasons for an office referral are:

- A. Repeated inappropriate behavior over time
- B. Documentation of action steps to detour poor behavior

Student sent to the office: A student can be removed from the classroom and sent to the office. The office should be made aware that a student is coming so we can be watching for the student. This should happen after a teacher has attempted multiple interventions with no change in the behavior, and the student's current behavior is an immediate distraction to the learning environment. Please keep in mind that when a student is sent to the office, the administration's decision will be made on what happens. The student will most likely remain out of the classroom for the rest of the block/period.

Reasons a student may be sent to the office:

- A. Serious misbehavior or school rule infraction
- B. Behavior escalation in response to correction

Students removing themselves from a classroom without permission:

Any student who leaves a classroom without permission when being disciplined or spoken to about an incident may be subject to further discipline. Students can not leave without permission to go to the office or to another room. Arguing with a staff member will be viewed as disrespectful and treated that way.

DISCIPLINARY TOOLS

The most effective manner to maintain proper conduct is through parental guidance. When breakdowns occur in student conduct, teachers should make every effort to work with the parent to resolve disciplinary problems. When teachers have exhausted disciplinary tools, it may be necessary for students to be referred to the building administration. School officials will use a

variety of disciplinary tools in an effort to hold students accountable for their behavior and change negative behavior. Some examples of the discipline include:

- Verbal warning
- Student-Teacher Conference
- Parent-Student-Teacher Conference
- Teacher or Administrator Telephones Parent
- Referral to Guidance Counselor
- Letter of Apology
- Loss of Privileges
- Tier II Behavior Lessons during preferred activities
- Community Service
- Restitution, including replacing school items.
- Detention
- In or Out of School Suspension
- Expulsion

DETENTION

Any staff member can assign a student detention. Detentions may be assigned to be served before or after school or at lunch with the teacher. It is highly suggested that detentions assigned by staff be served with staff. It can be served before, during, or after school. If a detention is assigned, an online Disciplinary Referral will be filled out and turned in to the office. If a teacher assigns a detention to be served with someone else, prior administrative approval is required. Students failing to serve assigned detention within two days can receive further consequences, including, but not limited to, suspension or being held from non-graded activities, including practices.

IN-SCHOOL/OUT-OF-SCHOOL SUSPENSION (See also Board Policy 503.01R1)

Suspension means either an in-school, an out-of-school suspension, or a restriction from activities. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. The student may not attend school activities or may not participate in a contest of extracurricular activities. An in-school suspension will not exceed ten days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days.

EXPULSION

Whenever the superintendent, upon consultation with the principal, deems the presence of a student detrimental to the best interests of the school, he/she may temporarily dismiss the student and recommend to the Board of Education that the student be expelled from school. A final determination by the Board of Education will be considered only after a thorough investigation, which observes procedural due process.

When a student is recommended for expulsion to the Board, the student shall be provided with:

- Notice of the reasons for the proposed expulsion;
- The names of the witnesses and an oral or written report on the facts to which each witness will testify;
- An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf;
- The right to be represented by counsel; and

- The results and findings of the Board in writing are open to the student's inspection. In addition to these procedures, a special education student will be provided with the following procedures:
 - Determination of whether the student is actually guilty of misconduct.
 - A staffing team should determine whether the student's behavior is caused by the student's handicap and whether the conduct is the result of inappropriate placement. Discussions and conclusions of this meeting should be recorded.
 - If the handicapped student's conduct is not caused by the handicap, the student may be expelled or suspended for a long-term period following written notice to the parent and pursuant to the district's expulsion hearing procedures.
 - If the misconduct is caused by the handicap and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district.

If a change in placement is not recommended, a determination must be made as to how to cope with the student in the future.

THREATS OF VIOLENCE

All threats of violence, whether online, oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats are promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school. Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior: the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENTS' POSSESSION (see also Board Policy 502.06)

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs, or look-alike substances; possessing or using tobacco, tobacco products, or look-alike substances such as e-cigarettes (Vaping). Weapons are not allowed on school grounds or at school activities, including hunting rifles, even if unloaded and locked in cars, with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. Students bringing to school or possessing at school one of the following dangerous items will be suspended or expelled for a period of time determined by school officials: pellet guns, BB guns, sharp objects, knives, axes, clubs, sling-shots, fireworks, rockets, or explosives of any kind. Parents/guardians of students found in violation of this policy will be contacted, and the students may be reported to law enforcement officials.

STUDENT SEARCHES (see also Board Policy 502.08)

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as the following:

- eyewitness observations by employees;
- information received from reliable sources;
- suspicious behavior by the student; or,
- the student's past history and school record, although this factor alone is not sufficient to provide the basis for reasonable suspicion.

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- the age of the student;
- the sex of the student;
- the nature of the infraction; and,
- the emergency requiring the search without delay.

A student's body and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

Personally, intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body, handbags, bookbags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present, unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

STUDENT LOCKERS AND DESKS (see also Board Policy 502.05)

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

Although school lockers, desks, and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in ensuring the lockers, desks, and other spaces are properly maintained. For this reason, lockers, desks, and other spaces are subject to unannounced inspections, and students

have no legitimate expectations of privacy in the locker, desk, or other space. Periodic inspections of all or a random selection of lockers, desks, or other spaces may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker, desk, or other space (coat, backpack, purse, etc.) may be searched when a school official has a reasonable and articulable suspicion that the contents contain illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

RECESS AND PLAYGROUND EXPECTATIONS

General Playground Rules

- Each student will show respect for other students, staff, and school property. Students will follow the directions of the playground supervisor.
- School equipment shall be used in a safe manner
- No profanity or use of “bad language.”
- No fighting
- No tackling or other rough play
- Stay in the designated recess area
- Students are not to be on the playground before school or after school until 4:00 p.m.

Playground Discipline

Depending on the nature/severity or frequency of the problem(s), the following consequences are options for supervisors:

1. Stand in a designated area for five minutes during the recess period.
2. Stand in a designated area for the remainder of the recess period.
3. Send student inside where one or more of the following may result:
 - a. Conference with the principal
 - b. Loss of additional recess periods
 - c. Parent communication regarding the incident(s)
 - d. In-school suspension for a specific time period
 - e. Other consequences appropriate for infractions

Cold Weather Guidelines

Students need to be dressed appropriately for outside play. Recess occurs in the morning and afternoon. Please ensure that your child has the appropriate attire for each recess.

- For temperatures 60 degrees or below, students need to wear an additional sweatshirt or jacket.
- Temperatures 40 degrees or below, students need to wear a coat, gloves, and hat.
- Boots are required to leave hard surface areas when there is mud or snow on the ground.

ELECTRONIC DEVICES

Students may have cell phones or other similar electronic devices with them in school, but they must remain in their backpacks throughout the entirety of the day. These devices must be placed on the proper settings so that no sound is created that will distract any class. Students may wear

smartwatches but must not be used to communicate throughout the day and adhere to previously stated rules. Under no circumstances shall these devices be used in restrooms, locker rooms, or other areas where privacy is expected. Students caught using these devices in restrooms or other areas where privacy is expected will be subject to disciplinary action. The disciplinary action will be confiscation of the device pending parent/guardian conference, detention, suspension, or expulsion. Where appropriate, police authorities may be contacted.

INTERNET AND TECHNOLOGY

Students will be able to access the Internet. Individual student accounts and electronic mail addresses will be issued to students at this time. It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material. The amount of time available for each student may be limited by the number of available terminals and the demands for each terminal.

The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.

Students will adhere to online protocol:

- Respect all copyright and license agreements.
- Cite all quotes, references, and sources.
- Remain on the system long enough to get needed information, then exit the system.
- Apply the same privacy, ethical, and educational considerations utilized in other forms of communication.

Students should adhere to the following guidelines:

- Others may be able to read or access the mail, so private messages should not be sent.
- Delete unwanted messages immediately.
- Use of objectionable language is prohibited.
- Always sign messages.
- Always acknowledge receipt of a document or file.

Restricted Material - Students will not intentionally access or download any text file or picture or engage in any discussion that includes material which is obscene, libelous, indecent, vulgar, profane, or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Unauthorized Costs - If a student gains access to any service via the Internet which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

(see Acceptable Use Policy Exhibit A)

DRESS CODE (see also Board Policy 502.01)

Students should dress in such a way that they present themselves and the school in a positive manner. To assist students with decisions regarding their attire, some guidelines are listed below. Our intent for these limits is for students to understand that school is a workplace and what may be appropriate outside the workplace is not appropriate at work. Getting an education is the chief function of a student; while in school, all attire and grooming should be appropriate to promote that function.

As required by law, students must wear some kind of reasonable footwear and keep it on at all times during the school day. No hats, caps, or stocking hats are to be worn in the building during the school day. For the purpose of this definition, sweatshirt hoods are considered a hat or cap when worn on top of a person's head.

In keeping with the Board of Education's policies regarding drug-free schools while at school or school activities, students are prohibited from wearing clothing which:

- Advertises or promotes in any way items which are illegal for use by minors, including, but not limited to, any controlled substance, alcohol, tobacco, or alternative tobacco products;
- Displays obscenity, profanity, vulgarity, immoral pictures and or sayings, including double or inferred meanings or derogatory racial, sexual, or ethnic remarks;
- Refers to prohibited conduct or similar displays.

Students should dress modestly. The following list may be deemed inappropriate student attire includes, but is not limited to;

- Shirts and tops that expose the midriff (defined as a 1 inch or more gap/skin exposed between pant and shirt).
- Suggestive clothing that excessively exposes undergarments, cleavage, or buttocks.
- Backless (defined as less than half covered), side cut out shirts, thin or see through clothing, and all similar apparel.
- Clothing that is attention getting and creates a disruption to the educational process.

Under certain circumstances (e.g., medical) or during certain classes or activities, the dress code may be altered as deemed appropriate by the principal. These changes will be communicated. The building principal or designee makes the final determination of the appropriateness of the student's appearance.

Determination of appropriate student dress is the responsibility of building administration. Students dressed inappropriately are required to change or cover up the clothing or contact their parents to bring an appropriate change of clothing to school. Refusal to change or cover up the inappropriate clothing will be deemed insubordination for which the student will be disciplined. The second and any subsequent occurrences will result in a clothing change and detentions. A meeting with parents may be scheduled.

CARE OF SCHOOL PROPERTY

Students are expected to take care of school property, including desks, chairs, books, lockers, and school equipment. Vandalism is not tolerated. Students who have destroyed or otherwise harmed

school property may be required to reimburse the school district, and/or a suspension may result. In certain circumstances, students may be reported to law enforcement officials.

Students **should refrain from the use of adhesives** such as scotch tape or masking tape to post items in their locker; however, magnets are permissible. Students should always **keep their lockers locked**. If an item is missing from a locked locker, the student is to notify a faculty member or the principal, immediately.

ITEMS NOT ALLOWED AT SCHOOL OR IN THE CLASSROOM

Items which can disrupt the educational environment are not to be brought to school. These items include but are not limited to laser pointers, gum, candy, water guns, water balloons, toys, and any other items considered inappropriate by staff and administration. These items are taken away from students and may not be returned. Backpacks or other bags, as well as food and drink, are not allowed in classrooms during the academic day. They can be in lockers. Students with medical conditions will be allowed with administrative permission. Also, see the district's policy regarding weapon possession (Board Policy 502.6). Some items listed are building specific.

DUAL ENROLLMENT STUDENTS

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules, and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the school counselor.

POSTING OF INFORMATION

Students who wish to post or distribute information must receive permission from the principal at least one (1) day before the posting or distribution. This applies whether the information deals with school sponsored or non-school sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials.

INITIATIONS, HAZING OR HARASSMENT (e.g., Student to Student; Student to Staff; Staff to Student) (see also Board Policy 104 [Exhibits M-Q], and 502.11)

Harassment and abuse are violations of school district policies, rules and regulations, and may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to the law enforcement officials.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

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

No student shall participate in or be a party to fights, initiations, or membership rites that are prerequisites to school clubs or group memberships unless specifically sanctioned by the school administration. Violation will be cause for immediate consideration for expulsion.

Students who believe they have suffered harassment shall report such matters in a timely manner to a teacher, a counselor, or the principal. The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or designee will be responsible for handling all complaints alleging bullying or harassment.

PROCEDURE FOR REPORTING HARASSMENT

Students who feel that they have been harassed should:

- **Step 1** Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so and report the harassment to a teacher, counselor, principal or use the on-line Awareness reporting system found on the NV home page. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- **Step 2** If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should use the online reporting system, Awareness or:
 - 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;
 - o what, when, and where it happened;
 - o who was involved;
 - o exactly what was said or what the harasser did;
 - o witnesses to the harassment;
 - o what the student said or did, either at the time or later;
 - o how the student felt; and
 - o how the harasser responded.

Investigators will consider the totality of circumstances presented in determining whether conduct objectively constitutes harassment or bullying under this section.

The entire district bullying and harassment policy as well as reporting forms and investigation procedures can be found on page 97 of this handbook.

STUDENT/PARENT REPORTS OF CONCERN PROCEDURE

In an effort to encourage teacher-parent relations and to develop a procedure for parents to follow in contacting staff members of the Nodaway Valley School District, the Board of Education has adopted the following contact procedure:

1. Submit your concern using the online reporting system called Awareness, which can be found on the NV home page.
2. Contact the teacher of the student involved either by telephone or in person at the school to discuss the problem. If, at this point, the parent feels as though the situation has not been resolved to their satisfaction, then;
3. Contact the principal of the building in which their child attends. If after meeting with the principal and/or teacher, you are still not satisfied, do not let your frustration over the situation prevent you from taking the next step, which is;

4. Contact the Superintendent of Schools who is dedicated to serving you and the community to the best of his/her ability and who will work with you to find a successful resolution of the situation. However, there are times when a matter of policy may be involved. If the parent still feels they have not achieved acceptable results, they, by all means, should feel free to;

5. Contact the Superintendent of Schools for consideration by the Board. All Board members were elected to their office by the residents of the school district and are anxious to do everything within their power to see that the best education possible is afforded to each and every child of the district and in addition, that each and every dollar is expended in a prudent manner.

STUDENT PUBLICATIONS

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include but are not limited to, the school newspaper and yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. The school district, the board, and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression. Copies of the school district publication code can be obtained from the superintendent's office.

A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law, including, but not limited to, the restrictions against unlawful speech. No student shall express, publish, or distribute in an official school district publication material which is: obscene; libelous; slanderous; or encourages students to:

- commit unlawful acts;
- violate school district policies, rules, or regulations;
- cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
- disrupt or interfere with the education program;
- interrupt the maintenance of a disciplined atmosphere; or
- infringe on the rights of others.

Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should follow the complaint procedure outlined in this handbook.

EDUCATIONAL RECORDS (see also Board Policy 506.1)

Student records containing personally identifiable information, except for directory information, are confidential. 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. The Family Educational Rights and Privacy Act ([FERPA](#)) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

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

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

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the board secretary, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue SW, Washington, DC 20202-5901

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

REQUEST FOR DUPLICATE REPORT CARDS AND OTHER EDUCATION ITEMS

If a student's parents are not living together and both parents want grade reports of a student; please notify the principal's office. Other items parents may request duplicate copies of include mid-term reports, failing and unsatisfactory letters, Parent-Teacher Conference notices, and monthly newsletters.

RELEASE OF INFORMATION

The following information may be released to the public in regard to any individual student of the school district as needed. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by September 1 to the principal. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, EMAIL ADDRESS, DATE AND PLACE OF BIRTH, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES, AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

TRANSPORTATION/SCHOOL BUS RULES

In Nodaway Valley 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 assure 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) Stay in your seat.
- 2) Use quiet voices.
- 3) Use appropriate language.
- 4) Keep hands, feet, and other objects to yourself.
- 5) No food or drink on the bus without the driver's permission. (This is up to the driver's discretion on each individual bus. Students must pick up after themselves)

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 may range from an assigned seat to temporary removal from the bus for no more than three days, 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 face-to-face 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 may range from an assigned seat to temporary removal from the bus for no more than ten days, 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 face-to-face conference is scheduled with the student, parent, and school representatives to rectify the situation to avoid additional bus issues.

If a student earns a **fourth write-up**, the consequence may range from a temporary removal from the bus for no more than ten days to an indefinite suspension from the bus. 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 face-to-face 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 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 transportation is a service the district provides for students, but 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.

MISCELLANEOUS

COMMUNICATIONS TO AND FROM SCHOOL

When sending a note or money to school, the student should receive clear instructions from the parents about who the appropriate person is to receive the note or money. Also, the school regularly sends notes and papers home with students (Friday folders). 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.

When you have something for your child (either a message or an article they have left at home), please leave it at the office. We will see that it is delivered to your child. If you have any messages, especially regarding after school arrangements, please notify the office by 2:45 p.m.

Students going home differently than the normal procedure must bring a note to school informing the teacher of the change. This is the only way to avoid having "lost" children. Children occasionally have ideas that differ from their parents' desires.

Teachers and students are not to be called to the phone during class time. In case of an emergency, please call the office; and we will be glad to deliver your message. Students are to use the telephone located at the office when making telephone calls.

TELEPHONE USE DURING THE SCHOOL DAY

Generally, students receiving telephone calls during school hours are not called to the telephone. The office will take a message and forward it to the student. Only in emergency situations are students removed from class or another school activity to receive a telephone call. Cell phones may be used with permission and in emergencies.

BIKES

The school will cooperate with parents and safety organizations to teach safety habits and to encourage and enforce safety regulations. The school will encourage children to respect each other's bikes; however, the school cannot be responsible for stolen or "borrowed" bicycles.

We discourage riding bicycles to school before third grade. Bikes are not to be ridden on school property but are to be walked on the sidewalk to the street. This will prevent walkers from being injured. Skateboards, roller skates, roller blades, and scooters should not be used while on school property.

MONEY TO SCHOOL

It is always a good policy to pay school expenses by check or online. All checks should be made payable to the Nodaway Valley Community School District. Students bringing cash to school should be especially careful and turn it in as soon as they reach school. Please send money to school in a sealed envelope with the child's name, amount enclosed, and what it is for clearly labeled on the outside of the envelope.

LABELING STUDENT CLOTHING

It is helpful if all articles of clothing and personal property are marked with the CHILD'S NAME. Please label jackets, boots, hats, mittens, etc. (clothing items that will be removed during the day). It has been our experience in the past that items of this nature tend to be forgotten or mislaid, and we would like to be able to identify the apparel for a particular child.

SCHOOL OBSERVANCES

The school observes several holidays throughout the year, including, but not limited to, Halloween, Thanksgiving, Christmas, and Valentine's Day. All other observances are done on an individual classroom basis. Students who do not wish to participate in these holiday celebrations or activities may be silent or be excused by the teacher or principal. Parents may contact the office to have their child excused.

MOVIE POLICY

Nodaway Valley Elementary recognizes the use of off-air recordings and videos as a legitimate and beneficial instructional tool when used with professional judgment to enhance the learning of students. At times, the use of commercial films is an effective way for a teacher to achieve instructional objectives. However, those instances require careful thought due to the time commitment involved in using most films and the high entertainment value of commercial films that can detract from the educational objective. In keeping with good instructional practices, the conscious decision to use off-air recordings and videos should be balanced with the use of a wide variety of other instructional tools and methods.

The following guidelines have been established regarding the use of videos and off-air recordings as part of the instructional process:

1. Compliance with all aspects of copyright law pertaining to the use of off-air recordings and videos as stipulated in School District policy is required.
2. All recordings and videos will be previewed in their entirety by the teacher prior to viewing by students.
3. Selection criteria for off-air recordings and videos shall include:
 - a. Appropriateness for grade level, interest, and maturity of students;
 - b. Correlation to District educational goals, curriculum, and essential learnings;

c. Adherence to the following steps pertaining to the various ratings developed by the Motion Picture Association of America:

- 1.) The viewing of any Motion Picture Association of America (MP AA) rated recordings and videos requires written parent/guardian permission. The following guidelines are to be followed in addition to obtaining written permission: G-and PG-rated recordings or videos may be shown to students in grades K-12 PG-13 may be shown to students 13 years and older. R-rated may be shown to students in grades 10-12 if permitted by the building principal. .
- 2.) NC-17 and X-rated recordings and videos may not be shown in schools.
- 3.) Unrated recordings and videos may be shown at all levels if instructional and produced for educational use, purchase, and/or distribution. Other unrated recordings and videos, including foreign productions, may be shown subject to the principles and guidelines outlined above for rated recordings and videos.
- 4.) Preparation of the students for the viewing experience and follow-up activities shall be provided to encourage critical thinking and viewing skills.
- 5.) Teachers shall have alternative learning activities prepared for those students whose parents/guardians elect to exempt them from the viewing of the off-air recording or video.
- 6.) Copies of parent/guardian permission forms shall be filed with the building principal, and shall be provided to parents at least 7 school days prior to showing the film, providing parents a reasonable amount of time to respond. This form will include the name of the movie, the rating of the movie and the purpose behind showing the movie.
- 7.) Prior to showing the movie, the teacher will share what students have turned in permission slips and the plan for those not watching the movie with the building principal. This needs to be done 24 hours prior to the movie being shown.

INVITATIONS TO PARTIES

If invitations are not given to all students in the class, the school district prefers the invitations be mailed. If invitations are to be given to all students in a class, the teacher will determine the best way for them to be distributed.

SHARING TIME

Each classroom teacher will inform parents by written communication as to the schedule for sharing time in their classroom. Each teacher determines appropriate items a student may bring to school. If a student wants to bring a pet or the parent is concerned if an item is appropriate, the teacher should be contacted. The student, not the school district, is responsible for items brought to school.

STUDENT CLASSROOM PLACEMENT

Placement of each student in a classroom is a responsibility we take very seriously. Our goal is to place each child where we feel he/she will have the best educational opportunities.

The environment of a classroom as comprised by the students is essential to learning. Teachers at each grade level, collaborate on the best placement for each child, and spend a lot of time

placing each child. For example, both first grade teachers collaborate together on the placement of all first grade students entering second grade.

The placement process is based on the following criteria for each room -

- academic balance
- gender balance
- special needs
- social relationships of the students
- interpersonal relationships of the student/teacher

The principal has the final approval regarding each student's classroom placement. The criteria are not unique to Nodaway Valley Elementary Schools but are generally used nationally.

Parents are invited to contact the building principal about educational concerns they have regarding their child. Concerns should be made known by April 10. However, requests for certain teachers will not be accepted. Student placement for the next year will be sent with the report card at the end of the year.

SCHOOL ANNOUNCEMENTS

Students are responsible for knowing the content of daily announcements. Announcements are due in the principal's office by 9:00 a.m. Students who wish to have an item included in the daily announcements must have permission from the principal. Daily announcements are posted on the school website.

VISITORS/GUESTS

All visitors to the school grounds must check in at the principal's office and sign in. We welcome parents to visit our school and become active members in their son's/daughter's education, however, we ask that parents or grandparents wishing to visit receive permission from the principal prior to the visit. For the safety of our students and with the intent to reduce disruptions all other individuals will be asked to visit outside the school day unless special permission has been granted by the building principal in advance.

LEGAL STATUS OF STUDENTS

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. Please notify the office of address and telephone number changes.

CAFETERIA (see also Board Policy 710.01 and 710.04)

The school district operates a lunch and breakfast program. Students may either bring their own lunches to school or purchase a lunch and other items, including milk. Students are not to take bowls and silverware from the cafeteria area. We have a closed lunch policy (students will not leave the building for lunch) with the exception of a parent or grandparent wishing to take students out for lunch. Student should follow checkout procedures when leaving for lunch.

JMC Info System- Every adult or student has his or her own account in the system. These accounts are numbered by adult or student name and not by families. As soon as you make a deposit you will have an account number in the system. This account number should be treated as confidential information.

Lunch money can be paid online at www.nodawayvalley.org, the office, or during the noon meal. The system has been programmed for the charges on all categories of student and adult meals, salad, milk, and other items offered. Your account will be credited for the money you bring in. Parents/students are encouraged to pay a large portion of lunch fees at the beginning of the year during registration.

Please pay lunch charges in a timely fashion. Students with overdue accounts may not be offered the exact meal shown on the menu and are encouraged to bring their own lunch until their account is paid. Extra items will not be allowed if a student has charged more than two lunches.

BREAKFAST

The school district operates a lunch and breakfast program. Breakfast is provided from 7:50 a.m. to 8:15 a.m. Students arriving on the late buses from Fontanelle and Bridgewater will eat when they get to school at 8:10 a.m.

Breakfast will be served on days when school is in session only for the morning or if there is a one-hour late start. Breakfast will not be served on days when school starts two hours late.

CITIZENSHIP

Being a citizen of the United States, of Iowa and of the school district community entitles students to special privileges and protections as well as requiring the students to assume civic, economic and social responsibilities and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges.

As a part of the education program, students have an opportunity to learn about their rights, privileges, and responsibilities as citizens of this country, state, and school district community. As a part of this learning opportunity, students are instructed in the elements of good citizenship, and the role quality citizens play in their country, state, and school district community.

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 principal's office.

TITLE I PARENTS RIGHTS NOTIFICATION

Parents in the Nodaway Valley Community School District have the right to learn about the following qualifications of their child's teacher/paraeducator: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher/paraeducator, and baccalaureate/graduate certification/degree. You may also request the qualifications of an instructional paraeducator who serves your student in a Title 1 program (elementary only) or if your school operates a schoolwide Title 1 program (elementary only). Parents may request this information from the Office of the Superintendent by calling 743-6127 or by sending a letter of request to the Office of the Superintendent, 410 NW 2nd Street, Greenfield, IA 50849.

The Nodaway 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 who is not considered highly qualified.

OPEN ENROLLMENT (see also Board Policy 501.14 and 501.15)

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

WATER BOTTLES

Students are permitted to have conventional water bottles with them during the academic day. However, excessively large bottles or non-conventional containers such as milk jugs will not be allowed. Plastic or non-breakable items are recommended. Cans or breakable containers must remain in student lockers.

CLOSING STATEMENT

This Student/Parent Handbook covers a wide variety of regulations and procedures for the Nodaway Valley School. It is not, however, all-inclusive. Circumstances may arise where the development and publication of other regulations and procedures are necessary. If so, such regulations and procedures will be disseminated to students and parents in a timely and appropriate manner. The administration has the final say on all decisions pertaining to this handbook and exceptions may be made, which may not follow the handbook as written.

PRESCHOOL INFORMATION

HOME VISITS

In August, preschool teachers make home visits. If a parent doesn't want the school to come for a home visit, the visit may occur at the school. These visits are designed for families to meet their child's preschool teacher and set goals for the upcoming year.

SUPPLIES/LABELING CLOTHES

Students need to have a school-sized backpack for carrying papers to and from school. An extra change of clothes: pants, shirt, socks, underwear. Label each clothing item with student's name. Please remember that if your child brings an article of clothing home, you will need to replace it for the next day.

It is helpful if all articles of clothing and personal property are marked with the child's name. Please label jackets, boots, hats, mittens, etc. (clothing items that will be removed during the day). It has been our experience in the past that items of this nature tend to be forgotten or mislaid, and we would like to be able to identify the apparel for a particular child.

SUPERVISION OF STUDENTS

- Students should be visible when in the room at all times. Children in the hallway must have adult supervision.
- Children may use the restroom in the room as needed. Children needing to use the restroom while outside or who need the attention of the school nurse, must be accompanied by a preschool staff member inside.
- Supervision for short intervals by sound is permissible as long as teachers frequently check on children who are out of sight.
- Children should not be sent to the elementary office unattended.
- Children must be walked to and from other locations in the building by a preschool staff member. Example: playground, gym, nurse, and office.
- Children requiring a time-out should remain in the sight of the teacher.
- After school, children who are bus riders are walked to the gym by a preschool staff member(s). A preschool staff member(s) will stay with them until they are loaded on the school bus.
- Children who are picked up after school will be assisted by a preschool staff member(s) to the car pick-up line. A staff member will stay with students until they are picked up.

PRE-SCHOOL DISCIPLINE PLAN

- The preschool environment shall provide a safe, orderly, and healthy environment where all students can learn.
- The cooperation of parents, students, and staff is needed in order for children to develop a strong self-image, personal discipline, and a positive outlook towards education.
- The teaching staff will not use physical punishment or psychological abuse or coercion to manage behavior.
- The teaching staff will not use threats or derogatory remarks and neither withhold nor threaten to withhold food as a form of discipline.
- We promote and acknowledge positive behavior through incentives and verbal encouragement.
- Students will be encouraged to make good choices and may be asked to explain how they could make a better choice in the future.
- Short periods of time out may be used and students will be expected to change their behavior so that learning can continue within a quality classroom.
- Appropriate use of restraint for safety reasons is permissible. Only CPI trained staff are permitted to restrain a child.

GENERAL BUILDING SECURITY

Anyone entering the building during the day must enter through the main entrance. To gain access, a buzzer must be pushed, and the building secretary will open the door for you. All visitors must check in at the principal's office, sign in, and wear a visitor badge.

We welcome parents to visit our school and become active members in their son's/daughter/s education. However, we ask that parents or grandparents wishing to visit receive permission from the principal before the visit.

SCHOOL ARRIVAL/SCHOOL DISMISSAL

When preschool students arrive at school in the morning, they are to go to their classrooms. Preschool students who walk or are dropped off by parents should not arrive at school before 8:00 a.m. unless other arrangements have been made with the teachers. At the end of the day, preschool students will be dismissed the same as all K-5 students.

PRESCHOOL DAILY SCHEDULE

- Arrival/Restroom
- Opening
- Breakfast
- Music
- Literacy
- Centers and Small Groups
- Outdoor Choice
- Specials
- Lunch
- Math Readiness
- Story Time/Restroom
- Rest
- Snack
- Nursery Rhymes/Fingerplays/Free Choice
- Dismissal

BREAKFAST AND LUNCH

While at school, your child will participate in family style eating. This meal style is used to help children learn self-help and socializing skills. Each child serves their own food as it is passed around the table. At least one adult is seated at each table during the meal. They are encouraged to taste all foods before seconds but are not forced to clean up plates. Meal time will be 20-30 minutes long, and students will be encouraged to participate.

Breakfast will be served on days when school is in session only for the morning or if there is a one-hour late start. Breakfast will not be served on days when school starts two hours late. Lunch will not be served on early release days due to teacher staff development.

LARGE MOTOR SKILLS (RECESS)

The goal of recess is for students to play safely in all games and on all equipment.

Guidelines for Success

- Be Responsible
- Always Try
- Do Your Best
- Cooperate With Others
- Treat Everyone With Dignity and Respect

ASSESSMENTS

Preschool assessments are given throughout the year. Preschool staff who give these assessments are trained and certified. Parents will be informed of student assessment results at Fall and Spring parent-teacher conferences. Teachers have certificates on file and are available if parents wish to see them.

BUS INFORMATION

Bus drivers make sure students are dropped off at home or at a childcare provider with an adult and/or responsible person present. If an adult and/or responsible person is not present, the bus driver will call the parents or childcare provider. No child will be left unattended.

TEETH BRUSHING

Staff will provide regular opportunities for children to brush their teeth at least once daily.

FIELD TRIPS

Throughout the year, children will go on field trips. These field trips allow children to experience the world outside their home and school. Parents are encouraged to participate in all field trips.

Exhibit A
Nodaway Valley Community School District
ACCEPTABLE USE POLICY

The primary goal of NVCS D's available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of the computer equipment. Lab equipment is reserved exclusively for academic use.

The following is a list of rules and guidelines which govern the use of NVCS D computers and network resources. Network Resources refers to all aspects of NVCS D's owned or leased equipment, including computers, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of NVCS D's network resources whether this access occurs while on or off campus.

Students may not use network resources:

- to create, send, access or download material which is abusive, hateful, harassing or sexually explicit;
- to download, stream or listen to Internet-based music, video and large image files not required for school work, as this slows the performance of the network for all users. The school will monitor the network for violations.
- to send file attachments through the school's email system that are greater than 5MB in size (the transfer process can hinder network speed and access to others - if you need to transfer large files, please contact the Director of Technology to make special arrangements);
- to alter, add or delete any files that affect the configuration of a school computer other than the laptop assigned for personal use;
- to conduct any commercial business;
- to conduct any illegal activity (this includes adhering to copyright laws);
- to access the data or account of another user (altering files of another user is considered vandalism);
- to install any software onto NVCS D computers; to copy NVCS D school software (copying school owned software programs is considered theft).

In addition, students may not:

- give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent);
- give password(s) to anyone;
- post anonymous messages;
- forward email commonly known as "SPAM," Unsolicited Commercial Email (UCE), or "junk email."

Responsibility for Property:

Students are responsible for maintaining a 100 percent working laptop at all times. The student shall use reasonable care to be sure that the computer is not lost, stolen, or damaged. Such care includes:

- Not leaving equipment in an unlocked car or unlocked home.
- Not leaving equipment unattended or unlocked while at school or elsewhere.
- Not lending equipment to anyone except one's parents.
- Not using equipment in an unsafe environment.

Students must keep the computer locked (i.e. locked in your school locker, home, or secure place where others do not have access) or attended (with you or within your sight) at all times. Laptops left in bags or backpacks or in unattended classrooms are considered "unattended" and may be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the

laptop back. If the laptop is confiscated a second time, the student may be required to get a parent's signature acknowledging financial responsibility before getting the laptop back. Unattended and unlocked equipment, if stolen – even at school – will be the student's responsibility.

File Sharing and File Sharing Programs:

The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited. Filesharing programs and protocols like BitTorrent, Frostwire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video, and images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the Director of Technology.

Discipline:

Any student who violates these rules will be subject to disciplinary action. The minimum consequence will be a letter home. Students who violate the File Sharing rules will also have their hard drives restored to the original settings. Serious or repeated violations will result in the students use of technology restrict and or revoked. Any student who continually does not bring their laptop to school will lose the privilege of taking the computer home each day.

Legal Issues and Jurisdiction:

Because NVCS D owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to insure that all facilities are used legally. Hence, any illegal use of network resources is prohibited. All content created, sent, accessed, or downloaded using any part of NVCS D's network resources is subject to the rules stated in this policy. School administration monitors our network and may find it necessary to investigate electronic incidents, even if they happen after hours and outside of school. As the owners of our network resources, including email system, the school administration reserves the right, if needed, and at its discretion, remotely access, to open, examine, and/or delete electronic files that violate this Computer Use Policy.

Disclaimer:

NVCS D does not have control of the information on the Internet or incoming email, nor does it provide any technical barriers to account holders accessing the full range of information available. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal, or otherwise inconsistent with the mission of the Nodaway Valley Community School District. While NVCS D's intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. At NVCS D, we expect students to obey the Computer Use Policy when using the Internet. Students found in violation of the policy will be disciplined. In addition, NVCS D account holders take full responsibility for their access to NVCS D's network resources and the Internet. Specifically, NVCS D makes no warranties with respect to school network resources nor does it take responsibility for:

1. the content of any advice or information received by an account holder;
2. the costs, liability, or damages incurred as a result of access to school network resources or the Internet; any consequences of service interruptions.

Student — I have read the terms and conditions. I understand and will abide by the stated terms and conditions for the Nodaway Valley Community School District. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action.

Student Name (please print) _____

Student Signature _____ Date _____

Parent or Guardian — (If the applicant is under the age of 18, a parent or guardian must read and sign this agreement.)
As the parent or guardian of this student, I have read the terms and conditions for use of Internet access and technology use. I understand that this access is designed for educational purposes, and the Nodaway Valley Community School District has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for the Nodaway Valley Community School District to restrict access to all controversial materials, and I will not hold them responsible for materials that students may acquire on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to issue accounts for the student named above and certify that the information contained on this form is correct.

Parent/Guardian Name (please print) _____

Parent Signature _____ Date _____

Daytime Phone Number _____

Evening Phone Number _____

Exhibit B
NODAWAY VALLEY COMMUNITY SCHOOLS
REQUEST TO USE SCHOOL FACILITIES AND EQUIPMENT

Organization making request _____ Today Date _____
 Contact Person _____
 Mailing Address _____
 City, State, Zip _____ Telephone Number _____
 Date the Facility to be used _____ Time Bldg. to be used _____ to _____
 Facility to be used _____ Elementary _____ Middle School _____ High School
 Equipment to be used _____
 Area of building to be used _____
 Employee Sponsor Assigned _____
 Custodian Assigned _____ Hours Needed _____
 Approval: Principal _____ Date _____
 Superintendent _____ Date _____
 Athletic Director _____ Date _____
 Custodian _____ Date _____

For district use only

Estimated Cost to the organization:

Custodian _____
 Building Rent _____
 TOTAL _____

GENERAL GUIDELINES

1. Alcoholic beverages will not be brought to or consumed on school grounds.
2. Smoking is prohibited in school district facilities and on school district grounds, including in private vehicles.
3. A school district employee will open the facility and be present while the school district facility or equipment is being used by an entity.
4. After a school district facility, site, or equipment has been used by an entity, cleaning, including restoring the facility, site, or equipment to the condition it was in prior to its use, will be done by employees assisted by a committee from the entity. The fee charged to the entity for the use of the facility, site, or equipment will include these costs. However, if excessive costs are involved in cleaning or otherwise restoring the facility, site, or equipment to the condition it was in prior to its use, the board reserves the right to charge the entity for these excessive costs.
5. Entities are required to stay within the area of the school district facility or site and use only the school district equipment authorized by the school district for use by the entity. Other school district facilities, sites, or areas in the school district building or equipment are off limits to the entity.
6. A cancellation after the facility or equipment is made ready for the entity will be charged at the full rate. Cancellations made prior to that time will be charged a minimum cancellation fee or the costs incurred to the school district in anticipation of the entity's use, whichever is greater.

I AGREE TO THE ABOVE TERMS/CONDITIONS _____

Exhibit C
NODAWAY VALLEY SCHOOLS
FUNDRAISING PROPOSAL WORKSHEET

Organization of activity: _____

Who is in charge of this fundraiser? _____

Dates of fundraiser: _____ to _____

Why are you raising funds? _____

What grade(s) will be raising funds? _____

Does the fundraiser comply with our wellness policy? _____

How many fundraisers have you initiated this year? _____

Where will the fundraising take place? _____

If school facilities will be used, you must complete a "Facilities Use Form."

If you are collecting money, please turn it in as soon as it is collected. Do not keep money in your desk or your room. Gross receipts from all money collected needs to be turned in to the office. You cannot pay bills out of the money and turn in the net amount. Deposits care to be made on a daily basis.

You are not to begin the fundraiser until all signatures are on this form.

Plenas sign that you agree to follow these rules.

 (sponsor's signature)

 (date)

 (sponsor's signature)

 (date)

These signatures indicate approval.

 (Activities Director)

 (date)

 (Principal)

 (date)

 (Superintendent)

 (date)

Additional Comments:

Exhibit DCode No 104**ANTI-BULLYING – HARASSMENT**

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

The board prohibits harassment, bullying, hazing, or any other victimization of students based on any of the following actual or perceived traits or characteristics, including but not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

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

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

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

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

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

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances which create an objectively hostile school environment:

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

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

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

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

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

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

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited.

Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

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

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs. The superintendent shall report to the board on the progress of reducing bullying and harassment.

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook,
- Inclusion in the registration materials,
- Inclusion on the school or school district's web site,

and upon request, a copy shall be given to any person at the central administrative office at 410 N.W. Second Street, Greenfield, upon request.

Exhibit ECode No. 104.R1**ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES**

Individuals who feel that they have been harassed should:

- • Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so and report the harassment to a teacher, counselor, or principal. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor, or principal to help.
- • If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual 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.

COMPLAINT PROCEDURE

An individual who believes that the individual has been harassed or bullied will notify the building principal, the designated investigator. The alternate investigators are the Guidance Counselor and At Risk Coordinator (these individuals are listed by name on pages 108-110 of this handbook). The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. Investigators will consider the totality of circumstances presented in determining whether conduct objectively constitutes harassment or bullying under this section. The investigator will provide a copy of the findings of the investigation to the principal.

RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps, which may include discipline.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

POINTS TO REMEMBER IN THE INVESTIGATION

Evidence uncovered in the investigation is confidential.

Complaints must be taken seriously and investigated.

No retaliation will be taken against individuals involved in the investigation process.

Retaliators will be disciplined up to and including suspension and expulsion.

CONFLICTS

If the investigator is a witness to the incident, the alternate investigator shall investigate.

Exhibit FCode No. 104.E1**ANTI-BULLYING/HARASSMENT COMPLAINT FORM**

Name of complainant:

Position of complainant:

Name of student or employee
target:

Date of complaint:

Name of alleged harasser or bully:

Date and place of incident or incidents:

Nature of Discrimination or Harassment Alleged (Check all that apply)

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	

Description of misconduct:

Name of witnesses (if any):

Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if possible):

Any other information:

I agree that all of the information on this form is accurate and true to the best of my
knowledge.

Signature:

Date: / /

Exhibit G

Code No. 104.E2

ANTI-BULLYING/HARASSMENT WITNESS DISCLOSURE FORM

Name of
witness:

Position of
witness:

Date of testimony,
interview:

Description of incident witnessed:

Any other information:

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature:

Date: / /

Exhibit HCode No. 104.E3**DISPOSITION OF ANTI-BULLYING/HARASSMENT COMPLAINT FORM**

Name of complainant:

Name of student or
employee target:Grade and building of
student or employee:Name and position or grade of alleged
perpetrator /respondent:

Date of initial complaint:

Nature of Discrimination or Harassment Alleged (Check all that apply)

	Age		Physical Attribute		Sex
	Disability		Physical/Mental Ability		Sexual Orientation
	Familial Status		Political Belief		Socio-economic Background
	Gender Identity		Political Party Preference		Other – Please Specify:
	Marital Status		Race/Color		
	National Origin/Ethnic Background/Ancestry		Religion/Creed		

Summary of investigation:

I agree that all of the information on this form is accurate and true to the best of my knowledge

Signature:

Date: / /

Exhibit I

Code No. 507.2 E2

**PARENTAL AUTHORIZATION AND RELEASE FORM
FOR THE ADMINISTRATION OF PRESCRIPTION MEDICATION
TO STUDENTS**

The undersigned are the parents (s), guardians (s), or person (s) in charge of (Student's Full Legal Name) _____, in the _____ grade at the _____ building in the Nodaway Valley Community School District.

It is necessary that (Student's Full Legal Name) _____ receive (name of medication) _____, beginning on (date) _____ and continuing through (date) _____.

I hereby request the Nodaway Valley Community School District, or its authorized representative, to administer the above-named medication to my child named above and agree to:

1. Submit this request to the principal or school nurse,
2. Personally ensure that the medication is received by the principal or school nurse administering it, in the container in which it was dispensed by the prescribing physician or licensed pharmacist,
3. Personally ensure that the container in which the medication is dispensed is marked with the medication name, dosage, interval dosage, and date after which no administration should be given,
4. Submit a REVISED STATEMENT signed by the physician prescribing the medication to the principal or school nurse IF ANY OF THE INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.

Date this _____ day of _____, 20____.

Name of Student _____

Parent/Guardian _____

Home Phone Number _____

Parent/Guardian _____

Alternate Phone No. _____

Exhibit J**Code No. 502.8 R1****SEARCH AND SEIZURE REGULATION****Searches in General**

Reasonable and Articulate Suspicion: A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Reasonable suspicion may be formed by considering factors as the following:

- eyewitness observations by employees
- information received from reliable sources
- suspicious behavior by the student, or
- the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

Reasonable Scope: A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- the age of the student
- the sex of the student
- the nature of the infraction; and
- the emergency requiring the search without delay.

Types of Searches**Personal Searches**

A student's person and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

Personally intrusive searches will require more compelling circumstances to be considered reasonable.

Pat-down search: If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible.

A more intrusive search, short of a strip search, of the student's person, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present, unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

Locker and Desk Inspections

Although school lockers and desks are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in ensuring the lockers and desks are properly maintained. For this reason, lockers and desks are subject to unannounced inspections, and students have no legitimate expectations of privacy in the locker or desk.

Periodic inspections of all or a random selection of lockers or desks may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker or desk (coat, backpack, purse, etc.) may be searched when a school official has reasonable and articulable suspicion that the contents contains illegal or contraband items or evidence or a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.