

# **Elementary Student/Parent Handbook 2018-2019**



Bridgeview Elementary School  
Cody Elementary School  
Hopewell Elementary School  
Pleasant View Elementary School  
Riverdale Heights Elementary School

## SCHOOLS AND FACILITIES

<b>Pleasant Valley Administration Center</b> Pleasant Valley Community School District 525 Belmont Rd Bettendorf, IA 52722	Phone: 563-332-5550
<b>Pleasant Valley High School</b> Pleasant Valley Community School District 604 Belmont Rd Bettendorf, IA 52722	Phone: 563-332-5151 Attendance: 563-332-6132
<b>Pleasant Valley Junior High</b> Pleasant Valley Community School District 3501 Wisconsin St LeClaire, IA 52753	Phone: 563-332-0200 Attendance: 563-332-0201
<b>Bridgeview Elementary School</b> Pleasant Valley Community School District 316 S 12 <sup>th</sup> St LeClaire, IA 52753	Phone: 563-332-0215 Attendance: 563-332-0216
<b>Cody Elementary School</b> Pleasant Valley Community School District 2100 Territorial Rd LeClaire, IA 52753	Phone: 563-332-0210 Attendance: 563-332-0211
<b>Hopewell Elementary School</b> Pleasant Valley Community School District 3900 Hopewell Ave Bettendorf, IA 52722	Phone: 563-332-0250 Attendance: 563-332-0251
<b>Pleasant View Elementary School</b> Pleasant Valley Community School District 6333 Crow Creek Rd Bettendorf, IA 52722	Phone: 563-332-5575 Attendance: 563-332-5576
<b>Riverdale Heights Elementary School</b> Pleasant Valley Community School District 2125 Devils Glen Rd Bettendorf, IA 52722	Phone: 563-332-0525 Attendance: 563-332-0616
<b>Pleasant Valley Maintenance Center</b> Pleasant Valley Community School District 4333 Devils Glen Rd Bettendorf, IA 52722	Phone: 563-332-6895

### **Safety Hot Line**

**Phone 563-344-4469**

**This hotline number is sponsored in cooperation with the Bettendorf Police and Scott County Sheriff's Departments. It is designed for you to leave detailed messages about any school safety concerns. All calls are confidential and taken seriously.**



The contents of this policy book are reviewed and approved annually as official policies of the Pleasant Valley Community School District. The Pleasant Valley Community School District Board of Education affirms its support of the school/student responsibility and discipline policies. The Board supports the school staff that enforce these policies, and holds school staff accountable for implementing these policies.

The Pleasant Valley Board of Education has seven members divided among director districts. To verify your director district and the board member representing your district, please go to [www.pleasval.org](http://www.pleasval.org) or contact Debbie Dayman, Board Secretary at 563-332-5550 or email [daymandeborah@pleasval.k12.ia.us](mailto:daymandeborah@pleasval.k12.ia.us).

**Superintendent:** Dr. James Spelhaug  
Email: [spelhaugjim@pleasval.k12.ia.us](mailto:spelhaugjim@pleasval.k12.ia.us)

**Assistant Superintendent:** Brian Strusz  
Email: [struszb@pleasval.k12.ia.us](mailto:struszb@pleasval.k12.ia.us)

Administration Center: 563-332-5550

Welcome to the Pleasant Valley Community School District. If there are questions, suggestions, or concerns, the following information is presented to help students and parents communicate with school district personnel.

**To contact a Pleasant Valley Elementary Administrator:**

<b>Bridgeview</b>	Principal Nurse Counselor	Mr. Tony Hiatt Ms. Joette Strobbe Ms. Lisa Albrecht	563-332-0215
<b>Cody</b>	Principal Nurse Counselor	Ms. Laurie Brasche Ms. Ann Harris Ms. Lisa Albrecht	563-332-0210
<b>Hopewell</b>	Principal Nurse Counselor	Mr. Christopher Welch Ms. Kim Zupancic Ms. Kate Reed	563-332-0250
<b>Pleasant View</b>	Principal Dean of Students Nurse Counselor	Mr. Steven Cotton Ms. Rachel Gotto Ms. Jennifer Hanson Mr. Keith Cavanagh	563-332-5575
<b>Riverdale Heights</b>	Principal Dean of Students Nurse Counselor	Ms. Jennifer Gertson Ms. Rachel Gotto Ms. Stacy Schick Ms. Leslie Wonderlich	563-332-0525
<b>Elementary Director of Literacy/Curriculum</b>		Ms. Cindy Lewis	563-332-5550

Pleasant Valley Community School District Website:

[www.pleasval.org](http://www.pleasval.org)

## MISSION STATEMENT

The mission of the Pleasant Valley Community School District as a premier innovative district in the Midwest is to prepare students to succeed in a diverse, global society by providing superior quality opportunities in a safe environment for each student to become a life-long learner and by continuously improving and customizing the educational experience.

## INDICES OF EXCELLENCE

1. By the end of each school year, every K-10 student will read at grade level. Students reading at grade level will meet or outpace their individual growth projections.
2. By the end of each school year, every K-10 student will demonstrate math proficiency. Students demonstrating proficiency will meet or outpace their individual growth projections.
3. 90% of PVHS graduates will have scored at the college readiness level on each of the English, Reading, Math, and Science sub tests on the ACT exam.
4. 80% of secondary students will be involved in at least one extra or co-curricular activity in 4 of 6 years.
5. Extra or co-curricular teams/programs will routinely be regarded among the top ten in the state.
6. On the annual Parent/Student Survey, 95% of responses will be in the combined agree & strongly agree for each category.
7. Annually, the PVCSD will be regarded among the top five districts in the state.

## STRATEGIC GOALS

- All students will demonstrate the abilities of a self-directed learner.
- All students will demonstrate the ability to communicate effectively.
- All students will demonstrate the ability to produce work of high quality.
- All students will demonstrate the ability to be responsible citizens.

## BELIEFS

- We believe all individuals have the ability to learn.
- We believe a flexible, innovative, and superior quality educational process prepares students for success in a global society.
- We believe a major purpose of learning is to explore and develop one's abilities.
- We believe understanding, acceptance and respect of diversity and individuals is essential.
- We believe family involvement is important to student success.
- We believe learning begins at home, is nurtured by experiences at school, and broadened by the involvement of the community.
- We believe learning is a lifetime process that leads to productivity and self-fulfillment.
- We believe continuous improvement is essential to education.
- We believe a safe, healthy, disciplined environment at home and school is necessary for student success.
- We believe the education of students is our highest priority.
- We believe educational needs and decisions are best determined and made within the district.
- We believe high expectations are essential to achieve a superior quality education.

## Character Counts

### The Six Pillars of Character

**Trustworthiness** – be honest and reliable

**Respect** – treat others with respect

**Responsibility** – do what you are supposed to do

**Fairness** – play by the rules; listen to others

**Caring** – be compassionate and show you care

**Citizenship** – do your share to make your school and community better

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# HOURS

School hours are as follows:

8:30 A.M. - 3:00 P.M.

Optional Half-Day Kindergarten 8:30 - 11:30 A.M.

## ATTENDANCE POLICY

Our attendance policies are designed to promote academic achievement and student responsibility, in addition to providing for the safety and protection of each individual. Regular attendance, regardless of your age or academic placement, is the surest avenue toward well-rounded development in three crucial areas: academic growth, social growth, and emotional growth. School attendance is the responsibility of the student and his/her parents or guardian and the school. The school expects that a student will be in school every day and that planning ahead and keeping school attendance as a high priority can minimize most absences.

### Absent and late students - safety procedure

If your child is going to be absent or late, please call the school attendance number with the following information:

In the event of illness

1. Your child's name.
2. Your child's teacher's name.
3. Reason for absence.
4. Please state 2 symptoms describing your child's illness. This is in accordance with Scott County Health Department (SCHD) requirements. All schools in Scott County keep track of illnesses and report them every week to the SCHD. A student's name is not used when the information is reported. This information is collected to look for changes in types of illnesses and the number of cases reported for the county. This information is reported to the Iowa Department of Public Health who looks for changes in illnesses reported in Iowa. The information is then passed on to the Center for Disease Control (CDC) so they have an accurate picture when identifying health threats like yearly influenza.

In the event of a doctor appointment, please have your doctor's office provide the following:

1. Your child's name
2. Date of appointment
3. Time of appointment
4. Authorizing signature

You need to call every day your child is absent or late and state the reason for your child's absence or tardiness. If some unusual and unavoidable circumstance makes it impossible for you to contact the school, you will be called at home or work for the purpose of determining your child's absence. In cases where telephone contact cannot be made, the student must bring in a written excuse stating their absence, signed by at least one parent or the student's guardian, on the first day back to school.

The number to call to report a student absence or tardy is:

Bridgeview	563-332-0216
Cody	563-332-0211
Hopewell	563-332-0251
Pleasant View	563-332-5576
Riverdale Heights	563-332-0616

Students will be counted absent for one-half day if they miss more than 50 percent of the one-half day session.

For truancy purposes, every three late to school tardies will equate to one day of absence.

### Attendance philosophy

School attendance is the responsibility of the student, his/her parent or guardian, and the school. The Pleasant Valley Community School District expects students to be in school every day. Under the Federal No Child Left Behind Act (NCLB), each school is expected to maintain, at a minimum, a 95% average

daily attendance throughout the year. Achieving this goal requires planning ahead and keeping school attendance a high priority. With this goal in mind:

1. Doctor and dentist appointments should be made outside the school day whenever possible.
2. **Family vacation trips** taken during school days are discouraged.

### **Attendance policy**

1. Six days absent during a school year will result in a personal contact with parent/guardian to discuss solutions for improving attendance and or sending a letter of concern.
2. Nine days absent during a school year will result in a follow-up letter and/or a personal contact to develop a plan for improved attendance.
3. Fifteen days absent during the school year will result in a parent conference to review the previous interventions to improve attendance. Included in this meeting will be a discussion of possible legal procedures if attendance does not improve. A letter for documentation will also be included in this step.

Note: For truancy purposes, three late to school tardies will equate to one day of absence.

### **Extended Trips/Pre-Arranged Excused Absences**

It is our policy to discourage family vacation trips except during school vacations, as students almost invariably show a decline in content knowledge and grades when an absence lasts beyond three days. Students will be given a pre-arranged excused form, which they will promptly show each teacher during non-instructional time. ALL WORK IS TO BE MADE UP **BEFORE** THE TRIP, UNLESS THE STUDENT AND TEACHER MUTUALLY AGREE ON A LATER DUE DATE. Where it is determined that such a trip is in the best interest of the student by the family, the school requests that a written request to be absent, signed by a parent or guardian, be presented to the principal/dean of students or secretary no fewer than five (5) school days prior to leaving. This allows students and teachers to prepare as much advance make-up as possible.

### **Approved Absences**

Personal illness, death in the family, religious holiday, or extreme emergency are acceptable reasons for absence. A **valid** excuse, written by a parent or guardian and presented to the principal/dean of students or secretary upon the return to school, or a phone call from a parent or guardian on the day of absence, documenting the reason for absence entitles the student to make up all work missed. For a definition of a **'valid'** excuse, see the following section of Excused and Unexcused Absences.

Example of Excused Absences: *(Notification must be given within 48 hours of occurrence)*

1. personal illness
2. death in the family/funeral
3. religious holiday
4. educational trips accompanied by parents
5. emergency work necessary to the family welfare
6. emergency in the family
7. medical appointments as long as a Dr.'s note is provided.

Examples of Unexcused Absences:

1. "Got in late, needed to sleep..."
2. "Had to finish my homework..."
3. "Car wouldn't start..."
4. "Car had a flat tire..."
5. "I missed the bus."
6. Leaving building/campus without first receiving permission from a school official.

Ultimately, excused and unexcused absences will be determined by the building administrators.

### **Truancy**

Any student absent from school and/or any class without the knowledge and consent of the parent and approval of the school administration will be considered truant. To be reinstated, a conference may be required during regular school hours, among the parents and the school administration. Students must make up work missed as a result of an absence or receive no credit for assignments. For truancy purposes, three late to school tardies will equate to one day of absence.



### **Leaving School**

You must have written permission from your parents or guardian to leave school at any time. No one may leave the school grounds during the school day without permission from the principal or dean of students. You must sign out in the office and indicate the departure time and destination. When returning to school, you must sign in at the office. If you want to ride home on someone else's bus, a parent or guardian must write a permission note. This note must be initialed in the office before the end of first period.

### **Tardiness**

It is your responsibility to get to school and to each class on time. Failure to follow through with this responsibility will result in disciplinary procedures (separate form to be filled out) being initiated in accordance with the school's discipline policy. Remember, when you are tardy you affect not only your education, but also the education of your classmates.

## **CELL PHONES/MOBILE DEVICES**

Access to cell phones/mobile devices is given to students for academic-related purposes. With that access come certain responsibilities and obligations. Students will not use their cell phones/mobile devices in any way that disrupts the student learning environment of the school. Students' phones/mobile devices must be silenced during the school day. Any disruption by cell phones/mobile devices will result in discipline action and may result in parental involvement and the phone/mobile device being searched.

**Examples of unacceptable use of cell phones/mobile devices includes but not limited to the following:**

- Taking pictures in restroom or locker rooms with cell phones/mobile devices
- Taking any picture of a student/staff member without their knowledge and consent.
- Using the cell phone/mobile device to cheat on assignments/tests
- Using the cell phone/mobile device to harass another person
- Using a cell phone/mobile device during class time without the stated permission of the classroom teacher
- Using a cell phone/mobile device in any manner which is contrary to school rules and expectations

Disciplinary action for unacceptable use of cell phones/mobile devices may include detentions, suspensions, parental involvement and referral to the Scott County Sheriff Department.

Prosecutors will charge individuals who secretly watch, photograph or digitally record others who are nude or partially nude with "invasion of privacy." This violation is classified as a serious misdemeanor in a court of law.

## **CONFERENCES/PROGRESS REPORTS**

Parent-teacher conferences will be held twice a year. At these conferences a written progress report will be used. In addition, a third progress report will be issued at the end of the year. Parents may request additional conferences at any time during the school year and may contact their child's teacher via telephone or email at any time with questions.

# DISCIPLINE

Discipline is important to our daily school environment. Discipline has to be maintained to insure the safety, teaching, learning, and daily operation of our school. Discipline can be defined as controlled behavior for desired results. It is the goal of the faculty and staff to have students control their own behavior and, in so doing, become self-disciplined individuals.

Our discipline policy is based on a progressive discipline program with negative behavior being dealt with in accordance to its severity and frequency. The staff will follow the progressive discipline program in their respective classes and areas. Discipline problems of a severe or frequent nature will be referred to the principal.

Please keep in mind the staff will handle all discipline infractions including the assigning of detentions along with the administration. In addition, the staff will be consulted in assigning levels 2 and 3 discipline for frequent or severe behavior problems.

Students may be assigned to out-of school suspension when they are in violation of the attendance policy and/or good conduct and citizenship. Students suspended out of school are not allowed on school or district grounds or at any school sponsored functions. In addition, a parent conference is required prior to the student returning to school. Students who are suspended from school are ineligible for participation in activities for the period of the suspension.

Violations of school and/or legal procedures will be handled with the following levels of progressive discipline.

## **Level One**

- A. Notification of Parents
- B. Rule Clarification
- C. Reprimand and warning to student
- D. Possibility of detentions assigned
- E. Parent conference may be required
- F. Counseling services may be involved

## **Level Two**

- A. Notification of Parents
- B. Rule Clarification
- C. Reprimand and warning to student
- D. Parent conference may be required
- E. One to three days in school suspension may be assigned
- F. Counseling services may be involved

## **Level Three**

- A. Notification of Parents
- B. Rule clarification
- C. Reprimand and warning to student
- D. Parent conference required
- E. One to three days out-of-school suspension
- F. Counseling services may be involved

## **LEVEL FOUR**

- A. Notification of Parents
- B. Parent conference required
- C. Recommendation for expulsion for remainder of semester of a full Calendar year to Superintendent of Schools and the Board of Education.

### **These "levels" apply to the violations listed below:**

- |   |                 |
|---|-----------------|
| 1. Absence, unexcused   | Levels 1-2-3-4  |
| 2. Alcohol, including beer and wine products distribution   | Levels 3-4*     |
| 3. Alcohol, wine products/consumption of<br>(no evidence of possession, but detectable/observable signs of use) | Levels 2-3-4*   |
| 4. Alcohol, wine products use or possession (evidence of possession)  | Levels 3-4*     |
| 5. Arson  | Levels 3-4*     |
| 6. Cheating   | Levels 2-3-4    |
| 7. Contraband (includes lighters/incendiary devices)  | Levels 1-2-3-4* |
| 8. "Counterfeit" Drugs, Alcohol, Tobacco, possession or use of<br>(non-prescription)                            | Levels 1-2-3-4* |
| 9. Dangerous Weapons  | Levels 3-4*     |

10. Defiance of faculty authority	Levels 2-3-4
11. Drugs, distribution	Levels 3-4*
12. Drugs, evidence of use (no evidence of possession)	Levels 2-3-4*
13. Drugs, use or possession (see also page 17)	Levels 3-4*
14. Fighting/Harassment (including outward bias)	Levels 1-2-3-4*
15. Fireworks, use of	Levels 3-4*
16. Gambling/Card playing	Levels 2-3-4*
17. Harassment/Hazing (to include, but not limited to, sexual/gender, age, religion, race, color, disabilities, or national origin)	Levels 1-2-3-4*
18. Inappropriate use of technology (note Appendix)	Levels 1-2-3-4
19. Obscene or vulgar language	Levels 1-2-3-4
20. Physically attacking a faculty member	Levels 3-4*
21. Physically attacking a fellow student	Levels 2-3-4*
22. Referred for discipline from classroom, study hall, bus, etc.	Levels 1-2-3-4
23. Referred for being in unauthorized area	Levels 1-2-3-4
24. Terrorism, including bomb threats	Level 4*
25. Theft	Levels 2-3-4*
26. Threat of faculty member	Levels 2-3-4*
27. Threat of fellow student	Levels 1-2-3-4*
28. Tobacco, possession	Levels 2-3-4 *
29. Tobacco, use	Levels 3-4*
30. Truancy (failure to attend class)	Levels 2-3-4
31. Unauthorized use of safety equipment (false fire alarm, improper use of fire extinguisher)	Levels 3-4*
32. Vandalism or defacing school property	Levels 2-3-4*

**\* MAY INVOLVE REFERRAL TO LEGAL AUTHORITIES AND/OR REFERRAL TO CENTER FOR ALCOHOL AND DRUG SERVICES.**

**Administrators reserve the right to maintain a safe, orderly environment. Disciplinary situations not covered in this handbook will be dealt with by following the Pleasant Valley Community School Board Policies.**

## **DIVERSITY RESOLUTION**

**WHEREAS**, the Quad Cities is a community enriched by its wondrously diverse population;

**WHEREAS**, the Quad Cities has consistently celebrated, affirmed and valued the diversity;

**WHEREAS**, the Quad Cities has a noble history of its civic and religious leaders and private citizens standing together in the partnership in unequivocal opposition to those who preach hatred and bigotry or commit hate crimes or other acts of hatred;

**THEREFORE, BE IT RESOLVED** that the Pleasant Valley Community School District is committed to continuing this community's tradition of standing fast and standing united in our valuing of our diversity and our opposition to the efforts of those who promote hatred, whether through words or deeds.

**BE IT ALSO RESOLVED THAT** the Pleasant Valley Community School District will actively participate in the collaborative efforts to promote an environment of respect, acceptance and inclusion throughout our community.

**BE IT FURTHER RESOLVED THAT** the Pleasant Valley Community School District will commit resources to the protection of all people from acts of hatred, and to the prosecution, to the fullest extent of the law, of those who perform such acts.

# EMERGENCY PROCEDURES

If school cannot open in the morning because of bad weather or unforeseen problems, an announcement will be made over radio and television stations, and buses will not run. Please listen to these reports and DO NOT call the school.

If an emergency arises, PVCSD has the responsibility to provide you with the safest conditions possible. When students are to be sent home early due to inclement weather or other emergencies, announcements will be made on the local radio and television stations and Enews will be sent.

**SEVERE WEATHER DRILL** routes are posted in each room. When the signal for a tornado drill is announced, line up in single file and proceed to the point of safety without talking. Once you are there, listen carefully to the directions for your next move.

**FIRE DRILL** routes are also posted in each room. Learn them before the first drill. When the signal is given, line up in single file with others from your class and exit from the building in an orderly manner and without talking. Once outside, your teacher will lead the class away from the building. Listen for any other instructions which may be necessary in an actual emergency. Do not re-enter the building until you are told.

## FIRST AID/MEDICATION

The school nurse will be available on a daily basis. The nurse teaches, promotes, and directs health activities and keeps detailed records on each student. Vision and hearing checks done by the school should never be substituted for a doctor's examination.

Pleasant Valley Community School District will administer prescribed medications and over-the-counter medicine when it is necessary for these medications to be taken during school hours.

**However, medications will not be administered unless the following requirements are met:**

1. Prescribed medicine must be properly labeled. The medicine shall be sent to school in the original prescription container which shall be labeled with:
  - a. Name of student
  - b. Name of medicine
  - c. Directions for use
  - d. Name of physician
  - e. Name & address of pharmacy
  - f. Date of Prescription
2. Over-the-counter medicine will be given if the following conditions are met:
  - a. The medicine is in a closed container.
  - b. The container has the child's name on the outside.
  - c. The outside of the container also states the contents inside.

A signed note from the parent must accompany the medication indicating to the school the time the medication is to be given and the amount of the medication to be given.

It shall not be the duty or responsibility of the district to determine if the correct medication is supplied by the parent in the marked container.

## FOOD SERVICE

Each student has a customized account number for food service items. This is a debit account. Deposits may be made into the account at any time by sending cash or check to the school office or on-line ([www.pleasval.org](http://www.pleasval.org)) using a debit or credit card. Checks should be made out to PVCSD Food Service. It would be helpful to send the money to school in an envelope stating your child's name, homeroom and Food Service. We would request that if possible, **a minimum amount of \$5.00** be deposited at any one time. If a student uses cash, no change will be given when a food item is purchased since this is a debit system. At any time, parents may log into the Parent Portal to see their child's food service balance and a history of items purchased. Low balance reminders will be sent electronically. Please contact Food Service Director, Andrea Mahler, at 563-332-5550 or [mahlerandrea@pleasval.k12.ia.us](mailto:mahlerandrea@pleasval.k12.ia.us) with questions.

## **GUIDANCE AND COUNSELING SERVICE**

The Guidance Department provides a service for helping students in their personal decisions relating to proper emotional and social growth and achievement in academic learning. Guidance is considered a fundamental part of the total school relationship with the individual student. Teachers, principal and counselor all play an important role in the development of each student.

Students should feel free to arrange to come to the guidance office at any time. If the counselor is busy, an appointment can be made. The guidance service is also available to parents if they wish information concerning progress in school. Intervention strategies for students experiencing behavioral and/or learning problems are available through the guidance office.

Provision of Special Education Parents who suspect their child has a disability requiring accommodation or special education are urged to contact their child's school or the Mississippi Bend Area Education Agency (1-800-947-2329) for additional information and a copy of the booklet entitled Parental Rights in Special Education.

Students and parents may find it useful to discuss educational plans, difficulties in a subject, personal problems or social problems with the counselor.

The purpose of the guidance counselor is to help students; it is not to handle behavior problems or to administer discipline. The counselor serves as an interested person who can help each student review problems and make the best decisions.

## **HARASSMENT, HAZING, BULLYING**

Harassment, hazing and/or bullying is unwelcome conduct by a person that is persistent or pervasive so that it affects another person's ability to participate in or benefit from school programs. The school district will not tolerate any action or activity which inflicts physical harm or mental anxiety or which demeans, degrades or disgraces a person. (See Appendix, page 15)

## **HOMEWORK PHILOSOPHY**

### **Philosophy**

Homework is one strategy for extending the school day and increasing the amount of time students spend learning. It is an integral part of students' educational program. It contributes to good study habits, self-discipline, personal initiative, independence, and responsibility as well as providing a vital, cooperative link between the teacher, child, and the home.

The Pleasant Valley District believes homework should be structured so that it is meaningful to the student, clear in purpose, and has a high probability of success. Homework is defined as that set of activities designed to extend the time available for formal learning. Homework is prepared to help students gain information about the next day's lesson, practice learned skills, extend concepts taught in class, and/or complete unfinished class work. Assigned homework is reviewed by the teacher to provide corrective feedback and instructional guidance to the student.

At times teachers are requested to prepare school work in advance because of family trips, planned medical procedures, or other extenuating circumstances. Typically this can be accomplished when teachers are given adequate notice for the necessary preparation. However, because of the nature of the learning process, it is hard to predict the exact pace at which learning will occur. Therefore, giving assignments too far in advance (2 weeks or more) is not possible. Homework assigned in advance will be expected to be completed upon return to school. Homework assigned following a student's return from absence will be due within two days.

### **Definition**

Homework is that set of activities designed to extend the time available for formal learning.

### **Types:**

- Preparation Homework: helps students inform themselves about the next day's lesson in preparation for the class session.
- Practice Homework: provides students with the needed review and reinforcement about material presented in a previous lesson or lessons.

- Extension Homework: guides students so they expand on concepts that have been or will be taught in class.
- Creative Homework: includes student-selected inventive and resourceful activities related to a class topic.
- Make-up Homework: provides students with the opportunity to complete unfinished class work.

### **Pleasant Valley Reading Expectations**

“The amount of free reading done outside of school has consistently been found to relate to growth in vocabulary, reading comprehension, verbal fluency, and general information” (Anderson, Wilson, and Fielding 1988; Greaney 1980; Guthrie and Greaney 1991; Taylor, Frye, and Maruyama 1990). Further, “students who read independently become better readers, score higher on achievement tests in all subjects, and have greater content knowledge than those who do not” (Krashen 1993; Cunningham and Stanovich 1991; Stanovich and Cunningham 1993).

Toward these ends and to prepare its students to succeed in the diverse global society in which they will live and work, it is the unequivocal expectation of the Pleasant Valley Community School District that all students will spend significant time reading outside the school day. The specific expectations for each level are defined and monitored according to the developmental capabilities and the unique characteristics of the identified student population.

The expectations by level are as follows:

- Students in grades K-2 are expected to read or be read to 20 minutes daily.
- Students in grades 3-4 are expected to read 20-30 minutes daily.
- Students in grades 5-6 are expected to read 30 minutes daily or a total of 150 minutes over the course of a week.
- Students in grades 7-8 are expected to read a total of 25 books over the course of the school year.
- Students in grades 9-12 are expected to read 1000 pages each semester.

## **INSURANCE**

The school district's property and liability insurance does not cover costs for medical treatment incurred by students due to injuries resulting from normal participation in any school activity, including, but not limited to: classroom, recess, athletic, and extra-curricular activities, whether or not these activities take place on school property.

The school district does make available a student insurance policy that may be purchased to cover limited medical payments for accidental bodily injury. This policy may be purchased for football coverage only, interscholastic sports coverage except football, school-time coverage, or full time coverage. Information regarding this policy is available at the time of registration or by contacting the school building's office.

All students participating in athletics or extra-curricular activities must do the following prior to starting practice or otherwise participating in the activity:

1. If the student insurance program is desired, each participant must have purchased the accident insurance prior to starting practice or participating in the activity OR
2. Each participant's parents/guardian must sign a waiver prior to starting practice or participating in the activity stating adequate medical insurance coverage is provided for their son/daughter while participating in interscholastic sports or other school sponsored activities.

## **INTERAGENCY AGREEMENTS**

The School District may share with Parties (i.e. any agency with which a sharing agreement has been signed) any information contained in a student's cumulative records which is directly related to the juvenile justice system's ability to effectively serve the students. Prior to adjudication, information contained in the cumulative records may be disclosed by the school district to the Parties without parental consent or court order. Information contained in a student's cumulative records may be disclosed by the School District to the Parties after adjudication only with parental consent or a court order. Information shared pursuant to the agreement shall be used solely for determining the programs and services appropriate to the needs of the students or student's family. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written

consent is obtained from a student's parent, guardian, or legal or actual custodian. This agreement only governs a school district's ability to share information and the purposes for which that information can be used.

The purpose for the sharing of information prior to a student's adjudication is to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of school suspensions and expulsions which provide structured and well supervised educational program supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education.

The party requesting the information will contact the principal of the building in which the student is currently enrolled or was enrolled. The principal will forward the records within 10 business days of the request.

Confidential information shared between the Parties and the school district shall remain confidential and shall not be shared with any other person, unless otherwise provided by law. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.

## **LOCKERS**

Students are assigned either a locker or other storage unit for their outer garments and other personal property such as their lunch. Locks are not provided, nor are they permitted to be used on these lockers.

Students in grades 4-6 are assigned lockers for the storage of their Wellness class clothes. The school provides a combination padlock for this locker.

Money and other items of value should not be left in lockers. In addition, personal items such as clothes, coats, and bags should be clearly marked.

## **LOST AND FOUND**

Students who find or lose articles should report the same to the school office promptly. The loss of property may be minimized by identifying, where possible, every article with the owner's name. Parents can assist by labeling children's possessions.

## **LUNCHROOM PROCEDURES**

1. Students will sit where assigned.
2. Students who have a problem or need assistance after being seated should raise their hand.
3. Conversations may be carried on with the people who are near. Loud talking and yelling will not be permitted.
4. All students should keep their hands to themselves. There is to be no touching or grabbing of other people or their food.
5. Absolutely no throwing of food, sacks, paper, etc. will be permitted. Likewise, popping of sacks or bags will not be allowed.

## **MANNERS**

Students are asked to display good manners in their room and in the entire school. A constant effort should be made to be polite at work and at play.

## **OUTDOOR ACTIVITY**

Any supervised activity occurring before, during or after school will be moved indoors should inclement weather conditions exist. Designated school personnel will utilize local weather resources to determine whether the activity will be indoors or outdoors. The temperature benchmark for moving activities indoors is zero degrees Fahrenheit or lower with wind chill included.

## **PERSONAL PROPERTY**

The school district's property and liability insurance policy does not cover loss, theft, or destruction of personal property of students. All personal property items brought to school are the responsibility of the student. The student's parent/guardian should check with their homeowner's insurance policy to provide coverage, if desired, in the event of a loss, theft, or destruction of a student's personal property.

## **PHONE**

Permission to use the telephones must be obtained from school personnel. It is important that classroom interruptions be kept at a minimum. Students and teachers may not be called out of class to answer phone calls except in cases of emergency. The office will be happy to relay a message or have your call returned as soon as possible.

## **PHYSICAL EDUCATION**

All boys and girls of the school are asked to take physical education unless excused by a physician. A written excuse should be brought to the school office or the physical education teacher in such cases. If the excuse is to cover more than three (3) class periods, a note from a doctor is requested. All students are required to wear tennis shoes during the physical education class.

If a student is restricted for medical reasons from participating in physical education classes, the student will not participate in recess or playground activity.

## **RELEASE OF INFORMATION**

The following information may be released to the public in regard to any individual student of the Pleasant Valley Community School District as necessity or desirability arises:

- Name
- Address
- Telephone Listing
- 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
- Honors and Awards Received
- The Most Recent Previous School or Institution Attended by the Student
- Photograph or Likeness

Two federal laws require local educational agencies receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with name, address and telephone listings, unless parents/guardians have advised the school district that they do not want their student's information disclosed. Any student 18 years of age, parent or guardian not wanting the information released to the public or military recruiters, must make their objection in writing to the principal of their child's school at the address noted on the inside front cover of this handbook.

## **SCHOOL BUS**

Specific rules are to be observed when riding the school bus. These rules and information are included in the appendix of this handbook, as well as being posted in each bus. Violation of school bus rules may result in a loss of bus riding privileges.



All students who wish to get on or off at a bus stop other than their own assigned bus stop must have a written note signed by their parent and approved by the school office personnel. Students will only be dropped off at existing bus stops.

Incorrect Example “1/24/06 – Jane Doe needs to go to grandma’s house.”

Correct Example “1/24/06 – Jane Doe needs to go to grandma’s house riding on Bus 99, and be dropped off at the corner of Spencer Road and Valley Drive.”

Correct Example “1/24/06 – Jane Doe has permission to go home with Mary Smith. (The student, Mary Smith, is on your bus route with a current stop.)”

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

## SCHOOL DRESS

The Pleasant Valley School District believes that our dress code standards must encourage respect, character and reasonable levels of modesty in our working environment: our school. Some articles of clothing that are acceptable outside the school setting may not be considered appropriate for the school day, and as a result, should not be worn to school. Students are expected to wear clothing which is suitable for learning and promotes respectable student-teacher relationships, as well as student-student relationships. While the primary responsibility for appearance rests with the students and their parents, *building administrators reserve the right to determine what is acceptable attire*. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct is not allowed. When in the judgment of an administrator, if a student’s appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

Examples below clarify the standards of dress that are compatible with the requirements of a good learning environment:

- Shorts with a minimal inseam and unreasonably short skirts are not acceptable.
- Pants/shorts must be worn at the waist to insure that undergarments are not visible.
- Shirts must cover the abdomen, cleavage, shoulders, and back during normal classroom activities.
- Footwear is required.
- Prohibited Items:
  - Spaghetti strap tops.
  - Head apparel, such as bandanas, hats, and other head coverings, with the exception of those serving religious or medical purposes, should not be worn inside the school. All hats are expected to remain in the student’s locker until the end of their school day.
  - Clothing and accessories such as patches, jewelry and notebooks displaying racial or ethnic slurs/symbols, gang affiliations, vulgar, subversive or sexually suggestive language or images. Students may not promote products which are not legal to buy such as alcohol, tobacco and illegal drugs.
  - Sunglasses
  - Large, long heavy chains
  - Studded or chained accessories
  - Long coats and jackets

The principal may allow exceptions in special circumstances or occasions such as holidays or special performances and may further prescribe dress in certain classes such as wellness, vocational classes and science labs.

## **SCHOOL RULES**

School rules are based on the theory that all students can behave acceptably and that discipline is necessary. We believe that high expectations in this area underlies an effective school system. Please refer to "Discipline" for the District's policy.

Each elementary building has its own unique discipline procedure which has been developed by the staff; however, all have several requirements in common.

Children are not to bring toys or electronic devices to play with unless permission has been granted by someone on the school staff. Laser pointers are not allowed at any time on school premises. Students are only permitted to chew gum with permission from school personnel. Food consumption is not permissible in halls, playground, or on the school bus

## **SCHOOL VISITS**

Parents are welcomed and urged to visit school. We would appreciate your contacting the teacher ahead of the visit if at all possible, and also checking in at the school office upon arrival. We would appreciate not having visitors immediately before holidays or the last week of school.

Children who are not regularly enrolled are asked not to visit unless accompanied by their parents. This rule also applies to friends who are attending other schools in the area. These visits are restricted to lunch and/or recess time unless otherwise arranged with the principal.

## **STUDY SUGGESTIONS**

Students may find the following suggestions helpful in establishing comfortable effective study habits:

1. Physical surroundings should be appropriate for work; you should use a desk or table and properly matched chair; you should be sure that you have adequate light; and you should have the proper room temperature and ventilation.
2. You should maintain yourself in a physically fit condition, eating nutritious foods in moderate amounts and at proper times, engaging in an appropriate amount of physical exercise and activity, and securing regularly a normal amount of sleep.
3. You should plan, prepare, and adhere to a regular time schedule.
4. You should be prepared at any time for a test or examination and not make a practice of last minute cramming.
5. You should keep all your study materials and equipment in a neat, orderly and efficient condition.
6. You should become as skillful in your reading as possible, constantly improving both your speed and your comprehension.
7. You should develop a broad and expressive vocabulary.
8. You should become skilled in the use of the library.
9. You should develop skill in writing comfortably, rapidly and legibly.
10. You should develop and constantly improve your ability to make and keep notes in an accurate, brief, clear, neat and organized form.
11. You should have a constructive and enthusiastic attitude about your work and why you are doing it.
12. You should learn and develop strong listening skills.

## **STUDENT SALES**

Students are not allowed to sell any products at school. The school will not be responsible if any such items are brought to school.

## **THREATS OF VIOLENCE**

All threats of violence, whether oral, written, or symbolic, against students, staff, or to school facilities are prohibited. All such threats will be 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) or guardian(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;
- any other relevant information from any credible source.

## **VOLUNTEER**

Parents are often interested in volunteering at their child's school. Pleasant Valley offers a variety of opportunities to support students' educational experiences. If you are interested in volunteering, please speak with your child's teacher or inquire in the main office requesting more specific information. This is a great way to become more familiar with your child's school and enrich the partnership between home and school.

## **WAIVER OF STUDENT FEES**

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplementary 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 a 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 can fill out a fee waiver form online through the [parent portal](#). Within the parent portal, the fee waiver is found under the Applications/Forms section. If parents do not have a parent portal account, please contact Susan Parks at 563-332-5550. This waiver does not carry over from year to year, but can be filled out at any time during the school year, and must be completed annually.

## - APPENDIX -

### **Child Abuse Procedure**

State law requires each local school district to appoint a designated investigator and alternate investigator to receive complaints and investigate allegations of child abuse filed against any member of the Pleasant Valley Community School District staff.

The Pleasant Valley School Board has appointed Brian Strusz (563-332-5550) as the investigator and Cindy Lewis (563-332-0250) as the alternate investigator.

### **Homeless Definition**

As a part of the district's At-Risk interventions, there is a requirement to provide education to homeless children. The following defines homeless:

- Children in permanent foster care are not homeless.
- Temporarily placed foster children are homeless.
- Transitional housing is homeless.
- Runaways are considered homeless even if their families have provided and are willing to provide a home for them. Children who run away and live with friends or relatives should be considered homeless until the relationship with the friends or relatives becomes fixed, regular and adequate.
- Throwaway children are homeless. These are children who are not allowed back home by the parents.
- Children who are living in families that are doubled or tripled-up with other families are homeless if these arrangements are because of a loss of housing or economic hardship. Families that voluntarily move in together to save money are not homeless.
- Abandoned children are homeless.
- Children living in cars, travel trailers, hotels, motels, campgrounds, public spaces, bus or train stations, abandoned buildings or other areas not designated as regular sleeping accommodations for human beings are homeless.

### **Harassment, Hazing, Bullying**

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place 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 other students, by school employees, and by 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. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees 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 which may include suspension or 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 which may include 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 which may include exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, 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:

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc;
- Demeaning jokes, stories, or activities directed at the student; and/or
- Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee 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;
- 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 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 Superintendent of Schools or designee will be responsible for handling all complaints by students alleging bullying or harassment. The Superintendent of Schools or designee will be responsible for handling all complaints by employees alleging harassment.

Students who feel that they have been harassed or bullied should:

- If the student is comfortable doing so, communicate to the harasser or bully that the student expects the behavior to stop. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, 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 or bully did**
  - **witnesses to the harassment or bullying**
  - **what the student said or did either at the time or later**
  - **how the student felt and**
  - **how the harasser or bully responded**

### **Physical Restraint Policy**

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 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 Rachel Gotto, Elementary Dean of Students/Director of Elementary Special Education at (563) 332-0525 or [gottorachel@pleasval.k12.ia.us](mailto:gottorachel@pleasval.k12.ia.us) and Darren Erickson, High School Associate Principal/Director of Secondary Special Education at (563) 332-5151 or [ericksondarren@pleasval.k12.ia.us](mailto:ericksondarren@pleasval.k12.ia.us). The complete text of the law and additional information is available on the Iowa Department of Education’s web site: [www.iowa.gov/educate](http://www.iowa.gov/educate).

### **Equal Educational Opportunity**

The school district does not discriminate in its education programs or educational activities on the basis of color, disability, gender identity, marital status, national origin, race, religion, creed, socioeconomic status (for programs), age (for employment), gender, or sexual orientation. Students are educated in programs which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is Brian Strusz who can be reached at Pleasant Valley Administration Center, 525 Belmont Road, Bettendorf, IA. 52722; telephone 563-332-5550. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department Education 10220 North Executive Hills Blvd., 8th Floor, Kansas City, MO 64153-1367, (816) 891-8156, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146 (515) 281-5294.

### **Notification Of Nondiscrimination Policy**

It is the policy of the Pleasant Valley Community School District not to discriminate on the basis of age (for employment), color, creed, national origin, race, religion, marital status, gender, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status in the educational program or activities which it operates.

Inquiries concerning the application of federal and state nondiscrimination statutes and the implementing regulations to the district may be referred to Brian Strusz, who has been designated by the district as Educational Equity Coordinator, or to the Director of the Office for Civil Rights. Brian Strusz can be reached at Pleasant Valley Administration Center, 525 Belmont Road, Bettendorf, IA. 52722; telephone 563-332-5550.

## **Grievance Procedure For The Nondiscrimination Policy**

### **Section 1. Definitions**

- a. "Days" means working days for grievances filed by employees and school attendance days, for grievances filed by students.
- b. "District" means the Pleasant Valley Community School District.
- c. "Employee" means a person who is, on a permanent basis as opposed to a temporary basis, on the payroll of the District.
- d. A "grievance" is a complaint alleging action by the district in violation of federal and state statutes and the implementing regulations.
- e. "Responsible official" means the employee designated by the District to coordinate its efforts to comply with and carry out its responsibilities under federal and state statutes and the implementing regulations.
- f. "Student" means a person enrolled in one of the schools operated by the district.
- g. "Superintendent" means the superintendent of schools or his/her designee.

### **Section 2. Procedure**

All grievances brought by students, parents, or employee shall be handled in the following manner:

#### **Step One - Informal**

Within twenty (20) days of the time that the grievant knew, or reasonably should have known, of the grievance (or within twenty (20) days of the publication of this grievance procedure, whichever is later), the grievant shall present the grievance orally to the building principal (if the grievant is a student or parent) or to the immediate supervisor (if the grievant is an employee). Within five (5) days after presentation of the grievance, the principal or immediate supervisor shall orally answer the grievance.

#### **Step Two - The "Responsible Official"**

- a. Within five (5) days of the oral answer, if the grievance is not resolved, it shall be stated in writing, signed by the grievant, and submitted to the "responsible official" on the form provided as part of this procedure.
- b. The grievance shall (1) name the employee, parent or student involved, (2) state the facts giving rise to the grievance, (3) identify the specific provisions of the Nondiscrimination Policy or the implementing regulations alleged to be violated, and (4) indicate the specific relief requested.
- c. Within five (5) days after receiving the written grievance, the "responsible official" shall give his/her answer in writing to the grievant.
- d. The grievant shall be furnished a copy of the decision of the superintendent.
- e. The decision of the superintendent shall be final within the school corporation.

#### **Step Three - The Superintendent**

- a. If the grievance is not resolved in step two, the grievant may, within five (5) days of receipt of the "responsible official's" answer, appeal to the superintendent by filing the grievance and the "responsible official's" answer, along with any written response of the grievant to the answer of the "responsible official", with the office of the superintendent, which shall receipt therefore.
- b. The superintendent shall hear the grievance within ten (10) days after receipt of any written grievance properly filed with the superintendent's office and shall render his decision in writing within ten (10) days after such hearing.
- c. The grievant shall be afforded a full and fair opportunity to present evidence relevant to the facts and to the issues raised by the grievance and may be represented by counsel at the hearing of a grievance by the superintendent.
- d. The grievant shall be furnished a copy of the decision of the superintendent.
- e. The decision of the superintendent shall be final within the school corporation.

### **Section 3. Failure to Observe Time Limits**

In the event the grievant fails to exhaust its remedies under the grievance procedure provided above, or to abide by the time limits with respect to each step, the grievance shall be presumed to be abandoned and the matter shall be settled in accordance with the District's last answer thereto. In the event the District fails to give its answer at any step with the time limits prescribed, the grievant shall have the right to proceed immediately to the next step. Any time limit may be extended by written mutual agreement of the grievant and the District.

#### **Section 4. Effect of Settlement**

Any settlement of a grievance shall be applicable to that grievance only and shall not be binding authority of the disposition of any other grievance. Any grievance initiated under this procedure shall be brought by and for the student, parent, or employee alleging action in violation of the Nondiscrimination Policy and the implementing regulations by the District affecting the student, parent or employee initiating the grievance.

#### **Notice Of Directory Of Information**

#### **Family Educational Rights and Privacy Act (FERPA)**

#### **Model Notice for Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Pleasant Valley Community School District, with certain exceptions, obtain parents' and students' over 18 years of age written consent prior to the disclosure of personally identifiable information from a student's records. However, The Pleasant Valley Community School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Pleasant Valley Community School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill showing the student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs;
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under *the Elementary and Secondary Education Act of 1965 (ESEA)* to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want The Pleasant Valley Community School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. The Pleasant Valley Community School District has designated the following information as directory information:

Student's name  
Address  
Telephone Listing  
Electronic mail address  
Photograph  
Date and place of birth  
Grade level  
Dates of attendance  
Participation in officially recognized activities and sports  
Weight and height of members of athletic teams  
Degrees, honors and awards received  
The most recent educational agency or institution attended  
Enrollment status

The Family Educational Rights and Privacy Act also affords parents and students over the age of 18 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 School principal 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 School principal, 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 educational 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; a person serving on the School Board; a person or company with whom the School has contracted to perform a special task; 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.
4. The right exists 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, D.C. 20202-4605  
Telephone; (202) 260-3887  
Fax: (202) 260-9001  
Website: [www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

## **Health, Safety, And Human Growth And Development Program**

### Introduction

Iowa State legislation requires the Pleasant Valley District to offer a comprehensive Human Growth and Development Curriculum, subject to the approval of a state-mandated local citizen's advisory council and the district's Board of Education. The legislation also requires the district to annually provide its citizens with information regarding this curriculum. The following pages detail the state-mandated areas of instruction as well as the local program that has been approved by the district staff, the Citizen's Advisory Council, and the Board of Education. Please be advised that the Iowa State Statutes also make provision for parents/guardians to withdraw their student from any or all parts of this curriculum. To initiate this provision of the law, the request must be submitted in writing to the building principal and renewed on an annual basis. Students exercising this right will be given appropriate alternative educational assignments.

Anyone wishing more details regarding the program, its objectives, and the various classroom activities or requesting to view any of the materials used in the program should contact the appropriate building principal.

### State Requirements:

The state-mandated Health, Safety, and Human Growth and Development Program includes the following areas:

Kindergarten: Instruction in protection and development of physical well-being with attention given to experiences relating to the development of life skills and human growth and development.

Grades 1-6: Instruction in personal health, including self-esteem and stress management; food and nutrition; environmental health; safety and survival skills, including traffic safety revolving around pedestrian and bicycle safety procedures; consumer health; family life, including human sexuality; substance abuse and nonuse, encompassing the effects of alcohol, tobacco, drugs, and poisons on the human body; emotional and social health, including interpersonal relationships; domestic abuse; health resources; and prevention and control of disease, involving characteristics of communicable diseases, including acquired immune deficiency syndrome.

Grades 7 and 8: Instruction in personal health, including self-esteem and stress management; food and nutrition; environmental health; safety and survival skills; consumer health; family life, including human sexuality; substance use and nonuse, encompassing the effects of alcohol, tobacco, drugs, and poisons on the human body; emotional and social health, including interpersonal relationships; domestic

abuse; health resources; and prevention and control of disease and the characteristics of communicable diseases, including sexually transmitted diseases and acquired immune deficiency syndrome.

Grades 9-12: Instruction in personal health, including self-esteem and stress management; food and nutrition; environmental health; safety and survival skills; consumer health, including interpersonal relationships; domestic abuse; health resources; and prevention and control of disease, including sexually transmitted diseases and acquired immune deficiency syndrome.

#### District Program:

The Pleasant Valley District's program, approved by the Human Growth and Development Citizen's Advisory Council and the Board of Education, includes all of the state-mandated areas. The grades K-6 program revolves around the following broad components:

1. Dimensions of Personal Development
2. Interpersonal Skills
3. Sex-based Exploitation
4. Human Sexuality and Sexually Transmitted Diseases
5. Prevention/Intervention (focuses on the topics of dropouts; substance abuse, birth defects, mental retardation, and other developmental disabilities; and suicide)

The 7th and 8th-grade program is composed of the following units:

1. Entering the Teen Years
2. Building Self-Confidence Through Better Communication
3. Developing Competence in Self-Assessment and Self-Discipline
4. Improving Peer Relationships
5. Strengthening Family Relationships
6. Problem Solving
7. Personal Safety and Decision Making
8. Drug Use and Abuse
9. Human Sexuality and Sexually Transmitted Diseases
10. CPR, Nutrition and the Healthy Heart
11. First Aid and Blood Pressure Checks
12. Mental and Emotional Health
13. Peer and Family Relations
14. Death and the Funeral Process
15. Stress

The 9th-grade units are:

1. Physical Health & Wellness Interpretation
2. Understanding Yourself
3. Environment and Heredity
4. Human Sexuality
5. Social Drugs
6. Health Careers and Services

The 10th-12th grade units are:

1. Physical Health & Wellness Interpretation
2. CPR
3. Stress Management
4. Students will also have the option of taking First Aid; Athletic Health and Consumer Awareness; and Nutrition and Eating Disorders.

#### General Information:

Health and Safety education in the Pleasant Valley District is required to be taught at all grade levels K-8 and at grade 10. All of the Human Growth and Development required areas are taught in the Health and Safety Program in grades 7, 8, 9, and 10. A majority of the Human Growth and Development required areas are taught in the Health and Safety Program in grades K-6; however, some of the areas are taught or reinforced in other content areas, such as social studies, science, career education, and reading. Certain special programs also deal with specific areas of the Human Growth and Development Curriculum. Such programs are the Elementary Guidance Program and the drug awareness and prevention programs, presented by the Center for Alcohol and Drug Services (CADS) and Scott County law enforcement agencies. These are excellent examples of area agencies cooperating in a total effort and commitment to educating the young people of our community.

Specific grade-level goals and objectives of the district's total Health, Safety, and Human Growth and Development programs are available at the appropriate school or the Belmont Administration Office. We hope that parents/guardians will become familiar with this program and spend time with their young

people at home discussing and reinforcing the topics and concepts being presented at school. Such an important area of education cannot be left to the school alone. It is the philosophy of the Pleasant Valley District that the schools will do their part, along with other public and private agencies and institutions, in the Health, Safety, and Human Growth and Development education of our young people, but the home should have the major responsibility for such education.

### **Search And Seizure**

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students, student lockers, personal effects, desks, work areas, student vehicles or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation, or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, non-prescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Such items are not to be possessed by a student while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

### **Dangerous Weapons**

The board believes weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district. For purposes of this policy, the term "weapons and other dangerous objects" shall include any instrument designed or intended to be used in either offensive or defensive combat.

School district facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

The school district shall notify parents when students are found to possess a weapon or dangerous object on school property. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm to school shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive or other propellant, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas, bomb, grenade, rocket, missile, or similar device.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

### **No Child Left Behind Requirement Parents'/Guardians' Rights Notification**

Parents/Guardians in the Pleasant Valley Community School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/graduate

certification/degree. You may also request the qualifications of an instructional paraprofessional who serves your student in a Title I program or if your school operates a schoolwide Title I program. Parents/Guardians may request this information from the Office of the Superintendent by calling 563-332-5550 or sending a letter of request to Office of the Superintendent, 525 Belmont Rd. Bettendorf, IA. 52722

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

### **Technology Acceptable Use Policy**

The Pleasant Valley Community School District believes an important aspect of student preparation is access to technologies which enhance learning. The goal of providing technology resources is to promote educational excellence by facilitating teaching and learning, research, production, innovation, communication, and collaboration.

The use of technology resources must be in support of the district's educational objectives. Access to various technology resources is available to users for academic-related purposes unless written notification is provided to building administration by parent/guardian. A 'user' includes, but may not be limited to the following: student, faculty, administrator, staff, volunteer, support personnel.

Technology resources include district-owned hardware, software and all resources used in the infrastructure, including personal devices. The infrastructure includes the wired network as well as the wireless network and the utilization of bandwidth associated with each segment of the network (e.g. user accessing district network using personal device).

### **Security and Legal Issues of Technology**

Access to these facilities imposes certain responsibilities and obligations. Users are expected to abide by the generally accepted rules of digital etiquette and district policies. Users are not to modify the standard configuration of any computer or other technologies. Users should report any malfunction, inappropriate material or improper usage to the appropriate staff. Users should not use technology in any way that disrupts use by others or creates a hostile learning environment. Examples of prohibited conduct include but are not limited to the following.

- Use of another user's account.
- Attempting to breach the desktop security of a computer
- Attempting to break into password protected areas of a network or tampering with network systems
- Use of the technology infrastructure to obtain or distribute racially, religiously or sexually offensive material, pornographic or sexually explicit materials, to participate in hate groups or similar groups, or to engage or enable others to engage in gambling or any other illegal activity
- Use of technology to engage in behavior prohibited by the district's anti-harassment and bullying policy.

Any user who violates the acceptable use policy may be denied future access to the school's technology resources.

### **Property Rights**

Users must respect the property of others by crediting sources and following all copyright laws. Users may not download or install software without administrative permission. All software loaded on the District's hardware is the property of the District and may not be copied or transmitted to any outside party: upon termination of employment, no employee shall remove any software or data from District-owned computers. No student or employee may copy, download from the Internet or install onto a District computer or otherwise use any software in violation of applicable copyrights and license agreements.

### **Privacy**

#### Electronically Stored Personal Data

The District permits the use of its computer facilities for the storage of personal data and files, so long as this does not adversely impact the operation or capacity of the system in a material way. Users should not assume any right of privacy in the personal files maintained on the District's technology infrastructure. Examples of this include, but are not limited to the following:

- PV Google Apps domain
- Cloud technology such as files stored on third party servers

- Email
- District servers, computers and devices

### District Monitoring

Notwithstanding the foregoing, the District reserves the right to review or monitor, with or without prior notice, the content of electronic communication for any reason, including but not limited to retrieval of information, investigation or resolution of network or communications problems, prevention of system misuse, ensuring compliance with policies for use of third-party software and information, ensuring compliance with legal and regulatory requests and enforcement of this Policy. The District also reserves the right to review, inspect the content of, and monitor all information residing on all computers and file servers for such purposes.

Users are permitted to access the district's wired and wireless network with their personal devices, however, the same acceptable use guidelines are in effect. Users may not engage in activities that consume excessive amounts of network bandwidth, such as downloading, uploading and/or live streaming of non-school-related content. If network administrators suspect high utilization of bandwidth or inappropriate use of district technology resources, a user may be asked to turn over a device and any passwords needed to verify the suspicions.

### **Safety**

People who utilize the district's technology resources are expected to abide by the principles of digital citizenship which are part of the curriculum.

### **Student Violations**

Students who violate the rules and policies stated in the student handbook, will be subject to the actions specified to the violation. These actions range from a verbal warning to expulsion.

### **Website Recommendations**

At various times, information distributed by the Pleasant Valley School District and its employees may suggest educational web sites to assist students and parents with research, homework, curriculum enrichment or general information. These sites are not part of our web site and are not under our control. You should be aware that when you are on a district suggested site, you could be directed to other sites that are no longer educational in nature or have commercial banners or advertisements. The Pleasant Valley Community School District does not endorse any commercial materials that may be advertised on any website. The Pleasant Valley School District is not responsible for the privacy practices of these outside sites. Although suggested sites have been evaluated, it is recommended that users read the individual privacy policy statements of each website when they leave the Pleasant Valley School District's website.

As a reminder to parents, Federal law requires web sites that collect personal information from children under the age of thirteen to first get parental consent. The district strongly encourages all children to always get permission from their parents before sending any information about themselves (such as their name, e-mail address, home address, phone number, etc) over the Internet to anyone.

### **School Bus Rules And Information**

To insure the safety of all passengers, persons riding in school district vehicles will adhere to the rules listed below. The driver, sponsor or chaperones are to follow the school bus discipline procedure. Offenders of school bus rules and regulations face progressive disciplinary action and may ultimately receive suspension of bus riding privileges. Video cameras may be in operation on the school buses.

#### Bus Rules

1. The driver is in charge of the vehicle and students. Directions from the driver are to be followed at all times.
2. Students must be seated promptly before the bus moves. Students cannot change seats during the trip unless told to do so by the driver. If voluntary seating becomes a problem, the bus driver may assign seating.
3. Students will conduct themselves in an orderly manner enroute to and from the bus stop and at the bus stop. Students will follow classroom rules of conduct while riding the bus. While ordinary conversation is expected, there will be no excuse for boisterous and rowdy behavior.
4. Students will keep their feet off of the seats and will not put their heads, arms or other objects out of windows. Permission to open windows must be obtained from the driver.

5. Eating, drinking and/or chewing gum on regular bus routes are not permitted.
6. Passengers are allowed the use of electronic devices and mobile phones so long as it does not create a distraction to the driver or other passengers.
7. Wastepaper, personal items, etc. are to be picked up when exiting the bus.
8. Weapons and other dangerous objects including their "look alike" are prohibited on the school bus.
9. The use and possession of tobacco, alcohol, controlled substances and "look alike" substances is prohibited on the school bus.
10. Conversations with the driver will be limited to that which is essential. Passengers will not sit in the driver's seat or touch the vehicle controls.
11. The Good Conduct Rule is in effect at all times.

Bus Information

1. Students should be at the bus stop 5 minutes before scheduled pickup time.
2. All passengers will enter and leave via the right front door. The rear door is for emergencies only.
3. Students who must cross the road from their homes to board the bus should not do so until the bus has arrived and until they have received a signal from the driver to cross the road. Bus riders will wait until the bus comes to a complete stop before attempting to enter the bus.
4. Students must use their assigned, designated bus stops and are to travel between home and that point only. In most instances, students will not be required or permitted to cross a state highway.
5. All students who wish to get on or off at a stop that is not their own must have a written note signed by the parent and approved by school office personnel.
6. Only items that fit under the seat or in the storage compartment will be transported on the bus. Students who must store large items (band instruments, etc.) in the bus storage compartments are required to follow the bus storage compartment procedure. (*Copies of BUS STORAGE COMPARTMENT PROCEDURE are available at the building's main office.*) Before using storage compartments, students must first inform the bus driver to avoid possible accidents.
7. Animals are not to be transported on the school bus.
8. Riders who damage seats or other equipment will reimburse the district for the cost of repair or replacement.
9. When a designated school bus stop becomes unsafe due to reduced visibility caused by fog, snow or other temporary weather conditions, the school bus will not stop to load or unload students. The student's parent/guardian will be notified by telephone at the number listed on the district's records. Students will be picked up or dropped off at the nearest attendance center. It is the parent/guardian's responsibility to transport the student to/from the attendance center. We regret any inconvenience, which may be caused by such an occurrence; however, the rule is established in the interest of the student's safety and meets the requirements of Chapter 279.8 of the Code of Iowa.
10. The Pleasant Valley Community School District Board of Education has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes are confidential student records and will be retained with other student records. Videotapes will be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.

Regular School Day Procedures

The following steps are to be taken when school bus pick-up or drop-off delays are experienced. The district strives to avoid any transportation delays and the inconvenience they can cause. Despite those efforts, delays can and do occur. Ice, snow, fog, traffic, mechanical difficulties and other circumstances can result in delays to your child's bus pick-up or drop-off time.

The principals and secretaries in the affected building, the staff at the Belmont Administration Center, and the Maintenance Center personnel will be notified by the Bus Service in the event that any bus is 10 minutes or more late in its assigned route. If you experience a delay of your normally assigned pick-up or drop-off time, please direct your questions to the personnel listed in the order below.

Pleasant Valley Maintenance Center	563-332-6895
PVCSD Administration Center	563-332-5550

# Pleasant Valley Community School District Communication Tools

## District Web Site

[www.pleasval.org](http://www.pleasval.org)

## Enews

School and district communication of a non-confidential nature is sent via email (eNews) instead of paper. Information that is specific to a student or groups of students or is confidential in nature will not be sent via eNews. If you provided us with an email address on your child's enrollment form, you will be enrolled in eNews automatically. If you wish to sign up for eNews with additional email addresses, go to the district's webpage at <http://www.pleasval.org>, go to the Parents page and find the link under **eNews Registration**. A confirmation email will be sent to you to verify your registration

## Infinite Campus Parent/Student Portal

Infinite Campus is a web-based student information system that provides a portal for parents and students to view information about attendance, fees, report cards and activities at the elementary level. Students and parents at the junior high and high school are also able to view student schedules and grades.

If you have forgotten your login username and/or password, please contact the Technology Department at the Administration Center, phone 563-332-5550.