

ENARSON ELEMENTARY

219 Central Avenue

Villisca, IA 50864

712-826-5982

Southwest Valley Community School District



Student & Parent Handbook

2024-2025

At Southwest Valley, Community Matters. Education Matters. We Matter. I Matter.

Welcome!

Welcome to Enarson Elementary. We look forward to this school year and are dedicated to making it exciting and successful for all students.

This handbook is to inform you about the policies and rules that pertain to our elementary school. Please read and keep it handy for future reference. Please do not hesitate to call the building secretary or administrator with any questions concerning our established policies and procedures at our elementary building.

Together as parents and educators, we hope to enable each child to reach their fullest potential!

We are excited to have you as part of our Southwest Valley Timberwolf family!

Elementary Staff and Administration



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Our School

Jurisdictional Statement

This handbook is an extension of School 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 their age level and maturity with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors, and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures or language.

This handbook and school district policies, rules and regulations are in effect while students are on the school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or operated buses or vehicles; 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.

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 policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the educational program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, staying after school, in-school suspension, out-of-school suspension, probation and expulsion. Discipline can include prohibition from special activities conducted by the elementary school. 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 this handbook. Parents and students (age-appropriate) are expected to know the contents of this handbook. Students or parents with questions or concerns may contact the office for information about the current enforcement of policies, rules and regulations of the school district.

Mission Statement

The mission of the
Community School District is:



Southwest Valley

We VALUE Education:

ACHIE**V**ING
E**A**CH
INDIVIDUA**L**'S
MAXIM**U**M
POT**E**NTIAL



Vision Statement

The Southwest Valley community will create an enthusiastic learning environment to promote responsible and empathetic contributors to society.

Beliefs

- We believe in a safe, secure environment to help nurture high expectations and achievement.
- We believe a good education equals good citizenship.
- We believe in the importance of the family as a functioning unit.
- We believe everyone has self-worth and should be allowed to take pride in his or her uniqueness and accomplishments.
- We believe in respect for individual rights, authority and leadership.
- We believe everyone is capable of learning and should have the opportunity to function at the top of his or her ability.

- We believe that setting realistic goals, accompanied by challenge and hard work, promotes success.
- We believe in cooperation among family, school, and community.
- We believe in honesty and integrity.

Capturing Kids' Hearts & the Nurtured Heart Approach

Southwest Valley School District seeks to provide learning environments that are safe, supportive and positive. Strategies from the program, Capturing Kids Hearts®, are used to teach appropriate behaviors and to intentionally develop positive peer interactions. The Nurtured Heart Approach® is the social emotional curriculum used to develop and build relationships that create safe and supportive classrooms. We strive to create intrinsically motivated students to build a culture in which students are invested and engaged in their own learning process.

General Information

Arrival & Dismissal

Parents are asked not to let students come to school before **8:00 A.M.** There is **no adult supervision** for students who arrive before 8:00 A.M. Students will be counted tardy for the morning if they arrive after 8:30 A.M.

The elementary building dismisses school at 3:15 p.m. Bus riders will be supervised until the buses arrive at approximately 3:40 to pick up students for their ride home.

If you are picking up your child, please do so promptly by 3:20 pm. **Cars may park on the east side of Central Ave, only.** For the safety of all children, we ask that you do not park on the west side of Central Ave. or in the Good Samaritan parking lot. Students crossing Central Ave. could be at risk for harm or injury.

Students are required to leave school grounds following dismissal. Students are not to be in the building without adult supervision.

Attendance & Tardiness

Regular attendance and arriving on time establishes a good foundation for learning for the student as well as developing a pattern for later life. A student is not able to "make up" the educational benefits gained from actual attendance and participation in classes.

The school asks for full cooperation in seeing that students attend each day that he/she is physically able. Absence from school work is a hardship on both student and teacher. If a

student is absent, the school asks that the parent telephone the school by 9 am. A message may be left on our school phone system. The school will call if a student is not at school and we have not heard from the parent.

When there is a medical office visit, please bring a doctor's note to be kept on file. If there has been no written or verbal communications with the school, the absence will be unexcused. All vacation or extended travel must be pre-arranged with the principal at least two days prior to the departure.

Frivolous absences, such as shopping trips or supervision of younger siblings, will not be excused. After the fifth absence or tardy in a quarter, the parents will be notified as to the number of absences their child has.

Any child who is absent from school two or more hours of the a.m. or p.m. will be counted absent for that **half of the day**. If absent more than half of the a.m. or p.m. that child will be counted absent for the **entire day**. **Students who wish to participate in school-sponsored activities must attend at least one-half of school the day of the activity.**

Make-up work is to be completed within a reasonable time after the absence. A reasonable time may be up to twice the length of time absent (i.e. three days absent, six days for make-up). Contact the teacher immediately upon returning to school with any questions concerning the length of time given for make-up work.

After School Plans

If your child's regular after school plans change, please notify the office **BEFORE** 2:30 pm or with a written note. This is important so teachers will know whether to put the student on his/her regular bus or keep him/her at school to be picked up. **If there is no note, we will insist on the student following normal procedure.** If there will be a permanent change, the parent will need to contact the office.

If you are calling **at the end of the day to tell your child which bus to ride, or what to do after school**, you need to speak directly to Mrs. Gibler (extension 300) instead of leaving a voicemail. **These calls must be made prior to 2:30 pm or the student will be required to go home in his/her regular way.** Do not leave urgent voicemails as they may not be checked before the end of the day.

Appropriate Dress

There is a strong connection between academic performance, a student's appearance, and student conduct.

Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the

school or educational environment. While the primary responsibility for appearance rests with the students and their parents, the administration reserves the right to judge what is proper and what is not.

Unless authorized by the principal, the following items are not to be worn in the building: sunglasses, hats, caps, midriiffs, clothing or tattoos with alcohol, tobacco, drug related messages or other inappropriate words or graphics.

Clothing should be appropriate for the weather (coat, gloves, boots, etc.) Students should feel free to work with all types of materials at school without fear of getting them dirty. Accidents sometimes happen even though children try to be careful. In cold weather students are expected to have proper attire--coats, gloves, and hats. State law requires some type of footwear must be worn for hygiene and safety reasons. Flip-flops and jellies are not recommended. Tennis shoes are needed for PE.

Wearing apparel should be marked with either tape attached to the articles or a marking pencil with the name clearly stated in the garment. Be sure to mark BOTH boots, mittens, gloves, hats, coats, snow pants, sweaters, and jackets. Check the lost and found frequently for clothing that has been lost.

Bicycles & Bike Safety

Bicycles should be parked at the rack and left alone the rest of the day. The school encourages the use of bike locks. The school will encourage children to respect each other's bikes; however, the school cannot be responsible for stolen or "borrowed" bicycles. The use of bicycle safety helmets is encouraged.

Book Fines

Text and library books are loaned to students. It is the student's responsibility to see that they are returned in good condition. Fines will be assessed for books not returned in proper condition.

Bullying & Harassment

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:

1. Places the student in reasonable fear of harm to the student's person or property
2. Has a substantially detrimental effect on the student's physical or mental health
3. Has the effect of substantially interfering with the student's academic performance

4. Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

"Trait or characteristic of the student" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identify, physical attributes, physical or mental ability or disability, ancestry political party preferences, political belief, socioeconomic status, or familial status.

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

Students who feel that they have been harassed should: Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so.

If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor or principal to help.

If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should tell a teacher, counselor, or principal; and write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:

- what, when, and where it happened;
- who was involved;
- exactly what was said or what the harasser did;
- what the student said or did, either at the time or later
- how the student felt; and
- how the harasser responded.

The District will promptly and reasonably investigate allegations of harassment. The building principal or guidance counselor will be responsible for handling complaints by students alleging harassment. District Board policy 104 gives more complete information on this topic. Forms to report incidences of bullying can be accessed on the school website.

Change of Address or Phone Number

The school personnel need to know if a move is planned so there will be time for records to be prepared for sending on to their next school. All school materials, such as library books, instruments, textbooks, etc. are to be returned before leaving. It is important that the school has your current address and telephone number. Please notify the office immediately of change of address or phone number.

Child Custody

In most cases, when parents are divorced, both Mom and Dad continue to have equal rights where their children are concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. **Unless your court order is on file with us, we must provide equal rights to both parents. These rights include making decisions for your child's education, care, access by relatives and emergency contacts, etc. Please contact the building principal with any questions or concerns pertaining to parental rights in the event of divorce.**

Communication



When sending a note or money to school, the student should receive clear instructions from the parents about who is the appropriate person to receive the note or the money. Please label with student's name. 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.

The school also publishes a newsletter that is sent home. It contains items on current happenings at the school so parents, relatives, and friends can keep up on what is going on at school.

Daily Schedule

8:00	Breakfast
8:00	Students enter the building and go to classrooms
8:20	Announcements
8:30	School begins/tardy bell
3:15	Walkers/Car Riders Dismissed
3:35	Country Bus Departs

Emergency Drills

Periodically the school holds emergency fire and tornado drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. The signal for a fire drill is one long bell or horn. Tornado drills are announced over the intercom with instructions to report to designated areas.

Field Trips

Students may take occasional field trips throughout the school year. The principal must give prior authorization for all field trips and/or excursions. Written parental permission will be required prior to the students' participation in a field trip outside of the school district. Parents will be notified if additional chaperones are needed.

Gum/Candy/Pop

Students are not to have candy, gum, or pop at school unless for a party or special treat. If students are bringing special treats, they must be purchased pre-packaged treats.

Invitations

It is the policy that invitations to birthday, slumber, and skating parties, etc., are not to be handed out in the classroom unless **all** students of the class are invited.

Permission to Leave School Grounds

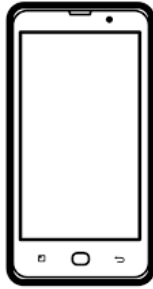
No student shall leave the school grounds during school hours without permission of the principal, granted upon written request of the parent or guardian, or for good cause known to the principal. Please send a note to the child's teacher about the planned early pick-up arrangements. An adult must pick up the student and present identification at the principal's office. **Parents picking up students shall remain at the office – Students will come to the office to be checked out.** Telephone requests for dismissal of students shall be referred to the principal or superintendent, and honored with caution. Teachers are not to excuse students except with the permission of the principal. For the welfare and protection of the students, parental cooperation in the above procedures will be sincerely appreciated.

Pets and Animals At School

Students are not permitted to bring pets or animals to school without advanced approval from the principal due to health and safety factors. Parents are responsible for bringing and retrieving animals during the prior approved length of stay. Proper animal housing is required.

Pictures

Individual school pictures are taken of all elementary students near the beginning of the school year to purchase. Various packages are offered with a range of prices. All students will be in the class composite as long as they are in attendance the day of photos. Casual photos are offered in the spring.



Phone Calls

Students and teachers may be contacted during school hours by calling the office. The elementary phone number is 712-826-5982. Please do not call students during school hours unless it is an emergency. Messages can and will be delivered if necessary. To keep the telephone lines available for incoming calls, students are discouraged from making calls immediately before and after school. Permission is needed from the teacher, secretary, or principal. Student calls are limited to calling home, grandparents, or their parent's place of employment. The school will not be responsible for personal long distance calls made by children. Please notify the school when/if your phone number changes. Unlisted numbers will be handled with confidentiality.

Room Parties

The elementary has three parties a year (Fall, Holiday, and Valentine's Day). Teachers will communicate with parents about the arrangements for their grade level. Students that do not wish to participate in these holiday celebrations or activities may be excused by contacting the school. All treats must be pre-packaged.

Valuable Items

It is our school policy that valuable items, toys, laser pointers or electronic devices including cell phones, shall not be used or displayed during school hours unless directed by their teacher. If students violate this rule, these devices will be taken away so they do not distract from the educational process. We will not be responsible for these items or dedicate school time to retrieve or investigate the incident in question. If students choose to bring these items, they assume the risk of them being lost, stolen, or broken. Violation of this policy will cause the devices to be taken away with possible disciplinary actions to follow.

Visits to School

We welcome visits to school by parents. Please make arrangements **in advance** with the classroom teacher. We ask your cooperation in limiting the visit to not more than half a day and to stop by the office to sign in when you arrive. The first and last two weeks of the school year are not the best times to visit, so we ask that you not plan visits during this time frame.

If you would like to come for lunch, please refer to the Food Service portion of the handbook which details information about eating lunch with your child.

Please refrain from wearing hats in the building. Younger brothers, sisters, or visitors should not accompany students to school. If there are questions concerning this request, or a special situation, please contact the elementary principal.

Parents who are bringing items to school for students such as lunches, books, boots, clothing, etc. must leave these items at the office because delivery to the classroom is a disruption to class instruction.

Volunteers

Enarson Elementary School welcomes and appreciates community people who want to serve as volunteers. Volunteers need to sign in at the office and obtain a visitor's badge to wear. For information about being a volunteer please contact the elementary principal. Volunteers may be asked to be fingerprinted and background checked.

Weather Emergencies

Announcements will be made on the following area radio and TV stations:

KCSI-95.3-Red Oak

KMA – 99.1 – Shenandoah

KSIB - 1520/101.3 FM – Creston

KCCI, WOI.

SWV District Facebook Page

If severe weather occurs (heat or winter conditions) after school is in session and there is a question as to whether school will be dismissed, please check with the above radio & TV stations. You may also sign up for email and cell **phone** alerts on our **Infinite Campus** website.

Students should know where to go in case of early dismissal. All extra-curricular activities, practices, and Before/After School Program are canceled when school is dismissed early or not in session due to weather conditions.

Student Behavior/Discipline

Discipline Policy & Consequences

Students at Enarson Elementary School are expected to treat the school staff, fellow students, and the school building with respect. This can be achieved when parents take an active role in guiding their child's behavior. Each classroom sets up the rules of the room. These rules are to

be reasonable, understood by the children, and consistently enforced. This allows for minor variations in rules among the various rooms.

The following are school-wide rules, which we believe create a positive school climate, in which all students can work in a safe environment that is conducive to teaching and learning.

1. Be on time
2. Be fair and courteous
3. Practice safety
4. Respect other people and property
5. Do your work
6. Ask for help when needed

The following will be addressed with the consequences listed below them. These rules will be in effect in all areas of the school setting.

Inappropriate Language

Language that is not proper or acceptable for the school setting is considered inappropriate language. Certain gestures, swearing, demeaning slang terms, and/or name-calling are examples of unsuitable language for the school environment.

Disrespect

Disrespect may be a verbal or non-verbal action, student to student, or student to adult, including threatening or intimidating another student. It may be refusal to comply with a supervisor's directions. An activity that is carried on to the extent that it interferes with the school setting may be considered disrespectful.

Physical Confrontation

Physical confrontation is any type of body contact that has the potential to cause physical harm to another or to threaten physical harm to another.

Classroom Behavior

A student may be removed from class if he/she creates a disruption in class. (Disruption is defined as behavior, which prohibits teaching from taking place, defying a teacher, or refusal to follow a teacher's directions.) Repetitious misconduct in a class may result in removal from class. Parents may be called to come get their child or to conference with school personnel.

Inappropriate Use of Technology, Internet, Equipment, Network

Students who access restricted items on the Internet, misuse technology equipment/network, do not follow student access policy, etc. are subject to the appropriate action described in board policy or regulations or the following consequences:

1. First Violation – a verbal and written “Warning” notice will be issued to the student. The student may lose Internet/Network access for a period of 3 weeks at the discretion of the supervising teacher. A copy of the notice will be mailed to the student’s parent and a copy provided to the building principal.
2. Second Violation – A verbal and written “Second Violation” notice will be issued to the student. A copy of the notice will be sent to the student’s parent and a copy provided to the building principal. The student will forfeit all Internet/network privileges for a minimum period of 6 weeks.
3. Third Violation – A verbal and written “Third Violation” notice will be issued to the student. A copy of the notice will be sent to the student’s parent and a copy provided to the building principal. The student will forfeit all Internet privileges for the rest of the semester or for the balance of the school year.

Consequences

The principal reserves the right to escalate through the list according to the offense.

- Loss of recess or other privileges.
- Principal's office; student calls parents.
- Conference with parents
- Community Service; this service is performed around and outside the school or may be given by teachers to help in their rooms.
- Detentions: Detentions are given for minor misbehaviors. (Examples are tardiness, disturbing class, or any minor violation so deemed by an instructor or an administrator.) Detentions will be served and coordinated with the teacher who assigned the detention. Special circumstances will be negotiated between student, teacher and principal.

Failure to serve a detention within four before or after school opportunities following assignment of the detention will result in an additional 30 minutes being added to each violation. Continued infractions may lead to in-school or out-of-school suspensions. Students in extracurricular activities will serve their detention the day it is received before attending practice that evening. If there is a scheduled game, students will serve their detention before the next practice.

- In-School Suspensions (ISS): An in-school suspension is a temporary isolation of a student from one or more classes while under administrative supervision. A student in ISS will be required to turn in their electronic devices to the secretary or principal and work on school assignments during that time. If all work is complete, the administration will assign tasks for the remaining time in ISS.

- *Out-of-school suspensions (OSS)*: Out of school suspensions are given for more serious offenses. While a student is serving an OSS, he or she has the opportunity to complete all homework assignments. Students will have the same opportunity to turn in work missed during the suspension as they would with any other absence.

Behavior at Events

All students are to display good conduct and sportsmanship at all school functions whether home or away. Students attending activities are expected to stay seated, using appropriate spectator behavior, throughout the event. Students are not allowed to run around or play because this is distracting to those paying to attend. When needed, please enter/exit during breaks between parts in a program. Students can be asked to leave an event for inappropriate behavior.



Computer Misuse

Willful abuse of the computer, keyboard, monitor, and/or printer by any student will result in a discipline referral submitted to the principal. An Acceptable Use Policy for computer use must be signed by a parent/guardian and student before the student has access to use the Internet. Students who surf the Internet for illicit materials or compose it, will be subject to disciplinary action. Damage to computers, related equipment, or the network may result in restitution for damages and suspension from school.

Tobacco - Alcohol - Drugs

The use or possession of tobacco, and the use or possession or being under the influence of alcohol, other controlled substances, or "look alike" substances that appear to be tobacco, alcohol or controlled substances by individuals under the age of twenty-one and all students regardless of age on school property or at any activities sponsored by the school is strictly forbidden. Violation of this rule will result in disciplinary action, which may ultimately include in or out of school suspension. Such violations may also be reported to local law enforcement authorities. Please refer to School Board Policy 502.7.

Vandalism

School property belongs to the community. Deliberate damage to buildings, desks, and other school property will not be tolerated. Such damage will be paid for by the student at a cost established by the superintendent. The student may be subject to additional discipline.

Window breakage at school happens by accident and by design. If a student breaks a window, a letter will be sent to the parents requesting they take the responsibility for financing the replacement (School Board Policy 502.2).

Weapons

Knives, weapons, guns, dangerous items or look-alikes are not permitted at school. If weapons or dangerous items are found in the possession of students, items shall be reported to law enforcement officials and the student will be subject to disciplinary action, including suspension or expulsion (School Board Policy 502.6). Students are also forbidden to have lighters, matches, or other incendiary devices.

Lockers

Lockers are provided for student outerwear, books, and other materials. Locker numbers are assigned to students at registration. The lockers are school property. Students are responsible for the condition of the locker and schoolbooks. No exterior marks or displays are allowed unless prior approval has been obtained from the principal. To assure the safety and rights of students as well as maintain the school property, the lockers may be subject to a check at any time the administration feels the need to do so. Anything found which may be determined to be detrimental to the well being of the student body (i.e. firearms, knives, drugs, alcohol, water guns, fireworks, etc.) may result in disciplinary actions. The interior of the lockers must be kept free of items that are identified with or promote the use of drugs, alcohol, or other illegal/discriminatory/offensive activities. All coats, hats/caps, bandanas, etc. are to left in the lockers during the school day

Playground



Adults supervise playground periods. Some students are inclined to want to stay in even during nice weather. All students are expected to go outdoors unless the weather is severe, and then all students will remain indoors. A NOTE IS REQUIRED FROM PARENTS IF A STUDENT IS TO BE INSIDE BECAUSE OF HEALTH REASONS. After the 2nd day a doctor's excuse is required.

Playground Rules

Obey and respect all adults supervising
Stop play activity and line up upon hearing the bell
Do not run in front of the swings
Take turns to assure no one gets hurt
Use playground equipment properly
No interfering with games or play areas of others
Jump ropes are only for jumping rope
No tackle games
No dodge ball
No throwing snowballs or snow
Use grassy areas for tag games
No hanging on basketball hoops
No spitting or kicking on school grounds
Recess balls should not be kicked when all students have to be on the hard surface
No throwing or kicking rocks
Students must get permission from the playground supervisor before entering into building

Consequences For Minor Infractions

- Reminder of rules
- Sideline from activity or play-scape
- Lose whole recess
- Detention

All play activities are to be safe and cooperative. The playground supervisor reserves the right to escalate through this list according to offense. The principal will be involved for extreme behaviors.

District Bus Regulations



The safety of every child on our buses is of great concern to all of us. Every precaution will be taken by the school to ensure that the children arrive at their destination safely, but this takes the cooperation of all parents. The safety of everyone is the sole purpose in setting up the following regulations governing the behavior of all students. These are not difficult to obey nor are they unreasonable, and if every student does his/her part, the trips to and from school can be a lot of fun. The school district may utilize cameras to monitor bus behavior.

Rules

1. Students are under the authority of the bus driver and must obey him/her. Drivers will consult with the administration regarding behavior concerns.
2. Students shall be at the designated loading point **before** the bus arrival time.
3. Parents will notify the bus driver in advance if he/she will not be riding.
4. Food and drinks are not allowed on the bus without prior approval of the driver.
5. Respectful communication will be used between all riders and drivers.
6. Students must ride their regular bus unless permission has been obtained from parents or school authorities.
7. The emergency exit is for emergency use only. Emergency evacuation drills will be practiced at various times so students know how to exit in case of an emergency.
8. Students who must cross the road to board or depart from the bus shall pass in front of the bus, no closer than 10 feet, look in both directions, and proceed with crossing only after being signaled by the driver. Students should NEVER walk behind the bus.
9. Seats may be assigned by the driver.
10. Smoking is not permitted in school vehicles.
11. Riders are to remain in a normal seated position, facing forward. Items should be kept out of the aisles.
12. Permission to open windows must be obtained from the driver. Throwing things, yelling out the windows, extending your head or arms out the window, etc. will absolutely not be allowed.

13. Nothing should be torn up or thrown on the floor.
14. Conversations are to be kept reasonably quiet to avoid distractions for the driver.
15. Anyone damaging the bus will be expected to pay for the necessary repairs.
16. When activity or PEP buses are provided to school functions, students will be expected to ride both to and from the activity unless prior approval is obtained from the principal or given signed parental consent to coach or sponsor after the activity.

Violations of the rules will result in the following consequences:

- **1st Offense:** The driver will fill a bus conduct report with the principal. Parents will be sent a copy of this report.
- **2nd Offense:** The privilege of riding the bus to and from school will be taken from the offender for a period of one week (5 days). Parents, student, transportation director, and driver (if needed) will meet and discuss the violation of rules. This may be a conference call with the parent while the others are in the principal's office.
- **3rd Offense:** The privilege of riding the bus to and from school will be taken from the offender for 1 month (30 calendar days). Parents, student, transportation director, and driver (if needed) will meet and discuss the violation of rules.
- **4th Offense:** The privilege of riding the bus to and from school will be taken from the offender for the remainder of the school year. Parents, student, transportation director, and driver (if needed) will meet and discuss the violation of rules.

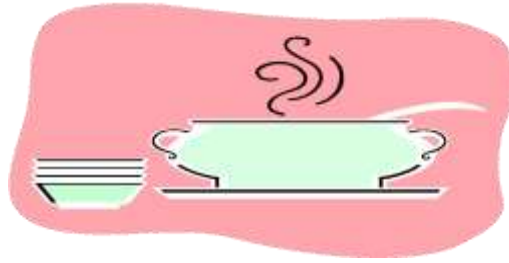
Administration reserves the right to escalate through the consequences for behaviors deemed excessive or threatening. For extreme concerns, the student may be recommended for suspension or expulsion.

Any student or parent who has a problem or a question should feel free to contact the driver, Director of Transportation, Building principal, or the Superintendent of Schools. We will try to do everything possible to make this year's transportation on school buses as safe as possible.

Transportation Changes

Parents are to inform the bus driver if their child does not plan to ride the bus. The bus barn telephone number is 826-5922.

Food Service



Breakfast & Lunch Fees

Breakfast and lunch are available for kindergarten through fifth grade. Breakfast is served every morning at the Middle School for the elementary students. Following breakfast, students may ride the shuttle bus over to the elementary.

Lunch and breakfast may be paid in the office on a daily, weekly, or monthly basis. It is expected that meals will be paid for in advance. The computer accounting system will keep track of meals and the office will give students a note to take home when funds are due. Applications for free and reduced priced meals are available in the office. Applications must be renewed each year.

<u>Students:</u>	<u>Single Purchase</u>	<u>Multiple Day Purchase</u>	
Breakfast	\$1.25 per day	\$6.25-5 days	\$25.00-20 days
Lunch	\$2.25 per day	\$11.25-5 days	\$45.00-20 days
<u>Adults</u>	\$4.25 per day		

Extra milk is available for .35 cents.

Note: The price of lunches may be increased during the school year upon approval from the Board of Education.

Lunchroom

All students will remain in the lunchroom until dismissed. Adult supervisors are in charge during lunch periods. Any allergies affecting eating habits of a student shall require a doctor's note to be on file with the school nurse. As for lunch, students may bring a sack lunch, however, soda is not allowed in the lunchroom by students.

Eating Lunch with Your Child

Parents are welcome to eat lunch with their children after the first two weeks of school. **We recommend waiting until after the first two weeks of school so routines can be established. Please call by 9:00 AM to make reservations and to be added to the lunch count.** Sign in and pay for your meal at the office when you arrive.

Lunchroom Rules

Students will remain orderly and quiet in the serving line.

Conversations during the meal are to be at a low volume level.

Students will clean up his/her own area.

Students will not throw food.

Students will follow supervisors' directions.

Students are given a 5-minute warning at the end of the lunch period.

Students violating the above rules are subject to immediate removal and/or community service or other appropriate consequences as deemed necessary by supervisors.

Lunch Balance Policy

USDA Memo 46-2016 identifies the implementation requirement for a written document explaining how the school will handle situations where children, eligible to receive reduced price or paid meals, do not have money in their account or in hand to cover the cost of their meal at the time of service. Following is the policy for all Southwest Valley campuses.

Once a lunch account balance reaches a \$25.00 negative balance, the student will not be allowed to purchase another meal, breakfast or lunch, until they pay their account in full or have cash in hand. No a la carte purchases can be made if a student's account is negative, unless they have cash in hand.

Once the negative balance is reached, the student will be offered sandwich, depending on the building, and a carton of milk.

Medical Information



Administering Medication

Absolutely no medications will be administered by school personnel or the nurse unless written permission from the child's parent and the following recommendations have been met:

Prescription Medication:

1. The drug must be in the original container, prepared and labeled by the pharmacist, clearly showing the name of the child, the name of the medication, time of day that it is to be given, duration it is to be given, and the name of the doctor. The prescription must be current.
2. Written permission from the parent's signature must be on file.
3. Under no circumstances will drugs (such as aspirin or Tylenol) be furnished by the school.
4. All medication shall be left in the charge of the nurse to be given at prescribed periods.
5. The registered nurse may contact the student's doctor if there is any question regarding the administration of the medication.
6. A written record shall be maintained showing all medications administered, the dosage, the name of the person administering the medication, the name of the student, the date and time of administration, and any reaction to the medication. A written record shall also be kept if it is determined that such medication should not be given and the reasons therefore.
7. All medication shall be sent home with the student at the end of the school year. Controlled substances, such as Ritalin, shall be picked up by a parent at the end of the school year. The controlled substances that are not retrieved by a parent at the end of the year shall be destroyed by the school nurse, in the presence of a witness. The date, time, and number of pills destroyed shall be noted. The notation shall be signed by the school nurse and the witness and placed in the cumulative folder of the student.

Non-Prescription / Over-the-Counter Medication:

1. Written permission with the parent's signature giving the student's name, name of medication, dosage, and times of administration should be on file.
2. Medications shall be provided by the parent in the original container labeled by the manufacturer.
3. Under no circumstances will the school furnish medications.
4. All medication shall be left in charge of the nurse or school official to be given to the child at the prescribed periods.
5. A written record shall be maintained showing all medication administered, the dosage, the name of the person administering the medication, the name of the student, the date and time of administration, and any reactions to the medication. A written record shall also be kept of any refusal to administer medication.
6. The registered nurse may determine that such medication should not be administered to the student. In such cases, the nurse shall attempt to contact the parent verbally. If the nurse determines that such medication should not be given, the nurse shall then notify the parent or guardian in writing that the medication was not given and the reason.
7. All medication shall be sent home with the student at the end of the school year. Students will be notified to pick up their medication. Medications that are not retrieved shall be destroyed by the school nurse.

Communicable & Infectious Diseases

If/when there is a communicable disease outbreak, guidance/recommendations from the Centers for Disease Control, Iowa Department of Public Health and local public health agencies will be followed. 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 chicken pox, conjunctivitis, impetigo, head lice, ringworm, strep throat, influenza, Covid 19, etc. Please contact your building's school nurse for further guidance.

Health Screening

Throughout the year, the school district sponsors health screenings for vision, hearing, scoliosis, height and weight measurements. Students are automatically screened unless the parent submits a note asking the student be excused from the screening. Grade levels included in the screening are determined by the type of screening and the appropriateness to that grade level.

Illness & Injuries

If a student becomes ill at school and is unable to attend school or has a temperature of 100.4 degrees or more, parents will be contacted to come and pick up the student. When ill, it is the parent's responsibility to make arrangements for pick up of ill children who should not remain at school because it poses an unhealthy situation. After 24 hours fever-free, without medication, the child may return to school. Note: if a communicable disease is suspected,

additional time may be required before a student returns to school. Guidance/recommendations from the CDC, IDPH, and local public health will be followed.

If a student is injured at school, he/she is to immediately inform the teacher or person on duty. The teacher or nurse will decide whether the student needs medical treatment and whether parents need to be notified.

Immunizations

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

Diagnosing Illness

Only a licensed physician is qualified to make a diagnosis and prescribe drugs. If there is reason to suspect a possible health problem, the child's parents should be notified with the suggestion that the child be seen by a doctor.

Educational Information

Parent/Teacher Conferences

Students will be formally evaluated four times a year (at the end of each nine-week period). Teachers will discuss progress with students and will send a report home to parents. Conferences will be held once in the fall and spring to discuss the student's progress. Parents and/or guardians are urged to attend at the scheduled time. We strongly encourage parents to schedule a conference with a teacher as the need arises anytime during the school year.

Human Growth & Development

Any parent may opt his or her child out of the Human Growth and Development Curriculum by coming to the Elementary School office and filling out a Human Growth and Development Excuse Form. The nurse will inform parents prior to the instruction.

Promotion & Retention of Students

Children will be placed at the grade level to which they are best adjusted academically, socially, and emotionally. The educational program shall provide for the continuous progress of children from grade to grade when possible. Some children may benefit from staying another year in the same grade. The teachers and the principal shall make a recommendation for promotion or retention. This decision will be based on the student's academic performance, maturity, age, achievement test scores, Light's Retention Scales, and of the most importance, what is best for the student.

Parents will be notified as early in the year as practical of the possibility of retention of their child. This will be followed by parent conferences and progress reports, with the final determination of promotion or retention made at the end of the school year. In case of a recommended retention, the parent will sign a support/denial form to be put in the student's permanent records.

Title I Math and Reading

The elementary offers a school wide Title I program to assist students who need assistance in reading and/or math. A parent involvement policy is included at the end of this handbook.

Physical Education



Physical education is a required class according to Iowa law. Each student must participate unless a doctor's statement to the contrary is presented to the office.

English Language Learners

It is the policy of the district to identify and provide programming for students of limited English proficiency. When new students register, the district will identify those students from homes where English is the second language, so that they can be evaluated for possible ELL educational assistance.

Extended Learning Program (ELP)

In order to meet the special needs of the above average learner, Enarson Elementary offers special enrichment opportunities for identified students. Activities may include: competition, extended learning opportunities, and reading discussion groups.

Support Services & AEA Services

To ensure the success of all students we sometimes must make accommodations and/or modifications for particular students. These modifications and accommodations are referred to as general education interventions. They involve attempts to correct a student's academic or behavioral difficulties in a systematic fashion in a student's regular classroom. Teachers, sometimes working with a team of teachers from their building, develop interventions to correct a student's difficulties. If initial interventions are ineffective at correcting the difficulty, further interventions may be attempted or a child's parent(s) may be contacted about the possibility of a full and individual evaluation for their child.

At times, we enlist the support of professional staff from Green Hills Area Education Agency to assist in developing these accommodations and modifications. Professional staff from GHAEA consists of Speech-Language Pathologists, Itinerant Hearing and Vision Teachers, Occupational Therapists, Transition/Work Experience Instructors, School Social Workers, School Psychologists, and Special Education Consultants. If involved, staff from GHAEA may assist through their work with our team of teachers in a particular building, through observations of a child in the child's classroom, and through review of a student's educational record. Prior to any direct involvement (i.e., talking with a student) of the GHAEA staff with a particular student a parent's permission must be secured through their signing of an "Informed Consent" form. Regardless of the type of involvement direct or indirect, GHAEA staff keep the length of their involvement brief (i.e., through indirect contact on no more than two occasions for a particular child).

Parents Right to Know/Highly Qualified Staff

Parents/Guardians in the Southwest Valley Community School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, certification and degree. You may also request the qualifications of an instructional paraprofessional who serves your student. Parents/Guardians may request this information from the Office of the Superintendent by calling 712-826-2552 or sending a letter of request to the Elementary Principal, 219 Central Street, Villisca, Iowa 5086

Administrative Notices

Access to Students

To ensure the safety of our students, the school administration, teachers, and staff will make a reasonable effort to see that students are released only to parents and/or guardians who have legal custody of the child. If a parent, other than the home providing parent, calls upon the school to talk with a student or attempts to communicate with the student by way of the telephone, the school official in charge will grant such permission only if he/she believes it is in the best interest of the student, and if it does not interfere with the normal educational

process. If a parent, other than the home providing parent, asks to pick up the child, or in some way be in charge of the student, the school official will require proof of custodianship. This proof may be a court order, divorce decree, the home providing parents personal request, or by police action.

Persons other than parents and/or guardians requesting to communicate with students or to take custody of students are to make their requests through the principal's office. The principal will determine the access upon the merits of the request, and the decision will be for the welfare of the student. BOTH parents have the right to examine their son or daughter's record unless their son or daughter is over 18 years old.

Homeless Students

According to Board Policy 501.16, the Southwest Valley Community School District Board of Directors will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving an education which may exist in district policies or practices.

Chapter 33 of Iowa Administrative Code defines "homeless child or youth" as a child or youth from the age of 3 years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:

- A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement.
- A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or
- A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs "1" through "3" above. Inquiries regarding identification of homeless children or youth shall be directed to the district liaison for homeless children and youth: Chris Fenster, by telephoning him at 712-826-2552; or contacting the central administrative office or the administrative office of each attendance center.

Educational Records & Notification

The Southwest Valley Community School District maintains records on each student in order to facilitate instruction, guidance, and educational progress of the student. The records contain information about the student and his/her education and may include but are not limited to the following types of records: identification data, attendance data, record of achievement, aptitude tests, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports.

Certain persons, agencies and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years. Those who have access: school officials, teachers, and AEA personnel with a legitimate educational interest; representatives of state and local government when auditing and evaluating Federal educational programs; organizations which process and evaluate standardized tests; accrediting organizations for accreditation purposes; parents of dependent children regardless of the child's age; appropriate parties in a health or safety emergency. Any other access to student records shall be only upon written consent of the student's parent/guardian or upon court order or legally issued subpoena.

Directory Information: Notice to Students and Parents

Information from student's educational records, designated as directory information by the school district in compliance with board policy, "Student Directory Information," may be released without the consent of parents. Parents will have an opportunity to deny release of directory information without their consent. It shall be the responsibility of the Superintendent to approve parents with notice annually informing them of their rights under this policy and allowing them to deny the release of directory information. It shall be within the discretion of the Superintendent to determine the method of notice that will inform parents. It shall be the responsibility of the principal under direction of the board secretary to approve requests for access to student records. Students' educational records may be accessed during the regular business hours of the school district. If copies of documents are requested, a fee for such copying may be charged. If a release of information is desired by a person other than a custodial parent/guardian, a release of confidential information form must be signed at the office by the custodial parent/guardian.

Admission of Students From Other Schools

Students entering the Enarson Elementary School by transfer from private or parochial schools or from schools outside of the district shall submit evidence of achievement on the grade last attended as a prerequisite to enrollment. Grade placement of a student may be adjusted on the basis of examination of his/her previous record, on the basis of achievement tests administered, or on the basis of other factors, which the principal and the staff of the school concerned believe make such adjustment desirable.

Transfer to Other Schools

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

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 principal.

Open Enrollment

Iowa's open enrollment law allows students residing in one school district to request a transfer to another school district upon the parent's request. According to recent law changes, there are no deadlines for open enrollment requests. Students interested in open enrolling out of the school district must contact the superintendent for information and forms.

Legal Status of Student

If a student's legal status, such as the student's name, address, 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.

Mandatory Reporting

The Code of Iowa, Chapter 235 A.3, requires all school employees to report suspected child abuse or willful neglect. When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter shall orally or in writing notify the Iowa Department of Human Services.

Non-Discrimination

It is the policy of the Southwest Valley Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity, and socioeconomic status 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, Principal, Southwest Valley Community School District, 406 East 3rd Street, Villisca, Iowa, 50864, 712-826-2552.

Educational Equity

The Southwest Valley Community School District shall provide equal opportunity to all district employees and applicants for employment in accordance with equal employment opportunity laws, directives, and regulations of federal state and local governments and agencies. Southwest Valley Community School District shall take affirmative action in the

recruiting, appointing, and advancing of women, minorities, and the disabled. All applicants for employment who meet or exceed the qualifications established by the Board, Administration, and the Iowa Department of Education for the position for which they apply will be given consideration for employment. The Southwest Valley Community School District Board of Education shall consider the veteran status of the applicants in keeping with the law.

Inquires by employment or applicants for employment pertaining to equal employment opportunities and/or affirmative action shall be directed to the Affirmative Action Coordinator, which is the Superintendent of Schools and may be addressed to the following:

Superintendent of Schools
Southwest Valley Community Schools
406 East 3rd St.
Villisca, Iowa 50864

Written inquiries may be directed to the Iowa Civil Rights Department of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri instead of, or in addition to the inquiry to the local district coordinator. Further information and copies of the procedures for filing a complaint are available in the district's central office and each attendance center.

Sexual Harassment

Sexual harassment will not be tolerated in the Southwest Valley Community School District by the board in matters over which it has jurisdiction. Sexual harassment by board members, administrators, certified and non-certified personnel, students, vendors, and any others having contact with the agency is prohibited. Persons found in violation of this policy will be subject to discipline, including but not limited to, reprimand, probation, demotion, suspension, termination, or other sanctions as determined by the board.

Allegations of Abuse of Students By School Employees

It is the policy of the Southwest Valley Community School District to respond promptly to allegations of abuse of students by school employees. The district will investigate any allegation and process the complaint or allegation confidentially to the maximum extent possible. The Southwest Valley Community School District has appointed a level-one investigator and an alternate. The district has also arranged to have a trained, experienced professional to serve as a level-two investigator. The building principal will serve as the level-one investigator.

Search & Seizure

All school property is held in public trust by the Board of Directors. School authorities may, without a search warrant, search a student, student lockers, desks, work areas, or student automobiles under the circumstances as outlined in the following regulations to maintain order and discipline in the schools, promote the educational environment, and protect the safety and

welfare of students and school personnel. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search.

It is recognized that such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on school premises. Items of contraband may include but are not limited to non-prescription controlled substances, such as cocaine, marijuana, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Such items are not to be possessed by a student anywhere on school premises. All non-maintenance searches must be based on a reasonable suspicion and be reasonable in scope.

Homeless Children

The Southwest Valley Community School District will make reasonable efforts to identify homeless children and youth of school aged within the district, encourage their enrollment, and eliminate existing barriers to their receiving an education. Information on homeless youth is posted throughout the community. Inquiries regarding identification of homeless children and youth shall be directed to the district liaison for homeless children and youth: Supt. Of Schools, 406 East 3rd, Villisca, Iowa, 50864 or 7121-826-2552.

Anyone who is aware of a young person of school age, within the school district, who is not being served by an authorized educational program, please contact the school at the above phone or address.

Expulsion: Board Action

Board expulsions are extreme measures of discipline to be employed only when all available school resources are unable to cope constructively with pupil misconduct. The removal of a student from the educational environment for any lengthy period of time is viewed as a severe form of punishment to be used sparingly. Students whose actions are of such a serious nature as to warrant expulsion may be recommended for expulsion regardless of the number of, or absence of, any prior offenses.

A student upon reaching a five-day suspension will have his/her discipline record reviewed by the principal. Severity of the offenses may warrant further disciplinary action. A student, upon reaching a ten-day suspension will be taken to the board of education for possible disciplinary action.

Procedures for Long-term Suspensions & Expulsions

The board of directors, following a recommendation of the superintendent or building administrator, may suspend a student for a period of time to be determined by the board or may expel a student from school. Written notice of the charges prompting the administrative

recommendation and notice of the district policy, rules, shall be mailed or delivered personally to the parent or guardian and to the president of the board. The president of the board shall schedule a meeting of the board of directors for a time within ten school days after the notice has been mailed or delivered. Not less than three calendar days before the hearing, the student's parents or guardians shall be given written notice of the time, date, and place for hearing.

The hearing shall be before a majority of the members of the board. The student may be accompanied to the hearing or be represented by parents, guardians, legal counselor, or other representative of the student's choice and the administration and/or representative of their choice.

Parent Involvement Policy

Southwest Valley Community School District

It is the policy of the Southwest Community School that parents of children participating in Title I programs shall have the opportunity to be involved in the development of the district plan and in the district's review process for the purpose of school improvement. Recognizing that parental involvement is the key to academic achievement, we seek to involve parents in an effective home-school partnership that will provide the best possible education for our students. The district provides support necessary to aid in the planning and implementation of parent involvement activities. The district encourages parent involvement and supports this partnership through providing information about standards and assessments and also providing training and materials for parents to help their children.

1. This policy is distributed to parents through the Parent Handbook, which is distributed to every family at registration.
2. One annual meeting is held for all parents of children participating in Title I programs. Additional meetings with flexible times may be held throughout the year and be determined by parent suggestions.
3. Parents are given assistance in understanding the Title I requirements, standards, and assessments through the annual meetings and parent-teacher conferences.
4. Parents receive an explanation of the school's performance profile, the forms of academic assessment used to measure student progress, and the expected proficiency levels in the annual progress report posted on the district's website, through individual reports given to parents at conference time, and through report cards.
5. Parents are informed of and involved with their child's participation in the Title I program. They also are informed about the curriculum, instructional objectives, and methods used in the program. This information is delivered through newsletters, conferences and the annual meeting.
6. Parent recommendations are encouraged and responded to in a timely manner.
7. School/parent /student compact outlines how parents, the entire school staff, and students all share responsibility for improved student achievement. The compact also describes the means by which the school and parents will build and develop a partnership to help children achieve our local high standards.
8. The Title I program provides opportunities for parents to become partners with the school in promoting the education of their children both at home and at school. Parents are given help monitoring their student's progress and provided assistance on how to participate in decisions related to their student's education. The school also provides other reasonable support for parental involvement activities as requested by parents. Individual conferences will also be held upon request.
9. The school continues to coordinate and integrate, to the extent feasible and appropriate, the parent involvement policy and other programs and activities within the district.

10. An annual evaluation of this parental involvement policy shall be conducted to determine its effectiveness. Findings will be used to design strategies for school improvement and revision of policies.

Providing all Southwest Valley Community School District's children with equal access to quality education is our primary purpose. It is crucial that all partners (students, parents, educators, and communities) have the opportunity to provide input and offer resources to meet this purpose. As these partnerships are mutually beneficial, developing cooperative efforts will ensure improved academic achievement for all students.