

# **BALLARD EAST ELEMENTARY**

**2011-2012**

## **Student/Parent Handbook**



### **Ballard Community Schools Mission Statement:**

"Ballard empowers all learners."

### **Ballard Community Schools Vision Statement:**

"The Ballard Community School District will educate the whole child, providing the essential knowledge and skills necessary to be a successful and responsible citizen in the 21st Century."

### **Ballard East Elementary Purpose Statement:**

"Ballard East Elementary is here to foster a love of learning and to provide all learners with an encouraging, exciting, and safe environment where they can develop the essential skills to actively and successfully participate in our global community."

**Ballard East Elementary**

**Fax**

**Attendance Hotline for East Elementary**

**District Attendance/Transportation E-Mail**

**515-220-4306**

**515-220-4310**

**515-220-4306**

**attend-bus@ballard.k12.ia.us**

Website: [www.ballard.k12.ia.us](http://www.ballard.k12.ia.us)

Bus Barn/Transportation information 515-597-2979

# Ballard Virtues

At Ballard we will:

- Be Respectful.
- Be Responsible.
- Be Caring.
- Have a Positive Attitude.
- Demonstrate a Strong Work Ethic.
- Demonstrate Self Control.
- Be Honest.
- Work as a Team.

Dear Students, Parents, and Guardians:

Welcome to Ballard East Elementary for the 2011-2012 school year. Please review this handbook and familiarize yourself with the rules and regulations that help to make our school a safe, caring, and productive learning environment.

Each staff member is dedicated to empowering all learners. Students are our highest priority and the focal point of planning, teaching, and decision-making.

We have high expectations for everyone and are confident that all students can set high personal goals for themselves and attain them through hard work and perseverance.

Make your 2011-2012 school year the best year you've ever had!

Sincerely,  
Mr. Jamie Coquyt  
East Principal

It is the policy of Ballard Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (Employment only), marital status, sexual orientation, gender identity and socioeconomic status (Students/program only) 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, John Speer, Superintendent, 509 N. Main, Huxley, IA, 50124, 515-597-2811, [jspeer@ballard.k12.ia.us](mailto:jspeer@ballard.k12.ia.us).

## Quick Overview of the 3-5 Handbook

NOTE: This page is a brief overview regarding most frequently asked questions and topics covered by the *3-5 Handbook*. For complete details, see that section of the handbook.

### **ABSENCES:**

- If your child is going to be absent for any reason please notify us by e-mail ([attend-bus@ballard.k12.ia.us](mailto:attend-bus@ballard.k12.ia.us)) or call 220-4306 before 7:45 AM or after hours and leave message on answering machine. Sending an e-mail to [attend-bus@ballard.k12.ia.us](mailto:attend-bus@ballard.k12.ia.us) is the preferred method of communicating absences. One e-mail will notify your child's building and the bus barn of attendance and/or transportation changes.
- Students arriving between 8:00 AM – 8:30 AM are tardy
- Students arriving after 8:30 AM will be marked absent (1/2 day)
- Students leaving before 2:30 PM are counted absent (1/2 day)
  - Students leaving after 2:30 PM with a valid reason, and with prior approval from the principal will not be marked absent

### **ATTENDANCE:**

- Regular attendance is required by Iowa law
- Parents/guardians are responsible to get their children to school

### **COMMUNICATIONS:**

- Written Notes or email are the preferred means of communicating changes to your child's routine
- Telephone calls will be honored in cases of emergency
- Notes should include clear details such as complete names, addresses, telephone numbers where to contact parent if verifications or questions arise

### **DRESS REQUIREMENTS:**

- Students are to have indoor tennis shoes for PE
- For safety reasons we strongly recommend that students wear enclosed shoes to protect their feet. Toe/foot injuries are likely if students wear flip-flops or sandals during recess.
- Wheelie shoes are not permitted on school grounds at any time
- Shorts are permitted 1st and 3rd Trimesters, weather permitting
- Winter attire includes caps/hats, gloves/mittens, coats, and snow pants
- Students may keep boots at school in their lockers for winter or wet conditions

### **PRIVATE PARTIES:**

- Parents having private parties for 2 or more students are encouraged to depart from home rather than school
- If school departure or school transportation is requested be sure to call the East Elementary Office with details.

### **RECESSES:**

- All students participate in outside recess unless there's a below zero wind chill factor

- Discretion is used to alter outside play depending upon daily conditions

### **SCHOOL HOURS:**

- 8:00 AM – 3:00 PM (12:30 PM early out days)
- Supervision is available 7:30 AM – 3:30 PM (1:00 PM on in-service days)
- Students should not arrive before 7:30 AM and should be picked up by 3:30 PM

### **VISITORS:**

- ALL parent and adult visitors are to sign in and out of the principal's office upon arrival and departure
- Visits longer than 1 hour must be approved by the principal
- Student visitors must have approval of principal and teacher with a minimum of 1 day notice
- Student visitors must be age appropriate and visiting time is limited to either AM or PM, not both
- Group visits must be arranged in advance with the building principal
- Parents are not to escort or pick up their child at the classrooms without office approval

### **TRANSPORTATION:**

- Please send an e-mail to [attend-bus@ballard.k12.ia.us](mailto:attend-bus@ballard.k12.ia.us) or call your child's school building if your child will be absent, tardy, or if you are making a change in their typical bus routine. E-mail is the preferred way of communicating absences and transportation changes.

### **MISCELLANEOUS:**

- Please do not have balloons, presents, flowers, etc. delivered to school for special occasions such as birthdays.
- Parent addresses and phone numbers will not be given out at school.
- If you are taking your child from school early for any reason, please sign them out in the office and be sure to send an e-mail to [attend-bus@ballard.k12.ia.us](mailto:attend-bus@ballard.k12.ia.us) or notify the bus barn if there will be any changes to their bus routine because they are leaving early.

## Table of Contents

<b>SECTION I</b>	<b>DISTRICT INFORMATION</b>	<b>PAGE</b>
Elementary Staff .....		7
School Cancellation .....		8
<b>SECTION II</b>	<b>STUDENT RULES &amp; REGULATIONS</b>	
Attendance & Absences .....		9-10
Bicycles .....		10
Bus Behavior .....		10
Conduct at School.....		11
Candy & Gum.....		11
Electronic Devices.....		11
Dogs on School Grounds.....		11
Field Trips .....		12
Fines .....		12
Internet Usage.....		12
Lost or Damaged Books .....		12
Pets at School .....		12
Playground Rules and Regulations .....		12-13
Safe School Culture .....		13
Student Dress.....		13-14
Telephone Usage .....		14
Visitors .....		14
<b>SECTION III</b>	<b>GENERAL ELEMENTARY INFORMATION</b>	
Accidents & Illnesses at School .....		15
Illness From School .....		15
Discipline .....		15
Detention Policy .....		15
Excusing Children from School.....		15
Homework.....		15-16
Insurance.....		16
Lost and Found.....		16
Report Cards & Conferences .....		16
School Hours .....		16
School Lunch.....		16
Traffic Safety.....		16
Traffic Pick-up/Drop off.....		16
Transfer of Students.....		17
<b>SECTION IV</b>	<b>LEGAL NOTIFICATION</b>	
Equal Educational Opportunities (refers to board policy 501) .....		18-20
Student Searches (refers to board policy 510) .....		20
Medication Administration (refers to board policy 513) .....		20-21
Statement Regarding Homeless (refers to board policy 543) .....		21
504 Rehabilitation Act of 1973 (refers to board policy 601) .....		21-22
Religion & Public Education (refers to board policy 613) .....		22
Emergency Plans & Drills (refers to board policy 638) .....		22-24
Smoke Free Facilities (refers to board policy 912) .....		24
Talented and Gifted Program.....		24
Acceleration Guidelines .....		24-25
Title I and ELL .....		26-27
Building Map .....		28

**SECTION I**  
**District Information / East Elementary Staff**

**Superintendent**

John Speer

**Principal**

Jamie Coquyt

**Building Secretary**

Deb Kemmerer

**Third Grade Teachers**

Melanie Angell  
Kathy Cook  
Melissa Hedges  
Michele Hennessey  
Heather Johnson  
Lisa Wilcox

**Fourth Grade Teachers**

Jean Bruns  
Matt Fjelland  
Holly Larkin  
Kelly Moss  
Tiffany Ott  
Crystal Reinertson

**Fifth Grade Teachers**

Nate Erickson  
Cathy Fjelland  
Meagan Johnston  
Lori Ostrem  
Samantha Wheeler

**Resource Teachers**

Tina Meyer (3<sup>rd</sup> Grade)  
Joy Rollings (5<sup>th</sup> Grade)  
Ashley Soma (4<sup>th</sup> Grade)  
Lora Gibson (Level II/III)

**Reading Skinny Teacher**

Jordan Duffy

**Specials Teachers**

Angie Bendler	ELP
Carolyn Fair	Band
Rusty Hicks	PE
Lisa Hartz	Art
Mike Macki	Guidance
Lisa Ott	Vocal Music
Taylor Stichka	Technology

**Support Staff**

Tara Haessig	Associate
Julia Holveck	Associate
Meagan Kennedy	Associate
Jill Leonard	Associate
Laurie Loy	Media Center
Teresa McLoud	CMA (Health Office)
Linda Powell	Associate
Tony Scharfenkamp	Custodian
Charles Sloniger	Associate

### **School Cancellation**

Please do not call school personnel at home on a day when it is possible that school will be called off due to bad weather. As soon as the decision is made it will be posted on the Ballard website, [www.ballard.k12.ia.us](http://www.ballard.k12.ia.us) and an attempt will be made to notify the following stations.

WHO TV-13

KLYF (FM 100.3)

KJJY (FM 92.5)

KRNT (AM 1350)

KCCI TV-8

WHO (AM 1040)

KXTK (AM 940)

KISS (FM107.5)

WOI TV-5

KSTZ (FM 102.5)

KIOA (FM 93.3)

KLTI (FM104.1)

**In the event of an unscheduled early dismissal, please make sure that you have discussed with your child where he/she needs to go. If school is going to be dismissed early, we will attempt to notify the stations listed above.**

Staff can not call parents when school is dismissed early. Subscribe for free to [Iowa School Alerts](#) to receive emails and/or text messages regarding important school closings or delays – see [www.ballard.k12.ia.us](http://www.ballard.k12.ia.us) for direct link to sign up under “Weather Related News”.

## **SECTION II**

### **STUDENT RULES/REGULATIONS**

#### **Attendance Policy**

Research shows a correlation between attendance and student achievement. Students who attend school on a regular basis are more likely to be engaged, have a positive attitude about their education, and be more satisfied with their experiences at school.

By Iowa law, a child who has reached the age of six years old and is under sixteen years old by September 15 must attend school. Parents, legal guardians, or actual custodians of a child are responsible for the child to attend school during the school year.

Students who are late to school and arrive after 8:30 AM will be counted tardy unless they have a valid excuse. Students who arrive after 8:30 AM or leave before 2:30 PM will be counted absent for a half-day.

#### **A. Excused Absences**

When it is necessary for a student to be absent from school an excuse from the parent/guardian is required. The building administrator reserves the right to determine whether an absence will be considered excused or unexcused. The following excuses should **NOT** be considered "necessary":

1. Skipping classes
2. Shopping or pleasure trips
3. Haircuts or hair appointments
4. Oversleeping
5. Staying home to study or work on an assignment
6. Work for pay
7. Car trouble (more than twice)
8. Travel with friends, not family
9. Other, based on administrative discretion

#### **B. Excessive absences**

Students may not exceed seven (7) excused absences per trimester.

Other than the following exceptions, all absences will count toward this total:

1. Medical appointments
  - a. Not to exceed 3 hours unless doctor note states otherwise
  - b. Note from doctor must be presented when student returns from appointment
2. Funerals-with a note from a parent/guardian
3. School activities and field trips
4. Legal appointments
  - a. Student must present note from court system upon return to school
5. Chronic medical conditions
  - a. Student must provide note from doctor
  - b. At the discretion of the school administration
6. The first five (five) days of a family trip (per year)
  - a. Must be approved by school administration in advance
  - b. Student must collect work in advance
  - c. Non-family members may be included in a family trip

The following procedures will be used to ensure that students do not develop excessive absences:

1. On the fourth (4<sup>th</sup>) absence from school, a school official will notify the parents of the concern.
2. On the sixth (6<sup>th</sup>) absence from school, a school official will notify the parents and may conduct a home visit.
3. On the seventh (7<sup>th</sup>) absence from school, a school official will meet with student and notify the parent. At this point the County Attorney may be notified of the attendance problem and truancy charges may be filed.

### C. Unexcused Absences

An unexcused absence is an absence of which the parent is unaware or has not approved and excused; one that was not approved by a school administrator, or an absence in which procedures to have the absence excused were not followed. Any student grades 4-6 who is absent without approval will make up time for the absence.

### D. Tardies

Tardies will be treated similar to absences.... After 7 tardies students will be required to make time up in detention.

1. On the fourth (4<sup>th</sup>) tardy from school, a school administrator will meet with the student and notify the parent of the concern.
2. On the sixth (6<sup>th</sup>) tardy from school, a school administrator will notify the parent of the concern and may conduct a home visit.
3. On the seventh (7<sup>th</sup>) tardy from school, a school administrator will notify the parent. The student will be assigned an appropriate amount of detention for every tardy over seven (7). At this point the County Attorney may be notified of the attendance problem and truancy charges may be filed.

### E. Calling In Absences

Parents should send an e-mail to [attend-bus@ballard.k12.ia.us](mailto:attend-bus@ballard.k12.ia.us) or call their child's school of attendance before 7:45 AM if their child will not be at school. E-mail is the preferred method of communicating absences, but for your convenience you may also call anytime. **The East Elementary Office phone number is 515-220-4306.** Attendance will be completed by 8:30 AM. Your cooperation will be greatly appreciated

### Bicycles and In-line Skates at School

Any student who has parent/guardian's permission may ride to and from school on a bicycle or In-line skates. In-line skates may not be worn on the bus or in the building. Bikes should not be left in the rack overnight or on weekends. Locks or security chains are encouraged.

**Bikes are to be parked in the racks and skates are to be placed in student lockers immediately upon arrival at school and remain there until the student goes home. Bicycles are not to be ridden on the sidewalks at any time.** It is permissible for students to walk their bicycles on sidewalks to the closest intersection and then ride from there.

The bike trail between Cambridge – Huxley - Slater is available for students and would be safer than using the public roads. However, complete access is not available and some riding on the public roads is necessary.

### Bus Behavior

In the interest of safety, bus students are required to follow certain rules and regulations.

1. Be on time.
2. Never run to or from the bus.
3. Stand back from the curb.
4. Don't push or shove.
5. Stay in your seat.
6. Don't yell or shout.
7. Always obey the driver.
8. Wait for the driver's signal before crossing.
9. Always cross at least 10 feet in front of the bus.
10. Never crawl under a school bus.



Students who do not ordinarily ride the bus should have a note from their parents indicating permission to do so. The driver will notify the Director of Transportation and the principal of any serious misconduct or if the student is habitually disruptive. The principal will notify the parents or guardians.

If the misconduct is serious or if the student continues to be disruptive, the principal will notify the parents that bus privileges are suspended for a period of time. Bus privileges are suspended as per Board Policy 509 Sections J & K

### **Conduct at School**

Providing a safe school environment is a district focus. Students will be encouraged to use appropriate manners in and around the school facilities, both during school hours and at extra curricular events. At the beginning of each school year your child's teacher will hand out a complete list of the school and classroom rules. These rules will be reviewed and amended as needed.

However, the following general building rules will be in place for all students and be enforced by all school personnel:

1. Respect of other's personal property will be expected.
2. Respect must be shown to school facilities and equipment.
3. Only walking will be permitted in the building.
4. Persons moving in the building are to stay on the right hand side of hallways and doorways.
5. Students will be expected to address **ALL** school employees, volunteers, and support staff by their title and surname.
6. Students will be expected to remove hats and caps when entering the building, except for those designated days when special attire is permitted.
7. Students shall have clean shoes upon entering the building and remove if necessary and carry to their lockers.

Students are to conduct themselves in a manner consistent with their age and grade level. For all students, this includes respect and consideration for others. This conduct is expected while on school premises, while on school owned and/or operated school or chartered busses, and while attending or engaging in school activities on or off school property. Students who exhibit inappropriate behavior in the opinion of the staff and/or administration shall be subject to discipline. Inappropriate behavior includes behavior, which disrupts or interferes with the educational program, the orderly and efficient operation of the school or school activity, the rights of other students to participate in the educational process or activity, or the educational atmosphere. Disciplinary measures may include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion.

### **Candy and Gum at School**

Students **are not allowed** to have candy or gum at school during regular hours. Children may bring birthday or other treats to be distributed to their classmates during scheduled school time.

### **Electronic Devices**

Items that a student may possess that will not be used or worn during the school day include, but are not limited to, the following: ipods, radios, walkmans, disc-mans, cell phones, pagers, cameras, PSP's, DS's, etc. These items can be very disruptive to the educational atmosphere so students will not be allowed to use them during the school day—this includes recess time..

The District would encourage students to leave such devices at home to prevent them from being lost or stolen. Leaving electronic devices or valuables of any kind in a backpack, jacket pocket, or locker while at school is not recommended.

The best way to make sure expensive items such as these are not lost, damaged, or stolen is to keep them at home in a safe place. Thank you for your cooperation.

### **Dogs on School Grounds**



Dogs on school grounds are considered a public nuisance. They constitute danger to children. The cooperation of families owning dogs and keeping them at home is appreciated. Story County Animal Control will be contacted in the event an animal is on school grounds and the owner cannot be identified or located.

### **Field Trips**

Chaperones are always needed and welcome to attend student's field trips. It's the schools recommendation to have one adult per 10 students to be properly supervised. Classroom teachers will approve chaperones. No siblings will be permitted to attend field trips.

### **Fines**

Fines will be assessed for damages to school property caused by a student. Fines could include replacement costs, labor, repairs, or partial payment toward damages incurred through accidents or intentional acts of vandalism.

### **Internet Use**

All students and staff must have a signed user agreement form on file in order to use the Internet independently on any of the District's computers.

### **Lost or Damaged School Textbooks**

Fines will be assessed against students for excessive wear on textbooks. The purpose of this policy is to teach students to respect the property of others and to keep the school costs from becoming excessive. The teacher will assess fines and written notification shall be made. Such notification shall include title of book, date of assessment, damage, and amount of fine and initials of teacher.

1. Excessive defacement of cover	\$ 3.00
2. Slight defacement of cover	\$ 1.00
3. Excessive writing in book	\$ 3.00
4. Slight writing in book	\$ 1.00
5. Broken binding or torn cover	\$ 3.00
6. Pages torn (per page)	\$ .50
7. Excessive water or burn damage	\$ 3.00
8. Lost book or damage	Value of book
9. Other damage	Teacher assessed



### **Pets at School**



Pets may be brought to school providing they present no health or injury potential to students (and to the pet). Pets should be brought only with advance approval of the teacher. Parents are asked to bring and take the pet home following the class activity. Pets are not to be transported on the busses.

### **Playground Rules and Regulations**

Playground rules and regulations are designed to assist the teacher/recess supervisor in designing and implementing a positive and well-disciplined recess. Recess can be a safe happy time where teachers or supervisors are positive and students are well behaved. Staff and students will develop rules and regulations appropriate for the student's age group.

- All students can use the equipment and grounds. Balls, jump ropes, and other equipment are to be kept in the playground box and are available on a first come, first served basis. Equipment is to be returned at the end of recess.
- Walking up slides, jumping over fences, or jumping off tops of wooden structures is not permitted at any time. Students are not to climb up or down the outsides of play structures.
- Equipment is to be used only for the purpose intended. Only 1 person on the bronco and 1 person pushing are permitted. Only 2 persons on a tire swing with 1 person pushing. Hanging from the bottom of the tire swing is not permitted.
- Throwing of rocks, gravel, or snowballs is not permitted. This offense is an automatic detention.
- Wrestling, grabbing or throwing others down is not permitted.
- Only tag football is permitted as long as the game does not get too rough.
- Soccer is permitted using the goals on the grounds providing it does not interfere with Physical Education classes.
- Students are not to enter the building during recess time except on an emergency basis. Student escorts are to be discouraged.

- Recesses will be outdoors unless it is raining or the wind chill factor falls below zero degrees. No coat is required if the temperature is 55 degrees or higher in the fall and spring.
- Boots are to be PUT ON and TAKEN OFF in the doorways. Students are to carry their boots through the hallways.
- Inside recesses are to be board games when the gym is not available.
- Playground supervisors are to be obeyed regardless of circumstances. Playground supervisors may disband any game or activity.
- Whistle signals will be used and students are to stop whatever they are doing and respond to the whistle.
- Playground supervisors will report any accident or injury to the classroom teacher. Classroom teachers will fill out the accident report if necessary.

**Disciplinary Procedures (per semester):**

- 1<sup>st</sup> offense ..... warning
- 2<sup>nd</sup> offense ..... 5-minute timeout on bench
- 3<sup>rd</sup> offense ..... 10-minute timeout on bench
- Continued offenses ..... referral to homeroom teacher or principal.

**Safe School Culture**

During the 2011 - 2012 school year efforts will continue EK-12 to provide a safer school environment, more humane treatment of peers, and the elimination of bullying. The ultimate goal is for everyone to treat others with dignity and respect both at school and outside school. Through this program we hope to make our students aware of the importance of being considerate to one another. This will create a pleasant and safe environment for all of us.

Students who exhibit disrespectful, inconsiderate, inappropriate, or bullying-type behaviors will be dealt with swiftly and fairly.

*Definition of Bullying/Harassment:*

The legal definition of harassment and bullying is: “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 a student's academic performance.
4. Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a 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 preference, political belief, socioeconomic status, or familial status.

**Student Dress for School**

School is a student's workplace, so appropriate attire is required. Shirts should have shoulders that are at least 1" wide. No spaghetti straps or boy's muscle/undershirts are allowed. Shirts should be long enough that no midriffs are showing, including when the student is seated in the lunchroom or classroom. Shorts may be worn during the hot weather in the 1<sup>st</sup> and 3<sup>rd</sup> trimesters, providing the attire is in good taste and no undergarments are showing. Skirts and dresses should also follow that guideline. For safety, each student is required to have a clean pair of tennis shoes to be worn for indoor P.E. classes only.

Adequate clothing is required for all students during cold weather conditions. This includes jackets/coats, gloves/mittens and head covering. Boots are to be put on and removed at the entryway doors and carried between the door and the child's locker. Regular shoes are required to be worn inside.

**For safety reasons we strongly recommend that students wear enclosed shoes to protect their feet.** Toe/foot injuries are likely if students wear flip-flops or sandals during recess.

### **Telephone Use**

Student use of phones for outside calls will be restricted to non-instructional times and must have teacher approval. The school intercom is not permitted without principal authorization. Parental calls to students will not be transferred directly to the classroom. Students are to make arrangements for any after school activities before coming to school. **Please keep messages to a minimum!**

### **Visitor Policy (Adults)**

All parents and visitors must sign in at the office. All visitors must wear a name badge while in the building. Parent visitations need to be arranged in advance with teacher or principal approval. Adult visitors, other than parents, are limited to one hour with advance approval. Group visits need to be arranged in advance. It would be appreciated if visitations were not requested the first and last week of each trimester. Parents who escort children into the building are to release them in the commons, and are **NOT** to escort to classroom without permission from the office. Parents waiting to pick up their children after school may do so in the commons area. Parents are NOT to wait outside classrooms.

### **Visitor Policy (Students)**

Students must be enrolled in elementary school and be age appropriate. Students may attend either morning or afternoon classes, but not both. A 24-hour advance approval from the principal/teacher is required. High school or college students may visit in accordance with their class assignments or field of study with advance approval of principal.

## **SECTION III**

### **ELEMENTARY INFORMATION**

#### **Accidents & Illnesses at School**

If your child becomes ill or has a serious accident at school, you will be notified as soon as possible. Parents should notify the school of any change in phone number, cell phone number, emergency numbers, or address immediately. No child is ever sent home until arrangements have been made with the parent or guardian.

#### **Illness from School**

If you have concerns about your child's health, we encourage you to contact your physician for their advice. Students should be kept home if he or she:

- Has a fever 100 degrees or higher
- Has been vomiting within the last 24 hours
- Has diarrhea
- If they are complaining of a severe sore throat and you see white spots in their throat. This could indicate strep throat and should be kept home and see a doctor.

Before returning to school we ask that these students be without the above symptoms without the aid of fever reducing medication (such as Motrin) for 24 hours. This will help us control passing the illness to other students. When your child has an illness for more than three consecutive days a doctor's excuse will be needed when your child returns to school.

#### **Discipline** (Board Policy 509)

*Goal 509.B* – “The goal of the District is to ensure the right of all students to a safe and productive educational environment in which they may learn the skills and attitudes necessary to develop and to mature as responsible adults accountable for their own actions. The school environment should encourage academic, social, emotional, and physical maturation and should promote the dignity and worth of each student.”

#### **Detention Policy**

Detentions may be given to a student from any adult Ballard employee. Detentions may be assigned for various reasons: absences, tardies, refusal to complete schoolwork or assignments, or inappropriate behavior. Detentions will be served on Wednesdays or at a time that has been prearranged with the parent and teacher and/or administrator. Students who ride busses will not be kept after school without approval of the principal and at least one-day notice to the parents.

Students may be given detention warnings. Three warnings will result in a detention. Parents will be notified of the student's detention. If a student receives three detentions in one trimester a conference with his/her parent(s) and the principal will be held. All detentions will be tracked on Infinite Campus and may be monitored by parents.

#### **Excusing Children from School**

Individual teachers will not excuse children from classes. Requests from parents or others for children to be taken from school must always be handled by the principal, or designee, (in advance when possible). Children are not allowed to leave the school grounds during the school day unless it is cleared through the office. A parent needs to send an e-mail to [attend-bus@ballard.k12.ia.us](mailto:attend-bus@ballard.k12.ia.us) or call the bus barn if a student will not be following their typical transportation routine.

#### **Homework**

Homework may be assigned by classroom teachers and is intended to reinforce concepts that have been taught during the school day. We encourage parents to create a study space, study time, and study routine at home to help students develop good study habits. The length of homework assignments will vary; however, Ballard East would recommend that homework not exceed 10 minutes per grade level per night (30 minutes for 3<sup>rd</sup> graders, 40 minutes for 4<sup>th</sup> graders, or 50 minutes for 5<sup>th</sup> graders).

Parents are strongly encouraged to be involved but not DO homework for their child. Homework is often assigned by teachers to determine whether or not students have mastered a particular concept or skill and to determine if additional instruction or an intervention is needed. Completing homework assignments for your child can give the teacher the impression that your child has mastered a concept or skill when, in fact, maybe they have not.

### **Insurance**

A low cost accident insurance policy is made available to children each fall. This policy covers injury to children while at school and going to and from school. There is also 24-hour protection if desired. This information is quoted for your convenience and does not constitute an endorsement. Check with the school nurse for more information on this program.

### **Lost and Found**

Our school has a designated area for lost and found. Articles brought to school such as lunch boxes, coats, tennis shoes, etc. should be labeled. Items not claimed by the end of each trimester will be given to The Ballard Community Clothes Pantry.

### **Report Cards and Student Led Conferences**



Report cards are distributed near the end of each trimester and prior to conferences. Many teachers will also use mid-term reports. Conferences between student, parents and teachers are held twice each year. Parents will be given the opportunity to sign up for the Fall and Spring conferences at Back-to-School Night..

### **School Hours: 8:00 a.m. – 3:00 p.m.**

Children are not to be on the school grounds before 7:30 a.m. as there will be no adult supervision until 7:30 a.m. Students will be sent to their classrooms at 7:55 a.m. All students must be out of the building by 3:30 p.m. On the days school lets out early for in-services students must be out of the building by 1:00 p.m.

### **School Lunch**

Hot lunch and milk are offered to all students. The 2011-2012 prices are \$2.00 per meal, \$.40 for extra milk, and \$1.15 for breakfast. Family accounts are available to eliminate the need for separate accounts at each attendance center.

Lunch purchasing and accounting will be conducted each morning. Lunch menus and any information concerning the lunch program can be accessed on the school website.

Taher, Inc will attempt to have a "peanut-free" menu for all Ballard Elementary Centers. Taher, Inc., will do its best to not serve foods containing peanuts or peanut by-products in elementary lunches. Taher and Ballard Community Schools cannot mandate what students bring in sack lunches from home.

### **Traffic Safety Measures**



Parents of town children are responsible for the safety of their children as they travel to and from school. Teachers will cooperate fully with the home by teaching basic safety rules and discussing with the children the safest way home. An area of particular concern is the encouragement of students to use sidewalks or the side of the roadway and avoid the middle of the street.

### **Traffic for Pick-up/Drop-off of Students**



Parents who elect to pick up and drop off their children may do so at the east end of the circle drive. The driveway in front of the building will be reserved for bus traffic only. Traffic is restricted to "busses only" from 7:00 a.m. to 5:00 p.m. Do not park in the loading zone on the east side of the building. Other regulations may be added based on the needs of the school.

### **Transfer of Students**

Parents of students who are moving out of the district during the school year should notify the school prior to the last day so that the proper transfer forms can be completed. Fees for students entering or leaving school during the school year are prorated on a monthly basis and are refunded accordingly.

## SECTION IV LEGAL NOTIFICATION

### Equal Educational Opportunities; Prohibition of Harassment and Bullying of Students

(Board Policy 501)

**Nondiscrimination.** No student in the Ballard Community School District shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in District programs on the basis of race, color, creed, sex, religion, marital status, ethnic background, national origin, disability, sexual orientation, gender identity, or socio-economic background. The policy of the District shall be to provide educational programs and opportunities for students as needed on the basis of individual needs, interests, abilities and potential.

**Harassment and Bullying Prohibited.** The District is committed to providing all students a safe and civil educational environment in which all are treated with dignity and respect. The District is also committed to promoting understanding and appreciation of the cultural diversity of our society. The District shall educate students about our cultural diversity and shall promote tolerance of individual differences.

Harassment and bullying of students is against the policy of the State of Iowa as well as of the Ballard Community School District. The District shall promote procedures and practices to reduce and eliminate harassment and bullying. The District prohibits harassment and bullying of students by other students, by employees, and by volunteers while in school, on school property, and at any school function or school-sponsored activity. This includes harassment or bullying based on the student's actual or perceived trait or characteristic, including the student's actual or perceived race, color, creed, sex, age, religion, marital or familial status, ethnic background, national origin, ancestry, physical or mental ability or disability, sexual orientation, gender identity, physical attribute, political party preference, political belief, or socio-economic background. Acts of harassment or bullying may be treated as grounds for discipline. Discipline may include suspension or expulsion of a student, termination of an employee's contract, and/or exclusion of a volunteer from District activities or premises.

**Definition.** Any electronic (such as emails or instant messages), written, verbal or physical act or conduct toward a student that is based on an actual or perceived trait or characteristic that creates or could reasonably be expected to create an objectively hostile school environment is prohibited. An objectively hostile school environment is created if the act or conduct:

- Places the student in reasonable fear of harm to the student's person or property; or
- Has a substantially detrimental effect on the student's physical or mental health; or
- 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 District services, activities, or privileges.

Examples of prohibited behavior may include, but are not limited to the following:

- Unwelcome touching;
- Inappropriate or demeaning remarks, jokes, stories, activities, symbols, signs or posters;
- Implied or explicit threats concerning grades, awards, property or opportunities;
- Requiring, explicitly or implicitly, that a student submit to harassment or bullying as a term or condition of the student's participation in any educational program or activity.

#### **Sexual Harassment.**

**General.** It is the policy of the Ballard Community School District to maintain a learning environment that is free from sexual harassment. All employees, visitors and students must avoid any action or conduct which could reasonably be perceived as sexual harassment. It shall be a violation of this policy for any person to harass a student through conduct or communications of a sexual nature as defined in this policy.

**Definition.** Sexual harassment shall consist of unwelcome sexual advances, requests for sexual acts or favors, and other verbal or physical conduct of a sexual nature when:

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

Sexual harassment may include, but is not limited to the following:

- Requests or pressure for sexual activity;
- Unwelcome touching;
- Other verbal or physical conduct of a sexual nature, such as inappropriate jokes, symbols, signs or posters of a sexual nature;
- Repeated remarks to or about a person with sexual or demeaning implications.

(Note: any sexual overtures made by a staff member to a student, whether welcomed or unwelcomed, shall be grounds for discipline, including discharge of the staff member.)

**Complaint Procedures.** Any person alleging a violation of this policy may file a complaint using the Student Complaint Procedure of Policy 529. Employees who are aware of harassment or bullying shall file a written complaint or shall report the conduct to a principal or to the compliance officer. The complainant may bypass any step of the complaint procedure where the person to whom the complaint is to be lodged is the alleged perpetrator. The complainant may file the initial complaint with the compliance officer. Policy 530 shall govern the investigation of alleged cases of physical or sexual abuse, including sexual harassment, of students by staff members. The complainant may be required to complete a written complaint form and to turn over copies of evidence of discrimination, harassment or bullying including, but not limited to, letters, emails, tapes, signs, and pictures. The investigator shall promptly commence an investigation and proceed to completion. Both the complainant and the alleged perpetrator will be given an opportunity to give a statement. District employees, students and volunteers shall fully and fairly cooperate in the investigation.

A written investigative report shall be completed, and a summary of the report, including a finding that the complaint was founded, unfounded, or inconclusive will be forwarded to the complainant, to the parent or guardian, and to the alleged perpetrator. The investigator will consider the totality of the circumstances presented in determining whether the conduct objectively constitutes discrimination or harassment.

**Grievance Procedure – Disability.** The District has also established a grievance procedure to handle complaints of discrimination based on disability and to handle concerns regarding accommodations of disabled students. A parent, guardian, or student may utilize such grievance procedures.

**Compliance Officer.** The Superintendent shall be designated as the District's compliance officer to insure that students are treated in accordance with District policy prohibiting discrimination, harassment and bullying. In the event the Superintendent is the alleged perpetrator, the 504/ADA Coordinator shall serve as compliance officer. For claims of discrimination involving disability, the 504/ADA Coordinator shall serve as compliance officer. In the event the 504/ADA Coordinator is the alleged perpetrator, the Superintendent shall be the alternate compliance officer.

**Confidentiality.** The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

**No Retaliation.** No person shall retaliate against a student or other person because the student or other person has filed a discrimination or harassment complaint, assisted or participated in an investigation, or has opposed language or conduct that violates this policy, as long as the participation or action was done in good faith. Persons who engage in retaliation or who knowingly file false complaints or give false statements in an investigation shall be subject to discipline up to and including suspension, expulsion, exclusion or termination of employment.

**Corrective Actions.** The District will take action to halt any improper discrimination, harassment or bullying and will take other appropriate corrective actions, including disciplinary measures which may include discharge, suspension, expulsion, or exclusion of a perpetrator to remedy all violations of this policy.

**Notification.** Notice of this policy shall be communicated to staff, students, and parents of the District and to the District community. It shall be included in handbooks and shall be published in such other manner as the compliance officer shall determine.

**Training.** The District shall educate staff, parents and students about harassment and bullying, effective methods of prevention, and what to do in the event of such actions. The District shall participate in assessments of the effectiveness of this policy and education programs and shall make reports as required.

**Other Agencies.** Students and their parents may also contact the Iowa Civil Rights Commission and the Office of Civil Rights of the United States Department of Education for assistance.

### **Student Searches** (Policy 510)

Note: The following is a summary of Board Policy 510. The entire policy is available in district policy manuals located on our website.

Licensed school employees of the district may, without a warrant, search a student's belongings, student lockers, automobiles on school property, desks, facilities, or work areas. Searches of students, their clothing, pocketbooks, book bags, duffel bags or other personal containers in the possession of the student, and searches of automobiles on school property shall be conducted only if there is a reasonable suspicion that a criminal offense has been committed or a school rule has been violated by the student. Considering such factors as these may form reasonable suspicion:

1. Eye witness observations by school personnel; or
2. Information received from a reliable source; or
3. Suspicious behavior by the student; or
4. The student's past history; or
5. Particularly circumstantial evidence.

**Procedures:** Authorized personnel may ask a student to open and/or empty his/her pockets, handbag, book bag, duffel bag, or other personal belonging when there is reasonable suspicion that the student has a prohibited item in his/her possession. If the student fails to comply, an administrative staff member or his/her designee may search the student or the student's belongings, in the presence of another adult. Searches which involve a pat-down of the student or which involve the removal of any clothing other than outerwear such as jacket or socks shall be conducted by a person of the same sex as the student and shall be conducted in private and in the presence of a witness of the same sex. Strip searches shall not be allowed. If a prohibited item is found in a personal search, appropriate disciplinary action may be taken. Items, which may be illegal to possess, may be turned over to the proper authorities.

**Periodic Inspections:** Lockers, desks, and other facilities and spaces remain at all times property of the District, even though temporarily assigned as a courtesy to students. These facilities are subject to unannounced inspections, and students have no legitimate expectations of privacy in these facilities even though they may be locked. The inspection shall occur in the presence of the student or at least one other person.

**Search:** An administrative staff member may search a locker; desk or other assigned facility or space when there is a reasonable suspicion the student has a prohibited item. The student need not be present at the time of the search, but another person shall be present.

### **Medication Administered** (Policy 513B)

No medications (prescription or over-the-counter) shall be kept on students or in their personal belongings nor shall a student self-administer medications at school, unless approved in advance by the nursing staff with written consent of the parent or guardian. By law, students with asthma or other airway constricting disease may self-administer their medication upon approval of their parents and prescribing physician without having to first demonstrate competency in self-administration. The following conditions shall apply to administration of medications to students:

1. Written consent of the parent or guardian to administer the medication (including over-the-counter medications) shall be on file in the nurse's office. The pharmacy labeled bottle will serve in lieu of the doctor's signature for prescription medications only.
2. Only District nurses or employees who have evidence of completion of an approved course in medication administration shall administer the medication.
3. All medications shall be administered in the nursing office when practicable. All medications must be consumed in the presence of the designated school personnel.
4. Prescribed medications shall be stored in the nurse's office in a secure place in their original containers with a detailed label or authorization form clearly showing the student's name, the date prescribed, the name of the medication, the dosage, times and method for administration, the expiration date, the prescribing physician, the name and address of the pharmacy, if any, any special storage or administration procedures and a description of any anticipated reactions. The nurse or other designated employee may contact the student's physician and/or pharmacy if he or she has any questions regarding the administration of the medication.
5. Nonprescription medications shall also be stored in the nurse's office in a secure place in their original containers and shall be accompanied by a consent form from the parent or guardian giving the date, the student's name, the name of the medication, the time and method of administration, and the dosage. The nurse may determine that an over-the-counter medication should not be administered to the student.
6. Acute cases, such as asthma, seizures, diabetes, and severe allergic reactions will be handled individually.
7. A confidential written record shall be maintained showing all medications administered, the dosage, the name, position and signature of the person administering the medication, the name of the student, the date, time and method of the administration, the prescriber and any reactions or unusual circumstances, actions or omissions. A written record shall also be kept of any refusal to administer medication.
8. Emergency protocols shall be developed by the nursing staff for medication-related reactions.
9. Nurses may exercise their professional discretion in determining not to administer a medication or not to administer a medication in the dosage requested. The parent or guardian shall be notified in such cases, and a record signed by the nurse showing reasons for non-administration shall be made.
10. When administration of the medication requires ongoing professional health judgment, an individual health plan will be developed.

### **Statement Regarding Homeless** (Policy 543)

The Board of Education of the Ballard Community School District is responsible for locating and identifying homeless children and youth that are "found" within the district. A homeless child or youth of school age is defined as one between the ages of 3 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth living on the street, in a car, tent or abandoned building or some other form of shelter not designated as a permanent home; living in a community shelter facility; or living with non nuclear family members or friends who may not have legal guardianship over the child or youth of school age.

The district shall make available to the homeless child or youth all services and assistance including, but not limited to, compensatory education, special education, English as a second language, vocational courses or programs, programs for gifted and talented, health services, and food nutrition programs, on the same basis as those services and assistance are provided to resident pupils.

If you need further assistance/information, please contact the building principal, counselor or the superintendent of schools.

### **504 Section of the Rehabilitation Act of 1973** (Policy 601)

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, the Ballard Community School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

The Ballard Community School District has the responsibility under Section 504, which include the obligations to identify, evaluate, and, if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This act gives the parent or guardian the right to:

1. Inspect and review his/her child's educational records.
2. Make copies of these records.
3. Receive a list of the individuals having access to those records.
4. Ask for an explanation of any item in the records.
5. Ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights.
6. A hearing on the issue if the school refuses to make the amendments.

If there are questions, please feel free to contact John Speer, Section 504/ADA Compliance Coordinator for the Ballard Community School District at 515-597-2811.

### **Religion and Public Education** (Policy 613)

The school may sponsor the study of religion, but not sponsor the practice of religion. The school may expose students to religious views, but may not impose any particular view.

- The function of the school is to educate about religions, not to convert to any one religion.
- The school's approach to religion is academic, not devotional.
- The school should study what all people believe, but should not teach a student what they should believe.
- The school should strive for student awareness of all religions, but should not press for student acceptance of any one religion.
- The school should seek to inform the student about various beliefs, but should not seek to conform them to any one belief.
- The school should respect the beliefs of all and honor parental wishes concerning non-participation in various activities, but the school should not change the curriculum when parents' beliefs are at odds with established curriculum.

### **Emergency Plans and Drills** (Policy 638)

The following will provide information for dealing with fire, tornado, bomb threat, and evacuation. All emergency procedures will be evaluated by the building principal. The information will include the school, date of drill, type of drill, evacuation time, advance notice as well as any comments or suggestions.

#### **Fire Procedures**

1. Display a map of evacuation route from room.
2. Evacuation route is to be displayed on bulletin board next to door.
3. The following rules are to be reviewed with the class at least twice each semester:
  - a. Know exit procedure from all areas of the building.
  - b. Distinguish between fire and tornado warning systems.
  - c. Evacuate by walking in orderly lines.
  - d. Quietly with no talking.
  - e. Leave all school and personal belongings.
  - f. Doors and windows closed (should close automatically).
  - g. Evaluate and review with the class after each drill.

#### **Responsibility for fire**

- Secretaries

1. Phone local fire department.
  2. Alert administration and custodial staff.
  3. Secure records and valuables.
  4. Record dates and times of drills.
  5. Account for students in the nurses' office if the nurse is not in.
- Custodians
    1. Maintain alarm system and fire doors, windows.
    2. Shut off appropriate electrical and natural gas valves.
    3. Check building for proper closure of fire doors.
  - Para-professionals
    1. Account for students under their directions at time of alarm.
    2. Assist students to designated safe areas as quickly and orderly as possible.
  - Faculty
    1. Account for all students.
    2. Teachers will check restrooms across from their classrooms.
    3. Specials teachers will exit with the class they are meeting with at the time of the fire alarm.
    4. Music personnel will check restrooms across from music rooms.
  - Principal
    1. Develop and implement fire procedures and conduct drills for the building.
    2. Monitor drills and critique procedure.
    3. Determine when it is safe to return to building or arrange for relocation to other facilities if the building is deemed unsafe.

### **Tornado/Disaster Procedure**

1. Faculty and staff will be notified when a tornado watch is in effect. Students **will not** be informed.
2. An intercom warning plus high/low signal will be given when a warning is given and this will be announced to all staff.
3. A map of an interior route to be followed will be displayed on a bulletin board next to the door.
4. Procedures and rules are to be reviewed with the class twice each semester. Practice from all areas of the building.
  - a. Practice from playground area.
  - b. Distinguish between fire and tornado warning system.
  - c. Practice walking in quiet orderly lines.
  - d. Quiet passing with no talking until after the all clear is given.

### **Responsibilities for Tornado/Disaster**

- Secretaries
  1. Alert administration and custodial staff and sound alarm.
  2. Secure records and valuables.
  3. Record dates and times of drills.
  4. Account for students in the nurses' office if the nurse is not in.
- Custodians
  1. Maintain alarm system and windows.
  2. Shut off appropriate electrical and natural gas valves.
  3. Check building and grounds.
- Para-professionals
  1. Account for students under their directions at time of the alarm.
  2. Assist students to designated safe areas as quickly and orderly as possible.
- Faculty
  1. Account for all students – take attendance frequently.
  2. Maintain composure and keep students calm.
  3. Do not release any student without authorization from the principal.
  4. Instruct students in safe procedures, including “duck & cover” use of a book for head protection, and taking safe cover under tables, desks, and chairs.
- Principal

1. Develop and implement tornado/disaster procedures and drills for the building.
2. Monitor drills and critique procedure.
3. Determine when it is safe to return to classrooms or arrange for relocation to other facilities if the building is deemed unsafe.
4. Approve all public announcements and press releases.
5. Approve dismissal of students. Parents are to report only to the office, not to classrooms.

### **Imminent Danger**

In the event of imminent danger, office personnel will contact the necessary authorities and inform them of the imminent danger. Use the following guidelines:

1. Students will get under their desk or table. They must not bunch up. Their classroom teacher will assist students who are unable to comply because of a disability.
2. Shut lights off; lock your doors, windows and close blinds.
3. Silence.
4. You will hear “all clear” via the intercom.

### **Evacuation Plan**

Directions would be given to you on a situational basis. Office personnel will contact the necessary authorities and inform them of the emergency. Students who are hearing impaired or who otherwise cannot comply with the intent of the signal will be given these directions through the appropriate alternative forms of communication. Their classroom teacher will assist students who are unable to comply with the directions because of a disability. In classrooms where there is one or more staff members to assist students with disabilities, assignments for assisting individual students will be made by the classroom teacher.

### **Crisis Plan**

A district crisis plan of action is available in each attendance center. Students and staff will review these procedures each semester.

### **Smoke Free Schools** (Board Policy 912)

No smoking or use of smokeless tobacco products will be permitted in District vehicles, District buildings or on District grounds at anytime

### **Talented and Gifted Definition**

The Ballard Community School District, in accordance with Iowa Code (Chapter 257.44) supports the following definition of giftedness in our PK-12 system:

Ballard strives to identify and empowers gifted and talented students. Gifted and talented students demonstrate or demonstrate the potential for outstanding performance in any or all of the following areas:

- High academic ability on one or more subjects
- High task commitment (motivation)
- High levels of creativity

Ballard maintains a systematic identification procedure in compliance with Iowa Code, absent of bias regarding gender, socioeconomic status, or ethnicity. The district provides identified students with a variety of programming options designed to meet their individual needs and to provide enrichment and challenge above and beyond grade level curriculum.

### **Ballard Community School District Acceleration Guidelines**

The Ballard CSD is committed to meeting the needs of all students through quality differentiated learning opportunities. Within the talent pool of students identified to receive gifted and talented services through the district's Extended Learning Program (ELP), there may be students who are capable of learning at a faster pace and in greater depth than their age-level peers. For these students, differentiation within the classroom, participation in ELP pull-in classes, and other services is insufficient to meet their needs. In such cases, individual acceleration may be pursued. Acceleration refers to two educational options detailed below:

**Whole Grade Acceleration (grade skipping):** The practice of assigning a student to a grade level higher than the student's chronological peers for the purpose of providing an adequately challenging curriculum.

Examples:

- After completing the first grade year, a student is placed in a third grade classroom on a full time basis at the beginning of the next school year.
- After completing the fall semester of the fifth grade, a student is placed in the sixth grade at the start of the second semester.

**Individual Subject Acceleration:** The practice of assigning a student to a grade level higher than the student's chronological peers for the purpose of providing an adequately challenging curriculum in one or more subject areas.

Example:

- A third grade student performing above grade level in reading and math goes to a fourth grade teacher every morning for instruction in these subjects and returns to the third grade classroom for instruction in other subjects areas.
- A seventh grade student takes high school algebra rather than seventh grade math.

**Criteria:**

A student being considered for Acceleration should meet all of the following criteria:

- Student should demonstrate superior skills 2 grade levels above his/her current placement.
- Student should demonstrate a high degree of social/emotional maturity.
- Student should demonstrate a high degree of persistence/motivation.
- Student should demonstrate superior intellectual abilities/talents.

The Iowa Acceleration Scale will be used as the assessment tool in the acceleration procedure.

**Procedure:**

1. Student completes a minimum of four weeks in their current grade prior to any Acceleration Request.
2. Student referred to the building principal by a parent or teacher using Acceleration Request form.
3. Building principal communicates request to ELP coordinator
4. ELP coordinator organizes a child study team (which may include some or all of the following individuals—parent/guardian, principal, ELP coordinator, ELP teacher/advisor, classroom teacher/advisor, guidance counselor). ELP coordinator schedules a meeting with the child study team to discuss the student's needs using existing academic and performance data to determine if acceleration should be pursued.
  - If not, process complete; documentation will be filed.
  - If yes, the Iowa Acceleration Scale will be used as an assessment tool.
5. Additional information collected and testing conducted by the ELP coordinator. Iowa Acceleration Scale process completed.
6. ELP coordinator schedules a follow-up meeting with child study team to make a determination on appropriate student placement.
  - If acceleration is not recommended, process complete. Documentation is filed. Student continues receiving the ELP services outlined in student Individual Extended Learning Plan (IELP).
  - If acceleration is recommended, a student's IELP is updated with an acceleration plan, including a timeline and schedule for implementation.
7. Student begins acceleration on a six-week trial basis.
8. ELP coordinator schedules child study team for a follow-up conference to monitor student progress. The team will recommend that
  - Student continues in the current placement
  - Student returns to previous classroom placement

## **Title I and ELL:**

### Parent Involvement Policy

It is the policy of Ballard Community Schools that parents of children participating in Title I and ELL shall have the opportunity to be involved jointly in the development of the district plan and in the district's review process for the purpose of school improvement. Recognizing that parental involvement is the key to academic achievement, we seek to involve parents in an effective home-school partnership that will provide the best possible education for our students. The district provides coordination, technical assistance and other supports necessary to aid in the planning and implementation of parent involvement activities. The district encourages parent involvement and supports this partnership by providing training and materials for parents to help their children, educating school personnel about involving parents and the value of parent contributions, and developing roles for community organizations and businesses to work with parents and schools.

1. This policy is distributed to all parents through each school's Parent Handbook which is available on the district website. In addition, the policy will be yearly sent to parents of children participating in Title I or ELL.
2. An annual meeting will be held for all parents of participating children. Additional meetings with flexible times shall be held throughout the year and be determined by parent and/or staff suggestions. Notification of these meetings will be sent in the building newsletter.
3. Parents are given assistance in understanding the Title I and/or ELL requirements, standards, and assessments through the annual meetings and parent-teacher conferences.
4. Parents receive information regarding the forms of academic assessment used to measure student progress, the expected proficiency levels, and individual reports on student progress through report cards and at conference times.
5. Parent recommendations are encouraged and responded to in a timely manner.
6. Parents will be involved with the planning, review, and improvement of the Title I and ELL programs. The vehicle used will be the School Improvement Advisory Committee (SIAC). If the program is not satisfactory to the parents of participating children, they may submit comments to the SIAC.
7. A jointly developed school/parent compact (contract) outlines how parents, the school staff, and students all share responsibility for improved student achievement. The compact describes the means by which the school and parents will build and develop a partnership to help children achieve our local standards. It is distributed in the Parent Handbook and is reviewed at the annual meetings.

Providing all Ballard Community School District students with equal access to quality education is a primary goal. It is crucial that all partners (students, parents, educators, and communities) have the opportunity to provide input and offer resources. By working together, we can develop cooperative efforts to ensure improved academic achievement for all students.

### **ELL Program**

1. Identification
  - a. Home survey completed
2. Assessment and Evaluation
  - a. Assess English proficiency level
    - i. Ballard & Tighe IPT Oral Proficiency Test
  - b. Assess Academic Skills in English
    - i. Ballard & Tighe IPT Reading and Writing Test
  - c. Informal Assessment
    - i. Sight word recognition
    - ii. Vocabulary
    - iii. Comprehension skills (Specific Skills at instructional level)
    - iv. Fluency Rate (DIBELS)
3. Program

- a. Program Goals
  - i. To help ensure that English language learners (ELLs)
    - 1. Attain English proficiency
    - 2. Develop high levels of academic competence in English
    - 3. Meet the same challenging academic content and student academic achievement standards that all children are expected to meet
- 4. Program Model
  - a. Inclusion in the mainstream classroom with accommodations (SIOP Model)
  - b. Para professional contribute to the development of lessons in a small group
  - c. Peer assistance and cooperative groups
  - d. Interactive Guided Reading
  - e. Bilingual books to enhance comprehension of materials
  - f. Pull out for language development for beginning English learners
- 5. Staff
  - a. Regular Education Teacher
  - b. Para Educator
  - c. ESL teacher
- 6. Exit Criteria
  - a. Meet English Proficiency as measured by a standardized test (I-ELDA)
  - b. Meet academic proficiency levels in core courses
- 7. Program Evaluation
  - a. Trimester meetings with parents to check student's progress
  - b. Three-year review of program using AEA evaluation forms

**Building Map**

A building map is provided to assist with the locations given for exits and rooms. The map includes arrows for evacuation. These directions are prominently displayed in each classroom and assembly area beside the doorway.

**BALLARD  
EAST  
ELEMENTARY  
MAP**

