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STUDENT RESPONSIBILITY AND DISCIPLINE

The board shall adopt student responsibility and discipline policies. In developing or revising such policies, the board shall involve parents, students, instructional and noninstructional professional staff, and community members. Student responsibility and discipline policies shall relate to the educational purposes of the school or school district. The policies shall include, but need not be limited to, attendance; use of tobacco and the use or possession of alcoholic beverages or any controlled substance; violent, destructive, and seriously disruptive behavior; suspension, expulsion, emergency removal, corporal punishment, and physical restraint; out-of-school behavior; participation in extracurricular activities; academic progress; and citizenship.

In developing and applying student responsibility and discipline policies, the board shall ensure due process rights for students and parents. In some instances this may require developing separate policies for students who have been identified as requiring special education programs and services.

The board shall also consider the potential of a disparate impact on students by virtue of race, gender, national origin, religion, color, creed, age, marital status or disability.

The board shall publicize its support of these policies; its support of the staff in enforcing them; and the staff's accountability for implementing them.

SCHOOL DISTRICT MISSION STATEMENT AND EDUCATIONAL GOALS

The **Mission** of the **Gilmore City –Bradgate School** is "to promote and provide excellence in education so each student is prepared with the skills for a lifetime of learning; enabling each to become a responsible, productive member of a global society."

- To maximize learning and achievement for all students.
- To promote and enhance staff development.
- To coordinate the teaching and learning activities within the two districts.
- To promote and provide supportive leadership for our schools.
- To promote leadership and innovation in the use of technology to enhance education.
- To continue to develop and implement strategies to build and strengthen school-community relationships.
- To continue to develop and implement school-business relationships.

EQUAL EDUCATIONAL OPPORTUNITY

The Gilmore City-Bradgate school district does not discriminate in its education programs or educational activities on the basis of sex, race, sexual orientation, religion, color, national origin, marital status or disability. Students are educated in programs which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is the Superintendent of Schools and can be reached at [\(373-6619\)](tel:373-6619). Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Ave., Ste. 800, Milwaukee, WI, 53203-2292, (414) 291-1111, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

The Gilmore City-Bradgate school district, in its educational programs, have a process to assist students experiencing behavior and learning difficulties. The building assistance teams are responsible for this process. Representatives from the area education agency may also assist the school districts in this process. Parents wanting access to this process should contact the school's principal.

JURISDICTIONAL STATEMENT

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

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

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

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

DEFINITIONS

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings. The term "school activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

ABSENCE (EXCESSIVE)

A student who misses an excessive number of days of school within a given nine week period will be dealt with on an individual basis by the Administration. The only exception would be students who have been hospitalized or are under a doctor's care, and a doctor's statement will be required upon return to school and brought to the Principal's office.

ACCESSIBILITY TO PEOPLE WITH DISABILITIES OF BUILDING AND FACILITIES

Outside of school day activities:

The gymnasium will be accessible from the South Door, and seating will be at the Northwest Corner of the gym.

Handicapped Parking is designated on the West side of the football field and North of the building and will be used for parking for activities outside and inside.

The Multi-purpose Room (Wolcott Center) is accessible from the Northwest Door and seating will be by the East Doors.

During the school day:

A plan for adapting the building and facilities to accommodate students or staff with disabilities is on file in the building principal's office.

(Refer to Board Policy Code No. 802.5)

ACTIVITY TEACHERS

Activity teachers shall have the authority to enforce appearance codes for their activities, with the approval of the administration.

ADMINISTRATION OF MEDICATION

No medication shall be dispensed to any student unless the following rules are observed:

1. The medication must be prescribed by a licensed medical or osteopathic physician, dentist, or chiropractor
2. A statement of the physician's directions requesting the specific medication to be dispensed, and the time at which it is to be dispensed at school must be filed at the school, in the building where it is to be dispensed. This statement must be accompanied by the physician's description of the anticipated reactions of the pupil to the aforementioned medication.
3. The parent or guardian must sign a request to have this prescribed medication dispensed to the child according to the written directions of the prescribing physician or dentist. A request form is in the back of this handbook.
4. The prescription and the parent's signed request to dispense the medication are to be kept on file in the office from which the medication will be dispensed.
5. The medicine shall be maintained in the original prescription container which shall be labeled with: (a) name of pupil, (b) name of medication, (c) directions for use, (d) name of physician or dentist, (e) name and address of pharmacy, and (f) date of prescription.
6. The medication, while at school, shall be kept in a designated place, in a locked drawer or cabinet. When required, refrigeration will be provided.
7. In each building that houses a less than full-time nurse, access to the medication shall be under the authority of the principal of that building, or a person designated by the principal.
8. A written record will be kept on any medication(s) given at school. This record will include the pupil's name, the name of the medication, the amount of medication to be given, and the time at which it is to be given. After the medication is given, the person dispensing the medication will initial the medication sheet with his/her initials. The record shall be kept each time the medication is given at school, on the appropriate "Medication List" form.
9. At the end of the school year, or at the end of a dispensing time, any remaining medication shall be returned to the pupil's parents or destroyed. This action, if medication is destroyed, should be noted on the pupil's health record.
10. Medication information shall be confidential information, and shall be available to school personnel with parental authorization.

No aspirin or non-aspirin pain reliever will be dispensed at school unless a written permission note from the parent is on file in the school office which will be dispensing the aspirin. These over-the-counter medication must be in the original container (cannot give any medication that is not properly labeled.) The note from the parent must be dated and signed by the parent, and written directions for giving enclosed. These prescriptions must be renewed at the beginning of each school year, and all previous aspirin prescriptions will be destroyed at the end of each school year.

ANTI-BULLYING/HARASSMENT POLICY

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

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

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

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

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

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any

administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The superintendent or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the board. The superintendent shall report to the board on the progress of reducing bullying and harassment in the board.

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site,

and a copy shall be made to any person at the central administrative office at 402 SE E Avenue, Gilmore City, IA 50541

ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - tell a teacher, counselor or principal; and
 - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser did;
 - witnesses to the harassment;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser responded.

COMPLAINT PROCEDURE

An individual who believes that the individual has been harassed or bullied will notify principal, the designated investigator. The alternate investigator is superintendent. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or

pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Name of student or
employee target: _____

Date of complaint: _____

Name of alleged harasser or bully: _____

Date and place of incident
or incidents: _____

Description of misconduct: _____

Name of witnesses (if any): _____

Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if possible):

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____ / _____ / _____

ANTI-BULLYING/HARASSMENT WITNESS DISCLOSURE FORM

Name of witness: _____

Position of witness: _____

Date of testimony, interview: _____

Description of incident witnessed: _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: ____ / ____ / ____

ARRIVING LATE TO SCHOOL

Whenever you arrive late to school, please go to the main office. Please sign in at the Principal's office at this time. We ask that parents call the school whenever their child will be coming in late. Please call before 8:00 A.M., if possible. We will call the home should the parent forget to call the school.

ATTENDANCE AT ATHLETIC, MUSIC, DRAMA OR OTHER PERFORMANCES

It will be assumed that attendance at these activities is for the purpose of observing and listening to that particular activity. If you choose to leave the building after your original admission, you will not be allowed to re-enter. Exceptions will be made for emergency situations.

ATTENDANCE PHILOSOPHY

Students will be expected to attend classes regularly and to be on time in order to receive maximum benefit from the instructional program, to develop habits of punctuality, self-discipline and responsibility, and to assist in keeping disruption of the educational environment to a minimum. While it is possible for an absent student to make up much of the school work missed, it is impossible to completely compensate for absence from classes.

Absences always cause some disruption in the educational progress of the student who was absent. In order to maintain interest and understanding in a program of instruction, students should not expect to be absent any more than is absolutely necessary. Students who fail to make up work missed may not understand what the teacher is currently presenting and may also become discouraged with the double burden of keeping current and making up missed work. Irregular attendance or tardiness by students not only retards their own studies, but also interferes with the progress of those pupils who are regular and prompt in attendance.

Students who have good attendance records are most likely to achieve higher grades, enjoy school life to a greater degree, and have more employment opportunities after leaving school. Prospective employers expect promptness and regular attendance from employees and are reluctant to hire persons who have not established good habits of responsibility and self-discipline. Life-long patterns of responsibility and self-discipline of regular attendance and promptness are fostered by attention given them during the years of school attendance.

ATTENDANCE PROCEDURES

1. Student achievement is directly related to student attendance and participation in class. Therefore, the matter of attendance is the responsibility of the students and parents. Missing a class deprives the student of much irreplaceable activity, such as lectures, discussions, and special presentations. Persons within the district who have control of a child who has reached the age of six and is under 16 years of age by Sept. 15 (HF455) in proper physical and mental condition to attend school shall have the child attend the school district at the attendance center designated by the board.

(Refer to Board Policy Code No. 501.3)

A. A student will be considered to be absent with valid excuse if:

- (1) Student absence is approved by the administration, AND
- (2) A parent notifies the school via phone on the day of absence, AND
- (3) Gives a reason for the absence: such as illness of the student, death in the family, unavoidable emergency, doctor appointment, working at home, etc.

B. A student will be considered to be absent without valid excuse if:

- (1) No notification is given the school by the parent, OR
- (2) No valid reason for the absence exists, OR
- (3) Not approved by administration

C. The student will be held accountable for missed assignments.

D. Students on suspension for disciplinary reasons shall be considered present if serving in school, or absent with excuse if serving out-of-school.

2. Students will be allowed and expected to make-up all work for absences. All school work must be made up within the number of school days which are double those of the absence.
3. It shall be the responsibility of the student to complete what work needs to be made-up.
4. A student absent without the consent of the student's parents or the superintendent is truant. To be truant means the student willfully failed to attend school regularly even though the student is required to attend. Truant students may be reported to the local law enforcement officers. Repeated truancy may be cause for disciplinary action, suspension, expulsion or legal action.

(Refer to Board Policy Code No. 501.10)

BIRTHDAY INVITATIONS/PARTIES

Invitations for birthday parties may not be handed out in school unless *each student* (all boys or all girls, depending) is invited. If not all students are to be invited, the invitations should not be handed out in school.

BOOTS / SNOWPANTS

Following the first snowfall that accumulates snow on the ground, every student should bring boots and snowpants to wear.

Boots and snowpants will be worn during the winter months. Students who do not wear boots and snowpants will not be allowed off the hard surfaced areas.

Because of the large number of boots and snowpants that look alike, *we would ask that each item be labeled with your child's full name.*

CARE OF SCHOOL PROPERTY AND VANDALISM

Your community has provided you with a fine building and equipment. This was done for you. Students can do a great deal to aid the appearance of their building by refraining from such things as writing on walls and furniture, dropping trash and paper on the floor or school ground, by not walking on the grass, etc. Special attention should be given to returning magazines, paper, and books to their proper places, leaving chairs and desks in rows and care of textbooks.

Students are expected to treat school property with care and respect. Students found to have damaged or destroyed school property will be required to reimburse the school district, as well as being subject to additional discipline. At the discretion of the administration, such students may be turned over to local law enforcement officers.

Ref. Board Policy - Code No. 502.2

CHEATING

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources or similar cheating is not tolerated. In addition to the discipline outlined in this handbook, discipline

may include the loss of class credit.

CHILD ABUSE REPORTING

If a school district employee or other member of the school district community believes a child has suffered abuse, which shall include sexual and physical abuse, by a school district employee in the course of their employment, it shall be reported to the superintendent immediately. The superintendent shall be the designated investigator for child abuse complaints against school district employees. However, complaints regarding child abuse by school district employees may also be reported to the high school principal, who shall be the alternate designated investigator for such complaints.

(Refer to Board Policy Code No. 402.2)

CLASS OR STUDENT GROUP GIFTS

The board welcomes gifts to the school district from a class or student group. Student groups may make gifts to the district after obtaining their principal's recommendation and the approval of the superintendent. Gifts may be accepted and acknowledged by the superintendent or his/her designated representative acting for the board. It is understood that such gifts become the property of the School District.

(Refer to Board Policy Code No. 508.1)

COMMUNICABLE AND INFECTIOUS DISEASES

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

CONDUCT ON BUSES AND SCHOOL OWNED VEHICLES

Riding a school bus or vehicle is intended to be a safe and enjoyable experience for the students. It is of utmost importance that the student obey the rules of conduct on buses. All bus drivers are responsible for the safety of their cargo of students. Therefore, a given set of safety rules must be strictly followed. They are;

1. Students shall be on time for the bus both morning and evening.
2. Students are under the authority of the bus driver.
3. Students shall converse in normal tones; loud or vulgar language is prohibited. When the bus is crossing a railroad track, all conversation must stop until the bus has crossed the tracks.
4. Students shall keep the bus clean, and refrain from damaging it.
5. Students shall not extend their hands, arms, or head through the bus windows.
6. Students shall keep their hand and their feet to themselves and not bother other passengers on the bus.
7. Students shall not throw objects about in the bus or out through the windows.
8. No liquids or foods shall be consumed on the bus without driver permission and proper disposal.
9. Students may be assigned a specific seat on the bus. Students are allowed to choose their seat, however, discipline cases may be asked to change seats.

Drivers should maintain order, but if a pupil refuses to behave or continues to misbehave, THESE PROCEDURES WILL BE FOLLOWED.

- | | | |
|--------------|----|--|
| 1st offense: | A. | Warning |
| | B. | Notification to parents. |
| 2nd offense: | A. | Disciplinary action from the principal |
| | B. | Notification to the parents |
| 3rd offense: | A. | Disciplinary action from the principal |

- 4th offense:
- B. Notification to the parents
 - C. Loss of bus riding privileges for up to one week
 - A. Disciplinary action from the principal
 - B. Loss of bus riding privileges for one week
 - C. Meeting of parents, student, principal, and bus driver to establish a contract before the student rides the bus again

Continued violations of these rules may lead to suspension from school. The administration reserves the right to deviate from the above procedures if the offense warrants further action. Riding the school bus is a privilege not a right.

CONTACTING SCHOOL OFFICIALS

Parents should always feel free to contact the classroom teachers or the school administration when any questions or concerns arise.

Parents have a responsibility to be actively involved in the educational progress of their children. In order for this partnership to prosper communication is vitally important.

CORPORAL PUNISHMENT

Corporal punishment may not be used to discipline students. However, reasonable physical force may be used without notice or explanation to the student when the use of such force is deemed essential by a reasonable person for the purpose of self-defense, the preservation of order, to quell a disturbance threatening others, for the protection of others located on the school district property, or for protection of school property.

Reasonable physical force should be commensurate with the circumstances of the situation, and it should be moderate so as not to cause permanent physical harm to the student. The following factors should be considered in determining the use of reasonable physical force:

- * seriousness of the offense;
- * attitude and past behavior of the child;
- * nature and severity of the punishment;
- * motivation of the teacher;
- * age and strength of the child; and
- * availability of less severe but equally effective means of discipline.

The student's parents shall be given an explanation of the reasons for the use of reasonable physical force upon request.

Ref. Board Policy - Code No. 503.5

DETENTIONS

Detentions in the elementary will be served after school or during the student's lunch period. Transportation will not be provided for students serving detentions.

DUE PROCESS PROCEDURE

Whenever the situation applies, the following procedure shall be followed to insure that the student has been given his/her constitutional rights of "due process".

1. The student and his/her parent(s) shall be invited to the school for a conference. At that time the conditions and reason for the decision will be given in writing. Open discussion will follow, if desired.

2. Should the student or his/her parent(s) feel the penalty is unjustified or unfair they may appeal in the following manner:
 - A. Following the decision, the student and his/her parent(s) shall be given five school days to file an appeal with the superintendent and the Board of Education. The appeal shall be heard, by said Board, at the earliest feasible opportunity, but no later than seven days following the filing of the appeal.
 - B. The appeal will be conducted in closed session. However, any formal action by the Board of Education must be taken at an open meeting.
 - C. During the appeal procedure the student is ineligible, the detention will be served on a day-to-day basis, and the suspension will be served temporarily as an in-school suspension.
 - D. The student may be represented by legal counsel during any and all phases of the appeal procedure.

EMERGENCY DRILLS

Emergency drills for fire, weather, and other disasters will be conducted periodically throughout the school year. Students will be instructed the proper procedures for the drills at the beginning of the school year.

Tornado Procedure

This plan has been written for our school in the event of tornado conditions, and has been approved by representatives of the State Department of Public Instruction and Pocahontas County Civil Defense Agency.

The program of tornado actions follows the procedures set forth by the U.S. Department of Commerce in conjunction with the Weather Bureau. Two separate and like systems have been initiated; one is TORNADO WATCH and the other is TORNADO WARNING. Tornado Watch means there is the possibility of a tornado. The weather conditions are right, but NO tornado has been sighted. Tornado Warning means a tornado is approaching and immediate action should be taken.

The following procedure is being used for the safety of the children.

1. For TORNADO WATCH, school will continue as scheduled with dismissal at regular time.
2. For TORNADO WARNING, immediate precautionary action will be taken and youngsters will be retained at school until clear for dismissal. Parents are requested to wait for the danger to pass before calling for their children at school.
3. Approved Shelter Areas for safety are under the gymnasium stage, underground locker rooms (at the west and east ends of the gym), and hallway leading to the Multi-Purpose Room. Exit routes for all classrooms will be posted near the exit of the room.
4. Tornado drills (4 per school year) will be held to familiarize all personnel and pupils with Tornado Warning Procedures. The tornado warning signals will be a CONTINUOUS BLAST ON THE BELL SYSTEM. Classroom teachers will be in charge of notifying and escorting hearing impaired students in their classroom and individual personnel will be assigned the task if class is not in session.
5. Students should stand in assigned areas and use notebooks, textbooks, or workbooks to be placed in a tent fashion over the back or the head and shoulders.
6. An evaluation of each tornado drill will be on file in the building principal's office.
7. All bus drivers will be instructed regarding emergency measures for use in case of an approaching tornado when pupils are in route to or from school.

Fire Procedure

The fire alarm will be a series of SHORT BLASTS ON THE BELL SYSTEM. The alarm will be automatically dialed to the "911 system" in Humboldt County. When the alarm sounds the instructor in charge will have his/her group line up and approach the door to the classroom forming a single line. On the instructor's signal students will proceed down the corridor to the designated stairway or door in an orderly fashion, moving quickly but without running.

The following procedure is being used for the safety of the children.

1. Students should leave the building quickly without running. Emphasis will be placed on order and discipline rather than speed.
2. There should be no talking while exiting, as directions may need to be given.
3. Students are not to take books or other belongings. Teachers will take their grade books with them so that a check of attendance can be made to ascertain that all pupils are out of the building. Students exiting through the north doors are to be taken to the road north of the school building. Students exiting through the south doors are to be taken to the baseball diamond south of the school.
4. Classroom teachers will be in charge of notifying and escorting hearing impaired students in their classroom and individual personnel will be assigned the task if class is not in session.
5. Teachers will leave the building with their classes. The teacher will keep his/her pupils in a group.
6. In case the regular exit route is blocked, the teacher in charge of the room or class must determine the best exit.
7. The Principal or his/her designee will signal when the students are to return to the building and classes.
8. For fire containment purposes, all doors should remain shut.
9. An evaluation of each fire drill (4 per year) will be on file in the building Principal's office.

EMERGENCY FORMS

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the (office) if the information on the emergency form changes during the school year.

ENTRANCE / ADMISSIONS

Children in the school district community will be allowed to enroll in the school district's regular education program beginning at age four for preschool and age five for kindergarten. The child must be age four or five on or prior to September 15 to participate in the school district's kindergarten or transition program. The child must be age six on or prior to September 15 to begin first grade of the education program. The board may exclude a child under six.

The board shall require evidence of age in the form of a birth certificate or other evidence of the student's age before the student may enroll in the school district's education program. It shall be within the discretion of the superintendent to determine what is satisfactory evidence for the proof of age.

Prior to enrollment, the child must provide the administration with their health and immunization certificate. Failure to provide this information within the time period set by the superintendent shall be reason for expelling the student.

Ref. Board Policy - Code No. 501.4

FACULTY AND STAFF AND THEIR ASSIGNMENTS (COURSES OR DUTIES)

Refer to the Gilmore City-Bradgate home page. Web address: www.gcb.k12.ia.us.

FEE WAIVERS

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the school secretary at registration time for a waiver form. A waiver does not carry over from year to year and an application and qualification must be completed annually.

FREEDOM OF EXPRESSION

Student expression made on the school premises or as part of a school-sponsored activity may be attributed to the school, therefore student expression must be responsible. Student expression must be appropriate to assure that the students learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be inappropriate for their level of maturity.

Students will be allowed to express their viewpoints and opinions as long as the expression is responsibly done. The expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons, or contain obscenity or indecency. The administration, when making this judgment, shall consider whether the activity in which the expression was made is school-sponsored and whether review or the prohibition of the student speech is related to an educational purpose.

Further, the expression must be done in a reasonable time, place, and manner that is not disruptive to the education program of the school district.

Students who violate this policy may be subject to disciplinary measures. School district personnel shall be responsible for insuring students' expression is in keeping with this policy. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

(Refer to Board Policy Code No. 502.5)

HOMEWORK

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make up incomplete class work. Students are expected to complete homework on time. Failure to complete homework may result in loss of class credit and a failing grade in the class.

All work missed during absences must be made up by the student within an identified number of school days (2 days of make-up for each day absent). It shall be the responsibility of the student to make arrangements with the teachers as to what work is to be made up and when it is due. The amount of credit given for make-up work will be determined by the teacher, but it will not exceed one letter grade dock per day late. After the fourth day student receives no credit. Prior to the no credit step, the student will be notified by the teacher. Make-up work, whether completed prior to or after a planned student absence, shall be at the discretion of the teacher.

HOT LUNCH AND BREAKFAST

Breakfast will be served starting at 7:45 AM and will not be served after 7:55 AM.

If buses and classes run one hour late, the breakfast schedule will be one hour late. If buses and classes run two hours late, breakfast **will not** be served. No food is to be taken outside the lunch room. All trays, dishes, etc., are to be returned to the area designated for them. Because of the nature of their duties and responsibilities, teachers are asked to go directly to the food service counter to be served immediately. Students will walk in an orderly fashion to the lunch room. Those who run, push, and scuffle in the lunch line shall be dealt with accordingly. Complaints should be brought to the principal.

The school district uses a computerized system that keeps track of the credits and debits to each student's meal account. Whatever amount of funds is sent to school for meals will be credited to the students individual account. When meals or extra milk are served, the cost will be deducted from the account. Please do not include other fees or charges other than meal charges on your check. Whatever amount of funds you send will be credited to the appropriate account. Each meal or extra milk will be deducted from the balance in that individual student's account when served.

Students should bring checks for meals to the office. If possible low balance notices will be e-mailed to the parent. If we do not have an e-mail address, we will send a notice home with the student. If there is more than one child in the family in our school, the amount sent will go into a family account. Their purchases will be deducted from the family account.

ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENTS' POSSESSION

School property is held in public trust by the board. School authorities may, without a search warrant, search a student, student lockers, desks, work areas or student automobiles based on a reasonable suspicion under the circumstances and 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 and school personnel. Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances. Weapons are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school will be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for students on a case by case basis. Parents of students found in violation of this policy shall be contacted, and the students shall be reported to law enforcement officials. The board believes that such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, personnel, or visitors on the school premises. It shall be the responsibility of the superintendent, in conjunction with the principals to develop administrative regulations regarding this policy.

From time to time, school officials will patrol the parking lot. Items of contraband (items possessed in violation of law or school rules) that are visible when a person looks into a student's vehicle may create a reasonable suspicion for further search. The student will be asked to consent to the search. If consent is refused, the student's parent or guardian will be contacted for consent. If the apparent contraband is illegal, law enforcement will be contacted.

(Refer to Board Policy Code No. 502.8 & 502.10)

INTERFERENCES IN SCHOOL

Students may not possess radios of any kind, beepers, cell phones, televisions, water guns, toys and other similar items on school grounds or at school activities unless cleared by the building principal. Possessing these items may cause material and substantial disruption to the orderly school environment. The items are taken away from the students and may be returned at a later date.

INTERROGATION BY OUTSIDE AGENCY

Generally, students may not be interrogated during the school day by persons other than parents and school district officials and personnel. Requests from law enforcement officers and those other than parents, school district officials, and personnel to interrogate students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. In making this determination, the principal shall consider the welfare of the students and directives to the principal from the courts. Prior to granting a request, the principal shall attempt to contact the parents to inform them of the request and to ask them to be present. If a child abuse investigator wishes to interrogate a student, the principal will defer to the investigator's judgment as to whether the student should be interrogated independently from the student's parents, whether the school is the most appropriate setting for the interview, and who will be present during the interview. Students shall not be taken from school without the consent of the principal and without proper warrant.

LEGAL STATUS OF STUDENT

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

MONEY AND PERSONAL BELONGINGS

You are urged not to bring large sums of money to school. If you find it necessary to have a large sum of money in your possession, you may check it at the office, and it will be kept under lock and key. In the locker rooms, all lockers should be kept locked at all times with school issued locks only. It is your responsibility to take care of your own property.

MULTICULTURAL AND GENDER FAIR EDUCATION

Enrolled students have an equal opportunity for a quality public education without discrimination, regardless of their race, creed, gender, age, color, religion, marital status, sexual orientation, national origin, ability or disability. The educational program is free of such discrimination and provides equal opportunity for the participants. The educational program fosters knowledge of and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. It also reflects the wide variety of roles open to both men and women and provides equal opportunity to both sexes.

Any complaints or grievances concerning equal educational opportunity should be handled in the following manner. Inquiries regarding compliance with equal education opportunity will be directed to the compliance officer by writing to the superintendent of schools, Title IX Compliance Officer, Gilmore City Bradgate School District, 402 SE E Avenue, Gilmore City, Iowa, 50541; or by telephoning her/him at (515) 373-6124, or the superintendent of schools, or by writing to the Director of the Region VII office of Civil Rights, Department of Education, Kansas City, Missouri. Further information and copies of the procedures for filing a grievance are available in the central administrative office and the administrative office in each attendance center.

Ref. Board Policy - Code No. 603.4

OFFICE HOURS

The office will be open from 7:00 A.M. until 4:00 P.M. Monday through Friday.

OPEN ENROLLMENT

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parent's request. Students wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll unless there is good cause as defined by the law. Open enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in loss of athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district may obtain forms and information from the office of the superintendent of schools.

OPEN NIGHT

In keeping with community relations, student school activities will not be scheduled on Wednesday, after school, whenever possible. It shall be the responsibility of the building principal to oversee the scheduling of the school activities for compliance with this policy. Homecoming festivities have been a traditional exception to this policy.

PARENT/TEACHER CONFERENCES

Parent-teacher conferences will be held during the first quarter and after the third quarter. Parents, teachers, or principals may request a conference for students at any time if they feel the circumstances so warrant.

PARENTS RIGHTS

Your rights include:

1. being informed annually of your rights
2. being informed of the school's policy regarding records

3. being informed of the location of copies of the policy
4. being provided a hearing if you want to challenge information in the education records
5. being allowed to place statements in the records (if the agency has decided not to amend the records) and to insure that these statements remain a part of the records.
6. giving your consent before disclosing personally identifiable information to anyone other than school officials
7. being informed when personally identifiable information is no longer needed to provide educational services to your child.

PERMISSION TO RIDE ANOTHER BUS

To ride on a bus other than his/her assigned bus, the student must bring written permission from the parent or guardian and give it to the office personnel who will notify the bus driver.

PHYSICAL EDUCATION

Physical education is an important part of the curriculum. If a child needs to be excused from participating in PE, he/she must bring a WRITTEN EXCUSE from his/her doctor to the principal. If interested in an exemption from PE, please see the PE teacher, counselor, or principal for a PE waiver form.

PHYSICAL EXAMINATIONS

Parents are encouraged to have their children receive periodic physical examinations.

Students desiring to participate in athletic extracurricular activities or enrolling in kindergarten in the district shall have a physical examination by a licensed physician and provide proof of such an examination to the school district. A physical examination and proof of such an examination may be required by the administration for students in other grades enrolling for the first time in the district. Students are required to provide a school district physical examination form signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport in Middle School. Failure to provide proof of a physical examination makes the student ineligible.

POSTING OF INFORMATION

Students who wish to post or distribute information or signs must receive permission from the principal at least one day before the posting or distribution. This applies whether the information deals with school-sponsored or non school-sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials.

PROMOTION - RETENTION

Students will be promoted to the next grade unless, in the judgment of the licensed staff and the building principal, the student lacks the academic achievement, maturity, emotional stability, and social adjustment needed to advance. Should this be the case, parents will be informed of the possibility that their child will not be promoted and a conference will be scheduled to discuss the situation before a final decision is made.

RECESS

Recess periods are rewarding and refreshing for elementary children. It is extremely beneficial for children to play outdoors during recess and at noon. Each child needs these recess breaks and will be expected to participate in the activities.

During extremely cold or wet weather, recess time is either reduced or the children are allowed to play in the gymnasium.

If a child is under a doctor's care, recovering from an illness that has caused recent absences, or suffers from severe recurring illnesses such as asthma, ear infections, etc., notes to keep the child inside for recess would be appropriate.

No verbal excuses by the children will be accepted.

If children must be in for over two days, a doctor's excuse may be required. These guidelines will be strictly enforced.

RELEASE DURING SCHOOL HOURS

Students will be allowed to leave school grounds during school hours **only with prior authorization from their parents**. Approved reasons for a student leaving school during the school day include illness, family emergencies, medical appointments, and other reasons approved by the administration. If you leave school to go home, sign out on the principal's sign out sheet which is located in the office. Please check with the principal. Do this **BEFORE** you sign out. A student should never leave the building **without checking with the principal or his/her designee**. Leaving the building without proper authorization may warrant disciplinary action.

RESIDENT STUDENTS

Children who are residents of the school district community will attend the school district without paying tuition.

The residence of a student means the place, abode, or dwelling of the student. Generally, the legal dwelling of minors is the same as their parents. However, a child may establish a dwelling with someone other than the parents and attend public school in that school district without paying tuition if the primary purpose for residing in the school district is not for obtaining a free public education. Further, emancipated minors or individuals who have reached the age of majority and who are still eligible to attend an Iowa secondary school may declare their residence independent of the residence of the parents.

The superintendent will decide each case involving the bona fide residence of a student upon its individual merits.

Ref. Board Policy - Code No. 501.1

NONRESIDENT STUDENTS

Students who are eligible to attend an Iowa public school but who are not legal residents of this district may be admitted to school at the discretion of the superintendent upon application and payment of tuition. The tuition rate shall be the current per-pupil cost of the district as computed by the board secretary and as authorized by the State Department of Education.

Resident students whose families move from the school district after the start of a semester and who wish to complete the semester in the school district may be permitted to attend without the payment of tuition at the discretion of the superintendent. These students, other than students in grades eleven and twelve, must have the recommendation of the principal as well as an adult who resides in the school district, identified for purposes of administration. Nonresident students who are eligible to attend an Iowa public school and who have evidence they will become legal residents of the school district prior to October 1 may be allowed to attend without payment of tuition.

Qualified international students may be enrolled and attend school without charge if they are recommended by the American Field Service or an approved local organization and reside within the boundaries of the district.

(Refer to Board Policy Code No. 501.2)

SCHOOL ASSEMBLY

When an assembly is called, students are to proceed directly to the gym and be seated as quickly and quietly as possible. Attendance at all assemblies are not mandatory. Students not attending assemblies are to report to the media center

SCHOOL DAY / ATTENDANCE

The Gilmore City-Bradgate elementary school day begins at 8:00 a.m. and ends at 3:00 p.m. No students should be in the building before 7:45 a.m. unless they are admitted for work purposes or to eat breakfast. Students may wait inside the doorways during inclement weather.

It is the educational philosophy of the Gilmore City-Bradgate Community School District that regular attendance by all students at school is essential and cannot be duplicated by other methods. Students are unable to obtain the maximum opportunities from the educational program offered without attendance at scheduled classes and activities. Consequently, the Board of Directors, the Administrators and the Staff of the Gilmore City-Bradgate Community School District expect the students to attend school the number of days school is in session in accordance with the school calendar. Students attending competent private instruction shall attend a minimum of forty days per quarter and a minimum of one hundred sixty days per year.

If your child is going to be absent from school for any reason, please call the school to inform us of the absences. If we do not receive a call from you, an official or the school will call you. This is a safety factor that will help insure that the student's whereabouts is known on each school day. Our schools stress good attendance. However, we all find it necessary to be absent from work occasionally. Please keep your children home when they are sick, as they will not be able to do their work properly and can easily spread their sickness to others in school.

Students will be tardy before 9:15 and 1:15. Students will be present in attendance two-thirds of either morning or afternoon.

If your child should have a communicable disease such as mumps or chickenpox, please contact the school. This will enable us to notify the other students to watch for symptoms of this disease.

SCHOOL FEES-FINES-CHARGES

The board believes students should respect the property of the school district and assist in its preservation for future use by others. Students may be assessed fines, charges, or fees for the materials needed in a course, for overdue school materials, for participating in activities, or for damage to school property.

Each teacher will record the book number and condition of your book. The book will then be the responsibility of the student. Because the school owns the books and students rent them, the student is responsible for keeping books in usable condition and turning those books in at the end of the year.

Fines will be assessed for anything other than usual wear. Your teacher will use the following guide for fines.

lost book-replacement cost
damage beyond repair-replacement cost
each un-erased mark-25 cents
un-repaired broken binding- \$1.00
each un-mended torn page-50 cents

Library books will be handled in the same way. Please keep your books in good condition. We would rather have the book than the fine.

SEXUAL ABUSE AND HARASSMENT OF STUDENTS BY EMPLOYEES (CODE #402.2)

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

Your District's Designated Investigator of Physical/Sexual Abuse of Students by School Employees is the Superintendent of Schools 373-6619 ~~or 379-1526~~. The alternates is: Valorie Jergens, Elementary Principal, 373-6124.

Legal Reference: 281-102.1 (256) of the Iowa Code

STUDENT APPEARANCE

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks or innuendoes, making reference to prohibited conduct or similar displays. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school.

(Refer to Board Policy Code No. 502.1)

STUDENT COMPLAINTS AND GRIEVANCES

Student complaints and grievances regarding board policy or administrative regulation violations and other matters should be addressed to the student's teacher or other member of the certificated personnel, other than administration, for resolution of the complaint. It is the goal of the board to resolve student complaints at the lowest administrative level.

If the complaint cannot be resolved by the teacher, the student may discuss the matter with the principal within five days. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within five days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting.

(Refer to Board Policy Code No. 502.6)

STUDENT CONDUCT-ELEMENTARY

Students are expected to be interested in class and behave accordingly. We feel that all of our students are able to distinguish right from wrong. The primary goal of the following procedures is for the correction of inappropriate behavior in each class and area of the school. All rules and regulations are issued and discussed with the students the first day of school. Prior to the first offense, the following interventions may be used: verbal correction, moving the student, firm look, etc.

Discipline of Minor Behaviors:

1st Offense:

- The student will receive a verbal warning
- The student may be moved within the classroom
- The rule or expectation will be restated

2nd Offense:

- The teacher will complete a referral form to communicate internally with the staff about the nature of the behavior, the location, the time of day, etc.
- The rule or expectation will be restated
- The skill will be practiced

3rd Offense:

- The teacher will complete a referral form to communicate internally with the staff about the nature of the behavior, the location, the time of day, etc.
- The rule or expectation will be restated
- The skill will be practiced
- Parents will be contacted by phone about the nature of the discipline

4th Offense:

- The teacher will complete a referral form to communicate internally with the staff about the nature of the behavior, the location, the time of day, etc.
- Parents will be contacted by phone about the nature of the discipline
- The behavior will be elevated from Minor to Major and those procedures will be followed

Discipline of Major Behaviors:

- The teacher will complete a referral form to communicate internally with the staff about the nature of the behavior, the location, the time of day, etc.
- The student will be sent with the referral to the office
- The administration will determine the course of action and/or consequences
- Likely consequences include: Loss of privilege, time out, verbal reprimand, restitution, apology, detention, in-school suspension, out-of-school suspension, or expulsion.
- A copy of the referral and/or a letter will be sent to parents
- The office and teacher will retain copies of the referral

The administration reserves the right to deviate from the above procedures if the offense warrants further action. We feel that the following violations are serious enough to warrant immediate suspension by the Principal or Superintendent. (1) Defacing or damaging property belonging to the school. The student will be held responsible for the replacement of all property and all costs should be the obligation of the offender. (2) Repeated disobedience or insubordination to any school employee. (3) Willful or gross misconduct. (4) Any kind of fighting on the school premises. (5) Possessing alcohol, tobacco, drugs or look-alike substances on school grounds or at school activities.

Note: The board believes inappropriate student conduct causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, personnel, and visitors on school premises.

Students shall conduct themselves in a manner fitting to their age level and maturity, and with respect and consideration for the rights of others while on school premises; 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.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the educational program; conduct which disrupts the orderly and efficient operation of the school or school activity; conduct which disrupts the rights of other students to obtain their education or participation; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

Removal from the classroom means a student is sent to the building principal's office. It shall be within the discretion of the person in charge of the classroom to remove the student.

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear after school has been dismissed for the day. Whether a student will serve detention, and the length of the detention, shall be within the discretion of the certificated employee disciplining the student or of the building principal. Detention normally lasts from 3:27 - 4:00.

Suspension means either an in-school suspension, an out-of-school suspension, and/or a restriction from activities. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. The student may not attend school activities (which includes practices) or may not participate in a contest or extracurricular activities. An in-school suspension will not exceed ten school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten school days. A restriction from school activities means a student will attend school and classes but will not attend or participate in school activities. A restriction from activities will not exceed ninety school days.

Probation means a student is given a conditional suspension of a penalty for a definite period of time, not to exceed ten school days, in addition to being warned and/or punished for misconduct. The conditional suspension shall mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms shall invoke the penalty temporarily suspended.

Expulsion means the removal of a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board.

(Refer to Board Policy Code No. 503.1)

EXPULSION

Only the board may remove a student from the school environment. The removal of a student from the school environment, which includes, but is not limited to, classes and activities, is an expulsion from school.

It shall be within the discretion of the board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense.

It shall be within the discretion of the superintendent to recommend to the board the expulsion of a student for disciplinary purposes. Only the board may take action to expel a student and to readmit the student. The principal shall keep records of expulsions in addition to the board's records.

When a student is recommended for expulsion, the student shall be provided with:

1. Clear notice of the reasons for the proposed expulsion;
2. The names of the witnesses and an oral or written report on the facts to which each witness testifies;

3. An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf;
4. The right to be represented by council;
5. The results and finding of the board in writing open to the student's inspection.

In addition to these procedures, a special education student must be provided with the following procedures:

1. Determine whether the student is actually guilty of the misconduct;
2. A staffing team should determine whether the student's behavior is caused by the student's handicap and whether the conduct is the result of inappropriate placement. Discussions and conclusions of this meeting should be recorded;
3. If the handicapped student's conduct is not caused by the handicap, the student may be expelled or suspended for a long-term period following written notice to the parent and pursuant to the district's expulsion hearing procedures;
4. If the misconduct is caused by the handicap and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district.
5. If a change in placement is not recommended, a determination must be made as to how to cope with the student in the future.

(Refer to Board Policy Code No. 503.2)

STUDENT DIRECTORY INFORMATION AND STUDENT RECORDS ACCESS

The following information may be released to the public in regard to any individual student of the school district as necessity or desirability arises. Any student over the age of eighteen (18), parent, or guardian, not wanting this information release to the public must make objection in writing within fifteen (15) days of the date of this publication and within fifteen (15) days of enrollment should enrollment occur after that date, to the principal or other person in charge of the school which the student is attending. It is desirable to renew this objection at the beginning of each school year.

NAME, GRADE LEVEL, ENROLLMENT STATUS, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DEGREES AND AWARDS RECEIVED, AND PHOTOGRAPH AND OTHER LIKENESS.

Student records are defined to be all official records, files, and data directly related to children, including all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school systems: specifically including but not necessarily limited to: identifying data, academic work completed, level of achievement (grades, standardized test scores), attendance data, scores on standardized intelligence, aptitude, and psychological tests, interests inventory results, health data, family background information, teacher or counselor ratings and observations and verified reports of serious or recurrent behavior patterns.

The intent of this regulation is to establish procedures for granting request of parents for access to their child's records, use of those data, and procedures for their transmittal within 45 days or sooner if practical.

A. Access to records

1. The parent or legal guardian of a student will have access to these records upon written request to the school office.

The parent or legal guardian will, upon written request to the school office have the opportunity to receive an interpretation of the records, have the right to question the data, and if a difference of opinion is noted, shall be permitted to file a letter in the cumulative folder stating the dissenting person's position. If further challenge is made to the record, the normal appeal procedures will be followed.

2. School personnel having access to student data are defined as "any person or persons under contract to the school and directly involved in working toward either the effective or cognitive goals of the school."

B. Release of Information Outside the School

1. To release student records to other school(s) in which the student intends to enroll, the parents, legal guardian, or the student if he/she is 18 or over, must be notified of the transfer and the kinds of information being released.
2. They will receive a copy of such information for 10 cents per copy if it is requested in writing and shall have the opportunity to challenge that record as described above.

Ref. Board Policy - Code No. 506.1 & 506.2

STUDENT FUND-RAISING

Students may raise funds for school-sponsored events with recommendation of the building principal and the approval of the superintendent. Fund raising by students for events other than school-sponsored is not allowed.

(Refer to Board Policy Code No. 504.6)

STUDENT INJURY OR ILLNESS AT SCHOOL

When a student becomes ill or is injured at school, the principal or designee shall attempt to notify the student's parents as soon as possible after these individuals are aware of the incident.

The school district, while not responsible for medical treatment of an ill or injured student, will have authorized school personnel present administer emergency or minor first aid if possible. An ill or injured child will be turned over to the care of the parents or qualified medical personnel as quickly as possible.

Injuries must be reported to office personnel so that the proper papers may be filled out. (Forms are available in the office.) It shall be the responsibility of the principal or designee to file an accident report with the superintendent within 24 hours after the student is injured at school.

Annually, parents shall be required to complete a medical emergency authorization form indicating the procedures to be followed, if possible, in an emergency involving their child.

(Refer to Board Policy Code No. 507.4)

STUDENT INSURANCE

Students participating in intramural or extracurricular athletics shall be required to have health and accident insurance. The student shall bring written proof of such insurance or participate in the insurance program selected by the school district.

Students, whether they are or are not participating in intramural or extracurricular athletics, shall have the opportunity to participate in the health and accident insurance plan selected by the school district.

The cost of the insurance plan shall be born by the student. Participation in the insurance plan is not a contract with the school district, but rather, a contract between the insurance company and the student.

Whenever a student is injured while under the supervision of a member of the school district staff, the faculty member will file an accident report in the principal's office.

(Refer to Board Policy Code No. 507.6)

STUDENT LOCKERS

Student lockers are the property of the school district. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of each student to keep the student's assigned locker clean and undamaged. Clear tape shall not be used on the lockers. Approval from office personnel must be obtained before posting anything on the school lockers. The expenses to repair damage done to a student's locker are charged to the student.

A student, the student's belongings, locker or car may be searched by school officials whenever they have a reasonable suspicion that the student has violated or is violating either the law or school rules bearing on order or safety and that the search will produce evidence of the violation. The student may be invited to be present for the search when feasible. Any contraband (items possessed in violation of law or school rules) will be confiscated and may be turned over to law enforcement.

Locker inspections may be conducted by school officials without any suspicion of wrongdoing by students. Either the student whose locker is being inspected or another person shall be present when a school official conducts a locker inspection.

STUDENT PUBLICATIONS

Students may author a publication as part of the curriculum under the supervision of a certificated employee and the principal. School-sponsored publications provide a way for students to learn reading, writing, and responsible journalism.

As a school-sponsored activity, the viewpoints of student publications may be attributed to the school, therefore student publications must be responsible. In the judgment of the administration, the publication shall not encourage the breaking of laws, cause defamation of persons, or contain obscenity. Further, one publication must be appropriate to assure that the students learn and meet the goals of the activity and that the potential audience is not exposed to material that may be inappropriate for their level of maturity.

Prior to final printing and distribution, the publication must be reviewed by the student editors, faculty advisor and principal. Based on the review of the student editors and/or the faculty advisor, articles may be required to be rewritten or removed. Failure to allow review by the student editors and faculty advisor, prior to its final printing and distribution, is grounds for denying distribution of the publication.

The principal shall have the authority to designate the time, place, and manner of distribution of school-sponsored and non school-sponsored student publications.

(Refer to Board Policy Code No. 504.3)

STUDENT SOCIAL EVENTS-ELEMENTARY

School-sponsored social events shall be approved by the principal and placed on the school calendar prior to public announcement. They shall be under the control and supervision of school personnel. The hours and activities of the event shall be reasonable.

Parties, which are held during the school day, are available to those students who wish to participate. There are three scheduled parties for the school year. These parties are held at Halloween, Christmas, and on Valentine's Day. Students' parents are contacted before the parties to provide treats

STUDENT SPORTSMANSHIP AT SCHOOL FUNCTIONS

The individual student: (1) Considers his/her opponent and officials as guests and treats them so. (2) Respects the rights of students from the opposing school. (3) Respects the rights of all spectators. (4) Respects the authority and judgment of the coach. (5) Respects property of the school and authority of the school officials. (6) Supports the cheerleaders wholeheartedly. (7) Accepts the officials' decision as final. (8) Is modest in victory and gracious in defeat. (9) Supports his/her friends by being in attendance at as many functions as possible. (10) Conducts himself/herself properly when arriving at the other school. (Take your place with our group on the field or in the gym.) Obey all rules the opposing school has posted. For example: If

they say "No popcorn in the gym" then take no popcorn into the gym. (11) The student will not boo an official, opponent, or anyone from an opposing school. This is strictly immature. (12) Should act like a lady or gentleman at all times. (13) Parents are responsible for their children at all school functions.

Students who attend a school sponsored event of any kind must conduct themselves in a proper manner. If any student gets out of hand in his / her behavior, the administration will ask the student to sit with his / her parents, if present, or be asked to leave the event.

STUDENT TRANSFERS IN

Students who transfer into the school district must meet the requirements set out for students who initially enroll in the school district as to immunizations and age.

The student must provide the district with proof of grade level and a copy of the student's permanent records from the student's prior school district. If the student cannot offer proof of grade level, the superintendent or designee will make the grade level determination. The superintendent or designee may require testing or other information to determine the grade level.

The board may deny admission if the student is not willing to provide the board with the required information.

(Refer to Board Policy Code No. 501.6)

STUDENT TRANSFERS OUT OR WITHDRAWALS

If the student's parents wish to withdraw or transfer the student from school prior to completing and graduating from the education program, they shall notify the administration in writing as soon as possible of the decision to withdraw or transfer the student from the education program. The pupil should present this written notice at the office and receive instructions regarding the return of textbooks, library books, locker equipment, hot lunch tickets, etc. No clearance slips will be issued or refunds made until all fees or fines have been paid.

The parent's notice shall state the student's final day of attendance. If the student is not enrolling in another school district, the school district shall maintain the student's records in the same manner as the records of students who have graduated from the school district.

If the student wishes to have the student's cumulative record sent to the new school district, the student or the parents shall notify the administration in writing. This notice shall include the name of the school district and the person at the new school district to whom the student's cumulative records should be sent.

(Refer to Board Policy Code No. 501.7)

STUDENT USE OF THE TELEPHONE

The telephones in the office are primarily for business calls and are not meant for students' "Personal" calls. Students may in an emergency situation use the telephone in the administrative office(hallway in the high school) of their attendance center to make a telephone call. The phone near the office can be used only during times classes are not in session unless permission is given by the office. However, in the event of an emergency or illness, office phones may be used if permission is granted by the office personnel. Your parents may call the office if they have a message that must reach you during the school day. An admit to class following a phone call will be granted for reasonable cases if necessary. Cell phones are not to be turned on or used during the school day or during a school sponsored activity without permission of the building principal or the supervisor in charge.

(Refer to Board Policy Code No. 508.3)

TARDINESS

Before 9:15-Tardy, After 9:15-Absent, Before 1:15-Tardy, After 1:15-Absent. A student is tardy if he/she is not in his/her seat at the ringing of the tardy bell. Tardiness should be avoided as it is usually inexcusable and may easily become a habit. Written

excuse from the parent should accompany a tardy student.

After a middle school student becomes tardy for a class a second or third time for any nine week period, the principal will contact the parent to bring the matter to their attention. Students who permit tardiness to become excessive will be dealt with as follows: After the 4th tardy, the student shall be kept in detention for one-half hour after school. Any further tardies for the nine week period will result in detentions for one-half hour for one week.

Ref. Board Policy - Code No. 501.9 & 501.10

TESTING PROGRAM

A comprehensive testing program shall be established and maintained to evaluate the education program of the school district and to assist in providing guidance or counseling services to students and their families.

No student shall be required, as part of a program funded by the United States Department of Education, to submit without prior written consent from the student's parent, to psychiatric or psychological examination, testing or treatment, in which the primary purpose is to reveal information concerning:

- political affiliations
- mental and psychological problems potentially embarrassing to the student or his family;
- sex behavior and attitudes;
- illegal, anti-social, self-incriminating and demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; or
- income, but not including income required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

As used herein, the terms psychological examination, testing or treatment are intended to have their ordinary and customary meaning which refers to a recognized medical or therapeutic discipline practiced by licensed professional and the terms do not mean ordinary classroom activities or teaching techniques. Only persons with a valid State Department of Education school psychologist certificate may administer psychological tests.

(Refer to Board Policy Code No. 505.5)

TRANSPORTATION TO SCHOOL ACTIVITIES

We feel it is important for participants to ride as a team to and from the school activity. All students participating in a school activity will ride school transportation to and from the activity. Exceptions: A student may ride **home** with a parent/guardian only if the parent/guardian is present at the activity and signs a release form in the presence of the activity sponsor/supervisor. A student may also ride **home** with another person only if both written and verbal communication are provided to the central office before the activity bus leaves the school premises.

USE OF BICYCLES

Riding a bicycle to and parking it at the student's attendance center is a privilege. Students who fail to follow the regulations set by the principal of this attendance center or the school district will be subject to withdrawal of their privilege to ride a bicycle to their attendance center and may also be subject to other disciplinary action.

Riding a bicycle to school can be a convenience or a hazard depending on the student who is riding the bike. Any student who rides a bike to school should have their parent's permission and will be required to obey the school rules for riding it. The following guidelines have been established.

1. Your child will be requested to observe traffic rules while riding the bike to school.
2. Each child will be required to park the bike in the area provided as soon as the child arrives at school. They will not be allowed to ride the bike on school property during school hours.

3. The school will not assume the responsibility for damages to bicycles while they are at school.

Ref. Board Policy - Code No. 502.3

WEATHER ANNOUNCEMENTS

In case of a change in schedule due to inclement weather or other emergencies, listen to the following RADIO AND TV STATIONS for late starts, early dismissals or cancellations.

RADIO

KKEZ-KWMT 94.5FM-540AM Fort Dodge

KHBT 97.7FM Humboldt

KAIQ 96.9FM Fort Dodge

KTLB 105.5FM Twin Lakes

KICD 107.7 FM-1240AM Spencer

KLGA 92.7FM-1600AM Algona

TV

WHO CHANNEL 13 Des Moines

KCCI CHANNEL 08 Des Moines

In case of late starts, please **stay tuned** for future announcements in case the weather changes for the worse. We call the stations as early as possible, but sometimes their programming dictates when the announcement is actually aired. Please keep in mind Iowa weather does not always give us the luxury of long range planning. **It is the parent's responsibility to be tuned into the radio and local TV whenever the weather is threatening.**

Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and re-scheduled. The principal may determine whether to hold extracurricular activities or practices.

STUDENTS RIGHTS

The 500 series in the Board Policy Manual are objectives for equal educational opportunities for students. The Board Policy Manual is in the Media Center and is available to all students. Following is a list of the policies that are in direct reference with student involvement in the Gilmore City-Bradgate School System.

500 Objectives for Equal Educational Opportunities for Students

501 Student Attendance

501.1 Resident Students

501.2 Nonresident Students

501.3 Compulsory Attendance

501.4 Entrance - Admissions

501.5 Attendance Center Assignment

501.6 Student Transfers In

501.7 Student Transfers Out and Withdrawals

501.8 Student Attendance Records

501.9 Student Absences

501.10 Student Absences Truancy

501.11 Student Release During School Hours

501.12 Pregnant Students

501.13 Married Students

501.14 Students of Legal Age

501.15 Open Enrollment Transfers-Procedures Sending Districts

501.16 Open Enrollment Transfers-Procedures Receiving Districts

501.17 Approval of Open Enrollment Transfers

- 502 Student Rights and Responsibilities
 - 502.1 Student Appearance
 - 502.2 Care of School Property/Vandalism
 - 502.3 Use of Bicycles
 - 502.4 Use of Motor Vehicles
 - 502.5 Freedom of Expression
 - 502.6 Student Complaints and Grievances
 - 502.7 Student Lockers
 - 502.8 Dangerous Weapons
 - 502.9 Smoking - Drinking - Drugs
 - 502.10 Search and Seizure
 - 502.11 Interrogation of Students by Outside Agencies
- 503 Student Discipline
 - 503.1 Student Conduct
 - 503.2 Expulsion
 - 503.3 Fines - Fees - Charges
 - 503.4 Good Conduct Rule
 - 503.5 Corporal Punishment
- 504 Student Activities
 - 504.1 Student Government
 - 504.2 Student Organizations
 - 504.3 Student Publications
 - 504.4 Student Social Events
 - 504.5 Student Performances
 - 504.6 Student Fund-Raising
 - 504.7 Student Work/Intern Programs
 - 504.8 Extra Curricular Activities Scheduling
 - 504.9 Student Activity Program
- 505 Student Scholastic Achievement
 - 505.1 Assignment of Courses
 - 505.2 Student Progress Reports and Conferences
 - 505.3 Student Promotion - Retention - Acceleration
 - 505.4 Student Honors and Awards
 - 505.5 Testing Program
 - 505.6 Graduation Requirements
 - 505.7 Early Graduation
 - 507.7E Intent to Graduation Early Form
 - 505.8 Commencement
 - 505.9 Student Credit for Courses Taken of a Post-Secondary Educational Institution
- 506 Student Records
 - 506.1 Student Records Access
 - 506.1.1 Personnel Access to Student Records Folders
 - 506.1E1 Student Records Checklist
 - 506.1E2 Request of Non Parent for Examination or Copies of Student Records
 - 506.1E3 Parental Authorization for Release of Student Records
 - 506.1E4 Request for Hearing on Correction of Student Records
 - 506.1E5 Parental Request for Examination of Student Records
 - 506.1E6 Notification of Transfer of Student Records
 - 506.1R1 Use of Student Records Regulation
 - 506.2 Student Directory Information
 - 506.2E1 Parental Authorization for Releasing Student Directory Information
 - 506.2R1 Use of Directory Information
 - 506.3 Student Photographs
 - 506.4 Student Library Circulation Records
- 507 Student Health and Well-Being

- 507.1 Student Health and Immunization Certificates
- 507.2 Administration of Medication to Students
 - 507.2E1 Record of the Administration of Prescription Medication
 - 507.2E2 Parental Authorization and Release Form for the Administration of Prescription Medication to Students
- 507.3 Communicable Diseases – Students
 - 507.3E2 Reportable Infectious Diseases
- 507.4 Student Illness or Injury at School
- 507.5 Emergency Drills
- 507.6 Student Insurance
- 507.7 Custody and Parental Right
- 507.8 Student Special Health Services
- 508.1 Class or Student Group Gifts
- 508.2 Open Night

MEDICINE AT SCHOOL

Many times it is necessary for a student to take a medication during school hours. We cannot, by law, give any medicine unless you send it to school in a container with the PHARMACY LABEL on it.

Please ask your pharmacist to put the medicine for school in another labeled bottle for you. Do not send more than one weeks supply.

If you forget to get an extra bottle, than you must remove the amount of medication you will be using at home, put it in a bottle for you to keep at home, and send the original bottle to school.

We have had several parents request their children take over the counter (OTC) medicine at school. That is fine, but we must have a permission slip from the parents and the OTC medication at school. Examples: Tylenol, Aspirin, Cough medicine, etc.

Please save the form below to use whenever your child may need to bring medicine to school.

MEDICATION INSTRUCTION & PERMISSION

STUDENT NAME

DATE

MEDICATION

TIME TO BE ADMINISTERED

AMOUNT TO BE ADMINISTERED

MEDICATION WILL BE GIVEN

DAYS (# OF)

DOCTOR

REASON FOR MEDICATION

I request the above student be given the medication at school by qualified staff, according to the prescription or nonprescription instructions and a record maintained. The student has experienced no previous side effects from the medication to be administered, personnel may contact the prescriber as needed and that the medication information may be shared with school personnel who need to know.

I understand the law provides that there shall be no liability for civil damages as a result of the administration of medication where the person administering the medication acts as an ordinarily reasonably prudent person would under the same or similar circumstances. I agree to provide safe delivery of medication and equipment to and from school and to pick up remaining medication and equipment or it will be properly destroyed.

PARENT'S SIGNATURE