

# **CORNING ELEMENTARY**

1012 10<sup>th</sup> Street  
Corning, Iowa  
Southwest Valley Community School District

**641-322-4020**



**Student/Parent Handbook  
2023-2024**

*At SWV: Community Matters. Education Matters. We Matter. I Matter.*

# WELCOME!

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

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

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

*Elementary Staff and Administration*



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## Jurisdictional Statement

This handbook is an extension of Board policy and is a reflection of the goals and objectives of the Board. The Board, administration and employees expect students to conduct themselves in a manner fitting their age level and maturity with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors, and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures.

This handbook and school district policies, rules and regulations are in effect while students are on the school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or operated buses or vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff.



Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the school district policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the educational program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, staying after school, in-school suspension, out-of-school suspension, probation and expulsion. Discipline can include prohibition from special activities conducted by the elementary school. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in this handbook. Parents and students (age-appropriate) are expected to know the contents of this handbook. Students or parents with questions or concerns may contact the office for information about the current enforcement of policies, rules and regulations of the school district.

## **MISSION STATEMENT**

This mission of the Southwest Valley Community School District is to provide each student with educational skills and knowledge necessary to become a lifelong learner and productive member of society.

### **BELIEFS**

- We believe in a safe, secure environment to help nurture high expectations and achievement.
- We believe a good education equals good citizenship.
- We believe in the importance of the family as a functioning unit.
- We believe everyone has self-worth and should be allowed to take pride in his or her uniqueness and accomplishments.
- We believe in respect for individual rights, authority and leadership.
- We believe everyone is capable of learning and should have the opportunity to function at the top of his or her ability.
- We believe educating everyone takes a team.
- We believe that setting realistic goals, and accompanied by challenge and hard work, promotes success.
- We believe in cooperation among family, school, and community.
- We believe in honesty and integrity.

## SWV 2023-2024 School Calendar

Summary of Calendar  
 Days/Hrs in classroom:  
 First Semester..... 81/518.5  
 Second Semester ..... 93/596  
**TOTAL DAYS/HRS**  
**174/1114.5**

### CALENDAR LEGEND

Start/End   
 Prof Dev   
 Holiday   
 Comp Day   
 Conference Day

Does not include Professional Development days/hours.

**HOLIDAYS:**  
 Labor Day September 4  
 Thanksgiving Day November 23  
 Christmas Day December 25  
 New Year's Day January 1  
 Memorial Day May 27

August 2023					Student Days/Hours	
M	T	W	Th	F		
14	15	16	17	18		
21	22	23	24	25	3	19.5
28	29	30	31		7	45.5
<b>September 2023</b>						
				1	8	52
4	5	6	7	8	12	78
11	12	13	14	15	17	107.5
18	19	20	21	22	22	140
25	26	27	28	29	27	172.5
<b>October 2023</b>						
2	3	4	5	6	32	205
9	10	11	12	13	36	231
16	17	18	19	20	41	263.5
23	24	25	26	27	46	291
30	31				48	304
<b>November 2023</b>						
		1	2	3	51	323.5
6	7	8	9	10	55	349.5
13	14	15	16	17	60	382
20	21	22	23	24	62	395
27	28	29	30		66	421
<b>December 2023</b>						
				1	67	427.5
4	5	6	7	8	72	460
11	12	13	14	15	77	492.5
18	19	20	21	22	81	518.5
25	26	27	28	29	81	518.5
<b>January 2024</b>						
1	2	3	4	5	84	538
8	9	10	11	12	89	570.5
15	16	17	18	19	93	596.5
22	23	24	25	26	98	629
29	30	31			101	648.5
<b>February 2024</b>						
			1	2	103	661.5
5	6	7	8	9	107	687.5
12	13	14	15	16	112	720
19	20	21	22	23	117	747.5
26	27	28	29		121	773.5
<b>March 2024</b>						
				1	122	780
4	5	6	7	8	127	812.5
11	12	13	14	15	127	812.5
18	19	20	21	22	132	845
25	26	27	28	29	136	871
<b>April 2024</b>						
1	2	3	4	5	141	903.5
8	9	10	11	12	146	936
15	16	17	18	19	151	968.5
22	23	24	25	26	155	994.5
29	30				157	1007.5
<b>May 2024</b>						
		1	2	3	160	1027
6	7	8	9	10	165	1059.5
13	14	15	16	17	170	1092
20	21	22	23	24	174	1114.5
27	28	29	30	31		
<b>June 2024</b>						
3	4	5	6	7		

Aug 14-15 New Teacher In-Service  
 Aug 16-18 Teacher In-Service  
 Aug 21 Open House 4:00 pm – 6:00 pm  
 Aug 21-22 Teacher In-Service  
 Aug 23 Begin 1<sup>st</sup> Semester  
 Aug 29 Preschool Begins

Sept 4 **Labor Day (No School)**  
 Sept 22 Homecoming Early Out 12:00 pm

Oct 9 **Teacher In-Service**  
 Oct 13 End 1<sup>st</sup> Quarter  
 Oct 16 Begin 2<sup>nd</sup> Quarter  
 Oct 25 Conferences Early Out 1:00 pm  
 2:00 – 6:00 pm  
 Oct 26 Conferences Early Out 1:00 pm  
 3:00 – 7:00 pm  
 Oct 27 **Teacher Comp Day – No School**

Nov 6 **Teacher In-Service**  
 Nov 22-24 **Thanksgiving Break – No School**

Dec 21 End 2<sup>nd</sup> Quarter/1<sup>st</sup> Semester  
 Dec 22-Jan 1 **Winter Break – No School**

Jan 2 **Teacher In-Service**  
 Jan 3 Begin 3<sup>rd</sup> Quarter/2<sup>nd</sup> Semester  
 Jan 19 **John J Tournament – No School**  
 Jan 19 Teacher In-Service 8:00 – 12:00

Feb 5 **Teacher In-Service**  
 Feb 21 Conferences Early Out 1:00 pm  
 2:00 – 6:00 pm  
 Feb 22 Conferences Early Out 1:00 pm  
 3:00 – 7:00 pm  
 Feb 23 **Teacher Comp Day – No School**

Mar 8 End 3<sup>rd</sup> Quarter  
 Mar 11-15 **Spring Break – No School**  
 Mar 18 Begin 4<sup>th</sup> Quarter  
 Mar 29 **Good Friday – No School**  
 Teacher In-Service 8:00 – 12:00

Apr 22 **Teacher In-Service**

May 16 Senior Class Last Day  
 May 17 Preschool Last Day  
 May 19 Graduation  
 May 23 End 4<sup>th</sup> Quarter/2<sup>nd</sup> Semester  
 Early Out 11:30 am  
 May 24 **Teacher In-Service**



# General Information

## **Arrival & Dismissal**

Car riders and walkers ***should not arrive before 8:00 A.M.*** Students will be counted tardy for the morning if they arrive after 8:25 A.M. *Parents need to sign in at the office if the child is late to school and come in to sign out if they will be leaving early.*

## **Dismissal**

3:15 Early bus/trolley/van  
3:20 Walkers and car riders  
3:30 Bus riders

If you are picking up your child, *please do so promptly by 3:20.* Cars will line up in the school drive. Please stay on the south side of the yellow line. For the safety of all children, we ask that you do not pass other vehicles in line to pick up OR DROP OFF students.

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



## **Attendance/Tardiness**

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

If your student has been absent several days in a quarter, and has been to the doctor, *a note from the doctor is required in determining if the student's absence is excused or unexcused. A child coming to school after 10:00 or leaving before 2:00 will be counted as ½ day absent.*

To participate in a school activity, a student must be in school for at least the afternoon of the activity. Under rare, unavoidable circumstances, a school administrator may permit a student to participate in an event when a student was absent in the afternoon.

### **Absence from School**

The school asks for full cooperation in seeing that students attend each day that he/she is physically able. Absence from school works a hardship on both student and teacher. If a student is absent, the school asks that the parent call the school. A message may be left on our school phone system. The school will call if a student is not at school and we have not heard from the parent.

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

### **After-school Plans**

Your cooperation is needed in providing your child with his/her after school plans **PRIOR** to coming to school in the morning. *Please communicate to your child's teacher at the beginning of the school year a regular plan of action for his/her after school routine.*

- **All phone calls regarding a change of plans for student(s) end of the day transportation must be made to the elementary office by 2:30 P.M.**
- **If phone calls are received after the set time, the student(s) will be required to follow the regular transportation plan which was filled out at the beginning of the school year or parents will have the option to pick the student(s) up at school.**

## **Appropriate Dress**

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

Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to the seasonal weather conditions, their age level, and that does not disrupt the school or educational environment. *While the primary responsibility for appearance rests with the students and their parents, the administration reserves the right to decide what is proper and what is not.*

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

Appropriate clothing for the weather sometimes includes coat, gloves, boots, etc. Students should feel free to work with all types of materials at school without fear of getting them dirty, so special dress clothes should be reserved for special occasions (picture day, etc.), and students may occasionally be asked to wear (or avoid wearing) certain articles of clothing for events, such as field trips, assemblies, etc. Recess supervisors will make a decision as to where students will play if they do not have proper attire (snow pants, boots, etc.) for given weather situations. Tennis shoes are needed for PE.

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



## **Bicycles/Bike Safety**

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

*We discourage riding bicycles to school before third grade.* Bikes are not to be ridden on school property but are to be walked on the sidewalk to the street. This will prevent walkers from being injured. Disobedience to these rules may result in the loss of your bike privilege.

## **Book Fines**

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

## **Bullying/Harassment**

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

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

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

Harassment and abuse are violations of the school district's policies, rules, and regulations and in some cases, may also be a violation of criminal or other laws. The

school district has the authority to report students violating this rule to law enforcement officials.

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

If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:

- tell a teacher, counselor, or principal; and
- write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
  - what, when, where it happened;
  - who was involved;
  - exactly what was said or what the harasser did;
  - what the student said or did, either at the time or later
  - how the student felt; and
  - how the harasser responded

*The District will promptly and reasonably investigate allegations of harassment. The building principal or guidance counselor will be responsible for handling complaints by students alleging harassment. District Board policy 502.8 gives more complete information on this topic. Forms to report incidences of bullying can be accessed on the school website.*

### **Change of Address/Phone**

The school personnel need to know if a move is planned so there will be time for records to be prepared for sending on to their next school. All school materials, such as library books, instruments, textbooks, etc. are to be returned before leaving. It is important that the school has your current address and telephone number. **PLEASE KEEP THE OFFICE INFORMED.**

### **Child Custody**

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

by relatives and emergency contacts, etc. Please contact the building principal with any questions or concerns pertaining to parental rights in the event of divorce.



### **Communications**

When sending a note or money to school, the student should receive clear instruction from the parents about who is the appropriate person to receive the note or the money. Parents need to remind their child to notify them of notes or papers from school for the parents. Parents are responsible for knowing the contents of notes or papers sent home. Information is also shared on the Southwest Valley District Facebook page. For any other district information, please access the school district's website:

<https://www.southwestvalley.org>

### **Emergency Drills**

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

### **Field Trips**

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

### **Gum/Candy/Pop**

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

### **Permission to Leave School Premises**

No student shall leave the school grounds during school hours without permission of the principal, granted upon written request of the parent or guardian, or for good cause known to the principal. Please send a note to the child's teacher about the planned early pick-up arrangements. An adult must pick up the student and present identification at the principal's office.

### **Pets/Animals at School**

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

### **Pictures**

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

### **Phone Calls**

Students and teachers may be contacted during school hours by calling the office. The elementary phone number is 322-4020. Messages can and will be delivered throughout the school day. Student calls are limited to calling home, grandparents, or their parent's place of employment. *Please notify the school when/if your phone number changes. Phone numbers will be handled with confidentiality, and in accordance with FERPA law.*

### **Room Parties**

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

## **Valuable Items**

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

## **Visits to School**

We welcome visits to school by parents. Please make arrangements in advance with the office and/or classroom teacher. Please limit the visit to no more than half a day and to stop by the office to sign in, and receive a visitor badge when you arrive. Your visitor badge must be worn for the entirety of your visit. The first and last two weeks of the school year are not the best times to visit, so we ask that you do not plan visits during this time frame. If you would like to come for lunch, please refer to the Food Service portion of the handbook which details information about eating lunch with your child.

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

Parents who are bringing items to school for students such as lunches, books, boots, clothing, etc. must leave these items at the office because delivery to the classroom is a disruption to class instruction. They will be given to the appropriate student at a time that works best for classroom routines.

## **Volunteers**

The Corning Elementary School welcomes and appreciates community people who want to serve as volunteers. Volunteers need to sign in at the office when they arrive. For information about being a volunteer, please contact the elementary principal.



## **Weather Emergencies**

Announcements/dismissals will be posted on the Southwest Valley Facebook page and Infinite Campus Messenger (if you're signed up).

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

KMA-960 AM/99.1FM-Shenandoah

KCSI - 95.3 - Red Oak

KCCI,WOI - Des Moines TV Stations

KETV-Omaha TV Stations

**Students will follow their normal dismissal plans unless the parent notifies the school of alternate plans.** All extracurricular activities and practices are cancelled when school is dismissed early or not in session due to weather conditions.

## **Student Behavior/Discipline**

### **Discipline Policy and Consequences**

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

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

1. Be on time
2. Respect other people and property
3. Ask for help when needed
4. Be proud of your work and effort
5. Practice safety

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

### **Inappropriate Language**

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

### **Disrespect**

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

### **Physical Safety Risk/Confrontation/Aggression**

Physical safety risk/confrontation/aggression is any type of body contact that has the potential to cause physical harm to another.

### **Classroom Behavior**

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

### **Possible Consequences:**

The principal reserves the right to escalate through the list according to the offense, and depending on the situation/severity, *these consequences may/may not be followed in order.*

1. Loss of recess or other privileges.
2. Principal's office; student calls parents. Conference with parents, if needed, is set.
3. Law enforcement will be contacted if necessary regarding safety/threats.
4. Community Service; this service is performed around and outside the school or may be given by teachers to help in their rooms.
5. PM detention (3:30-4:00) for 1-3 days; parent conference as needed. Maximum of 1-3 detentions at this step. Certain conduct may warrant a detention. Failure to show for a detention will result in a double detention. A second failure to show will result in an in-school suspension.
6. In-school suspension 1-3 days; parent conference as needed; juvenile counseling at the discretion of the principal.

7. Out-of-school suspension 1-5 days; parent conference to plan what the student's responsibilities will be while out of school. At the end of the suspension time, the student and parent will return to school and discuss with the principal and teacher their written plan for improved behavior. Out-of school suspension is one of the most serious consequences a student can receive. School administrators have the power to suspend any pupil who willfully and persistently violates school regulations or when the conduct of such pupil is injurious to the operations and/or facilities of the school. A parent conference is required before the student is allowed back into a regular school program.

### **Behavior at Events**

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

### **Computer Misuse**

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



### **Tobacco-Alcohol-Drugs**

The use or possession of tobacco, and the use or possession or being under the influence of alcohol, other controlled substances, or “look alike” substances that appear to be tobacco, alcohol or controlled substances by individuals under the age of twenty-one and all students regardless of age on school property or at any activities

sponsored by the school is strictly forbidden. Violation of this rule will result in disciplinary action which may ultimately include in or out of school suspension. Such violations may also be reported to local law enforcement authorities.

### **Vandalism**

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

### **Weapons**

Knives, weapons, guns, dangerous items or look-alikes are not permitted at school. If weapons or dangerous items are found in the possession of students, items shall be reported to law enforcement officials and the student will be subject to disciplinary action, including suspension or expulsion (School Board Policy 502.3). Students are also forbidden to have lighters, matches, or other incendiary devices.

## **Playground**

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



### **Playscape Rules**

Students will be seated, one at a time when sliding down slides.  
Students will not go up slides.

Students will have only 2 people (2nd&3rd) 1 person (4th & 5th) on a tire swing and must remain seated and not fly around on the outside of it.

Students will not throw gravel or rocks.

Students will not climb or jump over railings.

Students will not climb on castle peaks.

One person at a time may use the T-bar slide.

Do not push anyone on the T-bar slide.

Do not push people off the ledge climber.

Do not stand on the picnic tables.

Do not run in the playscape during the large group recesses.

When swinging, please slow down before leaving the swing.

### **Playground Rules**

Obey and respect all adults supervising.

Walk to the blacktop when on the sidewalk by the classrooms.

Stop play activity upon hearing the first whistle.

Line up upon hearing the second whistle.

Do not run in front of the swings.

Take turns to assure no one gets hurt.

Use playground equipment properly.

No interfering with games or play areas of others.

Jump ropes are only for jumping rope.

No tackle games, dodge ball or baseball.

No throwing snowballs or snow.

No hanging on basketball hoops, tennis nets, or chain link fences.

Monkey bars are to be one person at a time.

No playground equipment will be allowed to be brought from home.

No spitting on school grounds.

Out of respect for students in classes, balls are not to be kicked or thrown against the building. Students are to refrain from peeking in classroom windows.

Students must get permission before entering the school building.

### **Consequences For Any Grade Level For Minor Infractions**

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

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

### **Sledding**

One rider (seated, facing forward) per sled. Sleds are not to be connected to make a “train”. Walk up the sides of the sledding area to leave the “runs” free of footprints and climbers. Snow pants and boots are needed for sledding.

**Please note:** The playscape is reserved for school use only during school hours when students are present. (Public use of school grounds begins at 4:00 PM each weekday, and during daylight hours only on weekends, holidays, and during the summer months. Non-compliance with this policy may result in visitors being asked to leave.) There will be no supervision on the playscape or playground area after school is dismissed. The school building will be closed to students and the public (unless otherwise advertised) after dismissal.

## **DISTRICT BUS REGULATIONS**

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

### **Rules for students who wish to ride on the school bus:**

1. Students are under the authority of the bus driver and must obey him/her.
2. Drivers will consult the administration regarding behavior concerns.
3. Students shall be at the designated loading point **before** the bus arrival time.
4. Parents will notify the bus driver in advance if he/she will not be riding.
5. Food and drinks are not allowed on the bus without prior approval of the driver.
6. Respectful communication will be used between all riders and drivers.
7. Students must ride their regular bus unless permission has been obtained from parents or school authorities. **ALL ELEMENTARY BUS RIDERS ARE REQUIRED TO GET ON/OFF THEIR BUS AT THE ELEMENTARY BUILDING.**
8. The emergency exit is for emergency use only. Emergency evacuation drills will



- be practiced at various times so students know how to exit in case of emergency.
9. Students who must cross the road to board or depart from the bus shall pass in front of the bus, no closer than 10 feet, look in both directions, and proceed with crossing only after being signaled by the driver. Students should NEVER walk behind the bus.
  10. Seats may be assigned by the driver.
  11. Smoking is not permitted in school vehicles.
  12. Riders are to remain in a normal seated position, facing forward. Items should be kept out of the aisles.
  13. Permission to open windows must be obtained from the driver. Throwing things, yelling out the windows, extending your head or arms out the window, etc. will absolutely not be allowed.
  14. Nothing should be torn up or thrown on the floor.
  15. Conversations are to be kept reasonably quiet to avoid distractions for the driver.
  16. Anyone damaging the bus will be expected to pay for the necessary repairs.
  17. When activity or PEP buses are provided to school functions, students will be expected to ride both to and from the activity unless prior approval is obtained from the principal or given signed parental consent to coach or sponsor after the activity.

**Violations of the rules will result in the following consequences:**

- **1st Offense:** The driver will inform the transportation director of the misconduct. Parents will be notified in written documentation.
- **2nd Offense:** The driver will inform the transportation director of the misconduct. Parents will be notified in written documentation.
- **3rd Offense:** The privilege of riding the bus to and from school will be taken from the offender for a period of three days. Parents, the student, transportation director, and driver (if needed) will meet and discuss the violation of rules. This may be a conference call with the parent while the others are in the principal's office.
- **4th Offense:** The privilege of riding the buses to and from school will be taken from the offender for 1 week. Parents, the student, transportation director, and driver (if needed) will meet and discuss the violation of rules.
- **5th Offense:** The privilege of riding the buses for 30 calendar days.

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

Any student or parent who has a problem or a question should feel free to contact the driver, Director of Transportation, Building principal, or the Superintendent of Schools.

## **Food Service**



### **Breakfast/Lunch Fees**

Breakfast and lunch are available for junior kindergarten through fifth grade. Students may bring a sack lunch, however, NO POP is allowed in the lunchroom by students. Lunch and breakfast may be paid in the office on a daily, weekly or monthly basis. It is expected that meals will be paid for in advance. The computer accounting system will keep track of meals and the office will give students a note to take home when funds are due. Applications for free and reduced priced meals are available in the office. Applications must be renewed each year.

<u>Students:</u>	<u>Single Purchase</u>
Breakfast	1.50 per day
Lunch	2.50 per day
Adult	5.00 per day

Extra milk is available for 40 ¢ per day. A ten-day ticket can be purchased for \$4.00.

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



## **Lunch Room**

All students will remain in the lunchroom until dismissed. Classroom teachers will go over lunchroom rules with students on the first day. Adult supervisors are in charge during lunch periods. **Any allergies affecting eating habits of a student shall require a doctor's note to be on file with the nurse.**

## **Eating Lunch with your Child**

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

## **Lunchroom Rules**

- Students will be respectful in the serving lines.
- Conversations during the meal are to be at a low volume level.
- Students will clean up his/her own area.
- Students will not throw food.
- Students will follow supervisors' directions.
- Students will stay at their designated area while eating.

# **Medical Information**

## **Administering Medication**

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

### **Prescription Medication:**

1. The drug must be in the original container, prepared and labeled by the pharmacist, clearly showing the name of the child, name of the medication, time of the day that is to be given, duration it is to be given, and the name of the doctor. The prescription must be current.
2. Written permission with the parent's signature must be on file.
3. Under no circumstances will the drug be furnished by the school.
4. All medication shall be left in the charge of the nurse to be given at



- prescribed periods.
5. The registered nurse may contact the student's doctor if there is any question regarding the administration of the medication.
  6. A written record shall be maintained showing all medications administered, the dosage, the name of the person administering the medication, the name of the student, the date and time of administration, and any reaction to the medication. A written record shall also be kept if it is determined that such medication should not be given and the reasons therefore.
  7. All medication shall be sent home with the student at the end of the school year. Controlled substances, such as Ritalin, shall be picked up by a parent at the end of the school year. The controlled substances that are not retrieved by a parent at the end of the year shall be destroyed by the school nurse in the presence of a witness. The date, time, and number of pills destroyed shall be noted. The notation shall be signed by the school nurse and the witness and placed in the cumulative folder of the student.

### **Non-Prescription/Over the Counter Medication:**



1. Written permission with the parent's signature giving the student's name, name of medication, dosage, and times of administration should be on file.
2. The medication shall be provided by the parent in the original container labeled by the manufacturer.
3. Under no circumstances should the medication be furnished by the school.
4. All medication shall be left in charge of the nurse or school official to be given to the child at the prescribed periods.
5. A written record shall be maintained showing all medication administered, name of student, the date and time of administration, the reactions to the medication. A written record shall also be kept of any refusal to administer medication.
6. The registered nurse may determine that such medication should not be administered to the student. In such cases, the nurse shall attempt to contact the parent verbally. If the nurse determines that such medication should not be

given, the nurse shall then notify the parent or guardian in writing that the medication was not given and the reason.

7. All medication shall be sent home with the student at the end of the school year. Students will be notified to pick up their medication. Any medication that is not retrieved shall be destroyed by the school nurse.



### **Communicable Infectious Diseases**

Students who have infections or communicable diseases are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to chicken pox, conjunctivitis, impetigo, head lice, ringworm, strep throat, Covid, etc.

### **Health Screening**

Throughout the year, the school district provides health screenings for vision and hearing. Students are automatically screened unless the parent submits a note asking the student be excused from the screening. The grade level included in the screening is determined by the type of screening and the appropriateness to that grade level.

### **Illness and Injuries**

If a student becomes ill at school and is unable to do school work or has a temperature of 100.4 degrees degrees or more, parents will be contacted to come and pick up the student. When ill, it is the parent's responsibility to make arrangements for pick up of ill children who should not remain at school because it poses an unhealthy situation. After 24 hours, fever free **and vomit free**, without medication, the child may return to school. If a student is injured at school, he/she is to immediately inform the teacher or person

on duty. The teacher or nurse will decide whether the student needs medical treatment and whether parents need to be notified.

### **Diagnosing Illness**

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

### **Immunizations**

Students enrolling for the first time in the school district will submit a Certificate of Immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, rubella, and other immunizations required by Iowa state law. The student may be admitted conditionally to the school district if the student has not yet completed the immunization process but is in the process of doing so. **Failure to meet the immunization requirement will be grounds for suspension, expulsion or denial of admission.**



### **Peanut/Nut Aware Policy**

The incidence of severe food allergies in the general population is increasing. In the Southwest Valley School District - East Campus, we are aware of the tremendous risk children and adults who are allergic to peanuts/nuts can face from even the smallest trace of peanut butter or other nut products. *Exposure can occur by swallowing, touching, and/or inhaling airborne particles of absorbing residues from other surfaces. The consequences are life threatening in many cases and require immediate intervention with medication or even hospitalization.* We want to create a safe school environment for students with peanut/tree nut allergies.

***Our school is not “peanut free,” but we do provide a safe environment for students with known peanut/tree nut allergies and other food allergies and provide our staff with education and information on preventive measures and treatment in case of a reaction.***

***Although we cannot guarantee that nuts or nut containing products won't be brought into the school, it is our policy and expectation that NUTS or products***

**containing nuts, produced on equipment or in factories that produce nuts or have a warning on the label will not be brought into school or at any school sponsored activities. This policy is to be upheld on school days during the hours of 8am-4pm and during regular bus route hours.**

We understand that each situation is unique and will address each and every student's situation as needed. For questions or to see the full Peanut/Nut Aware Policy, please contact the School Nurse at 641.322.4020.



### Shared Food/Snack List

All foods/snacks listed are probably safe for peanut and tree nut allergies. Please read the label every time. Food labels and ingredients may change without notice. The Federal Food Allergen Labeling and Consumer Protection Act requires that any packaged food product that contains peanuts as an ingredient must list the word "peanut" on the label. However, ingredients in foods may change. A person with peanut or tree nut allergies should not assume food is safe just because it is on this list. Other foods not listed here may be safe, but it is imperative that the labels are read.

<p><b><u>Fruits/Vegetables</u></b>            Fresh and canned fruits (any brand)            Fresh and canned vegetables (any brand)            Motts Apple Sauce            Ocean Spray Cran Raisins            Sunmaid Original Raisins</p>	<p><b><u>Cheese/Dairy</u></b>            Cottage cheese            Drinkable yogurt or smoothies            Pudding cups            String cheese            Yogurt in individual cups or tubes            Tofutti soy cheese            Daiya cheese</p>
<p><b><u>Fruit Snacks</u></b>            General Mills Fruit by the Foot            General Mills Fruit Roll Ups            Kellogg's Fruit Snacks</p>	<p><b><u>Cookies</u></b>            Nabisco Ginger Snaps            Nabisco Oreos (chocolate cookie/white filling)            Nabisco Oreos (golden cookie/white filling)            Teddy Grahams (chocolate or honey)</p>
<p><b><u>Frozen Desserts</u></b>            Fla-Vor-Ice brand popsicles            The Original Brand Popsicles (in yellow box)</p>	<p><b><u>Peanut Butter Alternative</u></b>            SunButter            WowButter</p>

<b>Dips</b> Hershey Syrup (chocolate) Tostitos Salsa	<b>Meat</b> Hormel Pepperoni
<b>Crackers/Pretzels</b> Frito Lay Rold Gold plain pretzels Keebler Club Original Crackers Keebler Original Townhouse Crackers (plain) Keebler Scooby Doo Graham Cracker Sticks Keebler Zesta Saltine Crackers Nabisco Barnum's Animal Crackers (plain) Nabisco Ritz Crackers (plain) Triscuit Original Crackers Cheez-Its Cheese Nips Goldfish Crackers Wheat Thins Quaker Quakes Rice Snacks	<b>Chips</b> Frito's Original Corn Chips (plain) Lays Classic Potato Chips (plain) Pringles Original Chips (plain) Sun Chips Original (plain) Tostitos Chips Vic's white popcorn Doritos
<b>Dry Cereal</b> General Mills Corn Chex General Mills Rice Chex General Mills Lucky Charms	<b>Dry Cereal Cont.</b> General Mills Cinnamon Toast Crunch Post Cereal Honeycomb Kellogg's Rice Krispies and Fruit Loops
<b>For Special Occasions</b> Skittles Smarties Spangler Candy Canes Spangler Dum Dum Pops Starbursts Starburst Jelly Beans Twizzlers (brand only) Pop Tarts Hershey's Chocolate Chips	<b>For Special Occasions Cont.</b> Jet Puff marshmallows Marshmallow Peeps Dots Air Heads Jolly Ranchers Laffy Taffy LifeSavers Mike & Ike's Nerds

## **Educational Information**

### **Parent/Teacher Conferences**

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

### **Human Growth and Development**

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

## **Promotion/Retention of Students**

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

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

## **Title 1 Math & Reading**

The elementary offers a schoolwide Title I program to assist students who need support in reading and/or math for specific interventions.

## **Capturing Kids Hearts/Nurtured Heart Approach**

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

## **Physical Education**

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

## **Extended Learning Program (ELP)**

In order to meet the special needs of the above average learner, Corning Elementary offers special enrichment opportunities for identified students. For more information on the identification process, please contact the building principal.

## **Parent's Right to Know/Highly Qualified Staff**

Parents/Guardians in the Southwest Valley Community School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, certification, and degree. You may also request the qualifications of an instructional paraprofessional who serves your student. Parents/Guardians may request this information from the Office of the Superintendent by calling 641-322-4242 or sending a letter of request to Superintendent of Schools, 904 8th Street, Corning, Iowa 50841

## **Support Services -AEA Services**

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

At times, we enlist the support of professional staff from Green Hills Area Education Agency to assist in developing these accommodations and modifications. Professional staff and GHAEA consists of Speech-Language Pathologists, Itinerant Hearing and Vision Teachers, Occupational Therapists, Transition/Work Experience Instructors, School Social Workers, School Psychologists, and Special Education Consultants. If



involved, staff from GHAEA may assist through their work with our team of teachers in a particular building, through observations of a child in the child's classroom, and through review of a student's educational record. *Prior to any direct involvement (i.e., talking with a student) of the GHAEA staff with a particular student a parent's permission must be secured through their signing of an "Informed Consent" form, or verbal permission may also be given on a temporary basis.* Regardless of the type of involvement direct or indirect, GHAEA staff keep the length of their involvement brief. (i.e. Through indirect contact on no more than two occasions for a particular child).

## **Administrative Notices**

### **Access to Students**

To ensure the safety of our students, the school administration, teachers, and staff will make a reasonable effort to see that students are released only to parents and/or guardians who have legal custody of the child. If a parent, other than the home providing parent, calls upon the school to talk with a student or attempts to communicate with the student by way of the telephone, the school official in charge will grant such permission only if he/she believes it is in the best interest of the student, and if it does not interfere with the normal educational process. If a parent, other than the home providing parent, asks to pick up the child, or in some way be in charge of the student, the school official will require proof of custodianship. This proof may be a court order, divorce decree, the home providing parents personal request, or by police action.

### **Educational Records and Notification**

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

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

safety emergency. ***Any other access to student records shall be only upon written consent of the student's parent/guardian or upon court order or legally issued subpoena.***

### **Directory Information Notice to Students and Parents**

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

### **Admission of Students From Other Schools**

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

### **Transfer to Other Schools**

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

## **Dual Enrollment Students**

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

## **Open Enrollment**

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parent's request. For students entering Kindergarten, the deadline is September 1. Students interested in open enrolling out of the school district must contact the superintendent for information and forms.

## **Legal Status of Student**

If a student's legal status, such as the student's name, address, or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district. *The school district needs to know when these changes occur to ensure that the school district has a current student record.*

## **Mandatory Reporting**

The Code of Iowa, Chapter 235.A.3, requires *all school employees to report suspected child abuse or willful neglect. When a mandatory reporter suspects a student is the victim of child abuse and/or neglect as defined by Iowa State Law, the mandatory reporter shall orally or in writing notify the Iowa Department of Human Services. It shall be the role of the Iowa Department of Human Services to investigate each alleged/suspected event reported on a case-by-case basis.*

## **Non-Discrimination**

It is the policy of the Southwest Valley Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity, and socioeconomic status in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinator, Superintendent of Schools, Southwest Valley Community School District, 904 8th Street, Corning, Iowa 50841, 641-322-4242.

## **Sexual Harassment**

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

## **Allegations of Abuse of Students by School Employees**

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

## **Search and Seizure**

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

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

## **Homeless Children**

The Southwest Valley Community School district will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment, and eliminate existing barriers to their receiving an education. Information on homeless youth is posted throughout the community. Inquiries regarding identification of homeless children or youth shall be directed to the district liaison for homeless children and youth: Elementary Principal, 1012 10th Street, Corning, Iowa 50841 or 641-322-4020.

## **Expulsion: Board Action**

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

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

## **Procedures for Long-Term Suspensions and Expulsions**

The board of directors, following a recommendation of the superintendent or building administrator, may suspend a student for a period of time to be determined by the board or may expel a student from school. Written notice of the charges prompting the administrative recommendation and notice of the district policy, rules, shall be mailed or delivered personally to the parent or guardian and to the president of the board. The president of the board shall schedule a meeting of the board of directors for a time within ten school days after the notice has been mailed or delivered. Not less than three calendar days before the hearing, the student's parents or guardians shall be given written notice of the time, date, and place for the hearing.

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