

BURLINGTON COMMUNITY SCHOOL DISTRICT



STUDENT HANDBOOK



Sunnyside Elementary

2040 Sunnyside Avenue

Phone: 319-753-5244

Fax: 319-753-1856

www.bcsds.org

Burlington Community School District

Vision Statement

BCSD strives to have a profoundly positive impact on each student's adult quality of life brought about by students' individual and collective educational experiences.

Mission Statement

Inspiring and challenging students through diverse opportunities

REGULAR SCHOOL HOURS

8:45 AM – 3:45 PM

Busses arrive: 8:15 AM

First Bell – 8:30 AM

Students are not to arrive at school prior to 8:15 am. Students are expected to wait outside unless instructed otherwise by the building staff.

OFFICE HOURS

7:30 AM – 4:00 PM

VISITORS

We welcome parents, guardians, and other community citizens who want to visit our school. All visitors **must** check in at the office, sign in, and receive a visitor's badge.



Like us on Facebook

You can find [Sunnyside Elementary](#) on Facebook.

We will post updates about events at this location throughout the school year.

Dear Parents/Guardians:

Please review the handbook with your student. Sign the bottom portion and return to your child's classroom teacher.

I, _____, have reviewed the handbook with _____.

(Parent or guardian)

(Student name)

Staff Members listing will be available at a later date.

Parent-Teacher Organization (PTO)

The PTO is an active, exciting organization committed to involving all parents in the education of their children. All parents and interested persons are encouraged to join and become active members.

The PTO sponsors a number of projects aimed at enhancing the quality of education our students receive. Whether it is raising funds to purchase equipment for our library, playground and classrooms, or conducting a reading incentive program, or holding a series of family nights, their activities are designed to directly benefit the students.

Generally, meetings are held every month.

Contact your building for more information.

Principal's Message

Welcome to Sunnyside Elementary School located in Burlington, Iowa. Sunnyside is one of five elementary schools in the Burlington Community School District. Sunnyside Elementary services approximately 450 students through programs in ECSE, Pre-K, and Kindergarten through Fifth grade.

We recently changed our mascot to the Sunnyside Future Grayhounds! We now bring a united concept across the district that we are committed to Raising Grayhounds! We have also established three basic expectations across the district that students will be Respectful, Responsible, and Safe. These expectations are explicitly taught through our Positive Behavior Intervention with Support (PBIS) program at each grade level across the district.

The staff at Sunnyside is dedicated to meeting the diverse needs of each and every child. It is our mission to....Inspire and challenge students through diverse opportunities.

Vision Statement: BCSD strives to have a profoundly positive impact on each student's adult quality of life brought about by students' individual and collective educational experiences.

We believe at Sunnyside Elementary that collaboration and open lines of communication are the keys to making the home-school relationship a successful one. Please be in contact with your student's teachers frequently and please feel free to come visit our fabulous school when you have a chance!

Please feel free to contact us at Sunnyside Elementary for any additional information. (319) 753-5244

Tim Bolander

Principal

Daily Schedule

8:00-8:40.....	Breakfast (Supervision by School)
8:30.....	Class Bell Rings (Please bring students to school at this time)
8:45.....	Tardy Bell (Students not in their seats will be counted tardy)

Lunch Times:

11:00 – 11:45.....	Kindergarten
11:05 – 11:50.....	First Grade
11:10 – 11:55.....	Second Grade
11:25 – 12:10 pm.....	Third Grade
11:30 – 12:15.....	Fourth Grade
11:35 – 12:20.....	Fifth Grade
1:50 – 2:10.....	K-2 Recess
3:40.....	Preschool, Kindergarten and 1 st dismissal
3:45.....	2 nd through 5 th grade dismissal

Parents: Please **DO NOT** drop off or have your children arrive before 8:15 am. There is **no supervision provided** for students prior to 8:15 am. When children congregate early, safety and discipline problems occur. Thank you for your understanding and we appreciate your support.

Bicycle Riding Policy

We encourage you to please take time to read the Burlington Community School District's policy on riding bikes to school. The policy may be found in the District Section of this handbook ("Bicycle/Skateboard/Roller Blades Policy").

According to Burlington School Board policy, only students in 4th and 5th grades and above may be approved to ride bikes to school. Due to safety concerns and the high volume of traffic on the way to and from school each day, students in Kindergarten, 1st, 2nd, and 3rd grades are NOT allowed to ride bikes to school. 4th and 5th grade students who want to ride their bikes to school must complete an approval form and have it signed by their parents and the school principal. Approval forms will be available at registration and may be picked up any time at the school office.

Please review safe riding practices and traffic safety rules with your student bike riders. We cannot be too careful when it comes to our children's safety. Not everyone is as alert to a child on a bike as those of us who are in direct contact with children every day. Thank you for your cooperation.

Burlington Community School District



Positive Behavior Intervention Support Be Respectful Be Responsible Be Safe

What is **PBIS**?

Positive **B**ehavior **I**ntervention **S**upport is defined as a set of proactive systems and strategies designed to increase the capacity of our school to (a) reduce school disruption, (b) educate all students, including those with behavior disorders, (c) increase social, emotional, and behavior competence of all students.

Is **PBIS** new to education?

PBIS is not new to education. It is based upon a long history of research in the areas of behavior and instructional design. Just that of academics, positive behavior needs to be taught through modeling, explicit instruction, and practice. One foundational idea in PBIS is consistency. Another goal of PBIS is that all adults in a school building have clear and consistent behavioral expectations for students of which adults respond in a consistent manner to both appropriate and inappropriate behaviors.

What are the school's core values?

As proud Grayhounds, our core values are grounded in being respectful, responsible and safe. In all we do we will foster a *positive* school culture and climate in which *all students* can thrive, in order to enhance the development of well-rounded, contributing citizens.

How will this affect the elementary school?

Positive **B**ehavior **I**ntervention **S**upport is about creating a positive, supportive, culture in which all students can be successful. Students are recognized for being successful both academically and socially. They are acknowledged for demonstrating expected behaviors. PBIS is also about building positive relationships with students and creating a culture in which they can thrive and succeed.

What will PBIS *look* like at the elementary school?

Our PBIS plan provides detailed behavioral expectations in every area of the school. The continuum of PBIS covers the practices used to address behavioral needs and social-emotional develop across the entire school, non-classroom settings (e.g., cafeteria and hallway), and the classroom.

What are the Behavioral Expectations?

The behavioral expectations and procedures cover the most commonly frequented areas of the building, sometimes yielding undesired, disruptive behavior. The behavioral expectations include:

- | | |
|---------------|------------------|
| 1. Classroom | 6. Clinic |
| 2. Cafeteria | 7. Bathrooms |
| 3. Hallway | 8. Bus |
| 4. Library | 9. Indoor Recess |
| 5. Assemblies | 10. Bus Line |



How do I teach the behavioral expectations?

Each behavioral expectation includes a lesson plan that explicitly teaches desired, yet positive behavior, in any area of the school building. To achieve effectiveness, plan to teach positive behavioral expectations during the first three to four weeks of school, keeping lessons between 5 and 15 minutes in length. Feedback and acknowledgement accompanies desired behavior expectations, as well. Behavioral expectations that are modeled, taught explicitly, and within the context of the behavioral expectation will increase the likelihood of student implementation.

What is a voice level rubric?

A voice level rubric provides a clear expectation for student voice volume. Ranging from no talking to emergency only voices, voice levels provide concrete expectations for students to use in different areas of the building. Our voice level rubric is as follows:

5. Screaming/ Emergency Only
4. Recess/Outside Voice
3. Classroom voice/ Talking
2. Soft voice/ Whisper
1. No talking at all





**BURLINGTON COMMUNITY SCHOOL DISTRICT
ELEMENTARY SCHOOL SUPPLY LIST
2018-2019 SCHOOL YEAR (subject to change)**

EARLY CHILDHOOD / PRESCHOOL

Backpack or Book Bag	1 Box of 24 Crayons	1 Large Glue Stick
1 set of Watercolors	1 Roll of Paper Towels	1 1-inch 3 Ring Binder
1 Box of Markers (8, classic colors)	2 Large Boxes of Facial Tissue	1 School or Pencil Box
1 Plastic/Vinyl Rest Mat (Approx. 18"x43"x1")	[All Day Students Only]	1 Change of clothes

GRAYHOUND 4 YEAR OLD PRESCHOOL

Back Pack or Book Bag (not needed for North Hill Preschool Students)		
3-5 Large Glue Sticks	1 Box of 24 Crayola Crayons	1 Spiral Notebook
1 Set of Watercolors	2 Large Boxes Facial Tissues	1 Box of Classic Markers (Set of 8)
1 Change of Clothes labeled with child's name		1 Roll of Paper Towels

KINDERGARTEN

Backpack or Book Bag	8 Large or 12 Small Elmer's Glue Sticks
1 Bottle of Elmer's Glue (4 oz)	2 Dozen #2 Lead Dixon Ticonderoga Pencils
1 School or Pencil Box for Supplies (4-1/2"x8")	1 Large Pink eraser
1 Box of Classic Markers – Set of 8 Colors	1 Pair Fiskars Rounded Scissors (No Substitute)
2 Wide Rule Composition Books	1 Package of Napkins
1 Box of 8 Large Size Crayola Crayons	1 Vinyl/Plastic Rest Mat- Approx. 18"x43"x1"
1 Box of 24 Crayola Crayons	2 Large Boxes of Tissues
4 Expo Dry Erase Markers	1 Spiral Notebooks (wide ruled)
2 Containers of Disinfectant Wipes	2 Pocket Folders
4 Packages 3x3 Post-It Notes	1 Box of Bandages (optional)
1 Bottle of Hand Sanitizer (optional)	1 Sleeve of Plastic Cups (optional)
1 Pair of Headphones (no earbuds)	

GRADE 1

Backpack or Book Bag	3 Dozen #2 Dixon Ticonderoga Lead Pencils
1 School or Pencil Box – No Larger than 9"x6"	8 Large or 12 Small Elmer's Glue Sticks
2 Boxes of 24 Crayons (Crayola Preferred)	3 Large Boxes Facial Tissues
1 Package of Pencil Topper Erasers	1 Pair of Scissors – 5" (Fiskars Preferred)
8 Expo Dry Erase Markers	4 Two Pocket Folders
2 Containers of Disinfecting Wipes	4 Wide Rule Composition Books
2 Packages of Notecards	2 Highlighters
1 Pair of Headphones (no earbuds)	1 Package of Classic Color Markers
1 One Inch Binder	4 Packages 3x3 Post-It Notes
1 Bottle of Hand Sanitizer (optional)	1 Box Quart & Gallon Ziploc Baggies (optional)

GRADE 2

Backpack or Book Bag	1 Package of Eraser Toppers
1 Pink Eraser or Package Pencil Topper Erasers	1 Pair Scissors, Pointed, 5" (Fiskars Preferred)
1 Box of 8-12 Colored Pencils	1 One Inch Binder
3 Dozen #2 Lead Dixon Ticonderoga Pencils	2 Large Boxes of Facial Tissues
5 Large Glue Sticks	1 Container of Disinfecting Wipes
1 Box of 24 Crayons (Crayola Preferred)	1 School or Pencil Box – No Larger than 9"x6"
2 Highlighters	4 Expo Dry Erase Markers
1 Pair of Earbuds	4 Wide Rule Composition Books
4 Packages 3x3 Post-It Notes	



Composition Book



Spiral Notebook



One Inch Binder



BURLINGTON COMMUNITY SCHOOL DISTRICT ELEMENTARY SCHOOL SUPPLY LIST 2018-2019 SCHOOL YEAR

GRADE 3

- | | |
|---|---|
| 2 Pkg. Notebook Paper – Wide Lined | 3 Dozen #2 Lead Dixon Ticonderoga Pencils |
| 1 Box of 24 Crayons | 2 Red Checking Pens (optional) |
| 2 Erasers or Package or Eraser Toppers | 1 One Inch Binder |
| 4 Large Glue Sticks | 2 Large Boxes of Facial |
| 1 Pair Scissors – Sharp Pointed | 4 Pocket Folders – Plain Front |
| 1 Box Colored Pencils | 1 Set of Crayola Classic Markers |
| 2 Highlighters | 1 Pair of Earbuds |
| 4 Wide Lined Spiral Notebooks | 4 Expo Dry Erase Markers |
| 4 Wide Ruled Composition Books | 4 Packages 3x3 Post-It Notes |
| 1 Pencil Box/Pouch – No Larger than 9"x6" | 1 Container of Disinfecting Wipes |

GRADE 4

- | | |
|---|---|
| 1 Box of Crayons – 24, or 36 Size Pkg. | 3 Dozen #2 Lead Dixon Ticonderoga Pencils |
| 2 Red Pens | 4 Large Glue Sticks |
| 6 Pocket Folders with Fasteners – Plain Front | 5 Wide Lined Spiral Notebooks |
| 2 Large Boxes of Facial Tissues | 1 Set of Colored Pencils |
| 2 Pkg. of Notebook Paper – Wide Lined | 2 Highlighters |
| 1 Pink Eraser or Package of Eraser Toppers | 1 School or Pencil Box – No Larger than 9"x6" |
| 1 Pair of Scissors – Sharp Pointed | 4 Packages 3x3 Post-It Notes |
| 1 Pair of Earbuds | 4 Expo Dry Erase Markers |
| 1 Set of Crayola Washable Markers | 4 Wide Rule Composition Books |
| 1 One Inch Binder | 1 Container of Disinfecting Wipes |

GRADE 5

- | | |
|---|---|
| 1 Box of Crayons | 1 Pink Eraser or Package of Eraser Toppers |
| 5 One Subject Spiral Notebooks | 2 Packages Notebook Paper – Wide Lined |
| 1 Pair of Scissors | 4 Packages 3x3 Post-It Notes |
| 4 Large Glue Sticks | 2 Highlighters |
| 2 Red Pens | 1 Set of Crayola Classic Markers |
| 2 Large Boxes of Facial Tissues | 1 Pair of Earbuds |
| 1 Box of Colored Pencils | 2 Black or Blue Pens |
| 3 Dozen #2 Lead Dixon Ticonderoga Pencils | 6 Pocket Folders with Fasteners – Plain Front |
| 4 Expo Dry Erase Markers | 1 Pencil Box/Pouch – No Larger than 9"x6" |
| 4 College Rule Composition Books | 1 One Inch Binder |
| 1 Container of Disinfecting Wipes | |

NO TRAPPER KEEPERS, Please!

Please label all items with your child's name. Your child's teacher may ask for some additional classroom supplies at registration or during the first week of school in the fall. Supplies may need to be replenished during the school year.

All students need to wear gym shoes on days when their class has gym.
It is recommended that students sign up for a free Burlington Public Library Card.



Composition Book



Spiral Notebook



One Inch Binder

Burlington Community School District
1429 West Avenue
Burlington, IA 52601

Board of Education



Marlis Robberts, President
Bryan Bross, Vice President
Darven Kendell
Heather Brueck
Deborah Hatteberg
Tom Courtney
Dean Vickstrom

Central Administration

Patrick M. Coen, Superintendent and
Executive Officer of Board of Education
Cory Johnson, Director of Curriculum
Jeremy Tabor, Director of Human Resources
Greg Reynolds, Director of Business Services

Public Notice

It is the policy of the Burlington Community School District not to discriminate on the basis of race, color, creed, sex, marital status, national origin, religion, sexual orientation, gender identity, age, or disability in its educational programs, activities, or employment practices.



Telephone (319) 753-6791

Fax (319) 753-6796

Table of Contents

2018-2019 Official District Calendar *DISTRICT PROCEDURES*

	Page No.
Equal Education Opportunities (Board Policy)	6
Parents’/Guardians’ Right Notification	7
Student Attendance	8
Absence Procedures.....	8
Tardiness.....	9
Perfect Attendance.....	9
Requests to Leave Early	10
Change of Address/Telephone.....	10
Dress Code - Student Appearance	10
Keeping Students After School	10
Student Behavior.....	11
Student Harassment, Bullying and Hazing.....	11
Gangs	12
Philosophy of Discipline	13
School Discipline Plan.....	13
Due Process	15
Appeal Provision	15
Search and Seizure (Board Policy).....	16
Unsafe School Choice Option - Notification.....	16
Student Activities.....	17
School Parties (Treats).....	17
Fund-raising.....	17
School Pictures	17
Special Olympics.....	17
Student Health & Safety	18
Immunizations	18
Dental Screening and Lead Screening.....	19
Tuberculosis	19
Exclusion for Communicable Diseases (Board Policy).....	19
Emergency Care	19
Safety/Getting To/From School.....	19

Screenings.....	19
Administering Medications (Board Policy).....	20
Prescription Medications	20
Over-the-Counter Medications	20
School Patrol (Elementary)	20
Bicycle/Skateboard/Roller Blades/Mopeds	20
Traffic Safety	20
Student Records	20
Retention Policy	21
Emergency Procedures	21
Child Abuse - Mandatory Reporting (Board Policy).....	21
Emergency School Closings	22
Emergency Dismissal	22
Religious-Based Exclusion from School Programs (Board Policy)	22
Educational Programs	23
Student Acceptable Use and Internet Safety Policy Agreement.....	23
Internet & Computer-Related Technologies.....	23
Assessment	23
Academic Achievement Testing	23
Diagnostic Assessments.....	23
Media Centers.....	23
Educational Field Trips	23
Special Services.....	23
Great Prairie AEA	24
Student Council	24
Homework	24
Free and Appropriate Education.....	24
Accessibility to Programs and Services.....	24
Section 504	25
Crisis Intervention in a School Setting	25
Auxiliary Services.....	26
Transportation.....	26
Bus Passes:	26
Bus Rules:.....	26
Food Service	26
School-Home-Community Relations & Communications.....	26

Visitors/Volunteers to the Schools	26
Parent Conferences	27
Parent Concerns/Complaints (Portion of Board Policy).....	27
Monthly Calendar & Newsletters	27
Calendars	27
Newsletters.....	27
Interrogations of Students by Outside Agencies (Board Policy)	28
Open Enrollment (Board Policy)	28
Miscellaneous	30
Marking Clothing	30
Sending Money to School.....	30
Pictures/Videos.....	30
Class Rosters	30
Book Rental and Registration Fees	30
Recess	30
Outdoor	30
Personal Items at School.....	30
Model Notification Rights Under FERPA	31
Protection of Pupil Rights Amendment (PPRA).....	32
Student Acceptable Use and Internet Safety Policy.....	32
Student Acceptable Use and Internet Safety Policy Agreement	38
AHERA Information Letter	39

2018-2019 School Calendar

Summary of Calendar:

Days in classroom:

1st Trimester 58

2nd Trimester 59

3rd Trimester 59

TOTAL DAYS 176

(Total hours: 1,144)

CALENDAR LEGEND

Start/End	
Flex Days*	
Prof. Learning**	
Trimester	
Holidays	
Vacation Days	
New Teachers	

*Flex Days are for Evening

Conferences that teachers work.

The days are included in the count.

**11 Prof. Development Days

+ 1 TQ paid day (optional PD)

HOLIDAYS/Vacation (No School)

Labor Day (9/3)

Thanksgiving Day (11/22)

Christmas Day (12/25)

New Year's Day(1/1)

Martin Luther King Jr. Day (1/21)

Easter (4/21)

Memorial Day (5/27)

August 2018					Days
M	T	W	Th	F	
13	14	15	16	17	
20	21	22	23	24	2
27	28	29	30	31	6
September 2018					
3	4	5	6	7	10
10	11	12	13	14	15
17	18	19	20	21	20
24	25	26	27	28	25
October 2018					
1	2	3	4	5	30
8	9	10	11	12	35
15	16	17	18	19	38
22	23	24	25	26	43
29	30	31			46
November 2018					
			1	2	48
5	6	7	8	9	53
12	13	14	15	16	58
19	20	21	22	23	1
26	27	28	29	30	6
December 2018					
3	4	5	6	7	11
10	11	12	13	14	16
17	18	19	20	21	21
24	25	26	27	28	-
31					
January 2019					
	1	2	3	4	-
7	8	9	10	11	26
14	15	16	17	18	31
21	22	23	24	25	35
28	29	30	31		39
February 2019					
				1	40
4	5	6	7	8	45
11	12	13	14	15	49
18	19	20	21	22	54
25	26	27	28		58
March 2019					
				1	59
4	5	6	7	8	4
11	12	13	14	15	9
18	19	20	21	22	14
25	26	27	28	29	19
April 2019					
1	2	3	4	5	24
8	9	10	11	12	29
15	16	17	18	19	32
22	23	24	25	26	37
29	30				39
May 2019					
		1	2	3	42
6	7	8	9	10	47
13	14	15	16	17	52
20	21	22	23	24	57
27	28	29	30	31	59
June 2019					
3	4	5	6	7	
10	11	12	13	14	

Aug 15, 16 & 17 New Teacher Prof. Learning

Aug 20, 21, 22 Teacher Work Days/PD

Aug 23 FIRST DAY (begin 1st trimester)

Aug 31 Professional Learning (No School)

Sept 3 Labor Day (No School)

Oct 15 Professional Learning (No School)

Oct 16 TQ paid Prof. Learning (No School)

Nov 16 End 1st Trimester (58 days)

Nov 19 Professional Learning (No School)

Nov 20 Staff Flex Day (No School)

Nov 21 & 23 Vacation (No School)

Nov 22 Thanksgiving (No School)

Dec 24-31 Winter Break (No School)

Dec 25 Christmas Day

Jan 1 New Year Day (No School)

Jan 2 Vacation Day (No School)

Jan 3 & 4 Professional Learning (No School)

Jan 21 Martin Luther King Day (No School)

Feb 15 Professional Learning (No School)

*Students are in school on President's Day (Feb 18)

Mar 1 End 2nd Trimester (59 days)

Mar 4 Professional Learning (No School)

Apr 18 Professional Learning (No School)

Apr 19 Vacation Day (No School)

Apr 22 Staff Flex Day (No School)

May 24 Seniors' Last Day

May 27 Memorial Day (No School)

May 29 End 3rd Trimester (59 days)

June 2 Graduation Day

Board Approved: 02/12/2018

Equal Education Opportunities (Board Policy)

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

It is the policy of the District to provide a free appropriate public education to each disabled student regardless of the nature or severity of the disability. It is the intent of the District to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act or who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act are identified, evaluated, and provided with appropriate educational services. Due process rights of disabled students and their parents will be enforced.

Inclusion of minority and disabled students shall occur throughout the District's programs. In order to monitor compliance and progress, District, attendance center and course enrollment data shall be collected on the basis of race, national origin, gender and disability.

Inquiries regarding compliance with equal educational opportunities shall be directed to the Director of Curriculum who shall be the District's compliance officer (319-753-6791). Inquiries regarding compliance with equal education opportunities for disabled students shall be directed to the District's 504/ADA Coordinator.

The superintendent will also appoint grievance officer(s) and publicize the name(s), office address(es), and telephone number(s). Grievance procedure and form will be on file in each building.

The District affirms it will comply with all applicable regulations under the following laws:

1. Title I
2. Title X – Homeless Children and Youth
3. Title VI of the Civil Rights Act of 1964
4. Section 504 of the Rehabilitation Act of 1973
5. Title IX of the Educational Amendments of 1973
6. The Age Discrimination Act of 1975
7. Title VII Employment
8. All regulations, guidelines, and standards lawfully adopted under the above statutes by the United States Department of Education.

The following grievance officers for this policy are:

Title I	Mark Taylor, Principal	Corse	753-2707
Title X – Homeless Children and Youth	Cory Johnson, Dir. Of Curriculum	Adm. Building	753-6791
Title VI Civil Rights	Jeremy Tabor, Human Resources	Adm. Building	753-6791
Title VII Employment	Jeremy Tabor, Human Resources	Adm. Building	753-6791
Section 504/Americans with Disabilities Act	Mark Yeoman, Principal	ALMS	752-8390
Title IX Sex Discrimination/Section 504	Jeremy Tabor, Human Resources	Adm. Building	753-6791
Level I Investigator	Cory Johnson, Dir. Of Curriculum	Adm. Building	753-6791
Alternates	Jeremy Tabor, Human Resources	Adm. Building	753-6791
	Cory Johnson, Dir. Of Curriculum		

It is the policy of the Burlington Community School District not to discriminate on the basis of the individual's real or perceived race, color, creed, gender, marital status, national origin, ethnic background, religion, sexual orientation, gender identity, age, ancestry, political preference or political belief, socioeconomic status or familial status, physical attributes, or physical or mental ability or disability in its educational programs, activities, or employment practices.

Parents'/Guardians' Right Notification

Parents/Guardians in the Burlington Community School District have the right to learn about the following qualifications of their child's teacher/paraprofessional: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher/paraprofessional, and baccalaureate/graduate certification/degree. You may also request the qualifications of an instructional paraprofessional who serves your student in a Title I program or if your school operates a schoolwide Title I program. Parents/Guardians may request this information from the Office of the Superintendent by calling 319-753-6791, ext. 1403 or by sending a letter of request to the Office of the Superintendent, 1429 West Ave., Burlington, IA 52601

The Burlington Community School District ensures that parents will be notified in writing if their child has been assigned, or has been taught by a teacher for four or more consecutive weeks by a teacher who is not considered highly qualified.

Equal Employment Opportunity/Affirmative Action Employer
The District maintains tobacco-free and drug-free sites.

STUDENTS

Student Attendance

Absence Procedures

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center. The importance of regular attendance cannot be over emphasized. Research consistently shows a strong correlation between attendance and academic achievement. When a student is absent, it is the responsibility of the parent to call in the absence to the school office before 10:00 a.m. If the parent does not call, the school will make an attempt to call for the excuse. The school needs and requires an emergency contact number in case of interrupted phone service. If there is no contact, the student must bring a signed written excuse to the office the day they return. Failure to meet this requirement will result in an unexcused absence. A medical appointment is a possible reason for an excused tardy. If a student is late because of the school district's late bus, they will be admitted to class and not counted "tardy."

Students are expected to show up on time for school every day. Certain absences may be excused under this policy, but students will still be required to make up work missed due to any absence. Excessive absences may result in disciplinary action under this policy. Truancy is any absence from school or from a class or classes without parent/guardian AND school permission. Students who are truant six days or more during any school year will be reported to the County Attorney as truant. This policy shall apply to all students including special education students except in those cases where decisions involve a special education student's evaluation or placement.

Attendance - In accordance with Iowa law, it is the parent's responsibility to cause the child to attend school (Code of Iowa, Chapter 299)

Absence -Parents/guardians are expected to notify the school regarding a student's absence on the morning of the student's absence. If parent does not call in, the school will attempt to contact the parent. If requested, students who were absent from school shall submit in writing the specific reasons for their absence. Such notice shall include the specific days or times they were absent, verification by a health care provider (when appropriate), and a signature of a parent/guardian.

Valid reasons for which an absence may be excused:

Occasional illness reported by a parent/guardian. (Chronic illness or excessive number of sick days may require verification by a doctor or a trip into the school to have the illness verified by the school nurse. The school principal will notify the parent/guardian in writing when the number of sick days will require verification by a doctor or the school nurse.)

- Verified medical care
- Death or serious illness in the immediate family or household.
- Religious holidays requiring absence from school.
- Court appearance or other legal proceedings beyond the control of the family.
- Classes missed because of attendance at a school-sponsored trip or activity.
- Other verified emergency as approved by the principal.
- Other reasons which can be justified educationally which are approved in advance by the principal, and only when all make-up work is completed in advance.

Unexcused absences will include (but are not limited to.)

- Missing school (even if reported as ill) when the student is not ill enough to stay in bed.
- “Skip days”
- “Take your daughter (son) to work day.” (This can be done without loss of instructional time during the summer.)
- Traveling with parent that is not approved in advance and/or when make-up work is not completed in advance.

Ultimately, the principal determines whether an absence is excused or unexcused.

Tardiness

A note of explanation or call from the parent or guardian to the school will be required in each case of tardiness. Tardiness is a student’s initial appearance in an assigned area at any time after the designated starting time. Tardiness at the beginning of the school day will only be excused for medical appointments and/or when the school bus is running late. All incidences of class tardiness will become the direct responsibility of the teacher. Teachers will emphasize the importance of punctuality and class rules and procedures for tardies. The following action(s) may be taken by the teacher when dealing with a student who is tardy and does not have an acceptable reason.

- a) Warning
- b) Notification of parents/guardians
- c) Loss of privilege(s) or other in-class sanctions
- d) Conference with parent or guardian
- e) Detention(s)
- f) Referral to principal for other in-school sanctions and/or support services

If your child will be late to school please feed your child breakfast. Breakfast will be closed when school starts.

Excessive Absence

When a student misses five days of school (excused or unexcused), the district truancy officer will send a “letter of concern” to the parent by regular U.S. Mail. When a student misses six days of school, the truancy officer will analyze each absence to determine whether it was excused or unexcused. If the number of unexcused absences reaches six or more, the student will be referred to the Des Moines County District Attorney as truant. A copy of the referral will also be sent to the Burlington School District’s Curriculum Director. When the number of “sick” days is considered to be excessive (10 total per policy), the building principal may require verification of future sick days by a physician (or the parent may bring the child in to see the school nurse to have the illness verified.) Failure to comply with this requirement will result in the future absence being deemed “unexcused.”

Perfect Attendance

Perfect attendance should be a goal for every student at some time in their life. Showing up every day on time is an important work habit that is extremely important for success in the workplace. Perfect attendance will only be awarded for students who have attended school each and every school day.

“All Day, Every Day, On Time, No Excuses”

Requests to Leave Early

Requests to leave school early should be made only when necessary. When necessary, a written request to have a child excused from classes early should be sent with the child on the morning of the dismissal. Please include the time the child is to be picked up and the reason. The student will meet the parent in the office. Parents are not to pick up a child in the classroom. Prior to dismissing the child, the adult must complete a check-out form providing the date, time, reason for leaving and adult signature.

Change of Address/Telephone

Change of address/telephone should be reported to the school as soon as possible. If your change of residence involves a school transfer, please notify the school two or three days prior to withdrawing the child. If you relocate during the year, please see your building principal. Arrangements to accommodate your child remaining at his/her current school can be made on a space available basis.

Dress Code - Student Appearance

The students of the Burlington Community School District have great traditions. One of these traditions is that they dress and groom themselves in a fashion that is complimentary to the school and not distracting to other students. Your appearance sends a message to those around you, including any guests that may be visiting our school. This is your school, please show pride in it.

The major responsibility for appropriate dress and grooming rests with the students and their parents. Students are expected to dress appropriately for school and all related school activities. A student's dress may not constitute a threat to the health, safety, and welfare, or property of others, must be in accordance with the public decency and civil statutes, and must not disrupt the orderly, disciplined atmosphere of the school. Students will be asked to correct the inappropriate clothing or inappropriate decorative items in their lockers. The administration retains the right to define the terms of good taste, common sense, neatness, cleanliness, and school approved safe apparel. This includes but is not limited to:

- Coats, hats, caps, scarves, and bandanas should not be worn in the building.
- Clothing that fails to sufficiently cover i.e. halter-style, short skirts, spaghetti straps, backless or strapless attire, bare midriff, A-shirts (a sleeveless shirt made of the fabric that was once used for men's underwear). No short shorts or micro minis, shorts and skirts must have a 4" inseam or be fingertip length.
- Thin t-shirts worn over colored undergarments.
- Pants should be worn at the waist with no undergarments showing, no sagging.
- Clothing and/or jewelry that is negative towards the school or school district or promotes the use of alcohol or drugs, are profane, racially biased, or offensive in language/pictures, relates to gang activity or colors or include sexually inappropriate references may not be permitted to be worn at school, school activities, or used as decorative items in lockers.
- Wallet chains, spiked dog collar items, or other inappropriate items of jewelry are not permitted.
- Students are required to wear shoes or sandals with a back strap.
- Coats, backpacks (including those with wheels), and bags are to be stored in the student lockers during school hours.
- PJ pants: thin cotton, flannel or fuzzy fleece pants typically worn as pajamas.
- Leggings, tights, spandex pants, jeggings, yoga pants may only be worn with shorts or skirts.

Keeping Students After School

Parents will be given a twenty-four hour written or telephone notice each time before keeping their child after school beyond the normal dismissal time. The students may be detained on the same day if the parents have been notified by phone and their approval has been given.

Student Behavior

Student Harassment, Bullying and Hazing

Harassment, Bullying and Hazing Prohibited. The District is committed to providing all students a safe and civil educational environment in which all are treated with dignity and respect. The District is also committed to promoting understanding and appreciation of the cultural diversity of our society. The District shall educate students about our cultural diversity and shall promote tolerance of individual differences. The District prohibits acts of intolerance, harassment, bullying or hazing, including because of the individual's real or perceived age, race, color, creed, gender, religion, marital status, ethnic background, national origin, sexual orientation, or gender identity, physical attributes, socioeconomic status or familial status, physical or mental ability or disability, ancestry, political party preference or political belief. Acts of intolerance, harassment, bullying or hazing may be treated as grounds for discipline. Discipline may include suspension or expulsion of a student or termination of a staff member's contract.

Harassment, Bullying, Hazing. Any behavior that has the purpose or effect of causing injury, intimidation, fear, or unreasonable discomfort, or that creates an intimidating, offensive, or hostile learning environment shall be prohibited. Examples of prohibited behavior may include, but are not limited to the following.

- Verbal or nonverbal, physical or written harassment or abuse
- Unwelcome touching
- Inappropriate or demeaning remarks, jokes, stories, activities, signs or posters
- Implied or explicit threats concerning grades, awards, property or opportunities
- Unreasonable interference with a student's educational opportunities
- Requiring, explicitly or implicitly, that a student submit to harassment, bullying, or hazing, as a term or condition of the student's participation in any educational program or activity
- Submission to or rejection of such conduct is used as a basis for decisions affecting the student's education or participation in an activity

Sexual Harassment.

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

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

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

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

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

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

Complaint Procedures. Any student (or the student's parents or guardian) alleging a violation of this policy may file a complaint using the Student Complaint Procedures. The complainant may bypass any step of the complaint procedure where the person to whom the complaint is to be lodged is the alleged perpetrator. The complainant may file the initial complaint with the compliance officer. Policy 507.9 shall govern the investigation of alleged cases of physical or sexual abuse, including sexual harassment, of students by staff members.

Bullying complaints may be filed on-line at the district website: www.BCSDS.org. The complainant may be required to complete a written complaint form (Policy 500.3 or See Code No 500.1R1-Exhibit A) and turn over copies of evidence of discrimination, harassment, bullying, or hazing including, but not limited to, letters, emails, tapes, signs, and pictures. The investigator shall promptly commence an investigation and proceed to completion. Both the complainant and the alleged perpetrator will be given an opportunity to give a statement. A written investigative report shall be completed, and a summary of the report, including a finding that the complaint was founded, unfounded or inconclusive will be forwarded to the complainant and to the alleged perpetrator.

These procedures do not in any way deny the right of the complainant to file formal complaints or charges under the legal procedures, provided by federal or state law. Inquiries or complaints may also be directed to federal and state agencies, including the Iowa Civil Rights Commission and the Office of Civil Rights of the United States Department of Education.

Compliance Officer. The Curriculum Director (319-753-6791) shall be designated as the District's compliance officer to insure that students are treated in accordance with this policy. In the event the compliance officer is the alleged perpetrator, the Human Resources Director (319-753-6791) shall be the alternative compliance officer.

Confidentiality. The right to confidentiality, both of the complainant and of the alleged perpetrator, will be respected consistent with the District's legal obligations and with the necessity to investigate allegations and take corrective actions. Confidential documentation of allegations or investigations will not be filed in the complainant's student file.

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

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

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

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

Gangs

The Board believes that the presence of gangs and group activities have the potential to cause a substantial disruption of or material interferences with school and school activities.

A "gang" as defined in this paragraph and under Iowa Code 723A means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or have engaged in a pattern of criminal gang activity. The "pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more

criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of, or belong to, the same criminal street gang. By this plan the board acts to prohibit the existence of gangs and gang activities as follows:

No student on or about school property or at any school activity:

1. shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other thing which is evidence of membership in or affiliation with any gang;
2. shall commit any act or omission or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation with a gang;
3. shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
 - a. soliciting others for membership in any gangs,
 - b. requesting any person to pay for "protection" or otherwise intimidating or threatening any person,
 - c. committing any illegal act or violation of school policies,
 - d. inciting another student to act with physical violence upon other persons.

Students in violation of this plan may be suspended from school and/or recommended for expulsion. Due process in all cases will be followed according to this plan. This discipline plan and specific processes used to carry out discipline shall be distributed to all parents and students at the beginning of the school year.

Philosophy of Discipline

- The goal of discipline policies is to ensure the right of all students to a productive educational environment in which they may learn the social skills necessary to develop into mature, responsible students, accountable for their own actions.
- The schools have the duty to aid each student in becoming aware of rights and responsibilities, and to approach discipline in a positive and productive manner.
- The school environment is designed to encourage responsible behavior by the students. A student has the right to pursue education without unnecessary disruption from others.
- Parental support is imperative to the disciplinary teaching process and, to this end, parents will be kept informed and be requested to aid in the process.
- When a student's conduct jeopardizes the good order, management or welfare of the school, disciplinary action will be taken.
- The Discipline Plan shall apply to students while on school premises, while attending school-sponsored events, while on school buses, or on chartered buses while students are engaged in school-sponsored activities, and while students are away from school at such activities.

School Discipline Plan

Each student is expected to abide by the district's Code of Conduct. Behavior which tends to conflict with the educational program or which is harmful or threatening to the welfare of other students, and/or staff will not be tolerated. Failure to abide by the following guidelines is a violation of the School Discipline Plan:

- Disciplinary measures such as warnings, detentions, suspensions, and expulsion will be used singly or in combination depending on the severity and/or frequency of the misconduct.

Code of Conduct

■ ***In-School Suspension/Office Detention Conduct:*** Each student is expected to behave in a respectable manner and to abide by the rules and procedures set. Any student who violates the Student Code of Conduct may be assigned in-school suspension by the administration.

■ ***Fighting:*** Fighting entails the practice of two or more students engaging in a physical struggle or a conflict that does not result in serious injury. This is not acceptable behavior.

■ ***Assault/Threats To Others:*** Assault is an attempt to apply force with intent to do physical injury to another with present means to execute the attempt. There may be an assault even

though there is no personal injury inflicted. This is not acceptable behavior and may result in charges being filed. Students will be automatically suspended for assault upon a school employee. The board will meet to discuss whether further sanctions, including expulsion, should be ordered against the student.

■ ***Tobacco Products*** (Board Policy 502.7) Students who are in possession of or using or distributing tobacco products shall be subject to school disciplinary actions and may also be reported to law enforcement officials.

■ ***Alcoholic Beverages, Controlled Substances*** (Board Policy 502.7) Students are prohibited from possessing, using, being under the influence of, distributing, selling, or manufacturing beer, wine or other alcoholic beverages, controlled substances, paraphernalia for administering substances or of “look alike” alcoholic or controlled substances while on school premises or vehicles, while they are participating in or attending District activities and while they are away from school premises if the conduct directly affects the good order of the District. A student who leaves the school premises during his/her normal times of attendance will be considered as being in school for purposes of this policy.

Distribution, sale or manufacture of alcohol, controlled substance or “look alike” substance or intent to do so: Parents/Guardians notified, Law enforcement officials notified. Student placed on out of school suspension pending recommendation to School Board for expulsion.

First Offense possession alcohol, controlled substance, paraphernalia or “look alike” substance: Parent/Guardian notified; Law enforcement officials notified, 5 day out of school suspension. Before re-admittance: parent/guardian must provide proof student has had valid substance abuse evaluation and that student is participating in any recommended counseling or treatment. Within thirty calendar days of readmittance, parent/guardian is required to provide proof student has successfully participated in any recommended counseling or treatment. Failure to comply - recommendation for expulsion.

Second and Subsequent Offenses of possession in the same school year: Parents/Guardians notified, Law enforcement officials notified. Student placed on out of school suspension pending recommendation to Board of Directors for expulsion.

■ ***Possession Or Use Of Dangerous Objects:*** Students are prohibited from using, possessing, carrying, or manufacturing dangerous or potentially dangerous objects, such as: knives, matches, lighters, ice snowballs, projectiles, guns, and any instrument that can be used as a weapon. Any student who threatens another person on school property or at a school event with a dangerous weapon, or who displays any object in such a manner as reasonably to place another person in fear for his or her safety shall be subject to discipline including possible suspension or recommendation for expulsion.

■ ***Firearms:*** Firearms are not allowed on school grounds or at school activities with the exception of firearms in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. Parents of students found in violation of this policy may be contacted and the student will be reported to law enforcement.

■ ***Intimidation:*** Threatening another student or staff member is not acceptable.

■ ***Extortion:*** Obtaining another person’s property or money by the threatened use of force or exercise of power is not acceptable.

■ ***Gambling:*** Participating in games of chance or skill for money or profit, unless it is a school-sanctioned event, is not acceptable.

■ ***Vandalism:*** Vandalism is the willful or ignorant destruction of a public property, in which the actual damage is of a minor nature. Any person found willfully damaging or defacing property belonging to the school district will be held responsible for the replacement or the repair of such property.

- **Malicious Mischief:** When damage to property is assessed at \$150 or more, the violation becomes malicious mischief or criminal damage to property. Malicious mischief includes, but is not limited to, malicious injury, defacing or destruction of any building, fixture, or equipment, the willful writing, making marks, or drawing characters on walls, furniture and fixtures. The student is responsible for the repair or replacement of the damaged item.
- **Setting False Fire Alarms:** A person who sets false fire alarms could be guilty of reckless conduct. Chapter 712.7, Code of Iowa. May include costs incurred from the city.
- **Arson/Setting Fires:** Arson is committed when, by means of fire or explosives, a person knowingly damages any real property or personal property. Chapter 712, Code of Iowa.
- **Stealing:** Taking the property of another without permission is not acceptable.
- **Loitering/Trespass:** Special permission from the building principal is required to visit schools. Those persons in violation of this policy are subject to criminal trespass charges being filed with the city attorney.
- **Unlawful Assembly:** Unlawful assembly is when three or more persons assemble in a violent and tumultuous manner to do unlawful acts to the disturbance of others.
- **Malicious Use Of The Telephone:** Chapter 708.7, Code of Iowa, makes it unlawful for any person to telephone another and use any obscene, lewd, or profane language, or threaten to inflict injury of physical harm to the person or property of any person.
- **Other:** Acts of behavior not mentioned above which conflict with the educational program or are harmful to the welfare of others is not acceptable.

Due Process

To ensure that the students receive fair treatment consistent with the fundamental requirements of due process, student suspensions or recommendations for expulsions must be made in accordance with the following:

A student may be suspended for up to ten days by an administrator for a commission of serious or repeated infractions of school rules, or when the presence of the student will cause substantial interference with the maintenance of the educational environment of the normal operation of the school. The administrator shall conduct an informal investigation of the charges against the student, giving the student:

1. Oral or written notice of the allegations against the student.
2. The basis in fact for the charges.
3. The opportunity to respond to those charges.
4. The right to appeal.

Appeal Provision

Any student or parent who believes that the actions of a teacher or other school official were unfair or unreasonable under the circumstances or in violation of these rules or board policy may request an informal hearing before the teacher or official's supervisor. The following order of appeal must be followed:

- 1) From a teacher's actions – Following an attempt to resolve the situation with the teacher, contact the principal.
- 2) From a principal's decision, contact the superintendent or his/her designee.
- 3) From the superintendent's decision, contact the school board secretary for procedures to appeal to the board of directors of the BCSD.

If a student/parent appeals the decision of the administrators, and if the student's presence, in the opinion of the administrator, will not be detrimental and disruptive to the educational process, then he/she will remain in his/her present status pending outcome of the appeal. However, if the student's presence is determined by the administrator to be detrimental or disruptive, the student will be suspended pending the outcome of the appeal. These students will be out-of-school during the appeal process.

NOTE: Special Service students are expected to follow the school rules and their behavior plans; however, consequences may be altered according to each individual educational plan.

Search and Seizure (Board Policy)

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

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

Written Notice of Search

Students, parents and guardians are hereby notified that school officials may conduct periodic searches of school lockers, desks, parking lots and other school facilities or spaces without prior notice. The search procedure may include the use of drug sniffing dogs.

Security cameras may be mounted inside and outside of the buildings for the purpose of monitoring access and/or hall traffic.

Unsafe School Choice Option - Notification

Any student who becomes a victim of violence, and a criminal charge has been filed, shall, to the extent feasible, be permitted to transfer to another school within the school district. For purposes of this rule, a victim of violence is a student who is physically injured, sexually assaulted or threatened with physical injury as a result of the commission of a crime (as defined by Iowa law) against the student while the student is in the school building or on the grounds of the attendance center.

Student Activities

School Parties (Treats)

Treats are to be limited to birthdays and special holidays. Prepackaged, individually wrapped, store purchased treats are preferred. Please check with the teacher before sending any treats to school. Any other party must receive prior approval from the building principal.

Fund-raising

Teachers and students shall not be used in any manner for the promotion or sale of services or products offered by agencies or organizations that operate for profit unless these activities receive approval from the building principal and are in compliance with current board policy.

Part of the profit gained will be allocated to a school club, organization, or group which has received prior approval for the project from either the school's administration if the sale occurs within the schools, or from the superintendent if the sale occurs within the community.

School Pictures

An opportunity for individual pupil pictures is provided each year. You will receive information concerning the date and cost about one month before pictures are taken. Pictures must be prepaid.

Special Olympics

The Burlington District participates in Special Olympics. This voluntary activity allows students with disabilities additional opportunity to participate in athletic competition. A student must be at least eight years old and have approval of their parent(s) and physician to participate. Students are expected to conduct themselves as representatives of the school district and abide by the same guidelines as other district athletes.

Student Health & Safety

Students are susceptible to childhood diseases. Parents should be alert to communicable disease symptoms and keep children home when symptoms are present. Chickenpox and other communicable diseases should be reported to the school and the Des Moines County Public Health Center (753-8290). A student with a fever of 100 degrees or greater should not be in school. Students should be fever-free for 24 hours without medication before returning to school to reduce the likelihood of exposing classmates to illness. When a student becomes ill at school, the parents will be notified and the student will be excluded from school. In the event that parents cannot be reached, the emergency contacts, provided by the parents, will be used.

Immunizations

Iowa state law requires that each child enrolling in school must furnish evidence that he/she has been immunized for the specific diseases mentioned below. By law, exemptions are allowed only for authorized medical and religious reasons.

Elementary / Secondary School Requirements in Iowa

4 years of age and older:

- **Diphtheria / Tetanus / Pertussis** 5 doses → with 1 dose received on or after 4 years of age if born on or after September 15, 2003; or 4 doses, with 1 dose received on or after 4 years of age if born after September 15, 2000, but before September 15, 2003; or 3 doses, with 1 dose received on or after 4 years of age if born on or before September 15, 2000. Adolescents at 13 years of age are required to have a Tdap booster upon entering 7th grade.
- **Polio** 4 doses → with 1 dose received on or after 4 years of age if born after September 15, 2003; or 3 doses, with 1 dose received on or after 4 years of age if born on or before September 15, 2003.
- **Measles /Rubella** 2 doses → the first dose shall have been received on or after 12 months of age; the second dose shall have been received on or after 28 days after the first dose.
- **Hepatitis B** 3 doses → if born on or after July 1, 1994.
- **Varicella** 2 doses → on or after 12 months of age if born on or after September 15, 1997; or 1 dose received on or after 12 months of age if born on or after September 15, 1997, but before September 15, 2003, unless the applicant has a reliable history of natural disease.

Immunizations are available from some doctor's offices or at the Des Moines County Health Department.

For children entering preschool, contact your health care provider or school nurse for current immunization requirements.

7th Grade:

- **Meningococcal (A, C, W, Y) vaccine** 1 dose → before the first day of school.
- **TDAP** 1 dose → before the first day of school.

12th Grade:

- **Meningococcal (A,C,W,Y) vaccine** 2 doses → if born after September 15, 1999 or 1 dose if received when the student was 16 years of age or older.

The meningococcal (A,C,W,Y) vaccine prevents meningitis, a bacteria that infects the brain, blood and spinal cord.

Dental Screening and Lead Screening

- Iowa state law requires that each student enrolling in kindergarten must provide an Iowa Certificate of Dental Screening.
- Students entering kindergarten are required to have completed a lead screening, but do not need to provide documentation to the school.
- Students entering 9th grade must provide an Iowa Certificate of Dental Screening.

Tuberculosis

Burlington Community School District requests that all new students enrolling in the district, who have lived outside the U.S., show documentation of receiving a tuberculosis test within the last year. If a student has not had a tuberculosis test within the last year, one should be administered, with documentation of the test results submitted to the school district.

Exclusion for Communicable Diseases (Board Policy)

Under state regulations, the school nurse (or school officials, through the principal or superintendent as appropriate), and parents are encouraged to report cases of communicable diseases occurring among students attending the schools. Physicians are required to report such cases.

A student known to have a communicable disease that poses a reasonable chance of infecting others in the normal school environment may be excluded from school. An excluded student may return to school with permission of the physician or must have clearance of the school or county nurse. Physical assessments of students in the school may be made from time to time by authorized personnel.

Emergency Care

The safety of your child is of vital concern to the school. Efforts to establish safety awareness among pupils is dealt with by the staff throughout the year. However, accidents do take place at school. Most accidents are minor and can be handled by administering first aid. Occasionally, accidents requiring a doctor's attention occur. In cases of this kind or when the school is in doubt concerning the need, parents/guardians (or use of an emergency number) will be contacted. If parents/guardians cannot be reached, the school will seek medical help.

Safety/Getting To/From School

Please talk with your child about getting to/from school safely. Whether your child walks or takes a bus, point out the safe route they should take. Point out where and how to cross the streets. Discuss the potential dangers that dawdling, talking with strangers or accepting rides from strangers could cause. When possible, students should cross streets that have a school patrol or an adult crossing guard.

Screenings

Height, weight, vision and hearing screens are provided as needed for specified grades preschool through 8th grade.

Administering Medications (Board Policy)

Prescription Medications

Prescription medication will be administered only with written authorization that is signed and dated by the parent/guardian and prescriber for the current school year. The medication must be in the original container which is labeled by the pharmacy with the name of the child, name of the medication, the time of the day when it is to be given, the dosage, route, and the duration. Medications must be kept in the clinic. Students may carry prescription inhalers with them, with signed permission by the parent/guardian and prescriber. A back-up inhaler must be provided to be stored in the clinic.

Over-the-Counter Medications

Over the counter medication also must be kept in the clinic. Non-prescription medication will be administered only with written authorization that is signed and dated by the parent/guardian for the current school year. The medication must be in the original container which is labeled by the manufacturer with the name of the medication and includes the dosing recommendations. Students are not to store medicine (other than inhalers) on their person or in their lockers. Parents are asked to provide the students' over the counter medication to the school.

School Patrol (Elementary)

It is important that students cross at the times the school guards are on duty. In order to increase the effectiveness of our patrol, please explain to your child the need to cooperate with the patrol. Please do not ask your child to cross between corners to get into an auto. Ask them to cross with the patrol as instructed.

Bicycle/Skateboard/Roller Blades/Mopeds

It is a general school district expectation that a child below fourth grade does not ride a bicycle to school. Forms must be completed for students to ride bicycles to school. These forms are available in the school office. The student must be prepared to demonstrate knowledge of safe riding practices before permission to use a bicycle at school is given by the building principal. The school is unable to assume responsibility for loss, theft, or damage, and it is recommended that each student provide a lock for the bicycle. All bicycles should be pushed while on school grounds. **Skateboards, roller blades are not allowed on school grounds. Students who are of legal age to ride mopeds to school and have the moped legally registered may ride them to school. They must follow all of the traffic rules, park in a legal parking spot, and register the moped with the school district in order to maintain this privilege.**

Traffic Safety

To ensure the safety of all children, please travel slowly during specified times. Please observe the No Parking signs. Do not block streets, drives, No Parking signs or alleyways.

Student Records

Parents of students under age 18 and students over 18 may exercise the right to review educational records of the student, to obtain copies of reports, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy or an invasion of privacy, and to have the records explained. The procedure to be followed in exercising any of the rights under the "Family Privacy Act of 1974" can be found in the Board Policy book which is available in all school buildings, as well as the central administrative offices. Should a student move from the district, the district will transfer the student's educational records to the next district upon written request of that district.

Retention Policy

Students will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment. The retention of a student will be determined based upon the judgment of the licensed employee and the principal. When it becomes evident a student in grades kindergarten through eighth may be retained in a grade level for an additional year, the parents will be informed. It shall be within the sole discretion of the Superintendent to retain students in their current grade level.

Emergency Procedures

A fire drill is announced by a series of short, intermittent sirens. At the sound of the alarm, all pupils and teachers immediately stop the activity in which they may be engaged and proceed quickly and in an orderly manner to indicated exits. Your teacher will advise you as to the approved exit for your room. The first pupil out each door should hold the door open while the rest of the group leaves the room. Then close the door. No books or extra clothing are to be carried from the building. Pupils will gather in an orderly group on the outside away from the building. Students will remain outside until the recall bell is sounded. A fire drill is a serious matter. Conduct yourself accordingly. An emergency drill (tornado, other) is announced by the sounding of a continuous siren. At the sound of the alarm, all students and teachers proceed quickly to designated areas. Procedures for fire and emergency drills are posted near the door of each room. Earthquake procedures will be explained by individual instructors within the guidelines established for each building.

Child Abuse - Mandatory Reporting (Board Policy)

The Code of Iowa requires certified school employees, including teachers and school nurses to file a report with the Department of Human Services when the person "reasonably believes a child has suffered from abuse". The requirement to report is mandatory. Legal Reference: Chapter 232, Iowa Code.

Emergency School Closings

Should weather, fog, or road conditions warrant delaying school starting, canceling school, or dismissing school early, announcements will be made over the local radio/TV stations (KBUR KGRS KBKB KKMI KCPS WQAD KWQC WHBF), via the internet and posted on the district BCSD Burlington Community School Facebook page. When school will be starting late or will be canceled for the day, the announcement will be made on that day.

Burlington Community School District participates in the Iowa School Alerts service. It allows you to choose to receive alerts to an email address as well as to your cellular phone. There is also the option to subscribe to multiple school districts as well as specific buildings within our district. Currently we will be using this system only for weather related alerts. In the future our schools may use the system to send building level announcements that may not be weather related. To start this process please go to <https://schoolalerts.iowa.gov>.

Some Helpful Tips...

- You will need to confirm your account with an active email address.
- You will need to choose 3 security questions.
- You will need to add BCSD as a "Subscription"
- Use "My Subscriptions" to add subscriptions.
- In this system the BCSD is listed as Burlington CSD.

Emergency Dismissal

Please discuss a plan of action with your child(ren) in case school is dismissed suddenly. Please have this plan filed with the school. This plan will be followed unless otherwise notified. The telephone lines will be busy. Children are not to stay at school, but in the past, some children did not know what to do or where to go. Please identify a home where your child may go in case of an emergency -- if you are not home or aware school is to be dismissed. Discuss this plan thoroughly with your child.

Religious-Based Exclusion from School Programs (Board Policy)

The Board recognizes the existence of various religious beliefs and acknowledges the American tradition of separation of church and state. Parents who wish to have their children excluded from a school program or unit of study must inform the principal in writing, stating that the objection is based upon religious beliefs, stating specifically which activities or studies violate their religious beliefs and why, and the parents must propose an alternate activity. The Superintendent shall have discretion to make a determination that an alternate activity is appropriate and that the student should be excused. The factors to be considered include, but are not necessarily limited to, staff and space availability to supervise students, numbers of students to be excluded, appropriateness of the alternate activities, whether allowing the exclusion places the District in the position of supporting a particular religion and whether the program or activity is required for promotion to the next grade level or for graduation. Exclusion from physical education, health and human growth and development instruction shall be granted in accordance with law.

Educational Programs

Student Acceptable Use and Internet Safety Policy Agreement

The district has a policy regarding Guidelines for Acceptable On-line and Network Use in place. Each parent/guardian will be asked to review this policy and sign an agreement each year before their student will be allowed access to the Internet. The policy and agreement are in this handbook.

Internet & Computer-Related Technologies

Use of the internet, web pages, email and other forms of computer-related technologies for the purpose of harassing, threatening, stalking, or slandering classmates or staff will be grounds for disciplinary action. This covers acts performed both on and off of campus and may also involve legal authorities. Students may not access our student information system; alter web server content, or any other forms of intrusion into unauthorized areas of the school's networks or servers. State and federal laws also cover these kinds of abuse. Tampering with school computers or changing computer settings without permission is not allowed. Students are urged to report any known abuse to allow corrections to be quickly made.

Assessment

Students are given assessment tests at specific grade levels. These tests are part of information used to evaluate academic progress for individual students, for groups of students, and for the school district. Students are tested unless excused by the principal.

Academic Achievement Testing

The district conducts annual achievement testing for 3rd through 11th grade, which utilizes the Iowa Assessments.

Diagnostic Assessments

GRI-5 - Basic Reading Inventory is administered to students in grades kindergarten - 5th.

Skills Iowa is administered to second through eleventh grade students.

Cognitive Abilities is administered in September to students in grade 3 and grade 6.

FAST screener is given three times per year for kindergarten through 5th grade in reading.

IDGI screener is given three times per year to preschool students. (Iowa Code Section 270.68 and 281 Iowa Administrative Code 62).

Media Centers

Students have access to media centers. Media center schedules are available at each building.

Educational Field Trips

The board recognizes that properly planned, well-conducted and carefully supervised field trips may be of value to the curriculum and learning experiences of students. Advance consent of the student's parent or guardian is required for any field trip involving the use of public or private transportation. Permission forms for these trips are signed at registration by the parent and remain on file. This requirement may be waived for secondary students for trips in the community.

Special Services

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The building assistance team is responsible for this process. Representatives from the area education agency may also assist the school district in this process. Parents wanting access to this process should contact the building principal. The following special services are available to qualifying students:

School Nursing	Title I Reading Clinic	Title I Math Clinic
Speech Therapy	Psychological	Special Education Programs
Social Work	Counseling and Guidance	Instrumental Music
Strings Instruction	Homebound Teaching	ELL (English Language Learner)
ELP/Extended Learning (District's Talented and Gifted Program)	VAPA - Visual and Performing Arts (A Part of the District's Talented and Gifted Program)	

Great Prairie AEA

Great Prairie AEA staff will be available to partner with Burlington School District staff members to provide the best education possible for your child. The Great Prairie AEA staff includes, but is not limited to: audiologists, consultants, teachers for hearing impaired and visually impaired, occupational therapists, physical therapists, school psychologists, school social workers, and speech-language pathologists. Your child's teacher may contact AEA staff for consultation, observation or interaction with your child. If you do not want the above services, please notify the school in writing. If you have any questions and/or concerns about these services, please call Shawn Stringer, Regional Special Education Director at the AEA at 319-753-6561.

Student Council

The student council provides for student activities, serves as a training experience for student leaders, give students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise. Members of the council are student representatives who have direct access to the administration.

Homework

The Board of Directors recognizes that the assignment of school work to students may require the work to be completed outside of school time. Homework shall be an opportunity for students to practice skills and activities, prepare for class activities, to organize and discuss ideas, to review materials, to become acquainted with resources, and to make up incomplete assignments.

Free and Appropriate Education

In addition to classroom teachers, this school has several individuals who are available to help you and your child. We have a guidance counselor, principal, nurse, school psychologist, school social workers, speech pathologist, occupational therapist, itinerant teachers of the visual and hearing impaired, special education and Title I teachers, and a special education consultant. All of these people are employed to assist you, your child, and your child's classroom teacher. Your child's classroom teacher may contact any of these professionals if concerns arise about your child's educational progress or they may observe your child in the classroom or visit with him/her if the need arises. On occasion, these professionals may participate in discussions about your child and provide recommendations to improve his/her success in school.

Accessibility to Programs and Services

The district complies with Section 504 of the Rehabilitation Act of 1973 regarding physical accessibility to district programs and services. Should a student or adult need specific accommodations to address accessibility needs, they are encouraged to contact the building principals or Section 504 Coordinator:

Mark Yeoman, Principal
Aldo Leopold Middle School, 3075 Sunnyside Ave
Burlington, IA 52601
(319) 752-8390

Specific accommodations occur continually and are addressed on a case-by-case basis. The district reviews its district programs and services and addresses Section 504 physical accessibility issues within its approved district plan.

Section 504

Parent/Student Rights in Identification, Evaluation and Placement (Section 504 of the Rehabilitation Act of 1973)

The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child receive accommodations, special education, and related services if she/he is found to be eligible under the Individuals with Disabilities Education Act (PL 101-476) or Section 504 of the Rehabilitation Act;
2. Have your child take part in and receive benefits from public education programs without discrimination because of his/her disability;
3. Have the school district advise you of your rights under federal law;
4. Receive notice with respect to identification, evaluation, or placement of your child;
5. Have your child receive a free appropriate public education. This includes the right to be educated with non-handicapped students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities;
6. Have your child educated in facilities and receive services comparable to those provided non-disabled students;
7. Have evaluation, education, and placement decisions made based upon a variety of information sources and by persons who know the student, evaluation data, and placement options;
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district;
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district;
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program and placement;
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
12. A response from the school district to reasonable requests for explanations and interpretations of your child's records;
13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing.

Crisis Intervention in a School Setting

In order to respond effectively to traumatic events, such as sudden death of students or staff, schools have appointed a building Emergency Response Team. The Team receives in-service orientation and staff development to address appropriate response to difficult situations. If parents know of a specific event that may need this Team's assistance, please contact the building principal.

Auxiliary Services

Transportation

Dear Parents:

During the year, your child may have the privilege of riding to school on a school bus or use the school bus for field trip activities. Riding the bus helps teach your child about safety, responsibility, courtesy, and being a member of a safety team.

We would like you, as parents, to become a member of this safety team. If your child rides the bus each day to and from school, we urge you to see that your child is at the bus stop on time, and that he/she takes the safest route to and from the bus stop. We also urge that all safety rules be reviewed with children a number of times during the school year. Regardless if your child rides daily or on an occasional field trip activity, this privilege may be revoked due to unacceptable conduct; therefore, we need your support for safety. With your support, your child can have the best and safest school transportation program possible.

If questions arise regarding school bus eligibility, or programs and regulations, please contact the Transportation Office, 753-1444.

Sincerely,
Supervisor of Transportation

Bus Passes:

1. No bus passes will be issued to walkers wanting to ride home with a bus student.
2. No bus passes will be issued to bus students wanting to ride home on a different bus with another bus student.
3. Bus passes will be issued to a bus student who needs to get off at a stop other than his/her regular stop on his/her bus route with prior approval with the transportation office at least 2 hours prior to bus route.

Bus Rules:

1. Stay seated in your seat.
2. Keep hands and feet to yourself.
3. Keep aisle clear.
4. Use inside voice and appropriate language.
5. Not eating or drinking on the bus.

Food Service

The district operates a school food service program. This program complies with the National School Lunch and Breakfast Program. Free or reduced price lunches and/or breakfasts are provided to students who meet current eligibility standards set by the National School Lunch and Breakfast Program. For additional information, contact your individual building.

School-Home-Community Relations & Communications

Visitors/Volunteers to the Schools

The board welcomes the interest of parents and other members of the school district community and invites them to visit the school buildings and sites. Visitors, which include persons other than employees or students, must notify the principal of their presence in the facility upon arrival. Persons who wish to visit a classroom while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. All volunteers must have on file, a current Volunteer Self-Disclosure Form (available at the school office), completed each school year.

Parent Conferences

Parent conferences are generally held twice a year. Individual conferences may be scheduled at parent and/or teacher request as needed during the year. Parent contacts are encouraged, including phone calls, notes and class visits.

Parent Concerns/Complaints (Portion of Board Policy)

The Board recognizes that situations may arise in the operation of the District which are of concern to parents or to the public. The Board strongly believes that all concerns should be resolved at the lowest possible level of decision-making by the individuals involved. Concerns are best dealt with in open communication by the individuals involved. Therefore, the purpose of these complaint procedures is to resolve, at the lowest possible level, and as expeditiously as possible, complaints of any person regarding any District matter.

Complaints Regarding Employees.

Complaints arising regarding the performance or behavior of an employee shall be referred to the employee's immediate supervisor. The Board shall not actively investigate such complaints regarding employees. Such complaints shall be handled as confidentially as reasonably practical. The immediate supervisor may require that the complaint be in writing. Appeals shall be taken to the Superintendent or his/her designee as set forth above.

If the matter is not resolved, the complainant may appeal to the Board setting forth in writing the specifics of the complaint. However, in appeals to the Board regarding complaints about employees, other than complaints about administrators, the Board shall review only the actions of the Superintendent or his/her designee to assure that the Superintendent provided a fair procedure for the resolution of the complaint. In addition, prior to the meeting at which a complaint is heard about any employee, including complaints about administrators, the Board Secretary, Superintendent, or Curriculum Director shall ascertain whether the matter may be legally discussed in closed session and shall ascertain from the employee whether the employee wishes to have the matter discussed by the Board in closed session. The employee may respond to the complaint at the meeting at which the complaint is heard by the Board, or if the employee needs additional time to adequately respond, the Board may schedule a second meeting for the employee to respond. The employee has the right to have a representative present at any Board meeting at which a complaint regarding his/her performance is considered.

Interference.

Investigations and processing of complaints shall be conducted so as to result in no interference with or interruption of school activities.

A citizen's complaint form is available to parents at the building level and may be requested from the building principal.

Monthly Calendar & Newsletters

Calendars

Each month the school will provide to each family in the school a copy of the monthly calendar of events. Please check this calendar for up-to-date scheduling.

Newsletters

As one of the district's ongoing goals of improving home-school communications, monthly newsletters discussing the various happenings at school will be provided to families.

Interrogations of Students by Outside Agencies (Board Policy)

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

Open Enrollment (Board Policy)

Since its inception during the 1990-1991 school year, the District has implemented provisions of the Open Enrollment law both as a sending and as a receiving district. Parents or guardians who are residents of the Burlington Community School District and who desire to enroll their children in another public school district in Iowa shall file an Open Enrollment application with the Burlington District and with the desired receiving district by March 1 of the school year prior to the effective date of the transfer. Such applications shall be subject to the Open Enrollment law and acceptance by the receiving district as well.

Parents or guardians residing in other Iowa school districts who desire to enroll their children in the Burlington Community School District shall file an Open Enrollment application with both their resident districts and with the Burlington District. Such applications shall be subject to the Open Enrollment law, class size limitations and availability of appropriate programs. While the District will make an effort to honor parents' requests, it reserves the right to determine the school of attendance of such students. The superintendent has the authority and responsibility to administer this policy and supplementary administrative regulations and procedures and shall report to the Board as appropriate.

Open Enrollment Notification

The Burlington Community School District shall participate in open enrollment, both as a receiving district and as a sending district, pursuant to the Open Enrollment Act and the rules of the Iowa Department of Education.

Transferring In. Parents and guardians of nonresident students who wish to enroll their children in the Burlington Community School District must file an application on the form provided by the Department of Education and available in the superintendent's office with both the student's resident district and with the Burlington District by March 1 (for grades 1-12) preceding the school year in which enrollment is sought. Applications may be filed after March 1 but no later than September 1 of the school year in which enrollment is first sought in the Burlington District for a child who is a kindergarten student. Exceptions to the March 1 deadline which are considered "good cause" as defined by the Open Enrollment law are acceptable conditions for a timeline waiver IF the change occurred/began after March 1.

Transferring Out. Parents and guardians of students who are residents of the Burlington Community School District who wish to enroll their children in another district in the State of Iowa under the Open Enrollment Act must file an application on the form provided by the Iowa Department of Education and available in the Superintendent's office with the Burlington District and the receiving district by March 1 (for grades 1-12) preceding the school year in which enrollment is sought. Applications may be filed after March 1 but no later than September 1 of the school year in which enrollment is first sought if the child is a kindergarten student. Exceptions to the March 1 deadline which are considered "good cause"

as defined by the Open Enrollment law are acceptable conditions for a timeline waiver IF the change occurred/began after March 1.

The District will act on applications that are filed by March 1 and notify the parents or guardians. For those applications appropriately filed after March 1, the District will act on them within 30 calendar days. The Burlington Superintendent will act on the applications in accordance with the open enrollment rules and will give notice to the parent or guardian. If the Superintendent denies the application, the parent or guardian may appeal to Iowa District Court, unless application is for serious health conditions, or pervasive harassment, then the appeal can be to the Board of Education.

Transportation. Parents are responsible for transporting children open enrolled to another district. This applies to all students, including those with an IEP. As a general rule, if the need for transportation as a related service is stated in the IEP, the parent is responsible for this obligation under open enrollment. If a child open enrolls to a district that is contiguous (borders) to the home district, and the parent's income meets economic eligibility requirements, the family may receive a stipend for transportation or be provided transportation by the district. Parents and guardians who meet the economic eligibility criteria established by the Iowa Department of Education may receive transportation or financial assistance with transportation. Otherwise, the parents or guardians are responsible without reimbursement to provide transportation for open enrolled students to a bus stop on a regular route in the receiving district.

Eligibility. Students who open enroll in any of the grades 9 through 12 shall not be eligible to participate in varsity contests and competitions during the first ninety (90) school days of transfer. There are certain legal exceptions to this ineligibility period.

If you have further questions, contact Superintendent Pat Coen at (319) 753-6791.

Miscellaneous

Marking Clothing

All items of clothing (coats, boots, sweaters, jackets, caps, etc.) should be clearly marked with the child's name. This should be done for students of every grade.

Sending Money to School

It has proven safer and more satisfactory to put any money sent to school in a sealed envelope with your child's name and the teacher's name on the outside.

Pictures/Videos

Student pictures (image or likeness) and videos periodically feature district activities and events for educational and promotional purposes. Pictures and videos are sometimes used for building and district newsletters and local/regional media coverage. If you do not want your child's picture taken or for him/her to participate in a school sanctioned video, please notify the school office by September 15th. Individual pictures (image or likeness) and videotaping of a student is sometimes necessary to indicate the extent of his/her behavioral or academic concerns. These pictures and videotapes will be evaluated by your son or daughter's educational team. You will be notified by your building principal before the taping begins.

Class Rosters

Each year various organizations including PTA, PTO, Scouting Programs, and individual parents request copies of classroom rosters. Rosters include the child's name, parent's name, address and phone number (if not unlisted). If you do not want your child's name on the roster, please notify the school office by September 15th.

Book Rental and Registration Fees

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

Recess

Outdoor

Students will not be sent outdoors for recess if the temperature, including wind chill, is 15 degree or below. Students are encouraged to wear clothing that is appropriate for the weather.

Personal Items at School

Generally students are not to bring their personal toys and items to school unless requested to do so by the teacher for special events, show and tell, plays, or parties. We provide games for indoor recess and equipment for the playground activities. Unauthorized personal items brought to school will be confiscated. Students are not permitted to have cell phones or any other nonessential items that are potentially disruptive to the learning environment on their person during the school day. This includes but is not limited to iPods, Mp3 players, pagers, electronic games and other items not on a recommended list of student supplies. Students who use their cell phones or students with a ring or vibrating cell phone while school is in session will have their phone confiscated. Lost or stolen items are not the responsibility of the school district.

Model Notification Rights Under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.
Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy right under FERPA.
Parents or eligible student who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decisions and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or official (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Infinite Campus is a company that we have contracted with for student information software.
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the US Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
US Department of Education
400 Maryland Ave, SW
Washington, DC 20202-5920

Protection of Pupil Rights Amendment (PPRA)

PPRA governs the administration to students of a survey, analysis, or evaluation that concerns one or more of the following eight protected areas:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or student's parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

PPRA also concerns marketing surveys and other areas of student privacy, parental access to information, and the administration of certain physical examinations to minors.

The rights under PPRA transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

Student Acceptable Use and Internet Safety Policy (Board Policy 604.3)

Burlington Community School District is providing students access to the district's electronic network. This network includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. This document contains the rules and procedures for students' acceptable use of the Burlington Community School District electronic network.

- The Burlington Community School District electronic network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development and limited high-quality self-discovery activities.
- The Burlington Community School District electronic network has not been established as a public access service or a public forum. Burlington Community School District has the right to place reasonable restrictions on material that is accessed or posted throughout the network.
- Parent/guardian permission is required for all students under the age of 18. Access is a privilege – not a right.
- It is presumed that students will honor this agreement they and their parent/guardian have signed. The district is not responsible for the actions of students who violate them beyond the clarification of standards outlined in this policy.
- 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 cyber bullying, 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:
 - safety on the Internet;
 - appropriate behavior while on online, on social networking Web sites, and
 - in chat rooms; and
 - cyber bullying awareness and response.

- Compliance with the E-rate requirements of the Children’s Internet Protection Act
- Students will indemnify the district for any damage that is caused by students’ inappropriate use of the network.
- Students are expected to follow the same rules, good manners and common sense guidelines that are used with other daily school activities as well as the law in the use of the Burlington Community School District electronic network.

General Unacceptable Behavior

While utilizing any portion of the Burlington Community School District electronic network, unacceptable behaviors include, but are not limited to, the following:

- Students will not post information that, if acted upon, could cause damage or danger of disruption.
- Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, they must stop.
- Students will not knowingly or recklessly post false or defamatory information about a person or organization.
- Students will not use criminal speech or speech in the course of committing a crime such as threats to the president, instructions on breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.
- Students will not use speech that is inappropriate in an educational setting or violates district rules.
- Students will not abuse network resources such as sending chain letters or “spamming”.
- Students will not display, access or send offensive messages or pictures.
- Students will not use the Burlington Community School District electronic network for commercial purposes. Students will not offer, provide or purchase products or services through this network.
- Students will not use the Burlington Community School District electronic network for political lobbying. Students may use the system to communicate with elected representatives and to express their opinions on political issues.
- Students will not attempt to access non-instructional district systems, such as student information systems or business systems.
- Students will not use district equipment, network or credentials to threaten employees, or cause a disruption to the educational program.
- Students will not use the district equipment, network or credentials to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal.

Email (Note: The district will monitor student e-mail activity)

- High school and middle school students may be provided with e-mail accounts for specific educational projects or activities.
- Students will not repost a message that was sent to them privately without the permission of the person who sent them the message.
- Students will not post private information about another person.

Telnet and FTP (Note: Telnet and FTP are typically not given to students)

- Telnet and FTP services will be available to students. However, all aspects of this policy are applicable to material accessed or downloaded.

Message Board/Usenet Groups (Note: Usenet access is not typically given to students)

- The district will provide access to selected newsgroups that relate to subjects appropriate for educational use. Messages posted locally that are in violation of this policy will be removed. The district reserves the right to immediately terminate an account of a student who misuses the messages boards or Usenet groups.

Web Sites

- Elementary and Middle School Level – Group pictures without identification of individual students are permitted. Student work may be posted with either the student first name only or other school-developed identifier (such as an alias or a number).
- High School Level – Students may be identified by their full name with parental approval. Group or individual pictures of students with student identification are permitted with parental approval.
- Material placed on student Web pages are expected to meet academic standards of proper spelling, grammar and accuracy of information.
- Material (graphic, text, sound, etc.) that is the ownership of someone other than the student may not be used on Web Sites unless proper copyright law requirements are fulfilled.
- All student Web pages should have a link back to the home page of the classroom, school or district, as appropriate.

Personal Safety

- Students will not share personal contact information about themselves or other people. Personal contact information includes address, telephone, school address or work address.
- Elementary and middle school students will not disclose their full name or any other personal contact information for any purpose.
- High school students will not disclose personal contact information, except to education institutes for educational purposes, companies or other entities for career development purposes, or without specific building administrative approval.
- Students will not agree to meet with someone they have met online.
- Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable.

System Security

- Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should students provide their password to another person.
- Students must immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- Students will not attempt to gain unauthorized access to any portion of the Burlington Community School District electronic network. This includes attempting to log in through another person's account or access another person's folders, work or files. These actions are illegal, even if only for the purposes of "browsing".
- Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Users will not attempt to access Web sites blocked by district policy, including the use of proxy services, software, or Web sites.
- Users will not use sniffing or remote access technology to monitor the network or other user's activity.

Software and Files

- Software is available to students to be used as an educational resource. No student may install, upload or download software without permission from the district technology department.
- A student's account may be limited or terminated if a student intentionally misuses software on any district-owned equipment.

- Files stored on the network are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of the Burlington Community School District electronic network may lead to discovery that a student has violated this policy or the law. Students should not expect that files stored on district servers are private.

Technology Hardware

- Hardware and peripherals are provided as tools for student use for educational purposes. Students are not permitted to relocate hardware (except for portable devices), install peripheral or modify settings to equipment without the consent of the district technology department.

Vandalism

- Any malicious attempt to harm or destroy data, the network, other network components connected to the network backbone, hardware or software will result in cancellation of network privileges. Disciplinary measure in compliance with the district's discipline code and policies will be enforced.

Plagiarism and Copyright Infringement

- Students will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were the students'.
- District policies on copyright will govern the use of material accessed and use through the district system.
- Copyrighted material will not be placed on any system without the author's permission. Permission may be specified in the document, on the system or must be obtained directly from the author.

Videoconference

- Videoconferencing is a way that students can communicate with other students, speakers, museums, etc. from other parts of the country and the world. With videoconferencing equipment, students can see, hear, and speak with other students, speakers, museum personnel, etc. in real-time.
- Videoconference sessions may be videotaped by district personnel or by a participating school involved in the exchange in order to share the experience within the building or district.
- Students' voices, physical presence and participation in the videoconference are transmitted to participating sites during each session. Rules and procedures relative to acceptable use and behavior by students apply during all videoconference sessions.

Student Rights

- Students' right to free speech applies to communication on the Internet. The Burlington Community School District electronic network is considered a limited forum, similar to the school newspaper, and therefore the district may restrict a student's speech for valid educational reasons. The district will not restrict a student's speech on the basis of a disagreement with the opinions that are being expressed.
- An individual search will be conducted if there is reasonable suspicion that a student has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

Due Process

- The district will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted through the district network.
- In the event there is an allegation that a student has violated the district acceptable use regulation and policy, the student will be provided with a written notice of the alleged violation and an opportunity to be heard in the manner set forth in the student disciplinary code.
- Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use regulations and policy may result in a loss of access as well as other disciplinary or legal action.

- If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his/her network account.

Limitation of Liability

- The district makes no guarantee that the functions or the services provided by or through the district network will be error-free or without defect. The district will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service.
- The district is not responsible for the accuracy or quality of the information obtained through or stored on the network. The district will not be responsible for financial obligations arising through the unauthorized use of the network.

Violations of the Acceptable Use Policy

Violations of this policy may result in loss of access as well as other disciplinary or legal action. Students' violation of this policy shall be subject to the consequences as indicated within this policy as well as other appropriate discipline, which includes but is not limited to:

- Use of district network only under direct supervision
- Suspension of network privileges
- Revocation of network privileges
- Suspension of device privileges
- Suspension from school
- Expulsion from school and/or
- Legal action and prosecution by the authorities

The particular consequences for violations of this policy shall be determined by the school administrators. The superintendent or designee and the board shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

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 cyber bullying, 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:
 - safety on the Internet;
 - appropriate behavior while on online, on social networking Web sites, and
 - in chat rooms; and
 - cyber bullying awareness and response.
- Compliance with the E-rate requirements of the Children's Internet Protection Act

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.

Internet Safety (Board Policy 604.5)

Introduction

It is the policy of Burlington Community School District (hereinafter called the “BCSD”) to:

- a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- b) prevent unauthorized access and other unlawful online activity;
- c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children’s Internet Protection Act (CIPA).*

Access to Inappropriate Material

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the BCSD online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes:

- a) unauthorized access, including so-called “hacking,” and other unlawful activities; and
- b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Penalties for Improper Use

Failure to adhere to network policies and rules may subject users to warnings, usage restrictions, disciplinary actions, or legal proceedings.

Education, Supervision and Monitoring

It shall be the responsibility of all employees of BCSD to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Supervisor of Technology Services or designated representatives.

BCSD employed teachers will provide age-appropriate training for students who use Internet connected computers in BCSD classrooms. The training provided will be designed to promote the district’s commitment to:

The standards and acceptable use of Internet services as set forth in the agency’s Internet Safety Policy;

- a) Student safety with regard to:
 - a. safety on the Internet;
 - b. appropriate behavior while online, on social networking Web sites, and in chat rooms; and
 - c. cyber bullying awareness and response.
- b) Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”).

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of BCSD’s acceptable use policies.

*CIPA definitions of the terms:

Technology Protection Measure

The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

1. Obscene, as that term is defined in section 1460 of title 18, United States Code
2. Child Pornography, as that term is defined in section 2256 of title 18, United States Code;
3. Harmful to minors.

Harmful to Minors

The term “harmful to minors” means any graphic image file, or other visual depiction that;

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Sexual Act; Sexual Contact

The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States.

Student Acceptable Use and Internet Safety Policy Agreement

I HAVE READ, UNDERSTAND, AND WILL ABIDE BY THE Student Acceptable Use and Internet Safety Policy. I understand that any violation of the terms and conditions may constitute a criminal offense and/or a violation of District policies and regulations. Should I commit any violations, my access privileges may be suspended or revoked, school disciplinary action may be taken, and/or legal action may be taken.

User Name (please print):

User Signature:

Date: _____ School: _____

As the parent or guardian of this student, I have read the Student Acceptable Use and Internet Safety Policy and agree that the terms and conditions shall apply to my child. I understand that this access is designed for educational purposes. I recognize it is impossible for the District to restrict access to all controversial materials and will not hold it responsible for materials acquired on the network.

Parent or Guardian Name (please print):

Parent or Guardian Signature:

Relationship to Student:

Date: _____

**BURLINGTON COMMUNITY SCHOOL DISTRICT
BURLINGTON, IOWA 52601**



AHERA Information Letter

Dear Parents and Staff:

May 31, 2018

Asbestos is an issue we have been dealing with for many years. The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA) was enacted by Congress. AHERA was enacted to determine the extent to which schools have problems with asbestos and to develop solutions or corrective actions.

To give you some background, asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa, and the U.S.S.R. Asbestos properties made it an ideal building material for insulating, sound absorption, decorative plaster, fireproofing, and a variety of miscellaneous uses. There were over 3,000 different products made using asbestos products in 1973; however, most uses of asbestos products as building materials were banned in 1978.

We will be doing a three-year reinspection by a certified asbestos inspector as required by AHERA. The inspector has located, resampled, and rated the conditions and potential hazards of material suspected of containing asbestos. The inspection and laboratory analysis records have been turned over to a certified management planner to develop asbestos management plans. Thus, an Asbestos Management Plan has been developed for each of our facilities.

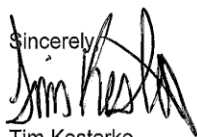
This notification letter, the education and training of our employees, and development of plans and procedures, which minimize the disturbance of the asbestos-containing materials, are designed to meet the government regulations (AHERA).

A copy of the Asbestos Management Plan is available for your inspection in our administrative offices of each building during regular office hours. Tim Kesterke, Supervisor Buildings and Grounds is our Asbestos Program manager and all inquiries regarding the plan should be directed to him.

We have been implementing the Asbestos Management Plan. It is our intent to comply with Federal, State, and local regulations in this area. We plan on taking whatever steps are necessary to insure your children and our employees have a healthy, safe environment in which to learn and work.

We have had repair response action in James Madison Educational Center, Burlington High School.

We have also completed periodic surveillance in all buildings at approximately six-month intervals as required by AHERA.

Sincerely,


Tim Kesterke
Asbestos Program Manager

TK/am