

BENNETT COMMUNITY SCHOOL
STUDENT-PARENT HANDBOOK
FOR
GRADES PreK-6
2018-2019

Superintendent/Principal (563) 890-2226 or 2228

BENNETT COMMUNITY SCHOOL DISTRICT
MISSION STATEMENT

All students will be 21st century learners, be safe, be good global citizens, and have a feeling of self-worth. The family is the foundation for the development of the individual.

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**BENNETT COMMUNITY SCHOOL DISTRICT
FACULTY AND STAFF**

Administration

David Larson

Superintendent/
PK-6 Principal

Faculty

Brooke Cavey (F&B)

Technology

Rebecca Bruno

Title I/TAG

Matthew Driscoll

Instrumental Music

Bobbi Havill

ELA Grades 1-3

Emilie Hein

Resource

Stacey Hennings

Math/Science Grades 4-6

Joel Herman

Counselor

Luke Johnston

Vocal Music

Cindy Kunde

Librarian

Karen Mackey

Preschool

Debra Meyer

Art

Heather Sivia

Kindergarten

Deb Storjohann

ELA Grades 4-6

Casey Strub

Physical Education

Tina Vyncke

Math/Science Grades 1-3

Kelly Wendel

Social Studies

Grades 1-6

Office/Auxiliary Staff

Lonna Moeller

Building/Board Secretary

Kimberly Shuger

School Nurse

Laura Garrels

Paraprofessional

Elissa Junker

Paraprofessional

Liz Schroeder

Paraprofessional

Samantha Wiese

Paraprofessional

Karis Horstmann

Secretary/Library/Para

Teresa Wulf

Food Service

Diane Covington

Food Service

Rodney Deerberg

Custodian/Bus Driver

Catalina Critten

Bus Driver/Preschool

Driver

Dan Hamann

Bus Driver

Dave Wilson

Bus Driver

Kevin Rasdon

Sub Bus Driver

Roger Regennitter

Sub Bus Driver

OBJECTIVES FOR EQUAL EDUCATIONAL OPPORTUNITIES FOR STUDENTS

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

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

The board supports the delivery of the educational program and services to students free of discrimination on the basis of race, color, sex, marital status, national origin, religion, sexual orientation, gender identity, age (employment), disability, creed, actual or potential parental, family, socio-economic status, or marital status in its programs, activities, or employment practices as required by Iowa Code. This concept of equal educational opportunity serves as a guide for the board and employees in making decisions relating to school facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students.

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

This section of the board policy refers to the term "parents" in many of the policies. The term parents for purposes of this policy manual means the legal parents, the legal guardians, or the custodian of a student. Students who have reached the age of maturity or are not only the biological parents but it shall also mean the legal guardian and students who have reached the age of majority or are otherwise considered an adult by law.

Please note: Inquiries regarding compliance with Title VI, VII, or Title IX and the Rehabilitating Act of 1973 may be directed to the Secretary of the Board of Directors, 300 Cedar St., Bennett, Iowa 52721; phone (563) 890-2226. Additional inquiries may be made to the Director of Region VII Office of Civil Rights, Dept. of Health, Education and Welfare, Kansas City, MO 64153-1367.

JURISDICTIONAL STATEMENT

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school owned and/or school-operated busses or vehicles or chartered busses, while attending or engaged in school activities. A violation of the school district policy rule or regulation may result in disciplinary action.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook.

EDUCATIONAL PHILOSOPHY

The Bennett Community School's philosophy of education is one which believes that the school ranks second only to the parents and the home as an institution which helps each individual child to develop their mental, emotional, social and physical abilities and capacities; and to help them develop wholesome attitudes, including tolerance toward themselves, their fellow students, their home and their country. This child development is a continuous process, beginning at birth and continuing throughout life. For this reason, the child can expect the school to help them to: develop and maintain a healthy body and a well balanced personality, help them develop the basic learning skills, develop an understanding and an appreciation of the natural and social work world, participate happily and helpfully in home and community life, work and play with others, and enjoy the use of music, art, literature, and handicrafts for a more wholesome life.

The Board believes that it is a responsibility of the school to provide maximum learning opportunities for all the educable children of school age in the community, and for adult members of the community when such opportunities are desired by reasonable number of persons. The Board also believes that, so far as is administratively and economically feasible, each student should be treated as an individual with their own particular capabilities, aptitudes, and personality. The student should be an active participant in the learning process, and not simply a passive absorber of knowledge. They should learn where to look for and how otherwise to acquire information in order that their informal education may continue.

BASIC SCHOOL OPERATING PROCEDURES

HOURS OF OPERATION

The school year for students is 1080 hours. Good attendance is the key to student learning. The daily schedules are as follows:

Mon., Tues., Thurs., Fri.

First Bell 7:40 a.m.
Report to class 7:55 a.m.
Tardy Bell 8:00 a.m.
Town Student Dismissal 3:25 p.m.
Bus Student Dismissal 3:30 p.m.

Wed.

First Bell 7:40 a.m.
Report to class 7:55 a.m.
Tardy Bell 8:00 a.m.
Town Student Dismissal 2:25 p.m.
Bus Student Dismissal 2:30 p.m.

No students are allowed in the building before 7:35 a.m. unless participation in a school activity requires it. Likewise, students are expected to leave the building at the conclusion of the regular school day unless they are participating in a school-sponsored activity.

School will begin at 9:55 a.m. when we have a 2 hour late start. There will be no breakfast or before school recess on late start mornings. Students arriving more than five minutes late on those days will be counted as tardy.

STUDENT ATTENDANCE/TARDINESS/ILLNESS

Regular school attendance is very important. If it is necessary for your child to be absent, please call the school at 890-2228 or 890-2226. If you do not have a phone, please send a note the next day explaining the reason for the absence. If the absence is due to illness, we request that you tell us the type of illness since it is necessary to monitor contagious diseases. We may request a doctor's note in cases where absences are prolonged or frequent. We will call you if we aren't notified by 9:00 am.

Students are counted tardy after 8:00 a.m. daily. Students arriving at school by 10:30 a.m. will be considered tardy and students who arrive to school after that time will be considered absent for half of the day. Any student leaving the building at or before 1:00 p.m. will be considered absent for half the day. If you know your child will be absent in advance (doctor's appointment, etc.), please notify the office so that we may make arrangements for your child to receive assignments.

The school determines whether an absence is excused or unexcused. Excused absences include, but are not limited to, illness, family emergency, recognized religious observances, and school activities. Unexcused absences include, but are not limited to tardiness, shopping, hunting, concerts, preparation or participation in parties or other celebrations and employment. Students are expected to be in class on time. Being tardy for class is considered an unexcused absence unless approved by the principal.

Students who need to leave school during the school day must receive permission from the office and have a note signed by the student's parents, have their parents telephone the office or have their parents pick them up. Students who return to class or arrive after the school day has begun must present a signed note from their parents to the office for re-admission. Students are not released to anyone other than their parents during the school day unless the office has a note signed by the student's parents.

Students will not be allowed to leave school without parental consent. If your child needs to go to the doctor or dentist during the school day, we ask that you send a note stating the purpose and time the child must leave. This note must be approved by the office, so that there is an official record. If there is no note, we insist that you come to the office and pick up your child.

Students participating in school activities must be in school at least one-half day on the day of the event in order to participate in a school activity. The remaining half-day is considered an excused absence. The principal, only in extraordinary circumstances, may waive this rule.

Students are responsible for arranging to make up schoolwork and are allowed to make up schoolwork only upon the approval of their teacher. Students who know they are going to be absent prior to an absence must make arrangements with their teachers in advance to make up schoolwork.

EMERGENCY DRILLS

Periodically, the school holds emergency fire, tornado and bomb threat drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. Students are expected to remain quiet and orderly during a drill or an emergency. These drills are planned to train staff and students how to evacuate to safety areas in case of tornado, severe weather conditions, fire or other dangerous situations.

FAMILY-CHURCH NIGHT

Wednesday night is open/family/church night. No school functions, practices, or games will be scheduled after 6:15 p.m. on this night. The only exception would be if an agency or group outside of the school schedules tournaments or meetings on this night.

SCHOOL CLOSINGS/LATE STARTS/EARLY OUTS

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. In the event of early closing, there will be no school-sponsored activities. School closing, delayed starting time, or early dismissal will be announced over radio stations WMT-Cedar Rapids, WOC-Davenport and TV stations KCRG-Ch. 9-Cedar Rapids, and KWQC-Ch. 6-Davenport. School closings will also be listed on our school website, Facebook, and school Twitter account. Families can also sign up to receive an automated phone message/text message from administration when schedules are changed.

TEXTBOOK RENTAL AND FEES

Textbooks are rented to the students. The student assumes the responsibility for taking proper care of the books signed out to them. An extra charge will be made for books that are unnecessarily damaged. Textbook rental fees and other fees are published before school begins each year. Fees for damaged books will be prorated according to the age and damage of the book. Students may be assessed fines, charges, or fees for the materials needed in a course, for overdue school materials, for participating in activities, or for misuse of school property.

TRANSPORTATION – BUS ROUTES

Students need to be ready to board buses when the bus arrives at the pickup locations. Bus drivers will wait 30-60 seconds and then depart. If there is no student pickup two days in a row with no correspondence to district offices, a bus will not stop at that location until correspondence has been made with the district office.

GUIDELINES FOR STUDENT BEHAVIOR

USE OF BICYCLES

Riding a bicycle to and from school is a privilege - not a right. Students who fail to follow the rules set by the administration will have the privilege of bike riding removed, and may also be subject to additional discipline.

BUS RIDERS - BEHAVIOR EXPECTATIONS

The privilege of riding Bennett Community School busses carries with it an obligation for proper conduct. The rules established by the school officials must be followed in order for students and drivers to be safe. All students are held responsible for their personal actions. Support from students and parents/guardians is a key to making the bus experiences safe and positive.

The following behaviors will not be permitted on school busses:

1. hitting
2. spitting
3. profanity/abusive language
4. fighting
5. assault
6. failure to remain seated
7. name calling
8. throwing objects
9. making excessive noise
10. vandalism
11. obstructing aisles
12. possession of tobacco or smoking
13. possession of a weapon
14. possession of alcohol or other controlled substances
15. failure to comply with a reasonable request from the bus driver or supervisor
16. any other conduct deemed hazardous to the safety of the passengers or to the bus

If a driver chooses to report a student discipline problem to the administration, a "Bus Driver Student Discipline Report" will be completed (see below).

The discipline steps listed below are the ones normally followed to correct inappropriate behavior. However, steps may be altered if the behavior requires a more severe disciplinary action. For minor disruptive misbehavior such as safety violations, name calling, eating/drinking on the bus, noise distractions, or other inappropriate behavior, the driver/district staff will do the following:

- a. **First Offense:** Provide verbal warning by the driver.
- b. **Second Offense:** The driver may reassign the student to an assigned seat. Student will be informed how long they will be in the assigned seat. A parent contact form may be filled out by the driver and given to the student for parent/guardian to sign and return.
- c. **Third Offense:** The Principal/Superintendent will call the parent/guardian, conference with the student at school or by phone, review the bus video, or a combination of the above. Disciplinary actions may include bus suspension or other appropriate disciplinary actions. Parent/guardian will be notified of all bus suspensions.
- d. **Fourth Offense:** The above procedures will be followed with disciplinary actions that may include a five day or longer bus suspension. Parent/guardian contact will be made.

- e. **Fifth Offense:** A recommendation for the termination of bus-riding privileges may be made to the parent/guardian and school.

Major Behavior Problems: Behaviors including, but not limited to fighting, vandalism, throwing objects in the bus or out the bus windows, profanity or obscene gestures, disrespect toward the driver or other students, and any other distractions or disruptions to a driver can affect student safety and bypass the steps listed above and result in bus suspension or termination.

BUS DRIVER STUDENT DISCIPLINE REPORT (Sample)

Bus Driver Name _____ Date of Incident _____

Student (s) involved in discipline concern _____

Complete description of discipline concern:

Was student given verbal reprimand? _____ When? _____

If appropriate, were explanations from other students heard concerning the bus discipline incident given? _

Bus Driver recommendation _____

Date received by the administration _____

Date parent (s) contacted by the administration _____

Action taken by the administration _____

BUS RIDERS – USE OF OTHER TRANSPORTATION

If students ride the bus in the morning but have other means of returning home in the afternoon, a parent should send a note notifying the teacher of this arrangement. Otherwise, students are expected to ride the bus. Parents of students who normally ride the bus in the morning are asked to contact their bus driver or the office by 7:00 a.m. if they will not be riding the bus.

PAVED BUS ROUTES

There may be times during the year that it becomes necessary to operate our busses on paved roads only. On these days, parents will need to get their children to one of the designated pick up points or transport them to school. If an announcement is made declaring paved routes only, it will be for both the morning and afternoon routes.

ELECTRONIC/TECHNOLOGICAL DEVICES

Students may not possess radios, CD players, televisions, water guns, toys and other similar items on school grounds or at school activities. Students are not allowed to have any wireless communication devices (i.e. cellular phones) in their possession during the academic school day, other than school assigned computers used for instructional purposes. No device is permitted which allows students to send or receive personal messages that would contribute to cheating, access the Internet, or take pictures. Inappropriate use of a device or a prohibited item will result in the device being taken away from the student and returned at a later date. Students found in violation of this policy may be subject to discipline and, in cases where a law may be violated, law enforcement may be contacted. Students need to remember that whatever they put on a personal electronic device could end up anywhere so they need to ensure the devices are used appropriately.

CONTROLLED SUBSTANCES - TOBACCO - ALCOHOL- DRUGS

The use or possession of tobacco, and the use or possession or being under the influence of alcohol, other controlled substances, or "look-alike" substances that appear to be tobacco, alcohol or controlled substances by individuals under the age of eighteen and all students regardless of age on school property or at any activities sponsored by the school is strictly forbidden. Violation of this rule will result in disciplinary action, which may ultimately include expulsion. Such violators may also be reported to local law enforcement authorities.

DRESS AND APPEARANCE

Educators, parents, and students share responsibility for appropriate student appearance. Bennett staff members believe that better schoolwork is done when students are well dressed and groomed. All students, parents, and guests are expected to wear shoes and a shirt at school and school events. Students will not be allowed to wear hats, caps, muscle shirts, crop tops, or "short" shorts. Clothing and other apparel that promote tobacco, alcohol, or other drugs are not acceptable. Inappropriate language, skulls, and other symbols in poor taste on apparel will not be allowed.

The administration reserves the right to judge what is proper and what is not. When apparel is not appropriate, students will be asked to change into something else or to turn the clothing inside out. Your child is also expected to wear proper clothing to school, based on weather conditions. If students or parents have questions about appropriate apparel or related issues, they are encouraged to contact the teacher or the principal.

FIREARMS AND DANGEROUS WEAPONS

It is a crime to be in possession of a firearm or a dangerous weapon on school properties. Any student found to be in possession of a firearm or a dangerous weapon on school property or at a school sponsored activity is subject to immediate expulsion from school for a period of up to 12 calendar months. The superintendent may modify expulsion requirements on a case-by-case basis.

GUM/POP/CANDY

No pop, candy, food, etc. will be allowed in the building except at designated areas. This includes having the above mentioned material in student lockers. Pop or food in the classrooms, hallways or study halls during the school day will not be allowed.

INITIATIONS, HAZING OR HARASSMENT

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment on the basis of race, color, religion, national origin, sex, disability, age or marital status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- submission to such conduct is made either explicitly or implicitly a term or condition of the student's participation in school programs or activities;
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile working or learning environment.

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment based upon factors other than sex includes, but is not limited to:

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning or abusive nature;
- implied or explicit threats concerning one's grades, job, etc. and
- demeaning jokes, stories, or activities.

Harassment and abuse are violations of school policies, (Code No. 502.13) rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

PERSONAL PROPERTY AT SCHOOL

Students are encouraged to leave money, cell phones, radios, electronic games, toys or other objects at home unless they have been given specific permission by the teacher. Even then, it is a good idea for students and parents to discuss this with the teacher in advance. Items which are brought from home should be turned into the office and marked so they can be identified. **The school will not be responsible for loss or damage to items brought from home.**

PETS

Students and parents are not allowed to bring pets to school or on school grounds while school is in session. On special occasions, exceptions can be made if approved by the principal and teacher. Students and parents must first receive permission. Service animals are always permitted.

RECESS

All students will participate in recess unless there is a medical excuse. Dress appropriately for the weather. Boots are necessary on the playground to keep feet warm and dry in inclement weather. Students are not allowed to leave the playground without permission. No toys are to be brought to school without prior approval from the teacher. Unacceptable behavior will lead to disciplinary action, including loss of recess.

RESPECT FOR ADULTS

All bus drivers, custodians, cooks, aides, and secretaries are to receive the same respect as given to the teachers. Substitute teachers and student teachers should be respected the same as regular staff members.

PHYSICAL RESTRAINT OF STUDENTS

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

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

ANTI-BULLYING/HARASSMENT POLICY

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

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, national origin, religion, age or disability is also prohibited.

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

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

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

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

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

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

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

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

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

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

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

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

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

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

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

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

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

and a copy shall be made to any person at the central administrative office at 300 Cedar Street, Bennett, Iowa.

ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Date of complaint: _____

Name of alleged harasser or bully: _____

Date and place of incident or incidents: _____

Description of misconduct:

Name of witnesses (if any): _____

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

Any other information:

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

Signature:

Date: / /

ANTI-BULLYING/HARASSMENT WITNESS DISCLOSURE FORM

Name of witness: _____

Position of witness: _____

Date of testimony, interview: _____

Description of incident witnessed:

Any other information:

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

Signature: _____

Date: / /

ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.

- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:

- tell a teacher, counselor or principal; and

- write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;

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

COMPLAINT PROCEDURE

An individual who believes that the individual has been harassed or bullied will notify the Superintendent, the designated investigator. The alternate investigator is the Principal. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

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

INVESTIGATION PROCEDURE

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

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

RESOLUTION OF THE COMPLAINT

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

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

The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

POINTS TO REMEMBER IN THE INVESTIGATION

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

CONFLICTS

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

STUDENT THREATS OF VIOLENCE

All threats of violence, whether oral, written or symbolic, against a student or students, staff, visitors, or toward school facilities are prohibited. All such threats will be promptly investigated upon notice to administration. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school. Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion from school with loss of credit for the term of the expulsion. The following factors may be considered in determining the extent to which a student will be disciplined for threatening, harassing, or terrorist behavior: the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; the degree of cooperation by the student and his/her parent(s) or guardian(s) in the investigation; the existence of the student's criminal or juvenile history; the degree of legitimate alarm or concern in the school community created by the threat; any other relevant information from any credible source.

STUDENT VISITORS

Administration and staff discourage having student visitors at school. Students must obtain permission from the principal prior to having a visitor. The principal will be the final judge whether a visitor will be allowed.

TELEPHONE CALLS

Messages and deliveries from home should be left in the office. Students will not be called to the phone during school hours. The only exceptions to this rule are emergencies. Parents should plan ahead and send notes to school concerning after-school plans or bus changes for their children.

Students will be allowed to use the telephone to call home in the case of illness or at a teacher's request. Students should not be using the school phone to make personal phone calls.

HEALTH INFORMATION

EMERGENCY CARE OF ILLNESS AND INJURY

The school is responsible for emergency care of sudden illness and injury. First aid will be given, but subsequent care is the responsibility of the parent and physician. Parents or guardians are responsible for providing the school with home and work telephone numbers as well as alternate persons to contact in the event the school is unable to locate the parents. 9-1-1 will be called when arrangements are needed for emergency transport and/or escort from the program of individuals who require immediate medical attention.

The school shall attempt to notify the parent, guardian, or another responsible person when a child is sick or injured. The family doctor will **not** be contacted without the authority from parent or guardian **unless** it is apparent that an injury or illness needs immediate medical attention. No sick or injured student will be sent home without first contacting the parent or another responsible adult listed as a contact by the parent.

After parents or other responsible designees are contacted, students will be sent home with any of the following symptoms: fever over 100 degrees, vomiting, diarrhea, body rash, drainage from the eyes (other than clear drainage), UNTREATED impetigo, ringworm, or head lice.

Students with contagious diseases are to be excluded from school for the period of time that their condition may endanger the health of others. A signed permit from a doctor may be required for re-entry if so designated by the Superintendent of Schools.

Please do not send an ill child to school. Students should be fever-free for 24 hours without the aid of fever reducing medications before returning to school.

HAWK-I INSURANCE FOR CHILDREN

Parents can apply for low or no cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll-free) or go to the web site at www.hawk-i.org for more information.

HEALTH SERVICES

Our school nurse is in the building various days throughout the week. Students are responsible to notify a teacher or supervisor immediately if an injury occurs. A student who feels ill or wishes to discuss a health issue with the nurse should advise the teacher or supervisor that they are going to see the nurse. In case of serious injury or illness, parents are notified immediately. Parents are encouraged to notify the nurse/office about health concerns. If the nurse is not in the building, students who are ill should be sent to the building secretary.

Health services include, but are not limited to:

- Health education
- Vision Screening
- Immunization compliance/files
- Dental Health
- All other health related issues

IMMUNIZATION LAW

Iowa Law requires that children be immunized against eight diseases: diphtheria, pertussis (whooping cough), tetanus, polio, measles, rubella, hepatitis B, and varicella. This immunization requirement applies to ALL students, kindergarten through twelfth grade. Parents must submit evidence to the admitting official of an elementary or secondary school that their children have been immunized against these eight diseases. These laws are being updated continually and you will be notified of any new or additional requirements.

It is the parent's responsibility to see that the Certificate of Immunization is completed and signed by the parent and an approved healthcare worker.

Children who have not completed their immunizations may qualify for a Provisional Enrollment. To qualify, the students must have had at least one dose of each of the required immunizations. The student's immunization must be completed in 120 days or he/she will not be allowed to attend school according to Iowa law.

Any student who does not show proof of immunization upon enrollment in school will NOT be allowed to attend school until they are completed.

DENTAL SCREENING MANDATE

As of July 1, 2008, students newly enrolled in elementary school and high school or those transferring into a new school will be required to have a current dental screening. For elementary school, a screening done between the ages of 3-6 is acceptable. For high school and transfer students, a screening completed within one year prior to enrollment is acceptable.

MANDATORY LEAD TESTING

As of 2007, state law requires all Iowa children entering kindergarten to provide evidence of a lead blood level. This is a regulation that will be monitored by the Iowa Department of Public Health.

MEDICINE POLICY

All medications, including pain relievers (Advil, Tylenol, etc) need to be checked in and distributed through the nurse's office. Medication must be in the original manufacturer's container with the label intact and we must have a signed parental authorization asking us to give the medication. For the safety of all students, prescription medications should be brought to school by an adult.

Administration of medication to students:

For the safety of your student and all students, an adult should transport all medications to school. Medications may be left with the office secretary or the school nurse. The following policies have been developed to ensure the safety of students who do need to take medication at school:

1. Prescription medication must be in the original container with the prescription label intact and we must have a signed parental authorization asking us to give the medication. The school requires a doctor's order for prescription medication that must be given on a long-term basis. The pharmacist will give you an additional labeled container for school upon your request.
2. Over-the-counter medication must be in the original manufacturer's container with the label intact and we must have a signed parental authorization asking us to give the medication. The school will not give more than the manufacturer's recommended dosage unless we have a doctor's order to do so. Please send a note of permission with your child if they bring cough drops to school.
3. A form allowing the nurse to dispense a non-aspirin pain reliever for headaches, muscle aches, or cramps will be available for parents to complete at registration. This will alleviate phone call to parents about a child's simple discomfort.

The medication permission authorization form may be obtained from the office or nurse's office.

A special note about inhalers: The school requires a doctor's order and parental authorization specifying how the inhaler is to be used at school. Students may carry their own inhaler with physician and parent approval.

COMMUNICATION – SCHOOL – HOME

GRADES - STUDENT ACHIEVEMENT

Student grades are an indication of education progress. Report cards are issued at the end of each quarter. These grades reflect the work your child has done in his or her classes. If you have concerns at any time during the year, we strongly encourage you to talk to your child's teachers.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held twice each school year, following the first and third quarters. Parents are invited and strongly encouraged to attend each session to become aware of their child's progress in school. Other conferences may be scheduled at any time throughout the year. We ask that you call the school and arrange a time to meet with your child's teacher.

RETENTION - STUDENT ACHIEVEMENT

Student retention is an important decision and will be based on input from the teacher(s), parents, guidance counselor, and administration. Parental requests, teacher recommendations and other evaluations will be used in the decision-making process. If retention is to be considered, it is the administration's priority that it be used in selected situations at an early stage in the child's educational career.

VISITORS - PARENTS

We welcome the active interest and participation of all parents in visiting your children's classes. You are especially encouraged and invited to attend special assemblies, performances, musicals, field trips or other activities. Please notify the office when you wish to visit school and **stop in at the office when you arrive to sign in and obtain a visitor sticker**. It is for the safety of all students and staff that we are aware of who is in the building. **Check in the office when you come to school to pick up students, bring students in during school hours, or bring items for your student. We ask that you meet or leave the student at the front entry of the school.**

SCHOOL POLICIES AND PROCEDURES

SEXUAL ABUSE AND HARASSMENT OF STUDENTS BY EMPLOYEES

The school district does not tolerate employees who physically or sexually abuse or harass students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Bennett School Nurse as its Level I Investigator and Warren Wethington as its Level II Investigator.

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

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

BEHAVIOR AND ACADEMIC INTERVENTION REGULATION

It is the philosophy of the Bennett Schools that students must be responsible for their behavior and academic learning. Inappropriate behavior may include, but not be limited to the following actions:

1. Fighting
2. Possession of contraband - items of contraband include, non-prescription controlled substances such as marijuana, cocaine, amphetamines and barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, unauthorized weapons, explosives, poisons, and stolen property. Items such as contraband are not to be placed in school desks or lockers under any circumstances. Students who place such items in a desk or locker shall be subject to disciplinary action which may include suspension from school for the remainder of the year. Weapons are not allowed on school grounds or at school activities. **Students bringing firearms to school will be expelled up to twelve calendar months.** The superintendent may modify expulsion requirements on a case-by-case basis.
3. Stealing
4. Disrespectfulness to authority
5. Hazing
6. Continuous violation of school rules and regulations
7. Use of obscene gestures
8. Destruction or defacing school property
9. Violation of attendance policy or truancy policy
10. Leaving school grounds during school hours without permission
11. A student shall not use any form of profanity, written or verbal. Included in this prohibition would be the use of obscene gestures, signs, pictures, or publications.
12. Other actions or repeated violations, which are disruptive to normal school routine

Possible disciplinary action that may result from the above mentioned behavior dependent upon the severity and frequency of the infraction:

- A. Student/parent conference
- B. Detention
- C. In-school suspension
- D. Out-of-school suspension
- E. Expulsion
- F. Community Service

CHILD ABUSE AND/OR NEGLECT

The Code of Iowa, Ch. 232, requires all school employees to report suspected child abuse or willful neglect. Reporting shall be both orally (1-800-362-2178) to the Child Abuse Central Registry or to the local Dept. of Social Services) and in writing (within 48 hours) to the state or local Dept. of Social Services. If there is reason to believe that immediate protection for the child is advisable, an oral report shall also be made to an appropriate law enforcement agency.

Anyone participating in good faith in these procedures shall have immunity from any liability, civil or criminal. Laws providing privileged communication shall not apply in cases of suspected child abuse or neglect. Any school employee who knowingly and willfully fails to report suspected child abuse is guilty of a misdemeanor and subject to a fine or imprisonment and is civilly liable for the damages proximately caused by such failure.

DISCIPLINE AND SUSPENSION PROCEDURES

The student whose behavior is deemed inappropriate and who thus meets with the principal will be treated in the following manner:

Minor Offense: A discussion with the student and perhaps the parents may be contacted. Punishment will be the discretion of the staff member or principal.

Major Offense: The student is subject to suspension, which may last up to ten (10) consecutive days and could be in-school or out-of-school. In any case, the parents will be contacted by the school.

Suspension: The Board of Education has the authority to suspend or by regulation to authorize the superintendent or principal to suspend students guilty of gross disobedience or misconduct for a period not to exceed (10) consecutive school days. Suspensions may be in-school unless a decision is made by the principal that an out-of-school suspension is necessary. A suspended student will be given opportunity to make up work and receive credit on same basis as other excused absences. Suspended days are not to be counted as absences.

Extreme Offense: Expulsion from school is viewed as a last resort in disciplinary action.

Expulsion: The Board of Education has the authority to expel students guilty of gross disobedience or misconduct after the parents have been requested to appear at a meeting of the Board to discuss the student's behavior.

A student has the right to appeal any decision to the Superintendent and then to the Board of Education.

A record of each infraction shall be kept in the office of the principal and shall not be made a part of the student's permanent record unless the degree of severity warrants it.

Prior to expulsion the following steps will be observed:

1. Students and parents will be notified in writing of the charges, including the time and place of a hearing before the Board of Education.
2. The parties can be represented by council, present evidence and call witnesses on their behalf.
3. The hearing may be public by request.

GRIEVANCE AND APPEAL PROCEDURE

Students shall have the opportunity to appeal Interpretation of Policies by teachers and/or principal in curricular or extracurricular activities in the following manner:

Level 1 - An attempt shall be made to resolve the complaint or grievance in an informal verbal discussion between the student and the teacher.

Level 2 - If the grievance cannot be resolved informally at Level 1, the student and parents shall be permitted an informal hearing concerning the issues before the principal.

Level 3 - The decision of the principal of Level 2 may be appealed within five (5) days to the Superintendent of Schools.

Level 4 - The decision of the Superintendent of Schools may be appealed within five (5) days by submitting a request for a private hearing before the Board of Education. Such a hearing shall be held at the next regular scheduled meeting of the Board of Education.

If time limitations are not observed, the student will lose his/her right of appeal. Time limitations may be extended by mutual agreement.

THE USE OF COMPUTERS AND INTERNET ACCEPTABLE USE POLICY

Bennett Community School is pleased to offer students in grades K-6 access to computers, the network for electronic mail and the Internet. To gain access to e-mail and the Internet, all students must obtain parental permission as verified by the signatures on the Acceptable Use Policy form. Should a parent prefer that a student not have e-mail and Internet access, use of the computers is still possible for more traditional purposes such as word processing.

What is possible?

Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other locations of information and to exchange personal communication with other Internet users around the world. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purpose of the school is to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

What is expected?

Students are responsible for appropriate behavior while using the school's computers and the network just as they are in a classroom or on the school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with the specific rules set forth in this Acceptable Use Policy. The use of the network is a privilege, not a right, and may be revoked at any time if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, print or send anything that they would not want their parents or teachers to see. For rules see Acceptable Use Policy Form.

Reliability

Bennett Community School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Bennett Community School will not be responsible for any damages you suffer. This includes the loss of data resulting from delays, non-deliveries, misdirected data, or service interruptions caused by your negligence or errors and omissions. Use of any information obtained or printed out at Bennett Community School is at your own risk. Bennett Community School specifically denies any responsibility for the accuracy or quality of information obtained through its services. Any information received or sent from the Internet by the student is the sole responsibility of the student.

ACCEPTABLE USE POLICY

WHAT ARE THE RULES?

- 1.Privacy – Network and Hard Drive storage areas may be treated like school lockers. Staff members at any time may view any items saved in these areas. Staff may also review Internet use to maintain system integrity that will insure students are using the systems responsibly.
- 2.Inappropriate materials or language –Profane, abusive or impolite language should NOT be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send, print, or access materials, which you would not want your teacher and parents to see. Should students encounter such material by accident they should report it to their teacher immediately.
- 3.Do not give out the school address or your home address
- 4.No purchasing or buying items off the Internet will be allowed. The best policy: do not go to any site such as Ebay.
5. No game sites or downloading with out teacher permission.
- 6.Respect other student's work that may be saved on server or hard drives. School rules for copying and vandalizing other student's files will be enforced.
- 7.Absolutely NO chat room use!

OFFENSES:

- 1st offense will be 10 days (calendar days) suspension of Internet use unless used in regular class
- 2nd offense will be 30 days (calendar days) suspension of Internet use unless used in regular class
- 3rd offense no use of Internet unless used in regular class

STUDENT LOCKERS AND DESKS

Student desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It is the responsibility of each student to keep the student's assigned desk clean and undamaged. The expenses to repair damage done to a student's desk are charged to the student.

Although school desks and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the desks and other spaces properly maintained. For this reason, desks and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the desk or other space. School officials in the presence of the student or another individual may conduct periodic inspections of all or a random selection of desks or other space. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's desk or other space (coat, backpack, purse, etc.) may be searched when a school official can articulate a reasonable suspicion that the contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

STUDENT SEARCHES

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as the following:

- *eyewitness observations by employees;
- *information received from reliable sources;
- *suspicious behavior by the student; or,
- *the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonable related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- *the age of the student;
- *the sex of the student;
- *the nature of the infraction; and
- *the emergency requiring the search without delay.

A student's body and/or personal effects (e.g. purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body, handbags, book bags, etc. is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

STUDENT RECORDS AND INFORMATION (BOARD POLICY 506.1)

The Bennett Board of Education has adopted a formal policy regarding a student's records and information. In general, information which will be released unless an objection is filed will be: name, telephone listing, date and place of birth, participation in officially recognized activities and sports, dates of attendance, awards received, the most recent previous school attended by the student and other similar information. Any student, parent or guardian not wanting this information released to the public must make objection in writing to the principal or other person in charge of the school of attendance. It is desirable to renew this objection at the beginning of each school year.