

## **ACTIVITY TRIPS/STUDENT ACTIVITIES**

### **ACTIVITY TRIPS**

Students participating in school sponsored activities must ride in the transportation facilities provided by the school. This means that a student must go to the activity and return from the activity in the transportation provided by the school. Exceptions may be granted if the parent/guardian wishes to take their child to the activity and a request has been approved in advance by the administration. If a parent wishes to take a student home from an activity, the student must have the parent or guardian request from the instructor in charge of the activity permission to take their son or daughter home. The school is responsible for all students traveling to and from school sponsored activities and, therefore, must demand that students ride in the transportation provided unless a parent/guardian requests acceptance of that responsibility. Please do not make requests for that responsibility to be transferred to anyone other than the parent/guardian or an adult family member. At least one (1) chaperone per grade will ride with students. Because of insurance liability, preschoolers, students not enrolled in this school, and non school personnel will not be allowed to ride the bus on activity trips.

The request for a student to not have to ride school provided transportation must include student name, date, and parental/guardian signature. If a parent takes the child after a trip, they need to sign out with the supervisor.

When on activity trips, all students, whether spectators or participants, are representatives of the Gilmore City-Bradgate School and are expected to conduct themselves accordingly. No student shall leave the premises of the activity unless given permission by either the sponsor or the principal.

### **FIELD TRIPS**

Prior to the field trip each student will bring home an informative letter for parents to read and familiarize themselves with the goal of the trip. Parents that would not like their child to participate in the field trip will give the teacher and administration proper notice ahead of time.

### **CLASS/ORGANIZATIONAL MEETINGS**

With permission of the principal as to the purpose and time, a meeting may be called. Class sponsor(s) or a faculty representative will attend all class meetings.

### **Elementary School Parties**

Each school year there are parties held for the K--6<sup>th</sup> grade students. They are held on holidays designated by their home room teacher. Each class has its own party and the teacher will send information home in regards to the supplies needed. During the Back to School picnic, your child's teacher will have a sign-up sheet for you to indicate which party you would like to provide for, as well as what you would like to provide. There will also be a sign-up sheet for field trip chaperones and snack and juice providers for our field trips.

### **Student Parties at Home**

When student invitations are distributed at school, all children in that grade should receive one. This will avoid hurt feelings and promote good positive self esteem. If all children in the class are not invited, please do not bring the invitations to school. Send them through the mail.

If the party is immediately after school, please provide your own transportation for the children to the party if all children in the class are not invited.

## **Birthday Parties**

Children are so excited to celebrate their birthdays here at school. Birthday treats are always welcome.

If you plan on having a birthday party for your child and you plan on inviting classmates please consider the following:

1. If all the boys or girls are not going to be invited, please consider the other children's feelings. Please do not send party invitations to school unless ALL (all the boys or all the girls) the children are going to be invited.
2. If all the boys or girls are not going to be invited, please plan the party on the day other than a school day or plan it later in the evening rather than directly after school. When the party does not involve all the students then the party should not originate from school. For example: The children should not ride the bus home together to go to the party or all be picked up by the parents, as the children that were not included may be made to feel sad.
3. If all the boys or girls are not going to be invited, please talk with your child about being considerate of the other children's feelings by not discussing the party at school.
4. If all children are included, please let their teacher know all the transportation arrangements, etc. to make sure that they arrive at the party safely.

## **ATTENDANCE REGULATIONS**

Regular attendance is most important for school and employment success. Poor attendance not only detracts from learning skills and gaining knowledge, but it also is an undesirable mark on your school record. Information about your school attendance record is usually one of the first things requested by a prospective employer.

Good judgment and common sense must be used. It is our desire to have every student at school everyday.

### **ATTENDANCE (BOARD POLICY 501.10)**

#### **TRUANCY - UNEXCUSED ABSENCES REGULATION**

##### **I. General Attendance Policy**

- A. Policy Statement - Daily, punctual attendance is an integral part of the learning experience and is required of all students to receive the maximum benefit of the educational program. The habit of good attendance established early is one which helps a person be successful throughout their lifetime. More and more, employers, colleges and vocational schools expect good attendance and are checking attendance records for absences and tardies. They are aware that good and prompt attendance indicates dependability in a student.

The education that goes on in the classroom builds from day to day and as a result, absences always cause some disruption in the educational progress of the absent student. Students who are absent 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. In order to maintain interest and understanding in program of instruction, students should not expect to be absent any more than is absolutely necessary. Irregular attendance or tardiness by students not only retards their own studies, but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and school.

## B. Absences

1. Parents are expected to notify the school prior to 9 a.m. regarding a student's absence on the day of the absence. All absences must be reported within one day of the absence to be considered excused.

Students absent from school for any reason may be required by the school to submit a written explanation or specific reason for their absence, the specific days of times they were absent, verification by the doctor or dentist where appropriate, and a signature of the parent.

2. Acceptable reasons for a student's absence from school are limited to the following:
  - a. religious observances;
  - b. extended illness, hospitalization or doctor's care;
  - c. death in the family or family emergency;
  - d. court appearance or other legal situation beyond the control of the family and;
  - e. doctor or dentist appointments.
3. Classes missed because of attendance at a school-sponsored trip or activity will not be considered an absence. However, the student will be required to make up work missed.
4. Suspensions from class [*either in-school suspensions or out-of-school suspension*] will be treated as school-initiated student absences and will not count toward the days absent. However, the student will be required to make up work missed.
5. School work missed because of absences must be made up within two times the number of days absent, not to exceed 10 days. The time allowed for make-up work may be extended at the discretion of the classroom teacher.

Students who are absent without a reasonable excuse, as determined by the principal, will be assigned to make up their absences through before or after school detention. Reasonable excuses include illness, family emergencies, recognized religious observances, doctor or dentist appointments and school sponsored or approved activities.

- If a student misses or skips a class period or homeroom for any reason other than stated above they will make up the time they missed in detention.

## II. Excessive Absenteeism

Excessive absenteeism is any unexcused absence beyond 10 days or individual class meetings per semester.

- A. When a student has been absent from school or a class 7 times during a given semester, the student's parent will be contacted via telephone or mail regarding the student's attendance. The classroom teacher or building administrator will initiate the 7 day notification process.
- B. When a student has been absent from school/class 10 or more times during a semester, the teacher or the Secretary will inform the Principal of the student's status. The Principal will notify the student and parent of the excessive absences and initiate appropriate sanctions.

## III. Application of Sanctions

- A. Excessive absences will result in the following:

1. If a student is absent 10 days from any given class, the student will be dropped from that class. The student will receive no credit for the class.

#### IV. Appeals

##### A. First level of appeal

1. When notified that the student has missed 7 (days or class periods), the parent should contact the teacher and principal to discuss the student's attendance and prevent any further absences.
2. When notified that the student has exceeded 10 absences and that the student will be dropped from a class or school, the student and parent may file a written appeal with the Principal within 5 school days of the notification. Sanctions imposed under this policy will be final unless a written appeal is submitted to the Principal.
3. Written appeals will be referred to the Principal.
4. The student will remain in the class or in school pending completion of the appeals process.
5. The informal appeals hearing will be scheduled within 5 school days after the appeal is filed. The Principal will consider the following in reaching a decision:
  - a. absences caused by religious holidays, documented chronic or extended illness, hospitalization, family death or emergency, emergency medical or dental care, court appearances or other legal situations beyond the control of the family, school-related class or program activities;
  - b. attendance history of the student;
  - c. extenuating circumstances particular to the student;
  - d. educational alternatives to removal from class or school; or
  - e. the total educational program for the individual student.
6. The decision of the Principal will be reached within one day of the hearing. The parent will be notified of the decision in writing.

##### B. Second Level of Appeal

Students and parents seeking a review of the Principal decision regarding sanctions rendered under this attendance policy may do so by filing a written request for review with the Superintendent within five days after the Principal's decision. The Superintendent will determine an agreeable time, place and date for the review and notify the student and parent. At the conclusion of the review, the Superintendent will affirm, reverse or modify the Principal's decision.

##### C. Appeal to Board of Directors

Students and parents may appeal the superintendent's decision by filing a written request for review by the board within five days with the board secretary. It is within the discretion of the board to determine whether to hear the appeal. If the appeal is accepted, the board secretary will determine an agreeable time, place and date for the review and notify the interested persons. At the conclusion of the review, the board may affirm, reverse or modify the superintendent's decision.

## **DEFINITIONS:**

**HALF (1/2) DAY ABSENCE** - A student will be counted absent for one half (1/2) day if the time missed is beyond the first ten (10) minutes of the school day but no more than three and half (3 1/2) hours total missed time or any time during the day that the absence is not more than three and a half (3 1/2) hours.

**WHOLE (1) DAY ABSENCE** - A student will be counted absent for a whole day if the time absent is greater than three and a half (3 1/2) hours.

## **SCHOOL DAY**

The school day runs from 8:00 a.m. to 3:00 p.m. Children are tardy if they are not at school by 8:30 a.m. and ready to start class. No children should be at school prior to 7:35 a.m (breakfast serving). Please remember...teachers need time to prepare for the day's activities and our daycare must have notice. If a child must arrive before 7:35 a.m, they will have supervision in the lunchroom or the front sidewalk (gym during winter months).

## **SCHOOL DISMISSAL**

Your child will be sent to their designated destination upon dismissal from school unless the student's teacher is notified otherwise. If your child is to go somewhere other than his/her regular destination please send a note stating the new destination or call the school to notify us of the change. If anyone other than a parent or legal guardian is going to pick up the child the teacher must be notified by note or phone. This policy is for your child's safety. You may contact the classroom teacher by email too (at least 24 hours in advance), but it is always best to send a note too. Technology is wonderful, but we cannot always count on it to work.

## **BIKE POLICY**

Students in grades K-6 may ride bikes to school when weather is appropriate. The following guidelines must be followed when riding bikes to school:

1. Bikes are to be left by the daycare fence during school hours.
3. Students are not to leave on their bikes until buses have left.
4. Students are responsible for their bikes. The school assumes no responsibility for damaged or lost bikes.
5. Failure to abide by the preceding rules will result in bike privileges being removed. (Conference with administrator, teacher, and parent/guardian will determine time.)

## **BUSES**

The Gilmore City-Bradgate School District operates school buses to provide safe and economical transportation to and from school for all resident students. The district also provides transportation services for students to and from school activities.

The safety of students is the primary concern of the school district in terms of student transportation services. The bus driver is expected to drive the bus safely, while maintaining proper student discipline on each and every school related trip. In addition, each and every student who rides the bus has a right to a safe and enjoyable trip to and from school and/or school activities.

Therefore, the Gilmore City-Bradgate Community School District has adopted rules of behavior that apply to every student on every school related trip. It is a shared responsibility of students and parents

to help the district support and enforce the established rules and the related consequences for failure to comply.

If a student is to ride home with another student on a different bus, or a student living in town is going home with a student on the bus, a note to that effect needs to be given to the teacher. The teacher will then notify the bus driver.

As a passenger on a school bus, each and every rider is expected to abide by the following "rules of the road":

### **BUS BEHAVIOR GUIDELINES**

1. Be on time at the designated stop. If you do not intend to ride, please call the driver in advance
2. NO HORSEPLAY! Keep your hands/arms and head inside the bus at all times.
3. Do not tamper with the bus or related equipment. Damage to the bus will be paid for by the offender.
4. Any electronic devices that are damaged or lost are the responsibility of the student and not the school.
5. Stay seated until it is safe to exit the bus.
6. Be courteous to other students and the driver. Talk quietly.
7. Help keep the bus safe and clean. Dispose of trash in receptacles at the front/rear of the bus.
8. Enter the bus promptly when school is dismissed and stay on the bus.
9. Students may not drink beverages on shuttle and route buses. (exception "water") Special exceptions may be made for field trips and athletic trips. Consumption of beverages will be under the supervision of the teacher/coach/or director.
10. In case of a road emergency, students are to follow the driver's instructions and remain in the bus unless an unsafe situation exists within the bus itself.
11. Obey your bus driver at all times and follow directions.
12. If you have questions or problems, discuss them with the driver first and, if not resolved, the building principal.

### **PROCEDURES FOR MISBEHAVIOR**

The rules are published and are set forth primarily for the safety of all riding the school buses. If a student is found in violation of the rules governing conduct while riding a Gilmore City-Bradgate school bus, the following action will be taken. In case of a serious violation, steps 1 and 2 may be waived.

First offense: Bus driver will turn in a discipline form to the principal. The student will meet with the principal. The parent/guardian will be notified by a letter and/or phone call. The student will be given an assigned seat on the bus and will practice bus behavior.

Second offense: Bus driver will turn in a discipline form to the principal. Student will stay after school for 4 days (not including Wednesday). The parent/guardian will be notified by a letter and a phone call.

Third offense: The student will not be allowed to ride the bus for a period of up to three days and must be transported to their attendance center by their parents at their expense during the period of suspension. Parents are informed of this action by a letter and a phone call.

Fourth offense: Student will not be allowed to ride the bus for the remainder of the school year and must be transported by the parent/guardian to school. Punishment of the fourth offense, the loss of riding privileges, may be appealed to the Board of Education.

## CONDUCT - DISCIPLINE - SCHOOL-WIDE

Extremes in dress, grooming, or actions which jeopardize safety, create health problems, or disrupt the school will not be allowed. T-shirts or other clothing with written material or illustrations that are obscene or that have double meanings that can be taken as obscene or inappropriate will not be allowed either during the school day or at school activity practices. Clothing advertising alcohol, drugs, etc. will not be considered as appropriate. Appropriate athletic clothing may be worn during school hours. If in doubt about the appropriateness of appearance or action, ask a teacher, the school counselor, or the principal.

It is highly suggested that cut-offs, PE shorts, skirts or shorts that are not mid-thigh length should not be worn.

A positive attitude, sincere effort, respect for others and their property, dependability, and loyalty are required for good school citizenship.

Do not throw, roll, or bounce any type of ball inside the school building (exception gym).

In the classrooms, students are to be in their assigned places and in possession of necessary materials when it is time for class to start. Remember your conduct shall not interfere with other's rights. Understand and obey each teacher's rules and procedures.

Hallway expectations keep everyone safe, including the young children that utilize our daycare. Always be watching what is in front of you. Do not run. Smile and greet people as they walk past you.

Gambling in any form is not acceptable behavior on school grounds or at school activities.

The use of profane, vulgar, or threatening language and/or obscene or threatening acts will not be tolerated.

The throwing of snowballs on or at the school property is not acceptable behavior.

Pupils shall be expected to conduct themselves in keeping with their levels of maturity at all times. Respect for the authority vested in all school employees, regard for public property, and consideration of the rights and welfare of all students should govern pupil actions.

All the employees of the district share the responsibility for seeing that the behavior of the students meets the standards of conduct conducive to a good learning situation. Emphasis shall be placed upon the growth of the ability for the student to discipline him/herself.

Corrective measures may include but are not limited to:

1. conference with teacher, counselor, and/or principal
2. detention before and/or after school
3. loss of school privileges
4. parent or guardian conference with school staff
5. temporary dismissal
6. suspension (in-school or out-of-school)
7. expulsion
8. Students with their third behavioral detention in a semester will be conferenced with parents, staff, counselor, and principal. The student will be considered "At-Risk" with a behavioral plan agreed upon by the staffing for him/her to follow for the rest of the semester/year.

Behavioral detention is necessary as a lesson for disrespecting rules. Generally, one day advance notice will be given so the student and/or school can notify the parents as to why the student will be late and to allow transportation arrangements to be made, if necessary. Non-bus students need not be given a day's notice.

Students who hit, kick, bite, or spit on school staff will have their parents/guardians called and they will be asked to pick up their child for an out-of-school suspension, the day of the infraction, and remain out until a conference is held between the student, parents, staff member, and administration.

A dismissal from a class to the office will not be treated lightly. The first dismissal (unless circumstances warrant more action) will generally result in a warning talk and/or detention. A second dismissal will result in a conference with the parent and principal/staff. These are accumulative throughout the year. The principal will weigh the merit of each dismissal as to its counting towards the total of dismissals.

**Care of School Property and Equipment/Vandalism**

Code No. **502.2**

Students shall treat school district property with the care and the respect they would treat their own property. Students found to have destroyed or otherwise harmed school district property may be required to reimburse the school district. They may also be subject to discipline under board policy and the school district rules and regulations. They may also be referred to local law enforcement authorities.

Any school owned equipment or materials which are issued to a student shall be that student's complete responsibility. The student shall bear complete liability for any items which are damaged beyond normal wear or for any items which are not returned promptly to the school. Students will be expected to pay replacement costs, as determined by the administration, for damaged or unreturned equipment or materials. Students who feel they have been assessed unfairly may appeal in accordance with the district's Due Process Procedure as outlined in the Student Handbooks.

Coaches or sponsors of activities shall maintain a complete written record of equipment or materials issued to students, including the name of each participant, description of equipment or material issued, and the identification number on the item issued.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative rules regarding this policy.

**Gilmore City-Bradgate  
Expectations by Settings  
(Defining Expectations Across Locations)**

GCB Leader in Me	Classroom	Hallway Stairwells	Lunchroom	Restroom Locker room	Playground	Bus Bus Line	Assembly Extracurricular
Be Proactive	-Be here, be ready  -Respect peers/staff/equipment  -Use kind words and actions	-Respectful language  -Quiet  -Make eye contact with people you pass	-Use a peaceful voice  -Use please, thank you, & excuse me  -Engage in school appropriate conversations	-Flush  -Respect others privacy  -Maintain personal space	-Exercise sportsmanship  -Include everyone	-Use appropriate language  -Use appropriate volume	-Leave at an appropriate time after an event -Exercise sportsmanship -Listen, observe, and respond appropriately -Be engaged in the activity

Think Win-Win	-Follow classroom rules  -Keep hands and feet to self  -Keep four legs of chair on floor	-Walk on right  -Hands, feet & property to self  -Face front  -Clutter free  -Single file line  -Use equipment properly	-Stay in your seat  -Ask to leave the lunchroom	-Practice appropriate hygiene  -Keep myself and others dry	-Use appropriate speed  -Use equipment properly  -Wear proper attire  -Keep hands, feet, and objects to self  -What's found on the ground stays on the ground	-Stay on your seat in your seat -Use sidewalk -Stay behind yellow line and wait for buses to be fully exited -What's found on the ground stays on the ground -Keep hands, feet, and objects inside the bus -Keep the aisle clear	-Arrive, stay, and exit in an orderly and timely manner
Sharpen the Saw	-Bring required materials -Complete assigned work -Follow teacher instructions -Be an active learner	-Leave property alone -Go directly where you need to be	-Leave area as clean or cleaner than you found it -Keep food on your plate	-Keep area clean -Return to class promptly -Remove only items that belong to you	-Respond immediately to whistle -Bring equipment back to assigned area	-Respect property -Stop, look, listen -Model appropriate behavior at all times -Leave area as clean or cleaner than you found it	-Remain in designated activity area

**CORPORAL PUNISHMENT POLICY # 503.5**

Corporal punishment is defined as the intentional physical punishment of a student and is prohibited. It includes the use of unreasonable or unnecessary physical force or physical contact made with the intent to harm or cause pain. No employee is prohibited from:

- Using reasonable and necessary force, not designed or intended to cause pain, in order to accomplish any of the following:
  - To quell a disturbance or prevent an act that threatens physical harm to any person.
  - To obtain possession of a weapon or other dangerous object within a pupil's control.
  - For the purposes of self-defense or defense of others as provided for in Iowa Code section 704.3.
  - For the protection of property as provided for in Iowa Code section 704.4 or 704.5.
  - To remove a disruptive pupil from class or any area of school premises or from school-sponsored activities off school premises.
  - To protect a student from the self-infliction of harm.
  - To protect the safety of others.
- Using incidental, minor, or reasonable physical contact to maintain order and control.

Reasonable physical force should be commensurate with the circumstances of the situation. The following factors should be considered in using reasonable physical force for the reasons stated in this policy:

1. The size and physical, mental, and psychological condition of the student;
2. The nature of the student's behavior or misconduct provoking the use of physical force;
3. The instrumentality used in applying the physical force;
4. The extent and nature of resulting injury to the student, if any;
5. The motivation of the school employee using physical force.

Upon request, the student's parents are given an explanation of the reasons for physical force.

It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

***NOTE: A corporal punishment policy is no longer mandated. A policy addressing physical restraint of a student, however, is still mandated. This policy outlines when it may be appropriate for an employee to physically restrain a student. The policy does not need to be amended to reflect the new DE rules on physical restraint unless the board wants to go beyond the rules minimum requirements.***

#### **HARASSMENT-Board Policy #403.5**

##### **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 other\_students, by school employees, and by 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 the employee's 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 which may include\_suspension or 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 which may include, 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 which may include, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, 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:

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student; and/or
- Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee 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 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 school counselor or designee will be responsible for handling all complaints by students alleging bullying or harassment. The school counselor or designee will be responsible for handling all complaints by employees alleging 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 school district.

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 website,
- (other) \_\_\_\_\_,

and a copy shall be made to any person at the central administrative office at (street address).

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: \_\_\_\_\_

Nature of Discrimination or Harassment Alleged (Check all that apply)

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	<u>Physical/Mental Ability</u>	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	<u>Gender Identity</u>	<input type="checkbox"/>	<u>Political Party Preference</u>	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

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 \_\_\_\_\_

ANTI-BULLYING/HARASSMENT WITNESS DISCLOSURE FORM

Name of witness: \_\_\_\_\_

Position of witness: \_\_\_\_\_

Date of testimony, interview: \_\_\_\_\_

Description of incident witnessed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any other information: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

DISPOSITION OF ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of complainant: \_\_\_\_\_

Name of student or employee target: \_\_\_\_\_

Grade and building of student or employee: \_\_\_\_\_

Name and position or grade of alleged perpetrator /respondent: \_\_\_\_\_

Date of initial complaint: \_\_\_\_\_

Nature of discrimination or harassment alleged (Check all that apply)

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	<u>Gender Identity</u>	<input type="checkbox"/>	<u>Political Party Preference</u>	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

Summary of investigation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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 INVESTIGATION PROCEDURES**

Individuals who feel that they have been harassed 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;
  - o what, when and where it happened;
  - o who was involved;
  - o exactly what was said or what the harasser did;
  - o witnesses to the harassment;
  - o what the student said or did, either at the time or later;
  - o how the student felt; and
  - o how the harasser responded.

### **COMPLAINT PROCEDURE**

An individual who believes that the individual has been harassed or bullied will notify the principal, the designated investigator. The alternate investigator is Humboldt County Law Enforcement. 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.

### **INVESTIGATION PROCEDURE**

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

## **ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES**

### **RESOLUTION OF THE COMPLAINT**

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

## POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

## CONFLICTS

If the investigator is a witness to the incident, the alternate investigator shall investigate.

### **STUDENT TO STUDENT HARASSMENT INVESTIGATION PROCEDURES**

Harassment as set forth above may include, but is not limited to, the following:

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, achievements, etc.;
- demeaning jokes, stories, or activities directed at the student.

Harassment and abuse are violations of school district policies, rules and regulations, and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed should:

- Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor, or principal to help.
- If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:
  - tell a teacher, counselor, or principal; and write down exactly what happened, keep a copy and give another copy to the teacher, counselor, or principal including:
    - what, when, 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

A student who believes that the student has been harassed shall notify Mrs. Jessica Goodenow, the designated Level I investigator. The alternate investigator is Mr. Corey Lampe, Humboldt Law Enforcement. The investigator may request that the student complete the Harassment Complaint Form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. Information received during the investigation shall be kept confidential to the extent possible.

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

## **ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES**

### **RESOLUTION OF THE COMPLAINT**

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

### **POINTS TO REMEMBER IN THE INVESTIGATION**

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

### **CONFLICTS**

If the investigator is a witness to the incident, the alternate investigator shall investigate.

### **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 students and his/her parent(s) shall be invited to the school for a conference. At that time the conditions and reasons 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. An advisory three-member panel or disinterested staff member shall review the case. The student and his superintendent may each choose a panel member, if they desire. The principal shall make the necessary appointment(s) to fill out the panel to the number of three.
  - b. The student and his/her parent(s) shall be notified when and where the review panel will meet. They and the principal shall be allowed to appear and present evidence and witnesses.

- c. The review panel shall consider the circumstances and evidence and make its findings and recommendations in writing to the student and parent(s) and to the principal.
- d. Following this decision, the student and his/her parent(s) shall be given three (3) 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 possible opportunity, but no later than seven (7) days following the filing of the appeal.
- e. The appeal will be conducted in closed session. However, any formal action by the Board must be taken at an open meeting.
- f. During the appeal procedure the student's penalty will not be enforced until all action is complete.
- g. The student may be represented by legal counsel during and in all phases of the appeal procedure.

### **ELECTRONIC/TECHNOLOGICAL DEVICES**

Students may not possess water guns, toys and other similar items on school grounds or at school activities.

**No cell phone will be seen or used in the school from 8:00 am to 3:00 pm.**

Any phone being seen or heard will be turned into the office.

No device is permitted which allows students to send or receive personal messages that would contribute to cheating, access the Internet, or take pictures. Inappropriate use of a device or a prohibited item will be taken away from the student and returned at a later date. Students found in violation of this policy may be subject to discipline and, in cases where a law may be violated, law enforcement may be contacted. Students need to remember that whatever they put on a personal electronic device could end up anywhere so they need to ensure the devices are used appropriately.

### **EMERGENCY PROCEDURES**

Fire, tornado and bus evacuation drills are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building or bus by the prescribed route in a quick and orderly manner. The fire alarm is an intermittent ring with flashing lights. The tornado alarm is a voice announcement. The intruder warning -- follow your teachers instructions. A bomb warning -- there will be a PA announcement, then proceed as if a fire drill and wait for instructions to get to designated locations. In a terrorism warning -- PA or room to room instructions.

Crisis response steps:

1. Rapidly identifying and responding to the threat.
2. Stay calm
3. Minimizing ongoing threat.
4. Activate procedures for evacuation or locking down, whichever is appropriate.
5. Sealing off a building, sheltering students and staff and releasing students to their parents.

It is hoped that the following emergencies will never happen, but it is necessary to be prepared!

**EMERGENCY PROCEDURE - FIRE**

The school is required to have fire drills each year. The alarm will be a continuous ringing of the fire alarm bell.

Pupils will walk fast but not run to the door designated by the teacher in charge.

Be quiet so you can hear instructions.

Students will meet in a designated area and attendance will be taken and turned into the building secretary.

**Procedure -- Fire --GC-B School and Daycer**

**EXITS**

- A. South Exit of Parking Lot, Ally or Kitchen exit
- B. West Exit of Daycare Entrance
- C. North Exit by Daycare Entrance, Main Entrance, Recess Doors
- D. East Exit Recess Door, Shop Exit

**Students are to line up in alphabetical order. Teachers will take roll call.**

- Preschool, Pre-K, Grades K - 6--Playground concrete
- Daycare--playground basketball court
- PE or learning kitchen--baseball dug out
- Any kitchen staff--metal bus barn

**ROOMS USING EXIT A**

Gym                      Learning Kitchen                      Cafeteria

**ROOMS USING EXIT B (Walk through parking lot away from building)**

Cafeteria                      Ones Room                      Twos Room                      Infants

**ROOMS USING EXIT C (Walk through parking lot away from building)**

Geer	Schreier	Newell	Naeve/Bickel	Goodenow
Aagesen	Library	Office Staff	Administration	Dillon
Teacher's Lounge		Klepper	Berte	Nickman
Threes Room				

**ROOMS USING EXIT D**

## **EMERGENCY PROCEDURE - TORNADO**

The tornado warning will be a verbal command over the intercom system. The tornado safety area is as stated below:

Procedure:

### **K-6 Homeroom classroom**

1. K-4 grades–In an orderly fashion, use the east stair well and enter the tornado shelter through the gym entrance.
2. 5-6 grades–In an orderly fashion, use the central stair well and enter the tornado shelter through the gym entrance.
3. Preschool–enter the cubby room through Mrs. Nickman’s room and close the door.

Other procedures:

1. Any special area teachers (Music, Art, etc.) take students to these locations.
2. Take Roll (class list, flashlights) medical kit; students are to have books over head.
3. Materials are with Advisors/ (class list, permanent marker, flashlights, medical kit)
4. Homeroom sponsors are to be with their students and have the materials and take roll call.

## **EMERGENCY PROCEDURE – EVACUATION PROCEDURE**

### 1. Evacuate Building

An announcement will be made by administration/designee over the phone system, if time is not a factor. Directions will be given as to where to take students. If time does not permit, the fire alarm will be used, with directions given to staff/students outside.

### 2. Search Building

Call Humboldt Sheriff’s Department 515-332-2471

Sheriff’s Department would conduct a search of the building using resources chosen by the sheriff’s department. (Administration, fire department, etc)

### 3. Return to Building

Sheriff’s Department will have the final say as when to return to building.

- a. Once outside, students would be directed (by the administration) where to go and stay in grade groups. Staff would supervise (warm weather only)
- b. Cold weather – staff would direct students to the Methodist Church.  
(Depending on how cold, buses could be used after they have been searched. Staff with CDL’s would drive.)

### 4. If needed, school would be dismissed. Radio stations would be called informing parents of dismissal and where to pick students up.

## **EMERGENCY PROCEDURE – INTRUDER/HALLWAY UNSAFE**

1. P.A. announcement: "There is an intruder in the building on \_\_\_\_\_ floor.

ROOM SECURITY:

2. Stay in room and secure it.  
Stay away from windows.
3. Make plans for window evacuation. (if possible)

4. Building will be secured by: calling 911  
Humboldt County Law Enforcement 515-332-2471  
Fire Department first responders  
Upon arrival, the Sheriff's department will organize and conduct a search of the building and seizure of intruder.
6. P.A. announcement: All clear.

## **FEDERAL POLICY COMPLIANCE/POLICIES**

### **TITLE I**

Title I reading and math help is provided for students in grades K-5 that the IOWA ASSESSMENT results show could benefit from extra help. Students can also be placed in this program upon parental request and/or teacher confirmation of need. Placement is contingent upon parental approval and teacher availability.

### **SPECIAL EDUCATION SERVICES**

Programs at Gilmore City-Bradgate and IEP placements make up the Special Education Services for Gilmore City-Bradgate. Students enter into these programs with parental consent and after AEA testing.

#### **Policy Title: Special Education -- 603.3**

The board recognizes some students have different educational needs than other students. The board will provide a free appropriate public education program and related services to students identified in need of special education. The special education services will be provided from birth until the appropriate education is completed, age twenty-one or to maximum age allowable in accordance with the law. Students requiring special education will attend general education classes, participate in nonacademic and extracurricular services and activities and receive services in a general education setting to the maximum extent appropriate to the needs of each individual student. The appropriate education for each student is written in the student's Individualized Education Program (IEP).

Special education students are required to meet the requirements stated in board policy or in their IEPs for graduation. It is the responsibility of the superintendent and the area education agency director of special education to provide or make provisions for appropriate special education and related services.

Children from birth through age 2 and children age 3 through age 5 are provided comprehensive special education services within the public education system. The school district will work in conjunction with the area education agency to provide services, at the earliest appropriate time, to children with disabilities from birth through age 2. This is done to ensure a smooth transition of children entitled to early childhood special education services.

***NOTE: This is a mandatory policy and reflects state and federal law.***

### **PROVISIONS FOR SPECIAL EDUCATION - Board Policy #606.2**

The Board recognizes that some students have different educational needs than other students. The Board shall provide an appropriate educational program and related services to students identified in

need of special education. The special education services will be provided from birth until the appropriate education is completed or age twenty-one, in accordance with Iowa Code 281.8. The Board shall provide an appropriate education for a student in need of special education. Children requiring special education shall attend general education classes, participate in extracurricular activities, and receive services in a general education setting to the maximum extent possible. The appropriate education for each student shall be written in the student's Individualized Education Program (IEP).

Special education students shall be required to meet the graduation requirements stated in board policy for graduation or in their IEP's. Prior to the student's graduation the IEP team shall determine that the requirements have been met. However, only the Board may grant approval for graduation.

It shall be the responsibility of the superintendent and the area education agency Director of Special Education to provide or make provision for appropriate special education programs. While the superintendent shall be custodian of school records, the building principal shall be responsible for maintaining the records of the children identified as in need of special education. These records may be viewed by authorized school personnel and in accordance with the requirements of board policy. Policies and procedures shall be filed at the area education agency.

### **School Ceremonies and Observances**

Code No. **606.2**

The school district will continue school ceremonies and observances which have become a tradition and a custom of the education program. These include, but are not limited to, reciting the Pledge of Allegiance and observance of holidays, such as Christmas, Halloween and Easter, by programs and performances. Such ceremonies or observances shall have a secular purpose and shall not advocate or sponsor a particular religion.

Students who do not wish to participate in these activities may be silent during the ceremony or observance or receive permission from the principal to be excused from the ceremony for religious reasons in compliance with board policy.

### **Animals in the Classroom**

Code No. **606.3**

Live animals will not be allowed in school district facilities except under special circumstances and only for an educational purpose. Permission from the principal will be required of anyone wishing to bring an animal into school district facilities. Appropriate supervision of animals is required when animals are brought into the school district facilities.

The person bringing the animal must furnish transportation for the animal brought to school. Animals will not be allowed to travel to and from the student's attendance center on the school bus without prior approval from the principal.

It shall be the responsibility of the principal to determine appropriate supervision of animals in the classroom.

### **Student Production of Materials and Services**

Code No. **606.4**

Materials and services produced by students at the expense of the school district are be the property of the school district. Materials and services produced by students at the student's expense, except for incidental expense to the school district, are be the property of the student.

It shall be the responsibility of the superintendent to determine incidental expense.

## **MULTICULTURAL NON-SEXIST STATEMENT**

It is the policy of the Gilmore City-Bradgate Community School District to not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity, or socioeconomic status in its programs, activities or employment practices as required by Title VI and VII of the 1964 Civil Rights Act. Title IX of the 1972 Education Amendments, and the Federal Rehabilitation Act of 1973.

Policy Title: **Multicultural and Nonsexist Education**

Code No. **603.4**

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, socioeconomic status, color, sex, marital status, national origin, creed, sexual orientation, gender identity or disability.

The education program is free of discrimination and provides equal opportunity for the students. The education program will 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. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

***NOTE: This is a mandatory policy and reflects the educational standards.***

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 - POLICY STATEMENT**

The Family Educational Rights and Privacy Act of 1974 (specifically in reference to that part of the Act known as the Buckley Amendment) aims at the protection of the privacy of public school pupils. Among its provisions are important prohibitions on the release of educational records and information about pupils.

An established practice of this school district has been the policy of refusing to indiscriminately release lists of students' names and addresses to organizations and individuals. It has been a common practice, however, to release names of students in such publications as the school newspaper, programs, lists of honor students, etc., and in the release of news articles citing outstanding achievements of the students in various school activities.

Parents of students under eighteen years of age or students who have reached the age of eighteen, have the opportunity to notify school authorities of their objection to the release of such information. Furthermore, requests to review student educational records and ask questions about the same will be honored.

## **STUDENT RECORDS ACCESS - Board Policy #506**

The board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information are kept confidential at collection, storage, disclosure and destruction stages. The board secretary is the custodian of student records. Student records may be maintained in the central administration office or administrative office of the student's attendance center. Student is defined as an enrolled individual, PK-12 including children in school district sponsored child-care programs.

Parents and eligible students will have access to the student's records during the regular business hours of the school district. An eligible student is a student who has reached eighteen years of age or is attending an institution of postsecondary education at the post high school level. Parents of an eligible student are provided access to the student records only with the written permission of the eligible student unless the eligible student is defined as a dependent by the [Internal Revenue Code](#). In that case, the parents may be provided access without the written permission of the student. A representative of the parents or eligible student, who has received written permission from the parents or eligible student, may inspect and review a special education student's records. Parents, other than parents of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student records. Parents may inspect an instrument used for the purpose of collection of student personal information prior to the instrument's use.

A student record may contain information on more than one student. Parents will have the right to access the information relating to their student or to be informed of the information. Eligible students will also have the right to access the information relating to themselves, or be informed of the information.

Parents and eligible students will have a right to access the student's records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. Parents, an eligible student or an authorized representative of the parents will have the right to access the student's records prior to an Individualized Education Program (IEP) meeting or hearing.

Copies of student records will be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the student records. Fees for copies of the records are waived if it would prevent the parents or student from accessing the records. A fee may not be charged to search or retrieve information from student records.

Upon the request of parents or an eligible student, the school district will provide an explanation and interpretation of the student records and a list of the types and locations of education records collected, maintained or used by the school district.

If the parents or an eligible student believes the information in the student records is inaccurate, misleading or violates the privacy or other rights of the student, the parents or an eligible student may request that the school district amend the student records. The school district will decide whether to amend the student records within a reasonable time after receipt of the request. If the school district determines an amendment is made to the student record, the school district will make the amendment and inform the parents or the eligible student of the decision in writing.

If the school district determines that amendment of the student's record is not appropriate, it will inform the parents or the eligible student of their right to a hearing before the hearing officer provided by the school district.

If the parents' and the eligible student's request to amend the student record is further denied following the hearing, the parents or the eligible student are informed that they have a right to place an explanatory letter in the student record commenting on the school district's decision or setting forth the reasoning for disagreeing with the school district. Additions to the student's records will become a part of the student record and be maintained like other student records. If the school district discloses the student records, the explanation by the parents will also be disclosed.

Student records may be disclosed in limited circumstances without parental or eligible student's written permission. This disclosure is made on the condition that the student record will not be disclosed to a third party without the written permission of the parents or the eligible student. This disclosure may be made to the following individuals or under the following circumstances:

- to school officials within the school district and AEA personnel whom the superintendent has determined to have a legitimate educational interest, including, but not limited to, board members,

employees, school attorney, auditor, health professionals, and individuals serving on official school committees;

- to officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents the student records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school districts;
- to the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities;
- in connection with financial aid for which the student has applied or which the student has received if the information is necessary to receive the financial aid;
- to organizations conducting educational studies and the study does not release personally identifiable information;
- to accrediting organizations;
- to parents of a dependent student as defined in the Internal Revenue Code;
- to comply with a court order or judicially issued subpoena;
- *[consistent with an interagency agreement between the school district and juvenile justice agencies]*
- in connection with a health or safety emergency; or,
- as directory information.

The superintendent will keep a list of the individuals and their positions who are authorized to view a special education student's records without the permission of the parents or the eligible student. Individuals not listed are not allowed access without parental or an eligible student's written permission. This list must be current and available for public inspection and updated as changes occur.

The superintendent will also keep a list of individuals, agencies and organizations which have requested or obtained access to a student's records, the date access was given and their legitimate educational interest or purpose for which they were authorized to view the records. The superintendent, however, does not need to keep a list of the parents, authorized educational employees, officers and agencies of the school district who have accessed the student's records. This list for a student record may be accessed by the parents, the eligible student and the custodian of student records.

Permanent student records, including a student's name, address, phone number, grades, attendance record, classes attended, grade level completed and year completed may be maintained without time limitation. Permanent student records will be kept in a fire-safe vault.

When personally identifiable information, other than permanent student records, no longer needs to be maintained by the school district to provide educational services to a special education student, the parents or eligible student are notified. This notice is normally given after a student graduates or otherwise leaves the school district. If the parents or eligible student request that the personally identifiable information be destroyed, the school district will destroy the records. Prior to the destruction of the records, the school district must inform the parents or eligible student the records may be needed by the parents or eligible student for social security benefits or other purposes.

*[The school district will cooperate with the juvenile justice system in sharing information contained in permanent student records regarding students who have become involved with the juvenile justice system. The school district will enter into an interagency agreement with the juvenile justice agencies (agencies) involved.*

*The purpose of the agreement is to allow for the sharing of information prior to a student's adjudication in order to promote and collaborate between the school district and the agencies to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education.*

*The school district may share any information with the agencies contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication information contained in the permanent record may be disclosed by the school district to the parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the school district to the agencies after adjudication only with parental consent or a court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family. Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.*

*Confidential information shared between the school district and the agencies will remain confidential and will not be shared with any other person, unless otherwise provided by law.*

*Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian. The school district may discontinue information sharing with an agency if the school district determines that the agency has violated the intent or letter of the agreement.*

*Agencies will contact the principal of the attendance center where the student is currently or was enrolled. The principal will then forward copies of the records within 10 business days of the request.]*

The school district will provide training or instruction to employees about parents' and eligible students' rights under this policy. Employees will also be informed about the procedures for carrying out this policy.

It is the responsibility of the superintendent to annually notify parents and eligible students of their right to inspect and review the student's records. The notice is given in a parents' or eligible student's native language. Should the school district collect personal information from students for the purposes of marketing or selling that information, the school district will annually notify parents of such activity.

The notice will include a statement that the parents have a right to file a complaint alleging the school district failed to comply with this policy. Complaints are forwarded to [Family Policy Compliance Office](#), U.S. Department of Education, 400 Maryland Avenue, Washington, DC. 20202-4605.

***NOTE: This is a mandatory policy and includes the information required by state and federal law. For more detailed discussion of this issue, see IASB's Policy Primer, April 26, 2012 or October 10, 2002.***

## **EDUCATIONAL EQUITY POLICY**

Each year school districts are required to inform the district patrons of the educational equity policy. It is the policy of the Gilmore City-Bradgate Community School District to not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity, or socioeconomic status in its programs, activities or employment practices as required by Title IX of the 1972 Education Amendments and Section 504 of the Federal Rehabilitation Act of 1973.

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and lifestyles open to women, as well as men, in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion, and disability. The curriculum should foster respect and appreciation for the cultural

diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.

Inquiries regarding compliance with Title IX, Title VI, or Section 504 may be directed to:

Mrs. Amanda Schmidt, Superintendent  
Affirmative Action/Grievance Officer  
Gilmore-City Bradgate Community School District  
Gilmore City, IA 50541  
515-373-6124

**Policy Title: Equal Educational Opportunity, --102**

The board will not discriminate in its educational activities on the basis of race, color, national origin, creed, age, socioeconomic status, religion, sex, disability, sexual orientation, gender identity or marital status.

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, religion, sex, marital status, national origin, creed, age, socioeconomic status, sexual orientation, gender identity or disability. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

***Note: The grievance procedure is mandatory. The classes listed are all mandatory. The last paragraph was stricken due to the new mandatory Anti-Harassment/Anti-Bullying policy.***

**Policy Title: Equal Employment Opportunity, -- 401.1**

The Gilmore City-Bradgate Community School District shall provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directives, and regulations of federal, state and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district shall take affirmative action in major job categories where women, men, minorities, and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees shall be given notice of this policy annually.

The board shall appoint an affirmative action coordinator. The affirmative action coordinator shall have the responsibility for drafting the affirmative action plan. The affirmative action plan shall be reviewed by the board at least every two years.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and Iowa Department of Education for the position for which they apply. In employing individuals, the board shall consider the qualifications, credentials, and records of the applicants without regard to race, color, national origin,

creed, gender, marital status, sexual orientation, gender identity, religion, age, socioeconomic status or physical disability. In keeping with the law, the board shall consider the veteran status of applicants.

Advertisements and notices for vacancies within the district shall contain the following statement: "The Gilmore City-Bradgate Community School District is an equal employment opportunity/affirmative action employer." The statement shall also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination; shall be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Gilmore City-Bradgate Community School District, 402 SE E Ave, Gilmore City, Iowa 50541; or by telephoning 515-373-6124.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, 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, Wisconsin, 53203-2292, (414) 291-1111 or the Iowa Civil Rights Commission, 400 E. 14<sup>th</sup> Street, Des Moines, Iowa, 50319-1004, (515) 281-4121, <http://www.state.ia.us/government/crc/index.html> or 1-800-457-4416. This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.

***NOTE: This is a mandatory policy and reflects the law. The language on background checks is not required to be in policy, but is recommended. Boards choosing to perform background checks may add this language or develop their own***

**Policy Title: Objectives for Equal Educational Opportunities for Students-- # 500**

This series of the board policy manual is devoted to the board's goals and objectives for assisting the students of the school district in obtaining an education. Each student will have an opportunity to obtain an education in compliance with the policies in this series.

It is the goal of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use it and its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same opportunity.

The board supports the delivery of the education program and services to students free of discrimination on the basis of race, color, sex, marital status, national origin, creed, religion, sexual orientation, gender identity or disability. This concept of equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students.

In the delivery of the education program, students will treat the employees with respect and students will receive the same in return. Employees have the best interests of the students in mind and will assist them in school-related or personal matters if they are able to do so. Students should feel free to discuss problems, whether school-related or personal, with the school counselor or other employees.

Board policies, rules and regulations affect students while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

Board policy refers to the term "parents" in many of the policies. The term parents for purposes of this policy manual will mean the legal parents, the legal guardian or custodian of a student. Students who have reached the age of majority or are otherwise considered an adult by law.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, are directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Gilmore City-Bradgate Community School District, 402 SE E Ave, Gilmore City, Iowa 50541; or by telephoning 515-373-6124.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, <http://www.state.ia.us/government/crc/index.html>, U.S. Department of Education 8930 Ward Parkway, Suite 2037, Kansas City, MO. 64114 (816) 268-0550 or Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA. (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.

***NOTE: This is a mandatory policy. The third paragraph lists the classes for students protected by law. Age is not a protected class for students but may be added by the board. This policy includes the school district's general jurisdictional statement in paragraph five. This statement notifies students, employees and others when school district policies, rules and regulations are in effect. By stating it here, it does not need to be in other policies. The statement is, however, included in a few of the policies merely for emphasis.***

#### **OPEN ENROLLMENT TRANSFERS (OUT) (BOARD POLICY #501.14)**

The school district will participate in open enrollment as a sending district. As a sending district, the board will allow resident students who meet the requirements to open enroll to another public school district.

Parents requesting open enrollment out of the school district for their student will notify the sending and receiving school district no later than March 1 in the school year proceeding the first year desired for open enrollment. The notice is made on forms provided by the Department of Education. The forms are available at the central administration office.

Parents of children who will begin kindergarten in the school district are exempt from the open enrollment March 1 deadline. Parents of children who will begin kindergarten will file in the same manner set forth above by September 1. Parents who have good cause as defined by law for failing to meet the March 1 deadline may make an open enrollment request by September 1 unless another deadline applies.

The receiving district will approve open enrollment requests according to the timelines established by law. The parents may withdraw the open enrollment request prior to the start of the school year. The

receiving district's superintendent will notify the parents and sending school district by mail within five days of the school district's action to approve or deny the open enrollment request.

*The board will not approve a student's request to allow the receiving district to enter the school district for the purposes of transportation.*

An open enrollment request out of the school district from parents of a special education student is reviewed on a case-by-case basis. The determining factor for approval of such an open enrollment request will be whether the special education program available in the receiving school district is appropriate for the student's needs. The area education agency director of special education serving the receiving district will determine whether the program is appropriate. The special education student will remain in the school district until the final determination is made.

It is the responsibility of the superintendent to maintain open enrollment request applications and notice forms. It will also be the responsibility of the superintendent to develop appropriate office procedures and administrative regulations necessary for open enrollment requests.

***NOTE: This policy reflects Iowa's open enrollment law. The option addresses the issue of transportation of open enrolled students. The board needs to establish by policy whether it will or will not allow a receiving district to enter the district to pick up open enrolled students. This option is on the bottom of the first page of this policy.***

#### **OPEN ENROLLMENT TRANSFERS - PROCEDURES AS A RECEIVING DISTRICT #501.15**

The school district will participate in open enrollment as a receiving district. As a receiving district, the board will allow nonresident students, who meet the legal requirements, to open enroll into the school district. The board will have complete discretion to determine the attendance center of the students attending the school district under open enrollment.

*The superintendent will approve (select those appropriate – timely filed applications by June 1; incoming kindergarten applications; good cause application; or continuation of an educational program application filed by September 1).*

The superintendent will notify the sending school district and parents within five days of the school district's action to approve or deny the open enrollment request. The superintendent will also forward a copy of the school district's action with a copy of the open enrollment request to the Iowa Department of Education.

Open enrollment requests into the school district will not be approved if insufficient classroom space exists. Open enrollment requests into the school district will also not be approved for students who have been suspended or expelled by the administration or the board of the school district the student is or was attending until the student has been reinstated into the school district from which the student was suspended or expelled. Once the student is reinstated, the student's open enrollment request will be considered in the same manner as other open enrollment requests provided the required timelines are met.

Open enrollment requests into the school district that, if denied, would result in students from the same nuclear family being enrolled in different school districts, will be given highest priority. The board, in its discretion, may waive the insufficient classroom space reason for denial for students of the same nuclear family to prevent the division of a nuclear family between two school districts. Other open enrollment requests into the school district are considered in the order received by the school district with the first open enrollment request given a higher priority than the second open enrollment request and so forth.

Generally, students in grades nine through twelve open enrolling into the school district will not be eligible for participation in interscholastic athletics, at the varsity level, during the first ninety days of open enrollment into the school district.

*Parents are responsible for providing transportation to and from the receiving school district without reimbursement unless the parents qualify for transportation assistance. Upon a parent's request, the board may approve transportation into the sending district. (The transportation is limited to within 2 miles of the district boundary/current bus route.) The board's approval is subject to the sending district's approval.*

An open enrollment request into the school district from parents of a special education student is reviewed on a case-by-case basis. The determining factors for approval of such an open enrollment request will be whether the special education program available in the school district is appropriate for the student's needs and whether the enrollment of the special education student will cause the class size to exceed the maximum allowed. The area education agency director of special education serving the school district will determine whether the program is appropriate. The special education student will remain in the sending district until the final determination is made.

The policies of the school district will apply to students attending the school district under open enrollment.

It is the responsibility of the superintendent to develop appropriate office procedures and administrative regulations necessary for open enrollment requests.

**NOTE: This policy reflects Iowa's open enrollment law.**

The policies of the school district shall apply to students attending the school district under open enrollment.

It shall be the responsibility of the superintendent to develop appropriate office procedures and administrative regulations necessary for open enrollment requests.

#### Open Enrollment Out of the School District to an Alternative Receiving District

Parents of students attending the school district under open enrollment may make an open enrollment request to a different public school district, an alternative receiving district, within the time period of the original open enrollment request.

This open enrollment request shall be filed in the same manner as other open enrollment requests no later than January 1 in the school year proceeding the first year desired for open enrollment in the alternative receiving district.

It shall be within the complete discretion of the board to approve or deny the open enrollment request to an alternative receiving district. In exercising that discretion, the board may consider several factors including, but not limited to, the potential impact of the transfer on the student, the effectiveness of the education program, the financial situation of the school district, and other factors deemed relevant by the superintendent and the board. The board shall take action on the open enrollment request to the alternative receiving district at the next regular board meeting. Prior to the board's action, parents may withdraw the open enrollment request.

The superintendent shall notify the parents by mail within five days of the board's action to approve or deny the open enrollment request to an alternative receiving district. Approved open enrollment requests shall be transmitted by the superintendent to the alternative receiving district chosen by the parents within five days after the board's action on the open enrollment request.

Approved open enrollment requests to an alternative receiving district shall be effective the following semester or at the beginning of the next school year. It shall be within the discretion of the board to make the open enrollment request to an alternative receiving district effective immediately based upon the circumstances of the open enrollment request and with mutual agreement of the alternative receiving district.

An open enrollment request out of the school district from parents of a special education student shall be reviewed on a case-by-case basis. The determining factor for approval of such an open enrollment request will be whether the special education program available in the receiving school district is appropriate for the student's needs. The area education agency director of special education serving the receiving district shall determine whether the program is appropriate. The special education student shall remain in the school district until the final determination is made.

It shall be the responsibility of the superintendent to maintain open enrollment request applications and notice forms. It shall also be the responsibility of the superintendent to develop appropriate office procedures and administrative regulations necessary for open enrollment requests.

#### **OPEN ENROLLMENT TRANSFERS (IN) (BOARD POLICY #501.15)**

The school district will participate in open enrollment as a receiving district. As a receiving district, the board will allow nonresident students, who meet the requirements set by the board, to open enroll into the school district. The board shall have complete discretion to determine the attendance center of the students attending the school district under open enrollment.

The board shall take action on the open enrollment request no later than March 1 in the school year preceding the first year desired for open enrollment. The superintendent shall notify the sending school district within five days of the board's action to approve or deny the open enrollment request. The superintendent shall notify the parents within fifteen days of the board's action to approve or deny the open enrollment request. The superintendent shall also forward a copy of the board's action with a copy of the open enrollment request to the Department of Education.

Open enrollment requests into the school district will not be approved if insufficient classroom space exists. Open enrollment requests into the school district may also not be approved for students who have been suspended or expelled by the administration or the board of the school district the student is or was attending until the student has been reinstated in to the school district from which the student was suspended or expelled. Once the student is reinstated, the student's open enrollment request will be considered in the same manner as other open enrollment requests provided the required timelines are met.

Open enrollment requests into the school district that, if denied, would result in students from the same nuclear family being enrolled in different school districts, will be given highest priority. The board, in its discretion, may waive the insufficient classroom space reason for denial for the students of the same nuclear family to prevent the division of a nuclear family between two school districts.

Other open enrollment requests into the school district shall be considered in the order received by the school district with the first open enrollment request given a higher priority than the second open enrollment request and so forth.

Generally, students in grades ten through twelve open enrolling into the school district shall not be eligible for participation in interscholastic athletics during the first ninety days of open enrollment into the school district. Such students may be eligible to participate if:

- \* The school district and the sending district participate jointly in the sport;

- \* The sport in which the pupil wishes to participate is not offered in the sending district;
- \* The sending district was dissolved and merged with one or more contiguous school districts for failure to meet the accreditation standards;
- \* The student is open enrolling because the sending district has entered into a whole grade sharing agreement with another school district for the student's grade;
- \* The student's parent is an active member of the armed forces and resides in permanent housing on government property provided by a branch of the armed services;
- \* The student paid tuition for one or more years to the school district prior to open enrolling into the school district; or
- \* The student attended the school district under a sharing or mutual agreement between the school district and the sending district for one or more years prior to open enrolling into the school district.

Parents of students whose open enrollment requests are approved by the board shall be responsible for providing transportation to and from the receiving school district without reimbursement unless the parents qualify for transportation assistance. Upon a parent's request, the board may approve transportation into the sending district. The transportation is normally limited to within two (2) miles of the district boundary. The board's approval is subject to the sending district's approval.

Open Enrollment Into the School District as an Alternative Receiving District

The board shall take action on the open enrollment request to the school district as an alternative receiving district within fifteen days of receipt of the open enrollment request. The superintendent shall notify the parents of the board's action to approve or deny the open enrollment request at the next regular meeting of the board.

If the open enrollment request is approved, the Department of Education will be notified. Open enrollment requests into the school district as an alternative receiving district shall be considered by the board in the same manner as open enrollment requests in to the school district as a receiving district.

Approved open enrollment requests into the school district as an alternative receiving district shall be effective the following semester or at the beginning of the next school year. It shall be within the discretion of the board to make the open enrollment request into the school district as an alternative receiving district effective immediately based upon the circumstances of the open enrollment request and with the mutual agreement of the board of the school district the student is attending. The superintendent shall notify the parents of the effective date of the open enrollment into the school district as an alternative receiving district within fifteen days of the mutual agreement.

Attendance center assignments, athletic eligibility, and transportation of students open enrolling into the school district as an alternative receiving school district shall be handled in the same manner as students open enrolled into the school district as a receiving district.

An open enrollment request into the school district from parents of a special education student shall be reviewed on a case-by-case basis. The determining factors for approval of such an open enrollment request will be whether the special education program available in the school district is appropriate for the student's needs and whether the enrollment of the special education students will cause the class size to exceed the maximum allowed. The area education agency director of special education serving the school district shall determine whether the program is appropriate. The special education student shall remain in the sending district until the final determination is made.

The policies of the school district shall apply to students attending the school district under open enrollment.

It shall be the responsibility of the superintendent to develop appropriate office procedures and administrative regulations necessary for open enrollment requests.

### **THE PRESENCE OF ASBESTOS WITHIN DISTRICT BUILDINGS**

The Institute of Environmental Assessment was requested by the Gilmore City-Bradgate Community School to review and prepare an asbestos management plan identifying the presence of asbestos within District school buildings. The institute's federally certified inspectors, planners, public health, and engineering consultants worked in conjunction with school administrative personnel to identify asbestos-containing disease when inhaled. The risk rating procedures which the Institute used in commenting on the asbestos were developed in conjunction with national experts in the area of industrial medicine, toxicology, industrial hygiene, and engineering. After reviewing the characteristics of District buildings, we prepared a management plan for each building, a copy of which is maintained at the central district office and also in the administrative office for each major building describing the asbestos plan and the intended response.

The detailed plan and updated information for each building, or for the entire district, is open to public review and is located in the superintendent's office. If you have any questions, please contact:

Amanda Schmidt  
Gilmore City-Bradgate Community School District  
Gilmore City, Iowa 50541  
(515) 373-6124

### **WEAPONS POLICY -- # 502.6**

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

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

Parents of students found to possess weapon, dangerous objects or lookalikes on school property are notified of the incident. Possession or confiscation of weapons, dangerous objects or look-a-likes will be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent shall have has the authority to recommend this expulsion requirement be modified for a student on a casebycase basis. For purposes of this portion of this policy; the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas, or otherwise defined by applicable law.

Weapons under the control of law enforcement officials or other individuals specifically authorized by the board are exempt from this policy. The superintendent may develop an administrative process or procedures to implement this policy.

**NOTE: This is a mandatory policy.**

**NOTE: The board may specifically authorize individuals to be armed with, carry, or transport a firearm on school grounds under limited circumstances outlined in law. Reasons for this authorization may include, conducting instructional programs regarding firearms or for conducting an Iowa Department of Natural Resources approved hunter education course or shooting sports activities course on school property.**

### **TERRORIST WARNING**

Instructions will be given over the phones. The following crisis response steps should be taken in the event of a terrorist attack.

1. rapidly identifying and responding to the threat
2. staying calm
3. minimizing ongoing threat
4. activating procedures for evacuation or locking down, whichever is appropriate
5. sealing off a building, sheltering students and staff, releasing students to their parents

### **INTERNET APPROPRIATE USE --Board Policy # 605.6**

Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses (*will not/may*) be issued to students. If a student already has an electronic mail address, the student (*will not/may, with the permission of the supervising teacher,*) be permitted to use the address to send and receive mail at school.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information which may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Students' Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access, including sites that include obscenity, child pornography or are harmful to minors.

The school district will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyberbullying, including awareness and response. Employees will provide age

appropriate training for students who use the Internet. The training provided will be designed to promote the school district's commitment to:

- The standards and acceptable use of Internet services as set forth in the Internet Safety Policy;
- Student safety with regard to:
  - o safety on the Internet;
  - o appropriate behavior while on online, on social networking Web sites, and
  - o in chat rooms; and
  - o cyberbullying awareness and response.
- Compliance with the E-rate requirements of the Children's Internet Protection Act

Employees and students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations, and that they understand the consequences for violation of the policy or regulations

In compliance with federal law, this policy will be maintained at least five years beyond the termination of funding under the Children's Internet Protection Act (CIPA) or E-rate.

**Note: For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 22 #2 – April 17, 2012 and 14 #4- July 6, 2001.**

## **HOMELESS DEFINITION**

Categories of Homeless Children

- Migratory Children and Youth – if staying in accommodations not fit for habitation.
- Runaways – if their parents have provided and are willing to provide a home for them.
- Throwaways – if they live on streets, in shelters or in other transitional or inadequate accommodations.

### **Iowa Definition**

- Chapter 33, Educating the Homeless, Iowa Administrative Code, defines a "Homeless Child of school age":
- -as a child between the ages of 5 and 21
- -who lacks a fixed, regular, and adequate nighttime residence
- -including a child or youth who is living in a car, tent, or abandoned building or some other form of shelter not defined a a permanent home;
- who is living in a community shelter facility
- who is living with non-nuclear family members or with friends (includes doubled-up families)

## **FIELD TRIPS**

Field trips will be taken from time to time throughout the year for both educational and recreational purposes. All students will be required to have a signed parent/guardian permission slip, granting the student permission to go on the field trip, before the field trip occurs.

Students not going on field trips will be required to attend school working on an alternative assignment.

Students will lose field trip privileges for nonacademic class field trips for the following reasons:

1. Incomplete work. Every opportunity will be given to complete this work beforehand.

2. 3 or more behavioral detentions
3. Use of profane, vulgar, or threatening language and/or obscene or threatening acts towards staff members or other student.
4. Inappropriate physical actions toward another student or staff member.

Students losing field trip privileges for 3 or more behavioral detentions may participate if a parent/guardian accompanies the student on the field trip.

### **FUND RAISING**

All fund raising activities, whether by school groups or non-school groups, must be approved by the administration.

### **GUIDANCE**

Our school will have a school counselor available at different times throughout the week and on an "as needed" request. The counselor teaches classroom guidance. These classroom activities follow a preventative approach and center on the following skills: Self Esteem, Decision Making, Understanding Feelings, Accepting Responsibility, Conflict Resolution and Communication.

Besides the classroom setting, the counselor may also see your child in a small group or individually. The Skill emphasis in these groups is primarily problem solving and conflict resolution. The counselor's goal is to teach students how to work things out before it becomes a major conflict. In this way, the students will learn how to do it themselves. Students with concerns will be allowed, during a class study time, to consult with the counselor.

The counselor welcomes input and is available to parents as well as faculty and students.

### **GUM AND CANDY**

Use of gum/candy in the classrooms will be regulated by individual teachers. If students are not mature enough to dispose of their gum/wrappers in the proper waste containers, this privilege will be removed. Let's cooperate; the custodians should not have to clean up after you.

### **ILLNESS POLICY FOR PHYSICAL EDUCATION**

We would not want to make someone who is sick over exert themselves in PE class. However, we assume if a student is well enough to be in school, they are well enough to participate, at least to some degree.

If students are too ill to participate or have an injury, they must bring a note from home stating why they are to be excused for that day and signed by a parent/guardian. If students need to sit out more than one day, for example a knee injury, or an ongoing illness, they will need a doctor's note to be excused

## **LIBRARY**

The library is to be used for the following purposes: book selection, research work for a class or project, audiovisual material use, computer use, and leisure reading. The library is to be quiet at all times and each student must work on his/her own unless arrangements are made with the library staff.

We are fortunate to have a well equipped updated elementary library.

Once a week each elementary class goes to the library. During this time the library has activities for the students to participate in which teach proper use of books, use of the library, and reading enjoyment. The final ten to fifteen minutes of the class students locate books which they may check out, with a limit of two books per student. While there are no fines for Kindergarten - Sixth grade students, they may not check out any more books until the overdue ones are returned.

Books are expensive and must be treated properly if we are to maintain the library at its present level. These books are school property and if damaged or lost the student will be responsible for the cost of the repair or of replacement.

Students have access to the library media center and are expected to become familiar with and observe the rules pertaining to its usage. Each student's freedom in the library implies every other student's freedom as well, including freedom from noise and harassment. Thus, restrictions may be imposed upon those whose actions are considered by personnel to be an infringement upon the media center atmosphere.

The media center contains materials relating to the school curriculum. In addition to personal purpose reading, many of the titles are used for book reports and projects. Therefore, a student keeping books longer than several days past the designated due date may be preventing other students from completing their assignments. Though reminders may be provided, students should be responsible for keeping track of their own due dates and for taking proper care of school property. If materials are not returned, we have to consider them lost, and it then becomes necessary to charge the replacement cost.

Students are encouraged to obtain the necessary life-long skills of communication effectiveness and information literacy.

## **LOCKERS**

### **IN THE ACADEMIC AREA**

Students in 1st-sixth grade will be assigned a locker for their use. They remain at all times the property of the School District and, therefore, are subject to the rules of the School District. They are subject to periodic inspections for cleanliness, missing property, evidence of vandalism and contraband materials. If a lock is used on the locker, the combination must be turned in to the building secretary. If it is a key type lock, a key must be turned in to the building secretary. No food or pop in lockers with the exception of lunches, which should remain in lunch boxes or paper bags until noon.

Decals are difficult to remove. Refrain from putting decals on the lockers. The expense of removal may be charged to the student.

Keep your locker neat and orderly at all times. Locker cleanout should be done before or after school, not during study halls or classes. Periodic locker clean-outs and teacher inspections will be announced throughout the school year.

## LOST AND FOUND

All articles found by students are to be turned into the office. Any articles lost by a student should be reported to the office only after an intense search has been conducted.

## LUNCH PERIOD

It is expected that the students will exhibit good table manners and conduct themselves appropriately. Failure to do so will result in a private eating place being provided!!

Hot lunches are provided at school. Each child is expected to drink milk for lunch unless parents notify the classroom teacher and inform her otherwise. If parents request it, students are welcome to bring their water bottle with them for lunch. If you choose to send lunch for your child instead of having them eat the hot lunch, please make sure that you provide a nutritious, complete lunch. You may send a drink in your child's lunch or they may have milk and they will be charged for the milk from your family account. Please do not send pop/soda in your child's lunchbox. Juice is fine. A note will be sent to you informing you when your child is in need of more money in your family account.

When finished eating, students may either remain in the lunchroom or go outside in warm weather to a supervised area. All students should use common sense and not disrupt classes in session.

If a student wishes to go home to eat, he/she should bring a written note from home or have his/her parents call the principal's office to request permission.

A breakfast program is offered each morning. Breakfast is served from 8:00 - 8:30 AM. Each child will be allowed to eat breakfast upon arrival at school if they choose to do so, unless that classroom teacher is notified otherwise. Notices will be sent to you informing you when your child is in need of more money in your family account.

### **Breakfast/Hot Lunch Fees**

	<b>Daily</b>	<b>5 Day</b>	<b>20 day</b>
<b><u>Breakfast</u></b>			
Grades K-6	\$1.90	\$9.50	\$38.00
Adults	\$2.00	\$10.00	\$40.00
<b><u>Lunch</u></b>			
Grades K-6	\$3.10	\$15.50	\$62.00
Adults	\$4.13	\$20.65	\$82.60
<b><u>Milk</u></b>	\$ .50 per half pint		\$10.00

Families interested in applying for Free or Reduced Priced School meals should fill out an application form. These can be filed anytime during the school year. Forms are available on the school web site: [www.gcbschools.org](http://www.gcbschools.org).

### **Meal Charges**

In accordance with state and federal law, the Gilmore City-Bradgate CSD adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

### **Payment of Meals**

Students have use of a meal account. When the balance reaches \$0.00 a student may charge no more than 20 meals to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. Parents and or guardians may pay by check or cash in the school office.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received.

Employees may use a charge account for meals, but may charge no more than \$25.00 to this account. When an account reaches this limit, an employee shall not be allowed to charge further meals or a la carte items until the negative account balance is paid.

### **Negative Account Balances**

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with the student's parent or guardian to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance once the negative balance reaches 5 meals. Parents or guardians will be notified by automated emails or letters sent home. Negative balances of more than \$150.00, not paid prior to end of the semester, will be turned over to the superintendent or superintendent's designee for collection. Options for collection may include: collection agencies, small claims court, or any other legal method permitted by law.

### **Unpaid Student Meals Account**

The district will establish an unpaid student meals account in a school nutrition fund. Funds from private sources and funds from the district flexibility account may be deposited into the unpaid school meals account in accordance with law. Funds deposited into this account shall be used only to pay individual student meal debt.

## **MAKE-UP WORK**

If a student knows in advance that he/she will be missing school, it is his/her responsibility to contact instructors to get work made up before the absence. If a test is coming up, the student should see the instructor beforehand for review materials or arrange for a review with the instructor at another time prior to the test. If the absence cannot be predicted, such as illness, the student will be allowed to make up work after the absence. In case of extended illness, special arrangements may be made. Timelines in terms of making up work will be determined by individual teachers. Unique circumstances will be handled at the discretion of the teacher and/or administrators.

As a general rule, if a student is gone one day, he/she will have two days to make the work up, if the student is gone two days, four days will be allowed to make the work up.

## **MEDICINE**

Students are asked to bring their medicine to the office for safekeeping. Students are not to leave medicine in their lockers. Aspirin, antihistamine, or any other drug will not be given to any pupil by any member of the school staff. Cough drops may be brought to the school office or given to the classroom teacher. A parent note should accompany the cough drops and they should be in the original packaging.

### **Proper Labeling**

Prescribed medicine shall be maintained in the original prescription container which shall be labeled with:

- a. Name of pupil
- b. Name of medicine
- c. Directions for use
- d. Name of physician
- e. Name and address of pharmacy
- f. Date of prescription.

Over-the-counter medicine shall be maintained and labeled in accordance with local school district policy . (see policy #507.2 that follows)

### **Policy Title: Administration of Medication to Students -- #507.2**

Some students may need prescription and nonprescription medication to participate in their educational program.

Medication shall be administered when the student's parent or guardian (hereafter "parent") provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container.

When administration of the medication requires ongoing professional health judgment, an individual health plan shall be developed by an authorized practitioner with the student and the student's parent. Students who have demonstrated competence in administering their own medications may self-administer their medication. A written statement by the student's parent shall be on file requesting co-administration of medication, when competence has been demonstrated. By law, students with asthma or other airway constricting diseases may self-administer their medication upon approval of their parents and prescribing physician regardless of competency.

Persons administering medication shall include the licensed registered nurse, physician, ~~and~~ persons who have successfully completed a medication administration course, or be an authorized practitioner, including, parents. A medication administration course and periodic update shall be conducted by a registered nurse or licensed pharmacist, and a record of course completion kept on file at the agency.

A written medication administration record shall be on file including:

- date;
- student's name;
- prescriber or person authorizing administration;
- medication;
- medication dosage;
- administration time;
- administration method;
- signature and title of the person administering medication; and
- any unusual circumstances, actions, or omissions.

Medication shall be stored in a secured area unless an alternate provision is documented. Emergency protocols for medication-related reactions shall be posted. Medication information shall be confidential information.

***Note: This law reflects the Iowa Department of Education's special education administrative rule regarding administration of medication. Since there are no rules addressing students not***

***receiving special education services, IASB has written the sample policies and regulations to address all students.***

Iowa law requires school districts to allow students with asthma or other airway constricting disease to carry and self-administer their medication as long as the parents and prescribing physician report and approve in writing. Students do not have to prove competency to the school district. The consent form, see 507.2E1, is all that is required. School districts that determine students are abusing their self-administration may either withdraw the self-administration if medically advisable or discipline the student, or both.

**AUTHORIZATION-ASTHMA OR AIRWAY CONSTRICTING MEDICATION SELF-ADMINISTRATION  
-CONSENT FORM**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Student's Name (Last), (First) (Middle)    Birthday    School    Date

In order for a student to self-administer medication for asthma or any airway constricting disease:

- Parent/guardian provides signed, dated authorization for student medication self-administration.
- Physician (person licensed under chapter 148, 150, or 150A, physician, physician's assistant, advanced registered nurse practitioner, or other person licensed or registered to distribute or dispense a prescription drug or device in the course of professional practice in Iowa in accordance with section 147.107, or a person licensed by another state in a health field in which, under Iowa law, licensees in this state may legally prescribe drugs) provides written authorization containing:
  - o purpose of the medication,
  - o prescribed dosage,
  - o times or;
  - o special circumstances under which the medication is to be administered.
- The medication is in the original, labeled container as dispensed or the manufacturer's labeled container containing the student name, name of the medication, directions for use, and date.
- Authorization is renewed annually. If any changes occur in the medication, dosage or time of administration, the parent is to notify school officials immediately. The authorization shall be reviewed as soon as practical.

Provided the above requirements are fulfilled, a student with asthma or other airway constricting disease may possess and use the student's medication while in school, at school-sponsored activities, under the supervision of school personnel, and before or after normal school activities, such as while in before-school or after-school care on school-operated property. If the student abuses the self-administration policy, the ability to self-administer may be withdrawn by the school or discipline may be imposed.

Pursuant to state law, the school district or accredited nonpublic school and its employees are to incur no liability, except for gross negligence, as a result of any injury arising from self-administration of medication by the student. The parent or guardian of the student shall sign a statement acknowledging that the school district or nonpublic school is to incur no liability, except for gross negligence, as a result of self-administration of medication by the student as established by *Iowa Code* § 280.16.

\_\_\_\_\_  
 Medication                      Dosage                      Route                      Time

\_\_\_\_\_  
 Purpose of Medication & Administration /Instructions

**AUTHORIZATION-ASTHMA OR AIRWAY CONSTRICTING MEDICATION SELF-ADMINISTRATION  
-CONSENT FORM**

\_\_\_\_\_  
Special Circumstances

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Discontinue/Re-Evaluate/  
Follow-up Date

\_\_\_\_\_  
Prescriber's Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Prescriber's Address

\_\_\_\_\_  
Emergency Phone

- I request the above named student possess and self-administer asthma or other airway constricting disease medication(s) at school and in school activities according to the authorization and instructions.
- I understand the school district and its employees acting reasonably and in good faith shall incur no liability for any improper use of medication or for supervising, monitoring, or interfering with a student's self-administration of medication
- I agree to coordinate and work with school personnel and notify them when questions arise or relevant conditions change.
- I agree to provide safe delivery of medication and equipment to and from school and to pick up remaining medication and equipment.
- I agree the information is shared with school personnel in accordance with the Family Education Rights and Privacy Act (FERPA).
- I agree to provide the school with back-up medication approved in this form.
- (Student maintains self-administration record.) **(Note: This bullet is recommended but not required.)**

\_\_\_\_\_  
Parent/Guardian Signature  
(agreed to above statement)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Address

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Business Phone

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Self-Administration Authorization Additional Information



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**POSTPONEMENTS, CANCELLATIONS, SCHEDULE CHANGES**

When it becomes necessary to start school late, dismiss early, or cancel school for the day, announcements will be given over social media (school Facebook page) and the following media agencies as soon as the decision is made:

<u>CITY</u>	<u>STATION</u>	<u>FM</u>	<u>AM</u>
Humboldt	97.7 The Bolt	97.7	
Des Moines	WHO-TV 13		
Des Moines	KCCI – TV 8		
	WOI-TV		
	KTIV-TV		
	IOWA ALERT		

If time permits it will also be announced on  
Des Moines TV-Channel 8

If extremely dense fog sets in near dismissal time, it may be necessary for parents to pick their children up at school as the buses could not go out on their routes by law.

Winter pick-up routes for town children and emergency routes when roads are impassable will be designated by the Superintendent at the appropriate times during the school year.

**RECESS**

All children are expected to go out for recess. We go out for recess unless it is below zero; thus, it is imperative that all children are dressed appropriately each day. Just because it is expected to be warm in the afternoon, does not mean it will be warm for morning recess, so plan accordingly. The classroom teacher is responsible for her own morning and afternoon recess duty, as well as at least 1 noon duty per week. Please do not send a note requesting that your child be excused from going out for recess. There is no one in the room to watch the children, as the classroom teacher has recess duty and other teachers may be in the middle off a lesson. The only note that will be accepted is a note from the doctor stating that your child must stay indoors. Then and only then will we make arrangements for them to stay indoors during recess. Our philosophy is: If children are well enough to be in school, they are will enough to go outdoors.

**Winter Attire**

Each child must have a warm coat, snow pants, boots, hat, and gloves/mittens. Even in the spring time as the weather warms we often require snow pants and boots to keep the children as dry as possible. Begin having children wear boots and snow pants when the first snow flies and continue until directed otherwise by the teacher.

**REGISTRATION****School Fees 2022-2023**

Grades Pre-Kindergarten — \$90.00  
Family maximum—\$25.00

If a Pre Kindergarten or Kindergarten student is registering for the first time, a birth certificate (proof of birth) and immunization record will be encouraged.

If registering for the first time in district be sure and bring a health immunization record and a birth certificate if a copy of it will not be available in your child's transcript.

Students who qualify for free and reduced lunch may also waive registration fees. A form may be obtained at the school office.

### **SCHOOL HOURS**

School hours are from 8:00 - 3:00. Students, upon arriving at school, will report to home rooms first before going to another location. Students entering the building before this time or leaving after will be at the request of staff members and under their supervision.

### **SCHOOL PROPERTY - DAMAGE OR LOSS**

Parents/Guardians of children are legally responsible for repayment to the school district for damages to school property incurred by their child.

Malicious or willful damage may result in disciplinary action besides payment for damage.

Textbooks are property of the school district and are subject to the following rules:

1. Books must not be marked, defaced, or destroyed.
2. Books are loaned to the pupil for use only, and the pupil, his/her parents, or guardian is personally responsible for their preservation and return. Any book that is lost by a student must be paid for. Fines will be levied for damage in excess of normal wear due to usage.
3. Books are under the supervision of the teacher in charge, and must be promptly returned when the pupils have finished using them or called for by the teacher, principal, or the Board of Education.

### **UNIFORMS, EQUIPMENT, AND MATERIALS...**

All students will be responsible for all uniforms, equipment, and/or materials issued to them either for class or extracurricular activities. Care should be exercised so as to not damage or lose these items.

At the completion of each activity season or class term the student will return all the uniforms, equipment, and/or materials. Payment for items not returned or damaged must be made before uniforms, equipment, or materials will be issued for another activity or class.

Report any losses immediately to your sponsor.

### **STUDENT PRIVILEGES**

#### **TELEPHONE USAGE K-4**

Only necessary, emergency calls will be permitted during the school day. Do not use the telephone unless given permission by an administrator, secretary or your classroom teacher. Cell phones must be off and stored in book bags during school hours for all K-4 students. They are not to be used during school time. Cell phones may be used (only by permission of teacher/principal/or office but not during class time) if brought to the office and the call is made in the office. This includes field trips also. Any cell phone being seen or heard will be turned into the office. Parents will be notified, and then the student will serve a one hour detention before the cell phone will be returned to the student. An additional hour will be added for each time your phone is taken away. (Ex. 2<sup>nd</sup> time 2 hours of detention) Collect calls to Parents/Guardians must have prior approval (in writing) before you will be allowed to use the phone for a collect call. (The office will make all phone calls relating to illness, emergency, etc.).

## **VISITORS K-6**

The teachers and administration encourage you to visit your child's class. Our classrooms are open to you to visit, so you can see the education your child is receiving. We ask that you do not visit the first or last three weeks of the school year. These are extremely important times and having a visitor might be a distraction.

Please call your daughter's/son's teacher, or send a note stating the date and time you would like to visit. This will be to assure testing will not be interrupted, or a field trip has not been planned for that time.

Visitors other than parents need prior approval from administration.

All persons visiting students are required to check in at the office. Advanced notice of visitation by parents/guardians is welcomed.

## **STUDENT SUPPLIES**

### **Classroom Supplies**

The supplies your child needs for the classroom is determined by the teacher. A list of these supplies is provided through the newsletter in June & mid-August. If you have any questions about supplies it would be best to contact the teacher.

### **Gym Shoes, P.E. Clothing, Paint Shirts**

Both gym shoes and paint shirts are not mandatory items for your child to have in school; however, it is extremely useful for all concerned for them to have both of these. The gym is used for both P.E. and recess on rainy or very cold days. The only shoes allowed on the gym floor are clean non-marking tennis shoes.

Many times in Art class and in classroom projects the students will work with a material that could damage clothing (paint for example). A paint shirt will protect the clothing and help save unnecessary cleaning or loss.

### **Boots, Extra Shoes**

When the playground is wet, muddy or covered with snow the students are required to wear boots or extra shoes outside during recess. The purpose of this is to help keep the floors clean and safe during the school day. Extra shoes are the least preferred of these as the student's feet become wet. This is especially important for our elementary students.

## **STUDENT TESTING**

Many different types of testing are used by the school system. The ISASP will be given during the school year. The following summary of each will give a brief description as to why they are given, approximately when they are given, and to whom they are given.

### **ISASP**

This test battery is given to students in grades 3-4 in the spring. It is used as one tool in assessing the strengths and weaknesses of the school curriculum as well as providing a measure of individual student

growth from year to year. The results of the reading portion of this test battery are used as a preliminary identifier of students eligible for Title I help. Administered locally.

### **PSYCHOLOGICAL TESTING**

Students in the Learning Disabilities program or being considered for this program are tested by AEA psychologist for measure of need and once in the program for measure of progress. These tests vary in nature but are administered only with parental consent.

### **OTHER TESTING**

The guidance service and T.A.G. coordinator also makes use of several aptitude and interest test batteries at the all grade levels.

Students and parents are welcome to see the results of any of these tests. Check with the counselor, T.A.G. coordinator or administration for a convenient time.

FAST and other tests will be used in grades K-4.

## **TECHNOLOGY**

Gilmore City-Bradgate School utilizes technology to help prepare our students for the modern world of work and to provide a well rounded educational program in the most cost effective manner. Please do not post pictures of other students on any websites. This includes Facebook, Twitter, etc.

### **COMPUTERS**

All students at Gilmore City-Bradgate have an opportunity to use computers on a daily basis, if their schedule allows them and if supervision is present, to use computers in doing daily lessons. Computers are located in the computer lab, the library, and all classrooms.

## **VOICE MAIL**

Voice Mail is available. Please call your school and leave a message regarding your child's attendance.

**Section 504 NOTICE OF NONDISCRIMINATION:** Students, Parents, employees and others doing business with or performing services for the Gilmore City-Bradgate Community School District are hereby notified that this school district is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity, or socioeconomic status in its programs, activities or employment practices as required by Title VI, Title IX, and Section 504. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 is directed to contact: The Superintendent, located at Gilmore City-Bradgate Community School, 402 SE E Ave, Gilmore City, Iowa 50541. Phone # 515-373-6124, who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504 and Iowa Code 280.3 (2003)

If parents or guardians have concerns about the school district or their governing board and wish to contact the Iowa Department of Education they may do so by referencing the Iowa Department of Education's Website at:

<https://educateiowa.gov/pk-12/parent-guardian-and-community-concerns>

**ANTI BULLYING/HARASSMENT COMPLAINT FORM**

Name of complainant: \_\_\_\_\_

Position of complainant: \_\_\_\_\_

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: \_\_\_\_ / \_\_\_\_ / \_\_\_\_.