

# **BALLARD COMMUNITY SCHOOLS WEST ELEMENTARY EK-2**

## **2011-2012 Student/Parent Handbook**



### ***Ballard Community Schools***

“...Ballard empowers all learners.”

District Mission

“...provide a quality program for early learners.”

Primary School Mission

“...inspire students to excellence in a safe, caring environment.”

Intermediate School Mission

### **Superintendent's Office 597-2811**

**Ballard West Elementary**

**515-228-3890**

**Fax**

**515-228-3892**

**Attendance Hotline for West Elementary**

**515-228-3890**

District Attendance/Transportation E-Mail [attend-bus@ballard.k12.ia.us](mailto: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 Character Development

| Month                 | Virtues   | Applications  |   |  |
|-----------------------|---|---|---|--|
|                       |   | WORK  | SAFE COMMUNITY  | ACADEMIC   |
| September             | <b><u>Respect</u></b><br><i>Treat self and others with dignity.</i>             | <b><u>Courtesy</u></b><br><i>Use proper manners.</i>                      | <b><u>Appropriate Language</u></b><br><i>Be mindful of sarcasm, swearing, and hurtful words.</i>    | <b><u>Follow Rules</u></b><br><i>Meet classroom expectations.</i>              |
| October               | <b><u>Responsibility</u></b><br><i>Take the initiative.</i>                     | <b><u>Professionalism</u></b><br><i>Set a good example.</i>               | <b><u>Sportsmanship</u></b><br><i>Support Ballard and welcome everyone.</i>                         | <b><u>Preparation</u></b><br><i>Be ready to learn.</i>                         |
| November/<br>December | <b><u>Caring</u></b><br><i>Show sensitivity to others.</i>                      | <b><u>Service</u></b><br><i>Help others.</i>                              | <b><u>Empathy</u></b><br><i>Understand how others feel.</i>   | <b><u>Teach Others</u></b><br><i>Encourage and assist.</i>                     |
| January               | <b><u>Resourcefulness</u></b><br><i>Make creative choices.</i>                  | <b><u>Problem Solving</u></b><br><i>Discover alternative solutions.</i>   | <b><u>Be Positive</u></b><br><i>Expect the best outcome.</i>  | <b><u>Exploration</u></b><br><i>Try new things.</i>                            |
| February              | <b><u>Reflection</u></b><br><i>Learn from the past while looking ahead.</i>     | <b><u>Evaluation</u></b><br><i>Assess your work.</i>                      | <b><u>Awareness</u></b><br><i>Recognize how intimidation, harassment, and gossip affect others.</i> | <b><u>Quality</u></b><br><i>Do your best and strive to improve.</i>            |
| March                 | <b><u>Self-Discipline</u></b><br><i>Motivate yourself to accomplish a task.</i> | <b><u>Time Management</u></b><br><i>Prioritize to complete your work.</i> | <b><u>Self-Control</u></b><br><i>Manage your emotions.</i>  | <b><u>Perseverance</u></b><br><i>Stay with the task.</i>                       |
| April                 | <b><u>Integrity</u></b><br><i>Be truthful in your actions.</i>                  | <b><u>Commitment</u></b><br><i>Follow through.</i>                        | <b><u>Build Trust</u></b><br><i>Construct a foundation of confidence.</i>                           | <b><u>Accountability</u></b><br><i>Own your actions.</i>                       |
| May                   | <b><u>Cooperation</u></b><br><i>Work effectively with others.</i>               | <b><u>Teamwork</u></b><br><i>Strive together to accomplish the goal.</i>  | <b><u>Include Others</u></b><br><i>Involve everyone to make us stronger.</i>                        | <b><u>Active Participation</u></b><br><i>Contribute to classroom learning.</i> |

Dear Students, Parents, and Guardians:

Welcome to the 2011-2012 Ballard West Elementary school year. Please review this handbook as it will help familiarize you with the rules and regulations that help maintain your school.

All staff are dedicated to help you achieve success. Our students are our highest priority and the focal point in planning, teaching, and decision-making.

We have high expectations for each of our students, and we are confident that they will attain personal goals through hard work and dedication.

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

Sincerely,

Marty Jimmerson  
Ballard West Elementary Principal

## Quick Overview of the K-3 Handbook

NOTE: This page is a brief overview regarding most frequently asked questions and topics covered by the *K-2Handbook*. For complete details, see that section of the handbook.

**ABSENCES...** Students who are going to be absent for any reason, call 228-3890 before 7:45 AM or after hours and leave message on answering machine.

Students arriving between 8:00 AM – 8:30 AM are tardy. After 8:30 AM, they are absent (1/2 day). - Students leaving before 2:30 PM are counted absent (1/2 day). After 2:30 PM no penalty with principal approval for valid reasons.

**ATTENDANCE...** Students are allowed 7 excused absences and 7 tardies per trimester (see exceptions list in handbook).

**COMMUNICATIONS...** Written Notes or email are the preferred means of communicating changes of normal 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. Wheelie type shoes are not permitted on the playgrounds. For safety reasons, we strongly recommend, that students wear enclosed shoes to protect their feet out at recess. Students wearing these shoes to school may keep a regular pair of shoes in their lockers to use for outside play. Wheelie shoes are not permitted on school grounds. Shorts are permitted 1<sup>st</sup> and 3<sup>rd</sup> 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, a list of attendees is to be submitted to the Principal and homeroom teacher 1 day prior to the party. ALL students attending must have written permission from their parent's 1day prior to the party. If 3 or more attendees are riding a bus, 1day notice must also be given to the transportation director.

**RECESSES...** All students participate in outside recess unless there's a below zero temperature or 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 inservice days)  
**Students should not arrive at school before 7:30 unless enrolled in Kids Club.**

**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 Principal. Student visitors must have approval of principal and teacher with a minimum of 1day 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...** -Call your child's school building if they will be absent, tardy, or if you are making a change in their typical bus routine. If your child is going home with another student, please have a note for the teacher, bus driver and office with 1 day advanced notice. Email Attend Bus [attend-bus@ballard.k12.ia.us](mailto:attend-bus@ballard.k12.ia.us) to report absence or bus change.

## **MISCELLANEOUS**

- We ask that on special occasions such as holidays and birthdays, that balloons, presents, flowers, etc... are not delivered at school.
- 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 call the bus barn.
- If a student has a missing library book that is not turned in by the end of the year, or if they have an outstanding library fee not paid by the end of the year, they will not receive their report card until taken care of.

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

**Superintendent**

John Speer

**Principal**

Marty Jimmerson

**ECSE Teachers**

Shanna Wunder

**Kindergarten Teachers**

Julie Astarita (EK)  
Jocelyn Jensen(EK)  
Kayle Weirson  
Sandy Campbell  
Holly Johnson  
Deb Jensen  
Jenna Nosekabel  
Cindy Upah

**1<sup>st</sup> Grade Teachers**

Kara Dietrich  
Teresa Ford  
Kristi Raineri  
Amy Richardson  
Tasia Becker  
Lindsey Schroeder

**2<sup>nd</sup> Grade Teachers**

Gina Brown  
Peggy Cole  
Nancy Elleby  
Wendy Jensen  
Courtney Wearmouth  
Kelli Payne

**Reading Interventionist**

Linda McCormick  
Nancy Hill

**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)

**Resource Teachers**

Jake Skurdal  
Candi Waelti  
Angela Tate

**Specials Teachers**

Tina Hanson - Art  
Taylor Stichka - Computer Lab  
Paula Ciccotti - Guidance Counselor / Life Skills  
Andy Richardson - P.E.  
Sue Licht - Vocal Music  
Kyra Wilcox-Conley - ELP  
Stephanie Zielke- ELP

**Support Staff**

|                   |                      |
|-------------------|----------------------|
| Linda Young       | Secretary            |
| Lisa Grim         | Media Center         |
| Kristi Peters     | Nurse                |
| Gene Staples      | Building Maintenance |
| Brian Nervig      | Building Maintenance |
| Jenni Burnes      | Associate            |
| Nancy Cross       | Associate            |
| Elizabeth Godwin  | Associate            |
| Jill Klunder      | Associate            |
| Roberta Kling     | Associate            |
| Jolene Murry      | Associate            |
| Ann Catus         | Associate            |
| Kerrie Mulder     | Associate            |
| Nicole Weatherman | Associate            |
| Jamie Volkmann    | Associate            |
| Amanda Kramer     | Associate            |

**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.**

## **STUDENT RULES/REGULATIONS**

### **Ballard Elementary School 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.

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

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.

#### **A. Excused absences**

When it is necessary for a student to be absent from school an excuse from the parent/guardian is required. Although it is up to the parent/guardian to determine what is a "necessary" absence the following 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 and tardies**

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 parent of the concern.
2. On the sixth (6<sup>th</sup>) absence from school, a school official will notify the parent, or may visit the household.
3. On the seventh (7<sup>th</sup>) absence from school, a school official will meet with the 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/guardian is unaware or has not approved and excused; one that was not approved by a school administrator, or an absence in which procedure to have the absence excused were not followed.

**D. Calling In Absences**

Parents should call their child's school before 7:45 AM if their child will not be at school. Please note, for your convenience you can call anytime day or night and leave attendance information about your child. Attendance will be completed by 8:30 AM. Your cooperation will be greatly appreciated! If no call from the parent/guardian, the school will be calling parents.... This is a major safety issue for all students.

**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 are NOT permitted to 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 permissible.

**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 then 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



## **Behavior and Conduct at School**

PBS (Positive Behavioral Supports) has been and will continue to be implemented at Ballard West Elementary. We expect our students to:

1. Be Safe
2. Be Respectful
3. Be Responsible

Students will demonstrate these attributes throughout the school. The staff will help students by teaching them the appropriate behaviors, re-teaching the behaviors when needed, and monitoring students. PBS will coincide with our Ballard Virtues program. Each month we will be focusing on targeted behaviors beyond the three PBS building goals. At the end of the month, we will have assemblies to recognize how well our students are doing.

## **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 school time. Such items need teacher approval.

## **Disruptive Items**

Students should not bring toys, cards, or technological devices to school. If they are brought to school, they must be kept in the student's school bag during school day. These items can be very disruptive to the educational atmosphere of a school, as well as we don't want the items to be stolen or broken.

## **Dogs on the Playground**



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. Chaperones will be approved by classroom teachers. No siblings will be permitted to attend field trips. This is a special day for students participating in field trips.

## **Fines**

Fines will be assessed for damages to school property caused by a student's acts. Those fines could consist of possible replacement costs for labor and repairs or partial payment toward damages incurred through accidents.

## **Internet Usage**

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. Fines will be assessed by the teacher 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 past further use | 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 teachers/recess supervisors in designing and implementing a positive and well-disciplined recess. Playground problems can be significantly reduced and eliminated. 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 to the age group (Bldg)

- 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.
- Throwing of rocks, gravel, or snowballs is not permitted.
- 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 fall below – 0 degrees or the actual temperature is below zero. No coat is required if the temperature is 55 degrees or higher in the fall and spring.
- All EK-2 students without snow pants or boots will be restricted to the dry sidewalk area immediately adjacent to the main building. The basketball court and the north sidewalk to the court require snow pants and boots. (Please see [Student Dress for School](#) for more information.)
- 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. Playground supervisors will report any accident or injury to the classroom teacher. Classroom teachers will fill out the accident report if necessary.
- Whistle signals will be used and students are to stop whatever they are doing and respond to the whistle.
- Students are not to be in the area west, south or east of the building without a teacher present. Playground area extends from the Arboretum to the east property line and south to the parking lot.

### **Safe School Culture**

During the 2011-2012 school year, efforts will continue in 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. Those students who continue to exhibit bullying behaviors will be subject to disciplinary action by the Principal. –

**Definition of Bullying** - “‘Harassment’ and ‘bullying’ shall be construed to 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 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.”

### **Student Dress for School**

School is a student's workplace, so appropriate workplace attire is required. This promotes a safe culture and reduces harassment issues.



1. Shirts should have shoulders that are at least 1" wide. No spaghetti straps or boy's muscle/undershirts are allowed.
2. Shirts should be long enough that no midriffs are showing, including when the student is seated in the lunchroom or classroom.
3. 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 this guideline.
4. Students are required to have a clean pair of tennis shoes to be worn for indoor Physical Education classes.
5. Adequate clothing is required for all students during cold weather conditions. This includes jackets/coats, gloves/mittens and head coverings.
6. Snow boots are required for ALL (EK-2) students. Boots are to be put on and removed at the entryway doors and carried between the door and the child's locker.
7. Students are required to wear snow pants during winter.

### **Student Birthdays/Parties**

Students may only hand out birthday invitations if it is to their entire class. If a student wants to mail out invitations, the school will give out the names of the students' parents' to help out in mailing invitations. For privacy reasons, the school will not give out addresses and/or phone numbers.

### **Telephone Usage**

Student usage of phones for outside calls will be restricted to non-instructional times and must have teacher approval. Intercom usage is not permitted without teacher/principal authorization. Parental calls to students will not be transferred directly to the classroom. Messages will be taken. Students are to make arrangements for any after school activities before coming to school. This will eliminate the need for use of the school telephone. Keep messages to a mini

### **Visitor policy (Adults)**

All parents and visitors **MUST** sign in at the office. **ALL** visitors must wear an ID tag 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 are asked not to escort children to their classrooms unless they have checked in the office first. Parents waiting to pick up their children after school may do so in the commons area. **Please do not 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 of 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

In case your child is ill or has a serious accident at school, you will be notified at once. It is important that the information the office has be as accurate as possible. Parents should notify the school of any change in this data immediately. No child is ever sent home until arrangements have been made. In the event a child is referred to the office, even for minor reasons, a health referral form will be sent home with the child to inform the parent, unless the parent was called. **Students who have a fever or have vomited must be fever/sick free for 24 hours before coming back to school.**

### Discipline (Board Policy 509)

*Goal 509B* – “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.”

### 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 (in advance when possible). Children are not allowed to leave the school grounds during the school day unless it is cleared through the principal. **Students who are not being transported home in their usual manner must have written permission. A telephone call to the office for emergencies will be allowed. Students with no notes or notification will be sent to their regular after school drop off plans.**

### Homework

Homework at the lower grades should not require more than 30 minutes. An exception might be:

1. Long term assignments.
2. Assignments that students have “put off”.
3. Make up work.
4. In cases where the students are not using study time properly.
5. Students who will miss future school days.



### Insurance

A low cost accident insurance policy is made available to pupils each fall. This policy covers injury to pupils 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

### Lost and Found

Each school maintains a lost and found department. It is suggested that 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 Clothes Pantry.

### Report Cards and Student Led Conferences

Report cards are distributed near the end of each trimester and prior to conferences. Conferences between student, parents and teachers are held on a regular basis twice each year, once in November and once in **March**. Parents will be given the opportunity to sign up for the November and March conferences at **Back to School Night**.



### **School Lunch**

Hot lunch and milk are offered to all. **The 2011-2012 prices are \$2.00 per meal, \$.40 for extra milk and \$1.15 for breakfast.** Family accounts will be available district wide eliminating separate accounts in each attendance center. Family Balances are available on line. Check the Ballard website for procedures to obtain your password and PIN. Lunch purchasing and accounting will be conducted each morning. Lunch menus and any information concerning the lunch program will be listed monthly on our website.

### **Traffic Safety Measures**



Parents of town children are responsible for the safety of their children enroute 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.

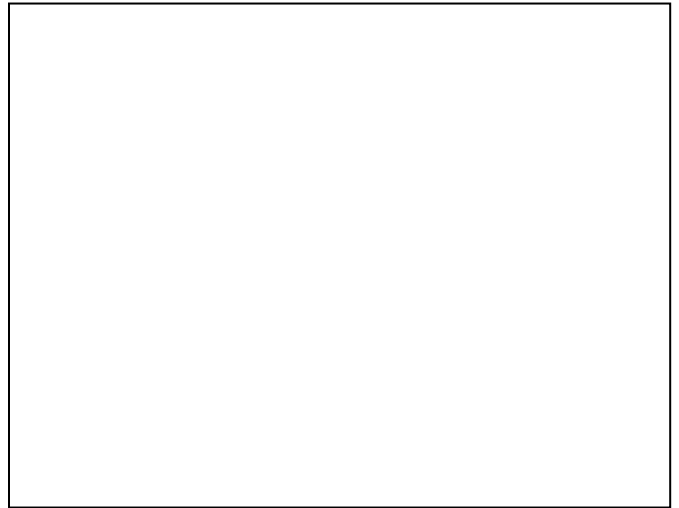
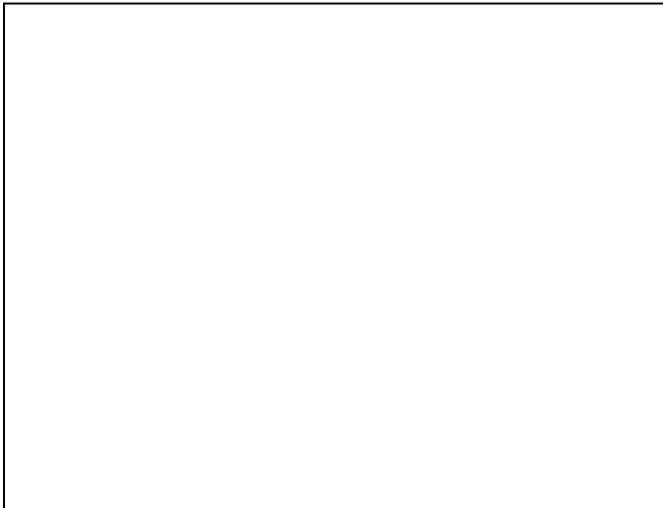
### **Traffic for Pick-up/Drop-off of Students**



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 7:30 a.m. to 4:00 p.m. Do not park in the loading zone on the east side of the building. Alternative pick-up and drop offs are available on Main Street. **YOUR COOPERATION IN ADHEREING TO THESE RULES IS ESSENTIAL!**

### **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 Education Opportunities** (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, gender, religion, marital status, ethnic background, national origin, disability, sexual orientation, 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, Bullying & Hazing 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. The District prohibits acts of intolerance, harassment, bullying, or hazing, including because of the individual's real or perceived race, color, creed, gender, religion, marital status, ethnic background, national origin, disability, sexual orientation, physical appearance, or socio-economic background. Acts of intolerance, harassment, bullying, or hazing may be treated as grounds for discipline. Discipline may include suspension or expulsion of a student or termination of a staff member's contract.

#### **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 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 Board Policy 501.

***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

- a. Submission to or rejection of such conduct by a student is used as the basis for educational decisions affecting that student; or
- b. Such conduct has the purpose or effect of substantially interfering with a student's education by creating an intimidating, hostile, or offensive educational environment.
- c. Sexual harassment may include but is not limited to the following:
  - verbal harassment or abuse
  - requests or pressure for sexual activity
  - unwelcome touching
  - other verbal or physical conduct of a sexual nature, such as inappropriate jokes, signs and 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 student (or the student's parents or guardians) alleging a violation of this policy may file a complaint using the Student Complaint Procedure of Policy 529. The complaint 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, whose decision may be appealed to the Superintendent and to the Board of Directors. Board 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, bullying or hazing, 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. 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 and to the alleged perpetrator.

#### 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 procedure.

#### Compliance Officer

The superintendent shall be designated as the District's compliance officer to insure that students are treated in accordance with this policy. In the event the superintendent is the alleged perpetrator, the 504/ ADA Coordinator 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 knowingly file false complaints or give false statements in an investigation shall be subject to discipline up to and including suspension, expulsion or termination of employment.

#### Corrective Actions

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

#### Student Searches (Policy 510)

Note: The following is a summary of Board Policy 510. The entire policy is available in district policy manuals located at all attendance centers or 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 5 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 Steve Hornung, Section 504/ADA Compliance Coordinator for the Ballard Community School District at 515-220-4306.

### **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:
  1. Know exit procedure from all areas of the building.
  2. Distinguish between fire and tornado warning systems.
  3. Evacuate by walking in orderly lines.
  4. Quietly with no talking.
  5. Leave all school and personal belongings.
  6. Doors and windows closed (should close automatically).
  7. 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.
  1. Practice from playground area.
  2. Distinguish between fire and tornado warning system.
  3. Practice walking in quiet orderly lines.
  4. 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

### **Building Map** (on the last page)

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.

**From these halls comes our future, what will you chose to be?**

Title I and ELL Parent Involvement Policy  
Ballard Community School District

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 given to every family at the time of registration. 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's children 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.

# Ballard ELL Program

## IDENTIFICATION

- A. Home survey completed

## ASSESSMENT AND EVALUATION

- A. Assess English proficiency level
  - 1. Ballard & Tighe IPT Oral Proficiency Test
- B. Assess Academic Skills in English
  - 1. Ballard & Tighe IPT Reading and Writing Test
  - Informal Assessment
    - 2. Sight word recognition
    - 3. Vocabulary
    - 4. Comprehension skills (Specific Skills at instructional level)
    - 5. Fluency Rate (DIBELS)

## PROGRAM

### Program Goals

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

### PROGRAM MODEL

**Inclusion in the mainstream classroom with accommodations (SIOP Model)**

**Para professional contribute to the development of lessons in a small group**

**Peer assistance and cooperative groups**

**Interactive Guided Reading**

**Bilingual books to enhance comprehension of materials**

**Pull out for language development for beginning English learners**

# **STAFF**

**Regular Education Teacher**

**Para Educator**

**ESL teacher**

# **EXIT CRITERIA**

**Meet English Proficiency as measured by a standardized test (I-ELDA)**

**Meet academic proficiency levels in core courses**

# **PROGRAM EVALUATION**

**Trimester meetings with parents to check student's progress**

**Three-year review of program using AEA evaluation forms**

**Ballard Community School District  
Board Policy—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 Board Policy—Acceleration**

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 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

# Ballard West Map

