

BCLUW ELEMENTARY



HANDBOOK FOR
PARENTS & STUDENTS
2023-2024

MISSION STATEMENT

“Learn Together, Grow Together, Lead Together”

BCLUW Elementary School
414 Lillian Street
P.O. Box 670
Conrad, IA 50621

Phone Numbers

Elementary School641-366-2811
Elementary FAX641-366-2177
Superintendent641-366-2819
Superintendent FAX641-366-2175
High School641-366-2810
High School FAX641-366-2951
Middle School641-486-5371
Middle School FAX641-486-5372

Web Site

www.bcluw-ia.schoolloop.com

Superintendent

Mr. Ben Petty

Principals

Mr. Stephen Estes, Elementary School
Mr. Dirk Borgman, Middle School
Mr. Josh Tack, High School

DISSEMINATION OF POLICIES

The Board of Education shall provide for notice of all policies and regulations affecting student conduct which could result in suspension or expulsion to be given to students and parents as well as school district patrons and employees. Publication of such rules and regulations in student handbooks shall be considered adequate notice.

Table of Contents

GENERAL INFORMATION.....	5
School Time Schedule.....	5
Drop off/Pick up.....	5
Late Start/Early Dismissal/Cancellation Due to Weather.....	5
Appropriate Dress and Appearance.....	5
Recess Clothing.....	6
School Visitations.....	6
Skateboards/Rollerblades/Scooters.....	6
Animals and Pets in the Building.....	6
Telephone Usage.....	6
Cell Phone and Smartwatch Usage.....	7
Change of Address, Telephone Number.....	8
Lost and Found.....	8
Family Night.....	8
Invitations.....	8
Use of Building and Equipment.....	8
Safety/Emergency Procedures (Code No. 507.5).....	8
CURRICULUM.....	9
Reporting Pupil Progress.....	9
Field Trips.....	9
Film Selection.....	9
School Library.....	9
ATTENDANCE.....	10
Excuses for Absences.....	10
Planned Absences.....	10
Leaving School Before Dismissal.....	10
Tardiness-Absenteeism.....	10
Truancy.....	11
Chronic Absenteeism.....	11
STUDENT SERVICES.....	11
Breakfast.....	11
Lunch.....	11
Insurance.....	11
Other Services.....	12
STUDENT BEHAVIOR.....	12
Behavior Expectations.....	12
Conduct Reports.....	13
Bullying.....	13
Conduct at School Activities.....	14
STUDENT MISCONDUCT.....	14
Disruption of School.....	14
Damage or Destruction of Private Property.....	15

Damage or Destruction of School District Owned Property.....	15
Assault on a School District Employee.....	15
Physical Abuse of a Student or Other Person Not Employed by the School District.....	15
Weapons and Dangerous Instruments.....	15
Narcotics, Alcoholic Beverages, Tobacco, Vapes, and Stimulant Drugs.....	16
Repeated School Violations.....	16
Procedural Code for Dealing with Alleged Violations.....	16
BUS REGULATIONS.....	18
TRANSPORTATION.....	18
BUS DISCIPLINE POLICY.....	19
BUS DISCIPLINE DUE PROCESS PROCEDURES.....	20
HEALTH AND INJURY.....	21
General Information.....	21
Health & Immunization Certificates (Code 507.1).....	21
Medications (Code 507.2).....	21
Communicable Diseases.....	21
Illness or Injury.....	21
Health Screenings.....	22
Health Records.....	22
Special Health Services.....	22
REQUIRED NOTIFICATIONS.....	22
Student Record Policy (Code 506.1).....	22
Student Exercise of Free Expression (Code 502.3).....	23
Technology/Acceptable Use Policy.....	24
Multi-cultural & Gender Fair (Code 603.4).....	24
Human Growth and Development (Code 603.5).....	25
Student Lockers (Code 502.5).....	25
Search & Seizure (Code 502.8).....	25
Harassment (Code 502.10).....	26
Physical Restraint of Students.....	26
Weapons/Dangerous Objects (Code 502.6).....	26
Smoke Free Environment (Code 905.2).....	27
Notice of Nondiscrimination (Code 500).....	27
Citizen’s Complaints About School Personnel (Code 402.5).....	28
Open Enrollment (Code 501.14 - 501.15).....	28
Child Abuse Reporting (Code 402.2).....	28

GENERAL INFORMATION

School Time Schedule

- Elementary hours are from 8:30 a.m. to 3:20 p.m. each day.
- Students riding the early buses will be dismissed at 3:20 p.m.; all others at 3:25 p.m. or at the time of late bus departure, 3:50 p.m.
- Students should not arrive before 7:45 a.m., as they will not be supervised.

Drop off/Pick up

For the safety and security of all students, we kindly request that you wait outside the building at the main entrance when dropping off or picking up your children from school. This procedure helps maintain a controlled environment and ensures a smooth flow of traffic within the building. Your cooperation is greatly appreciated, and should you need to enter the building we ask that you please stop in the main office and check-in.

Late Start/Early Dismissal/Cancellation Due to Weather

When school starts late, is canceled, or dismissed early because of bad weather, it is done so only after careful consideration of existing and expected conditions. An early dismissal will be declared when it has been determined that conditions are severe and present a danger to the safety of the students. In order to protect the student's safety and the school district's liability, it is necessary that every student leave the building at the announced dismissal time. A bulk email notice will be sent when an early dismissal has been declared. Make sure you are receiving JMC alerts, which will include these changes to the start/end time of the school day relating to weather.

For information on school late starts, cancellation, dismissal or general information on the school calendar, call 641-366-2819. School late starts or cancellations will be announced on the following radio stations: KDAO-99.5 FM and 1190 AM, KFJB-1230 AM and KXIA-101FM radio in Marshalltown. As time allows, the following television stations will also be contacted: WHO Channel 13, KWWL Channel 7 and KCCI Channel 8.

Appropriate Dress and Appearance

Student dress and personal appearance should be clean, neat, and in good repair. Dress and appearance shall not interfere with or distract from classroom procedures. Students must have separate tennis shoes kept at school for physical education activities.

Recess Clothing

Students will go outdoors for recess whenever possible. Therefore, it is important for students to be dressed properly for the winter. From the first snow in the fall until the playground is dry in the spring (approximately November 15 to April 15), all students are required to wear snow boots for recess. Students are also expected to have coats, hats, snow pants and mittens on a daily basis. When the weather is warm enough students may not be required to wear the snow pants, but they need to be available.

If children wear flip-flops or other open toed sandals to school they need to bring tennis shoes or other substantial footwear to change into for recess. This is due to safety factors in using the playground equipment and to provide coverage to prevent scraped and cut toes as well as preventing torn flip-flops. If providing outerwear is a hardship for your family, please contact the elementary office for assistance.

School Visitations

Lunch time visits by parents are always welcome and encouraged. Should you wish to visit a classroom please contact the main office to schedule a potential visit time to limit the disruption to the learning environment.

Invitations will be extended to parents on special occasions for programs and assemblies. Children not accompanied by an adult will not be allowed to visit school on any occasion. Classroom visitation requests by non-parents will be approved by the building principal if the request is based on college class research or other appropriate needs. All visitors are required to check in at the office.

Skateboards/Rollerblades/Scooters

The use of skateboards, rollerblades, scooters, and any other similar wheeled devices is strictly prohibited on BCLUW Elementary premises during the school day, including school buildings, walkways, parking lots, and other designated areas.

Animals and Pets in the Building

No live animals except service animals, or those used by a teacher during a unit of study (ie: butterflies, frogs, etc.) will be allowed inside the elementary building at any time unless cleared by the administration.

Telephone Usage

Students may use the office phone in case of emergencies. Should you need to contact your student during the school day, please call the office and we will get you in contact with your student or relay the necessary information.

Cell Phone and Smartwatch Usage

These guidelines aim to create a safe and productive learning environment and minimize distractions caused by electronic devices. It is essential for all students, parents/guardians, and staff members to familiarize themselves with this policy and adhere to its guidelines.

1. Prohibition of Use:
 - a. Cell Phones: Cell phones should not be used by students during school hours, which includes regular class time, recess, lunch breaks, and other school-related activities.
 - b. Smartwatches: Smartwatches with communication features, such as texting or calling, should also not be used during school hours. They may be worn for time keeping purposes only.
2. Possession of Cell Phones and Smartwatches:
 - a. Students are permitted to bring cell phones and smartwatches to school. Cell phones must be turned off and securely stored in their bags or lockers throughout the school day. Smartwatches may be worn for time keeping purposes only.
 - b. It is recommended that valuable electronic devices be left at home to minimize the risk of loss, damage, or theft. The school will not be responsible for any loss or damage incurred to cell phones or smart watches brought to school.
3. Emergency Situations:
 - a. In case of emergency or a situation requiring immediate communication with a parent/guardian, students may use the school phone under the supervision of a staff member.
 - b. Parents/guardians are encouraged to contact the school office directly in case of emergency, and the school staff will assist in relaying important messages to students, if necessary.
4. Unauthorized Use and Consequences:
 - a. Any unauthorized use of cell phones or smartwatches during school hours may result in disciplinary action, including but not limited to warnings, temporary confiscation of the device, or parent/guardian notification.
 - b. Repeated violations of this policy may result in more severe consequences, including loss of privileges or further disciplinary action.

By adhering to this cell phone and smartwatch handbook policy, we aim to promote a positive and distraction-free educational environment for all students. We appreciate the cooperation of students, parents/guardians, and staff members in implementing and upholding this policy.

Change of Address, Telephone Number

All changes of address, email address, telephone numbers, etc., must be reported to the school office promptly.

Lost and Found

Small lost and found articles may be claimed at the secretary's office. Lost and found clothing articles are in the lost and found box in the back hall.

Students are responsible for their personal property. All personal property must be labeled. The school cannot be responsible for valuables or money brought to school by students.

Family Night

Wednesday evening has been set aside as "Family Night". No school activities will take place after 6:00 p.m. (excluding parent-teacher conferences and state activities). Exceptions may be approved by the Board of Education.

Invitations

Party or personal invitations may not be distributed at school to individual students. If the entire room is receiving invitations they may be distributed at school.

Use of Building and Equipment

Any group requesting use of the facilities must make arrangements through the Activity Director's office at the high school. A \$25 refundable key deposit is required on any Elementary building key given out. Upon return of the key, the deposit will be refunded. The key must be picked up at the Elementary office during normal business hours.

Safety/Emergency Procedures (Code No. 507.5)

Special drills are held for possible disasters such as fire, tornado and bus evacuations. The BCLUW school system has a crisis plan.

FIRE PROCEDURES: The BCLUW School follows prescribed fire drill regulations. The alarm will be a solid, continuous sound and flashing lights. Students will quietly follow teacher instructions to evacuate the building. After each teacher has escorted his/her class out of the building, they will proceed to a designated area. The teacher will report any missing students to the principal.

TORNADO PROCEDURES: An announcement over the intercom is made. Students will quietly follow teacher directions to take shelter.

CURRICULUM

Reporting Pupil Progress

REPORT CARDS: Report cards are sent home with students following the close of each Trimester. Report cards at the end of the school year may be mailed, within the first full week following the last day of school.

PARENT-TEACHER CONFERENCES: Regular parent-teacher conferences will be held after the first trimester and during the second trimester. Additional conferences between the teacher and parent may be arranged at the request of either.

Field Trips

Field trips are provided for educational purposes. A consent/release form signed by the parent or guardian at registration is required before a student may go on a field trip. Chaperones may be asked to accompany field trips and are limited to parents/legal guardians or other adults approved by school staff/administration.

Film Selection

Our policy regarding appropriate film selection for our elementary building prioritizes the promotion of a safe, and enriching environment for our students. Films chosen for viewing within the school premises will adhere to age-appropriate content guidelines, ensuring that they align with the developmental stages and sensitivities of our young learners. We strive to select films that foster educational value, moral lessons, and positive character development, while avoiding any content that may be violent, explicit, or offensive.

School Library

School library materials must be checked out at the circulation desk for a specified length of time. Students are responsible for returning materials they have checked out and will be charged the replacement cost of lost material.

ATTENDANCE

Excuses for Absences

It is the parent's responsibility to see that their children are in school. Parents/guardians must notify the office on the day of the absence prior to 9:30 a.m. If notification is not received, the office will attempt to contact parents/guardians. Upon a student returning to school after an unplanned absence, the student must either bring a note signed by a parent/guardian OR have the parent/guardian contact the office explaining the reason for the absence. If the school does not receive verification from a parent/guardian to excuse an absence upon the student returning to school, the absence will become UNEXCUSED. To be excused from physical activity, including physical education and recess, a student must have a written excuse from his/her doctor or the school nurse.

Excused absences will be issued for illness, family emergencies, funerals, accidents, required church attendance, medical or dental appointments, or any other case where arrangements have been made with and approved by the building principal. All other absences will be unexcused.

Planned Absences

Students planning to be gone for an entire day for a funeral, family trip, etc., shall notify the school office in advance.

Leaving School Before Dismissal

If it is absolutely necessary that a student leave school before the regular dismissal time, he/she must bring a note from their parent or a telephone call to the office stating the reason. A parent or other authorized adult must report to the office before picking up a student from the classroom. If the student is returned to school before dismissal time, the parent must again report to the office before the child returns to his/her room.

Tardiness-Absenteeism

Tardiness-Absenteeism shall be defined as:

- (a) Half day Absence: A student arriving after 10:00 a.m. or leaving before 2:00 p.m.
- (b) Full day Absence: Leaving before 10:00 a.m. or arriving after 2:00 p.m.
- (c) Tardy: A student arriving between 8:30 a.m. and 10:00 a.m., or leaving between 2:00 p.m. and 3:20 p.m.
- (d) Every 8 tardies are equal to 1 day of absence (This exchange is recorded on fourth quarter report cards only).

The above guidelines pertain to a regular school day. These items will be adjusted on days when the schedule has been altered. Any student who is absent for 1 1/2 hours or less during the school day and has a written excuse from a medical practitioner will not be counted tardy or absent.

Truancy

Truancy is defined as the act of being absent from classes without a reasonable excuse. Officials of the school will judge each absence on its individual merits in arriving at a classification as to excused, unexcused or truancy. Excessive truancy could result in legal action through the county attorney.

Chronic Absenteeism

Chronic Absenteeism is defined by the state as missing more than 10% (17 days) of the days of attendance. Students who are chronically absent miss out on important educational opportunities. Students who miss 10% of the days of attendance will be required to attend the entire summer school session before being promoted to the next grade level.

STUDENT SERVICES

Breakfast

Breakfast is served on all full days of school. Students are to eat as soon as they get to school. Breakfast may be purchased through each family's meal account. If school is delayed NO breakfast is served.

Lunch

All students are required to remain on school grounds during the lunch period. Exceptions may be made through the principal's office. After lunch, students are to remain in the assigned supervised areas. Sack lunches may be brought, and they must be eaten in the lunchroom. The school district reserves the right to deny meals (after prior parental notification) for non-payment. Low balance notices are emailed to parents or a printed notification will be sent home at a minimum of once weekly. If a password has been established, parents can view their meal account balance via JMC. Prompt payment is expected. Meal money may be turned in at the office or in the classroom. We encourage parents/guardians to use the online payment system the district has developed. In order to maintain financial stability and equality for all lunch-paying students in the district, the Board of Education has established a policy regarding negative lunch account balances that will be followed.

Insurance

A low-cost accident policy is offered by the school. Complete details of this insurance including its coverage and cost are given at registration. It is the student's responsibility to report all injuries immediately. It is the parent's responsibility to see that claims are filed appropriately.

Other Services

BCLUW Community School provides services to the school and pupils on a system-wide basis. These services include:

SPEECH CLINICIAN: The clinician will work with the student in speech improvement or correction and work with parents and outside agencies to correct severe problems.

TALENTED AND GIFTED (TAG): Students in grades 3 and 4 who have been identified as talented or gifted may participate in special activities designed to encourage intellectual and creative growth.

SPECIAL EDUCATION: Special Education services are broad in scope to provide individual instruction for children with unique learning difficulties. A full-time learning disabilities teacher in each building provides resource services for students who are learning disabled.

TITLE I: A Title I reading teacher provides assistance on a regular schedule to students who are below grade level in reading.

SCHOOL NURSE: The school nurse provides health services and health education for students and staff. The school nurse develops and implements Individual Health Plans for students with special health needs.

AEA SCHOOL CONSULTANT: This person will be available for student observation and interventions for students with special needs.

SCHOOL COUNSELOR: The school guidance counselor provides academic, social, and emotional support for students.

SUCCESS COORDINATOR: Assists teachers by observing and working with students who have attendance and/or behavior issues that prevent learning.

STUDENT BEHAVIOR

Behavior Expectations

The BCLUW Community School Board affirms support of the school discipline policies, the support of the school staff who enforce the discipline policies, and hold school staff accountable for implementing the discipline policies.

One goal of education is to help students develop self-discipline. At BCLUW Elementary School we believe it is important to respect oneself and others. Respect involves appropriate behavior in all situations throughout the school day. This includes:

- Respect towards oneself and others in the classroom;
- Respect towards oneself and others outside of the classroom (lunchroom, restroom, hallways, playground, recess, buses);
- Respect of one's property, property of the school, and others;
- Honesty; and
- Appropriate school language.

Until students have developed adequate self-discipline, they need the help of parents and teachers. BCLUW has adopted Leader In Me and the 7 Habits of Highly Effective People for a model for staff and students to follow.

The Habits are:

Habit 1: Be Proactive

Habit 2: Begin With the End in Mind

Habit 3: Put First Things First

Habit 4: Think Win-Win

Habit 5: Seek First to Understand, Then to Be Understood

Habit 6: Synergize

Habit 7: Sharpen The Saw

Habit 8: Find Your Voice

Conduct Reports

Conduct reports are used for encouraging positive student behavior in all areas while at school or on a school bus. When school employees observe positive or negative behavior, they may issue a conduct report to the students. The conduct report is to be taken home, signed by the parent and returned to school the following day. The conduct report areas are based on the above mentioned 7 Habits.

Bullying

We believe that everyone should enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and nationality. Bullying can be pushing, shoving, hitting and spitting as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as “kids being kids”, “just teasing”, or any other rationalization. The victim is never responsible for being a target of bullying.

NO BULLYING WILL BE TOLERATED AT BCLUW ELEMENTARY SCHOOL

Conduct at School Activities

Parents are requested to be aware of the behavior of their children at school activities. Behavior that is inappropriate, dangerous or disruptive to the activity will not be tolerated.

Children are requested to sit with their parents or in the following locations:

- Football: North bleacher section
- Basketball, Wrestling: Lower north bleacher section
- Concerts, Plays: With parents

STUDENT MISCONDUCT

Disruption of School

A student shall not by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school if such a disruption or obstruction is reasonably certain to result. Neither shall the student urge other students to engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school if a substantial and material disruption or obstruction is reasonably certain to result from the student's urging.

While this list is not intended to be comprehensive, the following acts (when done for the purpose of causing a substantial and material disruption or obstruction of any lawful mission process, or function of the school) illustrate the kinds and types of offenses encompassed here:

- (a) Setting fire to or damaging any school building or property.
- (b) Causing to discharge, displaying or threatening use of firearms, explosives, or other weapons on the school premises
- (c) Prevention of or attempting to prevent by physical act the convening or continued functioning of any school, class or activity or of any lawful meeting or assembly on the school campus.
- (d) Continuously or intentionally make noise or acting in a manner so as to interfere with the teacher's ability to conduct class or perform any other professional duties.

Damage or Destruction of Private Property

A student shall not intentionally cause or attempt to cause damage to private property on the school grounds during a school activity, function or event off the school grounds. Neither shall a student at any time intentionally cause or attempt to cause damage to any private property owned by any employee of the school district whether it be on or off the school grounds.

Damage or Destruction of School District Owned Property

A student shall not intentionally cause or attempt to cause damage to school property or steal or attempt to steal school property.

Assault on a School District Employee

A student shall not cause or attempt to cause physical injury to a school district employee. Nor shall any student attempt to harass or intimidate any school district employee as a result of that employee's relationship with the school. Neither self-defense, nor action taken in the reasonable belief that the action was necessary to defend or protect another person, shall be considered an "intentional act".

Physical Abuse of a Student or Other Person Not Employed by the School District

A student shall not intentionally cause or attempt to cause serious bodily injury to any person:

- (a) On the school grounds during and immediately before and immediately after school hours;
- (b) On the school grounds at any other time when the school is being used by a school group;
- (c) Off the school grounds at a school activity, function or event; or
- (d) In any building or area owned or leased or borrowed by the school district. Neither self defense, nor action taken in the reasonable belief that action was necessary to defend or protect another person, shall be considered an "intentional act."

Weapons and Dangerous Instruments

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon:

- (a) On the school grounds at any time
- (b) At any school activity, function or event, regardless of location

This rule does not apply to normal school supplies like pens, pencils or compasses, but it does apply to any firearms, explosives (including firecrackers), any knife, and other dangerous objects of no reasonable use to the student at school or on the school grounds.

Narcotics, Alcoholic Beverages, Tobacco, Vapes, and Stimulant Drugs

A student shall not knowingly possess, use, transmit, or be under the influence of any illegal drug or intoxicant of any kind. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule. (See Medications Code 507.2 on page 21)

- (a) On the school grounds at any time.
- (b) At any school activity, function or event, regardless of location

Repeated School Violations

A student shall not repeatedly fail to comply with the directions of teachers, student teacher, substitute teachers, teacher aides, principals or other authorized school district personnel during any period of time when the student is properly under the authority of school personnel.

THE ADMINISTRATOR OF ANY GIVEN BUILDING IN THE BCLUW COMMUNITY SCHOOL DISTRICT RESERVES THE RIGHT TO CALL IN LOCAL POLICE AUTHORITIES WHENEVER DEEMED NECESSARY IN ANY OF THE ABOVE LISTED VIOLATIONS.

Procedural Code for Dealing with Alleged Violations

1. Coverage: Alleged misconduct of students shall be dealt with by the principal or the principal's designee. (Future references to "principal" will also refer to any other school administrator to whom authority has been delegated.)
 - (a) Whenever a teacher considers a problem of classroom discipline to be so serious as to warrant the principal's attention, or
 - (b) Whenever the alleged misconduct constitutes a violation of the rules that govern serious misconduct, or
 - (c) Whenever the principal deems it advisable that the principal deal personally with the misconduct.
2. Principal's Investigation: In dealing with alleged misconduct, the principal shall investigate the incident and hear all available accounts of it. The student shall be encouraged to present any defense he/she thinks relevant. If the student requests that other witnesses be questioned the principal should talk to them if possible. If the student makes a reasonable claim of other defensive matter that, if true, would free him/her from blame but is not immediately available, the principal should postpone disciplinary action for a reasonable time until such evidence may be presented.
3. Limitations of the Principal's Power to Suspend: If the principal investigates a student's alleged misconduct and decides to take disciplinary action, the principal must investigate and take action on all alleged misconduct known to the principal at that time. The most serious action that the principal can take on the principal's authority for any and all misconduct by a particular student, known to the principal

at any one time, is to give a 5 day suspension. If the principal thinks that additional penalties are appropriate, the principal may seek the approval of the superintendent as outlined in Item 8.

4. Summary Suspensions: If the principal witnesses, or has reported to the principal any serious student misconduct and if, in the principal's professional judgment, the removal of the student or students is necessary to prevent material disruption of school or to restore order or to protect persons in the school or on the school grounds, he may immediately suspend the student for 3 days. In such cases the principal is not required to conduct the investigation described in No. 2 before suspension. However, the principal shall carry out such investigation and decide on any additional disciplinary action, if any, by the end of the school day which follows a summary suspension.

5. Short Term Suspension: A short term suspension is a denial to the student of the right to attend classes and to take part in school sponsored activities for any period of time up to and including 5 school days. The principal may invoke a short term suspension after investigating the misconduct and only for the following reasons:

- (a) A violation of the school board rules prohibiting serious student misconduct as defined in Part 1 of this policy.
- (b) Misconduct of the same type as prohibited in Item 1 but which is not, in the principal's professional judgment, as serious as the stated misconduct.
- (c) Misconduct that is prescribed by rules adopted by the school board covering minor misconduct.

6. Sending a Suspended Student Home During the School Day: When a student is suspended, the principal shall attempt to reach the student's parent or legal guardian (if the student is under the age of 18) to inform them of the school's action and to request that they either come to school for the student or otherwise provide for the student's departure from school and school grounds. If the principal cannot reach the parents or legal guardian, the student must stay in the school or on the school grounds in a place designated by the principal until the close of the school day. If in the professional judgment of the principal, the continued presence of the student in the school or on the school grounds presents a danger to others or would substantially disrupt the operation of the school the principal may cause a student to leave the school, and due consideration shall be given to the age of the student as well as the distance to the home.

7. Notice of Suspension and Provision for Conference:

- (a) Send a statement to the student's parents or legal guardian, the superintendent of schools and the president of the school board, describing the student's misconduct, the action taken and the reason for the action.
- (b) Hold a conference with the student's parents or legal guardians before or at the time the student returns to school.
- (c) Secure and file written documentation of the misconduct.

8. Participation/Attendance at Extracurricular Activities during Suspension/Expulsion:

- (a) On the day(s) a student is on suspension/expulsion, he/she may not attend any extracurricular activities as a spectator.

(b) On the days a student is on suspension, he/she may not attend practices, or attend events as a member of the team/group, nor participate in the activity.

If all days of a suspension/expulsion have been served before a Saturday event, the student may attend and/or participate at the coach's discretion.

9. Initiating Long Term Suspension or Expulsion:

(a) Decision to seek suspension for a period of time over 5 days or expulsion: If the principal after investigation, decides that a penalty more severe than any within the principal's own authority is warranted, the principal shall make an appropriate recommendation to the superintendent before the end of the school day following the day of the alleged misconduct.

(b) Sanctions before referral to superintendent: Nothing in paragraph 1 above prohibits the principal from invoking a short term suspension or other sanctions within the principal's powers before referring the student to the superintendent.

(c) Written notice of the request for long term suspension or expulsion shall be given to the superintendent and president of the school board. Such notice shall contain the findings of the principal's investigation, his recommendations and the prior discipline record of the student.

10. Chronic Offenders:

The principal may refer a student to the Superintendent for recommendation to the Board of Education for expulsion.

BUS REGULATIONS

TRANSPORTATION

Riding a school bus is a privilege which may be taken away. It is not a right. The school buses are owned and operated by the BCLUW Community School District. These regulations have been made in an attempt to insure student safety to and from school.

BUS VIDEO CAMERAS MAY BE IN OPERATION ON ANY BUS AT ANYTIME.

1. The bus driver is in complete charge of the bus and riders.
2. The buses have a schedule to keep; please be punctual.
3. Riders will not leave their seat or stand while the bus is moving.
4. Riders will not distract the driver's attention from the road.
5. The driver will not stop at unscheduled stops. The use of school buses for the purpose of specifically delivering students for private lessons is not allowed.

6. The driver is not responsible for items left on the bus. Items found on the bus will be placed in the lost and found in each building.
7. Skateboards/rollerblades/scooters/heelies - anything with wheels, are not allowed on school busses without prior written permission from the Principal.
8. Open beverages are not allowed on regular or shuttle buses.
9. All rules of the student conduct policy apply to students riding on school buses
10. In order to ride a school bus other than the regularly assigned route bus, a note must be given to the driver of the bus the student wishes to ride.
11. If parents wish for their child to be dismissed to another adult, a note must be sent with the child or they will be required to use the scheduled means of transportation
12. Students creating a discipline problem while riding an activity shuttle bus will lose the privilege of riding that bus for a length of time determined by the bus driver and the principal.

BUS DISCIPLINE POLICY

The bus driver will make an attempt to call or notify parents of all major and minor violations. Violations will accumulate throughout the year.

MINOR VIOLATIONS: May include but are not limited to:

- A) Standing up while the bus is in motion
- B) Failure to wear seatbelt
- C) Indirect profanity or vulgarity
- D) Throwing objects
- E) Arms or head outside window
- F) Yelling or loud talking
- G) Riding an unassigned bus without a note
- H) Having an open beverage on a regular or shuttle route
- I) Any other negative action which is identified by the driver and the Superintendent or his/her designee as a minor violation.

MINOR VIOLATION PROCEDURES:

FIRST OFFENSE: Driver may either issue a discipline ticket or mail the parent a written notice indicating that the student has received a warning and another incident will result in one day off the bus. Driver gives the principal a copy of the written notice and records it in the bus log.

SECOND OFFENSE: Driver mails the parent a written notice indicating that the student is off the bus for one day and indicates which day the student may not ride. Driver gives the principal a copy of the written notice and records it in the bus log.

THIRD OFFENSE: Student is off the bus for two days, same procedure.

FOURTH OFFENSE: First major violation.

MAJOR VIOLATIONS: May include but are not limited to:

- A) Throwing objects which cause damage, harm or interfere with the driver
- B) Fighting
- C) Directed profanity or vulgarity
- D) Insubordination
- E) Smoking
- F) Physical damage to a bus
- G) Alcoholic beverage on a bus
- H) Any other negative action which is identified by the driver and the Superintendent or his/her designee as a major violation.

MAJOR VIOLATION PROCEDURES:

FIRST OFFENSE: Driver mails a written notice home to parent indicating that the student is off the bus for 5 days and which day it will be; driver informs principal; driver records in bus log.

SECOND OFFENSE: Same as first offense, except off bus for 10 days.

THIRD OFFENSE: Same as first offense, except off bus for up to the remainder of the year, as the transportation director/principal deems appropriate.

ADDITIONAL STIPULATIONS:

- A) Any student responsible for physical damage to a bus will be held responsible for restitution including labor needed for repair.
- B) Law enforcement will be brought in for any violation that the transportation director or principal determine necessary.
- C) In extreme circumstances, the transportation director or principal may consider any offense as the third major violation.
- D) Once a student has had a major violation, any subsequent minor or major violations will be treated as a major violation.

BUS DISCIPLINE DUE PROCESS PROCEDURES

FIRST OFFENSE (Major or Minor):

Upon consultation with and approval by the building principal a notice will be sent to the parent of the student involved notifying them of the consequences.

SECOND AND SUBSEQUENT OFFENSES (Major or Minor):

Upon consultation with and approval of the building principal, a notice will be sent to the parent of the student involved notifying them of the consequences.

Students and or parents have the right to meet with the building principal, discuss and or contest the consequences within three days of the violation and before the consequences take place.

SUMMARY OF REQUIRED NOTIFICATIONS

A complete listing of District Policies may be viewed at the Superintendent's Office.

STUDENT DIRECTORY INFORMATION (Code 506.2)

Student directory information will be provided to the public without parents' consent unless the parents have notified the administration within the deadline set in the annual notice that they do not want directory information or portions of it to be released without their consent.

HEALTH AND INJURY

General Information

- The school district employs a part-time school nurse.
- A health form shall be completed and updated annually by the parent.

Health & Immunization Certificates (Code 507.1)

Physical examinations are required for students enrolling in the school district for the first time and for students participating in athletic activities. Immunization certificates are required of all students, including home schooled students.

Medications (Code 507.2)

- Arrangements for medication at school must be made with the school nurse or office.
- The school nurse or a medication certified staff member will administer medications.
- Written authorization from parents is required.
- All medications and medication records are kept in a secure location.

Communicable Diseases

- All suspected cases of communicable disease should be reported to the school nurse or office immediately.
- Recommendations of the Iowa Department of Health and the Center for Disease Control will be followed. Certain diseases require a physician release before returning to school.

Illness or Injury

- When a student becomes ill or is injured, the parent will be notified as soon as possible. (Code 507.4)

- The school nurse and school staff may administer first aid, but not diagnose, prescribe or treat. Emergency treatment will be obtained if necessary. (Code 507.4)
- A card is kept on file in the office which includes: student name, address, parents, physician, consent for alternative contact persons, and consent to obtain emergency care if needed. This information is available to all staff. It is the parents' responsibility to keep this information current. (Code 507.4)
- Injuries must be promptly reported to the office. Accident reports will be completed for students who are sent home as a result of the injury, require medical attention, or are injured due to faulty equipment.
- The school nurse will not transport students.
- To be excused from physical activity including recess or physical education, students must have a written excuse from their doctor or the school nurse.

Health Screenings

The following health screenings will be done as recommended by the National Association of School Nurses: vision, hearing, height, weight, dental and blood pressure.

Students must have a dental screening (Code 541.51) and a lead test (Code 641.67) before entering kindergarten.

Prior to kindergarten entry, a vision exam is recommended and should be repeated regularly as recommended by an optometrist or ophthalmologist.

Health Records

Health information and health records will comply with FERPA and HIPPA regulations.

Special Health Services

Students who require special health services to participate in the educational program may have an Individual Health Plan developed by a licensed RN in conjunction with school administration.

REQUIRED NOTIFICATIONS

Student Record Policy (Code 506.1)

All educational records collected, maintained and used by the school district shall be available for parental inspection and review within a reasonable length of time. Parents shall have a listing of the types and location of all records, have a right to a copy of any record for a nominal fee, and have an explanation and interpretation of all reports by appropriate personnel. Parents shall have the right to

request an amendment of any record which they feel contains inaccurate or misleading information, or which violates the privacy or other rights of their child.

A person shall be designated in each school building to ensure that records of students are in a locked file and records will be carefully monitored, allowing access only to persons authorized. The school district is obligated to post for public review a listing of all people who will have exposure to the record, including the following :

- | | |
|---------------------------------|---|
| 1) Superintendent | 10) School Social Worker |
| 2) Principal | 11) Director of Special Education |
| 3) Assigned Secretaries | 12) Assistant Director of Special Education |
| 4) Child's Teacher | 13) Work Experience Instructors |
| 5) Guidance Counselor | 14) Vocational Rehab Counselor |
| 6) School Psychologist | 15) Counselor |
| 7) Special Education Consultant | 16) Nurse |
| 8) Speech Clinician | 17) Others specified by LEA Administrator |
| 9) Hearing Clinician | 18) Truancy Officer |

Persons NOT authorized to review student records without parental permission:

- | | |
|-----------------------------|--------------------------|
| 1) Custodians | 4) Interns |
| 2) Secretaries not assigned | 5) Teachers not assigned |
| 3) Student Teachers | 6) Aides not assigned |

Student Exercise of Free Expression (Code 502.3)

1. Except as limited by this section, students of the public schools have the right to exercise freedom of speech, including the right of expression in official school publications.

2. Students shall not express, publish or distribute any of the following:

- a) Materials which are obscene;
- b) Materials which are libelous or slanderous under Chapter 659 of the Iowa Code;
- c) Materials which encourages student to do any of the following:
 - 01. Commit unlawful acts;
 - 02. Violate lawful school regulations;
 - 03. Cause the material and substantial disruption of the orderly operation of the school.

3. There shall be no prior restraint of material prepared for official school publication except when the material violates this section.

4. Any expression made by students in the exercise of free speech, including student expression in official school publications, shall not be deemed to be an expression of school policy, and the public

school district and school employees or officials shall not be liable in any civil or criminal action for any student expression made or published by students, unless the school employees or officials have interfered with or altered the content of the student speech or expression, and then only to the extent of the interference or alteration of the speech or expression.

5. "Official school publications" means material produced by students in the journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee.

6. This section does not prohibit a board of directors of a public school from adopting otherwise valid rules relating to oral communications by students upon the premise of each school.

Technology/Acceptable Use Policy

Using a computer at school is a big responsibility. Students at BCLUW Elementary school will use the computers carefully and remember these things each time they use a computer: * I will only use the computer when a teacher has given me permission to do so. * I will have clean hands when I use the computer.

- 1) I will use careful hands when I use the computer.
- 2) I will only use software that belongs to the school.
- 3) I will ask for help when I don't know what to do.
- 4) I will share the computer with my classmates and be helpful if someone needs help.
- 5) I will tell my teacher if I see something on the computer that makes me feel uncomfortable.

Tech Use Policy (Continued)

If I use the computer to go on the Internet . .

- 1) I will use the Internet sites my teacher shows me.
- 2) I will use the Internet to learn something new.

Multi-cultural & Gender Fair (Code 603.4)

Enrolled children in the school district community shall have an equal opportunity for a quality public education without discrimination regardless of their race, color, national origin, gender, age, sexual orientation, gender identity, marital status, socio-economic status, disability, religion, or creed.

The education program shall be free of such discrimination and provide equal opportunity for the participants. The education program shall foster knowledge of respect and appreciation for, the historical and contemporary contributions of the wide variety of roles open to both men and women and provide equal opportunities to both sexes.

Inquiries regarding compliance with equal education opportunity shall be directed to the superintendent by writing to the Central Administration Office, Title IX Compliance Officers, PO Box 670, Conrad IA 50621 or telephoning the school office.

Human Growth and Development (Code 603.5)

According to Senate File 2094, human sexuality must be taught in school with certain specific areas taught. This curriculum must be made available to the parents for viewing and parents may sign a waiver in the office for their students to be excluded from all or parts of this curriculum.

Student Lockers (Code 502.5)

Student lockers are the property of the school district. Students shall use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It shall be the responsibility of students to keep their assigned lockers clean and undamaged.

To ensure students are properly maintaining their assigned lockers, the principal of the building may periodically inspect all or a random selection of lockers. Either students or another individual will be present during the inspection of lockers. Student lockers may also be searched, at any time and without advance notice, in compliance with board policy regarding search and seizure.

Search & Seizure (Code 502.8)

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

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, non prescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the

good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and will be reported and turned over to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district. The use of a drug dog may be employed at any time.

Harassment (Code 502.10)

The BCLUW School Board has adopted Policy 502.10 prohibiting harassment of any kind by students or staff. This includes but is not limited to sexual harassment, physical harassment such as hitting, pushing, etc., and verbal harassment such as name-calling, notes, etc. If you as a parent or student feel harassment is taking place, report this to your building principal. Anyone wishing a copy of this policy may pick one up at the central office or any building level office.

Physical Restraint of Students

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees’ abilities to retrain or confine and detain any student. The law limits why, how, where and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent.

Weapons/Dangerous Objects (Code 502.6)

The Board believes weapons, other dangerous objects and look-alikes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district are within the control of the school district.

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

Parents of students found to possess weapons, dangerous objects or look-a-likes on school property are notified of the incident. Possession or confiscation of weapons or dangerous objects will be reported to

law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term “firearm” includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive or poison gas.

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

Smoke Free Environment (Code 905.2)

School district facilities and GROUNDS, including school vehicles, are off limits for smoking. This requirement extends to employees and visitors. This policy applies at all times, including school sponsored and non-school sponsored events. Persons failing to abide by this request are required to extinguish their smoking material or leave the school district premises immediately. It is the responsibility of the administration to enforce this policy.

Notice of Nondiscrimination (Code 500)

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants of admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with BCLUW School District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, creed, gender, age, marital status, gender identity, sexual orientation, socio-economic status, religion or disability in admission or access to, or treatment or employment in, its programs and activities.

Any person having inquiries concerning BCLUW School District compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Ben Petty, Superintendent; PO Box 670, Conrad, IA 50621; phone 641.-66-2819. Ben Petty has been designated by BCLUW School District as the District contact person.

Efforts to comply with the regulations implementing Title VI, Title IX and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing title VI, Title IX, or Section 504.

Citizen's Complaints About School Personnel (Code 402.5)

Whenever a citizen has a complaint about the action of any employee, the citizen should first be directed to consult with the individual employee concerning the complaint. Next the citizen may give information to the employee's immediate supervisor. If the matter is not resolved, the appeal process will follow this order:

1. Other supervisory or administrators in the line of responsibility
2. Superintendent of Schools
3. Board of Education

The Board of Education shall strongly encourage citizens to follow this chain of appeal. No appeal will be heard by the Board of Education, and no charges against the employees will be investigated or acted upon by the Board, unless they are reduced to writing, signed by the party bringing them, and presented to the Board through the superintendent of schools.

Open Enrollment (Code 501.14 - 501.15)

For information on open enrollment, please contact the Business Manager.

Child Abuse Reporting (Code 402.2)

Code 402.2: ALL teachers, administrators and employees of this facility are by law considered mandatory reporters of child abuse that occurs in the home environment or a care provider. The three definitions of child abuse are namely: physical abuse, sexual abuse and neglect, and are directed to the "person responsible for the care of the child."

Code 402.3: For alleged child abuse by school district employees, the building principal is the initial investigator.

Primary Investigators:

Elementary: Mr. Estes 366-2811

Middle School: Mr. Borgman 486-5371

High School: Mr. Tack 366-2819

Alternate Investigators:

Elementary: Mr. Borgman 486-5371

Middle School: Mr. Tack 366-2810

High School: Mr. Estes 366 -2811