

Bedford Elementary

STUDENT HANDBOOK 2018-2019



BEDFORD ELEMENTARY MISSION

To unlock the potential in every Bedford Elementary student by giving them opportunities to lead, love, and learn.

Dana Nally, Principal

**BEDFORD COMMUNITY SCHOOL DISTRICT
MISSION STATEMENT**

The mission of the Bedford Community School District is to provide each student a quality education through programs, opportunities and experiences to become productive citizens and lifelong learners.

SCHOOL FIGHT SONG

**Fight, fight, navy and white, bring us a victory,
For Bedford's teams their fame they have made,
Never let that glory fade. Bedford High School to thee,
Ever loyal be. Let song and cheer ring loud and clear for Bedford
A victory...Rah...Rah...Rah**

SCHOOL COLORS

Navy & White

MASCOT

Bulldog

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*Welcome to the Bedford Community School District
Home of the Bulldogs*



BEDFORD ELEMENTARY STAFF DIRECTORY

Joe Drake.....	Superintendent
Dana Nally.....	Principal
Melissa Peterman.....	Counselor/TAG/At-Risk
Kay Lynne Sheffield.....	Secretary
Salena Matheny.....	Nurse
Kathy Johnson.....	Preschool/ECSE
Holly Nicholas.....	Preschool
Ann Brandhorst.....	Multi-Age Kindergarten
Elaina Johnson.....	Kindergarten
Melissa Strueby.....	Kindergarten
Ronda Churchill.....	First Grade
Rene Rogers.....	First Grade
Jennifer Tribolet.....	Second Grade
Amber Bucher.....	Second Grade
Jane Lucas.....	Third Grade
Heather Matheny.....	Third Grade
Lorna Bucher.....	Fourth Grade
Jason Bucher.....	Fourth Grade
Angie Robey-Stream.....	Fifth Grade
Laurie Evans.....	Fifth Grade
Debbie Powell.....	Instructional Coach
JoEllyn Lock.....	Special Education
Joyce Sleep.....	Special Education
TBA.....	Special Education
Kellie Derry.....	Title I Reading/Math
Jeremy Nally.....	PE
Diana Fisher.....	Art
Peggy Roed.....	Music/Band
John Standerford.....	Music
Angie Stream.....	Media Specialist
Martin Jones.....	Technology Operations Manager
Teri Pope.....	Technology Operations Assistant
Connie Cooper.....	Teacher Assistant
Pat Bucher.....	Teacher Assistant
Casey Riedel.....	Teacher Assistant
TBA.....	Teacher Assistant
Faith Murphy.....	Teacher Assistant
Susie Mullen.....	Teacher Assistant
Shenia Kramer.....	PreK Student Assistant
Bria Hoffman.....	PreK Student Assistant

SCHOOL INFORMATION

Bedford Elementary
906 Penn Street, PO Box 234
Bedford, IA 50833
Phone: 712-523-2116 Fax: 712-523-2589

Bedford Community School 2018-2019 School Calendar – Committee Approved

Summary of Calendar:

Days/Hrs in classroom:

First Semester 90/554

Second Semester 89/558

TOTAL DAYS/HRs 179/1112

CALENDAR LEGEND

Start/End

Early Dismissal

Holidays

Vacation Days

Professional Dev

HOLIDAYS:

Labor Day (9/3)
Thanksgiving Day (11/22)
New Year's Day (1/1)
President's Day (2/18)
Memorial Day (5/27)

Teachers with Students 179
PD 6
Paid Holidays 5
190

All days missed will be added to the end of the school year.

August 2018					Student Days/Hours	
M	T	W	Th	F		
13	14	15	16	17		
20	21	22	23	24	2	13
27	28	29	30	31	7	45.5
September 2018						
3	4	5	6	7	11	71.5
10	11	12	13	14	16	104
17	18	19	20	21	21	134.25
24	25	26	27	28	26	166.75
October 2018						
1	2	3	4	5	30	192.75
8	9	10	11	12	35	225.25
15	16	17	18	19	40	249
22	23	24	25	26	45	279.5
29	30	31			48	298.75
November 2018						
			1	2	50	311.75
5	6	7	8	9	55	342
12	13	14	15	16	60	374.5
19	20	21	22	23	63	391.75
26	27	28	29	30	68	424.25
December 2018						
3	4	5	6	7	73	454.5
10	11	12	13	14	78	487
17	18	19	20	21	83	510.75
24	25	26	27	28		
31						
January 2019						
	1	2	3	4	85	523.75
7	8	9	10	11	90	554
14	15	16	17	18	95	586.50
21	22	23	24	25	100	616.75
28	29	30	31		104	642.75
February 2019						
				1	105	649.25
4	5	6	7	8	110	681.75
11	12	13	14	15	115	712
18	19	20	21	22	119	738
25	26	27	28		123	764
March 2019						
				1	124	770.5
4	5	6	7	8	129	803
11	12	13	14	15	134	826.75
18	19	20	21	22	139	859.25
25	26	27	28	29	144	889.5
April 2019						
1	2	3	4	5	149	922
8	9	10	11	12	154	954.5
15	16	17	18	19	157	971.75
22	23	24	25	26	160	997.75
29	30				162	1010.75
May 2019						
		1	2	3	165	1023.75
6	7	8	9	10	170	1056.5
13	14	15	16	17	175	1088.75
20	21	22	23	24	179	1112.75
27	28	29	30	31		
June 2019						
3	4	5	6	7		
10	11	12	13	14		

180 Days/1080 Hours Calendar

Aug. 20, 21, 22 PD

Aug. 23 Begin 1st Semester

Sept. 3 Labor Day (No School)

Sept 19 Early Dismissal 1:15 PD

Oct 3 No School Professional Development

Oct 15 Early Dismissal 1:15 PT Conf. 3:00-7:00

Oct 18 Parent Teacher Conferences 4:00-7:00

Oct 19 No School

Oct 24 Early Dismissal 1:15 PD

Nov 7 Early Dismissal 1:15 PD

Nov 21 Early Dismissal 1:15

Nov. 22-23 Thanksgiving Holiday (No School)

Dec 5 Early Dismissal 1:15 PD

Dec 21 Early Dismissal 1:15

Dec. 24-Jan. 2 Winter Break (No School)

Jan 11 Early Dismissal 1:15 PD

Jan 14 Begin 2nd Semester

Jan 23 Early Dismissal 1:15 PD

Feb 13 Early Dismissal 1:15 PD

Feb 18 President's Day No School

March 12 Early Dismissal, 1:15 P-T

March 14 Parent Teacher Conferences 4:00-7:00

March 15 No School

March 27 Early Dismissal 1:15 PD

April 17 Early Dismissal 1:15 Spring Break

April 18, 19 and 22 Spring Break

May 3 No School Professional Development

May 23 End of 1st Semester

May 23 Early Dismissal 1:15

May 24 Professional Development

May 27 Memorial Day

EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of the Bedford Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinator, Michael Irvin, Secondary Principal, 906 Pennsylvania Street, Bedford, IA 50833, 712-523-2114, mirvin@bedford.k12.ia.us.

Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, US Department of Education, 10220 North Executive Hills Blvd., 8th Floor, Kansas City, MO 64153-1367, (816) 891-8156 or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, (515)-281-5294. The School District, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The building principal 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 Michael Irvin at (712) 523-2114.

SCHOOL BEGINNING

School begins for Bedford Elementary grades K-5 at 8:25 a.m. Weather permitting, all elementary students will remain on the playground until 8:20. During bad weather only, students will go the elementary/JH gym. Most days children will be required to remain outdoors, so they need to dress appropriately. If a student needs to be in a classroom before 8:20, they must have permission from their teacher. Town students should not arrive at school before 8:15 unless they will be eating breakfast in the cafeteria. Students eating breakfast need to go directly to the lunchroom. After eating, students are to go back outside or gym, weather permitting, and wait until 8:20.

SCHOOL DISMISSAL

School dismisses at 3:30 p.m. Students are not to go through the high school building after school. If you need them to meet an older sibling, please make arrangements to meet them outside or at the door. Students should leave the building through the east and west elementary school door. Students who live in town should leave the school grounds as soon as possible. Students may not remain to play on the playground, as there will be no supervision. NEVER go between buses while loading or walking home from school.

RECESS

K-5 students will have at least one 30-minute recess daily. Most days, the students will go outside for their recess. If the temperature (actual and/or wind chill factor) is 15

degrees or above, your child will have outdoor recess. Students will need to dress accordingly (hats, gloves, heavy coats, boots, snow pants, etc.).

EARLY OUTS OR LATE STARTS

We will notify parents by a note sent home, as well as announcements to students, when we need to have a planned early dismissal. Please check the school calendar.

In the case of NO SCHOOL or dismissal for bad weather, a broadcast will be through radio stations KMA 960 of Shenandoah and KKBZ 99.3 FM of Clarinda. Delays will be posted generally 1-2 hours from when the bus normally picks the student up. Please give specific instructions on your child's information sheet as to what he/she is to do in case of an early dismissal. Also, any day that bad weather is forecast, a note with instructions is helpful. We will make every effort to see that your child goes home safely in the event that school is dismissed early.

If you would like to receive school cancellations and/or early-out notifications through your cell phone or via e-mail, please go to our school website, www.bedford.k12.ia.us, and click on Sign up for Alerts.

SCHOOL ATTENDANCE

Board Policy 501.9

It is the educational philosophy of the Bedford Community School District that regular attendance by all students is essential in order for your child to receive the full benefit of their educational program. Consequently, the Board of Directors, Administration, and the Staff of the Bedford Community School District expect that students will be in attendance at scheduled classes and activities for 180 days per academic year.

The only exception to the rule of 180 days per year attendance would be in the case of an excused absence. Student absences approved by the principal shall be excused absences and of course we expect elementary students to have all the "kid illnesses" and with that comes excused absences. Excused absences include, but are not limited to, illness, family emergencies, recognized religious observances, and school-sponsored or approved activities. When possible, excused absences should be approved at least one week prior to the absence.

If it is necessary for your child to be absent from school, please call the school at 712-523-2116 before 9:00. If no one calls, a call will be made to the home to verify the reason for the absence. This also eliminates the possibility of a student absence for the entire day due to a missed bus.

A parent will be contacted by the building principal if a student has multiple absences (more than seven (7) absences per semester) for reasons other than (1) illness that can be verified by a doctor or school nurse and/or (2) verifiable family emergencies shall be

considered excessive. If after the parents have been contacted and the unexcused absences continue, the truancy case could be turned over to the County Attorney.

EXCUSED ABSENCES

Board Policy 501.9

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.

Student absences approved by the principal shall be excused absences. Excused absences shall count as days in attendance for purposes of the truancy law. These absences include, but are not limited to, illness, family emergencies, medical and dental appointments, funerals, accidents, required church attendance, school-sponsored or approved activities, and any merited cases where prior arrangements have been made with the Principal. Personal business will not be an acceptable excuse; a specific reason is needed. The school makes the final determination of whether an absence is excused or unexcused.

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 readmission. 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 who know they will be absent should notify the office prior to the absence. If advance notification is not possible, parents are expected to notify the office at **712-523-2116 by 9:00 a.m. on the day of the absence**. Students absent for doctor, dental, attorney or other appointments are asked to furnish an appointment card. All absences must be excused within 24 hours of the students' return to school. Parents are required to provide the reason for the absence. Failure to report an absence within 24 hours will result in the absence being unexcused. **School officials make the final determination on whether an absence is excused or unexcused.**

If a student knows ahead of time that he/she is going to be absent, they need to let the office and their teachers know so they can get the assignments they will miss prior to them being absent. If a student knows they are going to be gone, it is the expectation that their work will be done when they return.

Students whose absences are approved/excused shall make up the work missed and receive full credit for their missed work. Students will have 2 days for every excused absence to make up work. It shall be the responsibility of the student and/or parent to initiate a procedure with the student's teacher to complete the work missed.

EXCESSIVE ABSENCES

A student should not exceed seven absences from regularly scheduled classes during a semester. An absence for reasons other than (1) illness that can be verified by a doctor or school nurse and/or (2) verifiable family emergencies shall be considered excessive. Any student missing more than seven days per semester may be subject to appropriate consequences. **Excessive absences are at the discretion of the building principal.**

UNEXCUSED ABSENCES (TRUANCY)

Board Policy 501.10

Daily, punctual attendance is an integral part of the learning experience and is required of all students to receive the maximum benefit of the educational program. The habit of good attendance established early is one, which helps a person be successful throughout his or her lifetime.

The education that goes on in the classroom builds from day to day and as a result, absences always cause some disruption in the educational progress of the absent student. Students who are absent may not understand what the teacher is currently presenting and may also become discouraged with the double burden of keeping current and making up missed work. In order to maintain interest and understanding in the instructional program, students should not expect to be absent any more than is absolutely necessary. Irregular attendance or tardiness by students not only hinders their own studies, but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and school.

Truancy is the failure to attend school for the minimum number of days established in the school calendar by the board. Truancy is the act of being absent without a reasonable excuse. These absences shall include, but not be limited to, tardiness, shopping, hunting, concerts, preparation or participation in parties and other celebrations and employment. Truancy will not be tolerated by the board.

When a student has an unexcused absence, or is truant, the teacher is under no obligation to provide make-up work, reschedule a test or give a test that was given on the day of the absence, or accept work that was due.

PERFECT ATTENDANCE

To be eligible for perfect attendance, a child must be present at school every day all day long.

TARDINESS

School starts at 8:25, therefore a student not in class at 8:25 will be considered tardy and must check in with the office before entering class. If a student is late for school, he/she must bring an excuse from his/her parent or guardian stating the reason for the tardiness.

Regular tardiness will be dealt with on an individual basis. The parents will be notified and habitual tardiness will result in loss of recess time to make up for the time missed in class or turned over as a truancy case to the County Attorney.

LATE HOMEWORK

Students in third, fourth, and fifth grade are required to turn completed homework in at the beginning of each school day. Homework needs to be done on time because students need to have learned the skills before moving onto the new concepts that build on previous concepts. If a homework assignment is not completed, the grade will automatically be dropped by 25%. The student will have to stay in at recess and work on the late assignment. If the assignment is still not completed at 8:30 on the following day, the grade lowers another 25%. The dropping of 25% will continue each day the assignment is late and the child will eventually earn a 0%. *The student will still be expected to complete the assignment.* Turning in late assignments affects your child's grade negatively. Repeated late assignments can keep your child from passing a subject area. It is very important for your child to develop the responsibility of completing homework on time and turning it in.

Grade Scale for Grades 3-5

100%	A+
95-99	A
90-94	A-
88-89	B+
83-87	B
80-82	B-
78-79	C+
73-77	C
70-72	C-
68-69	D+
63-67	D
60-62	D-
59-Below	F

MAKE-UP WORK

If a student is ill and wishes to work at home, the parent should contact the office early in the day so that the teacher may have ample time to arrange make-up assignments. A student who has an excused absence may make up all work missed and receive full credit. It is the student's responsibility to make arrangements for the make-up work. Two days after returning to school will be allowed for the first day missed, plus one day for each additional day missed.

ENTRANCE/ADMISSION REQUIREMENTS

Board Policy 501.4

Children wishing to enroll in kindergarten must be at least five (5) years of age on or before September 15 of the year in which they wish to enroll. A child wishing to enroll must present evidence of age in the form of a birth certificate or other comparable evidence before the child may enroll. It will be within the discretion of the superintendent or the superintendent's designee to determine what is satisfactory evidence for proof of age. Prior to enrollment, the child must provide the administration with a completed immunization record.

TRANSFERS IN/OUT OF THE DISTRICT

Board Policy 501.4-501.15

Students who transfer into the district must meet the same requirements as those students who initially enroll in the district. This includes age and immunization requirements. If possible, the student must provide the district with proof of the student's grade level and a copy of the student's permanent records from the student's prior school district. If the student is unable to provide the building principal with proof of the student's grade level or permanent records, the principal will make the grade level determination.

OPEN ENROLLMENT

Board Policy 501.15

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll. Parents of children who will begin kindergarten will file in the same manner set forth above by the third Thursday in September. Parents who have good cause as defined by law for failing to meet the March 1 deadline may make an open enrollment request by the third Thursday in September unless another deadline applies. Students interested in open enrolling out of the school district need to contact the superintendent for information and form.

DUAL ENROLLMENT

Board Policy 604.7

Home school or home school assistance programs students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules, and regulations as other students and are disciplined in the same manner as other students.

STAYING AFTER SCHOOL

For the safety of all children, students are not allowed to stay after school unless a teacher is supervising them. Likewise, they are not able to stay after school and play on the playground without teacher supervision.

RELEASE DURING SCHOOL HOURS

Board Policy 501.11

Students will be allowed to leave school grounds during school hours only with prior authorization from their parents. No student is to leave school early unless he/she has secured permission first from the teacher and then from the principal's office. If a student must leave school, he/she is to bring a signed excuse from his/her parent or guardian. Approved reasons for a student leaving school during the school day include illness, family emergencies, medical appointments, religious instruction, classes off school grounds, and other reasons approved by the administration.

SCHOOL HEALTH

STUDENT ILLNESS OR INJURY

Board Policy 507.4

A student who becomes ill or is injured at school must notify his/her teacher or another employee as soon as possible. In the case of a serious injury or illness, the school will notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student will be released to the students' parents or, with parental permission to another person directed by the parents.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents where the student has been transported for treatment.

SCHOOL NURSE

The school nurse is available in the elementary building. Only a licensed physician is qualified to make a diagnosis, but if there is a reason to suspect a possible health problem, the child's parents will be notified with the suggestion that a doctor see the child. The school nurse is available from 8:00-4:00 Monday-Friday.

CHANGE OF ADDRESS & TELEPHONE NUMBERS

If at any time during the school year, a student moves to a new address or has a new telephone number, please notify the principal's office of these changes. It is essential we have current phone numbers and addresses to contact parents or family members in case of an emergency.

COMMUNICABLE DISEASE

Board Policy 507.3

Students with a communicable disease will be allowed to attend school as long as they are physically able to do so and so long as their presence does not create a substantial risk that others will catch the disease. The term "communicable disease" means an infectious or contagious disease spread from person to person. Once the school nurse decides that the student's condition poses a health threat to other students, the student will be excluded from school for the duration of the period of contagion. In order to prevent the spread of communicable diseases, parents should use their good judgment in keeping sick children home from school. A student should not return to school until 24 hours after having a temperature, diarrhea, or vomiting.

MEDICATION

Board Policy 507.2

Students may need to take prescription or nonprescription medication during school hours. The school must know the medications a student is taking in the event he/she has a reaction or illness. Students must provide written instructions from their doctor for administration of the medication, as well as parental authorization to administer the medication.

In order to establish and maintain a system of safe storage, handling, and administering medication at school, the School Board has adopted the following guidelines:

1. The medication is prescribed by a licensed medical or osteopathic physician or dentist.
2. A signed parent/guardian permission form must be on file before school personnel administers medications to their child according to written directions of the prescribing physician or dentist.
3. Prescribed medication is brought to school in a container provided and labeled by the dispensing pharmacist.
4. All medications are kept in a locked drawer or cabinet in the nurse's office. When required, refrigeration will be provided. Only licensed personnel can administer medication to pupils.
5. At the conclusion of the school year, or end of administering time, any remaining medication shall be returned to the pupil's parents or destroyed.
6. Form A will serve as Parent Consent Form and must be on file at the Nurse's office prior to the administering of any medication.

7. By law, students with asthma or other airway constricting diseases may self-administer their medication upon approval of their parents and prescribing physician.

NOTE: THESE PROCEDURES APPLY TO ALL MEDICATIONS INCLUDING NONPRESCRIPTION MEDICATIONS, SUCH AS ASPIRIN, COUGH SYRUP, AND COUGH DROPS.

INSURANCE

Board Policy 507.6

Low cost accident and dental insurance policies are available through the school. School forms will be sent home for your consideration.

HUMAN GROWTH & DEVELOPMENT

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or excuse their child from human growth and development instruction.

CHILD ABUSE AND/OR NEGLECT

Board Policy 402.2

The Code of Iowa, Chapter 235 A.3, requires all school employees to report suspected child abuse or willful neglect. When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter shall orally or in writing notify the Iowa Department of Human Services.

ABUSE OF STUDENT BY EMPLOYEES

Board Policy 402.3

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or sexually harassed by an employee should notify their parents, teacher, principal or another employee. Parents should then notify the Level 1 Investigator- Dana Nally- PK-5 Principal; Alternate- Michael Irvin, 6-12 Principal. Both can be reached at 712-523-2114 or 2116.

IMMUNIZATIONS

Board Policy 507.1

Students enrolling for the first time in the school district shall also submit a certificate of immunizations as required by law. The student may be admitted conditionally to the attendance center if the student has not yet completed the immunization process but is in

the process of doing so. Failure to meet the immunization requirement could be grounds for suspension, expulsion, or denial of admission. Exemptions from the immunization requirement in this policy will be allowed only for medical or religious reasons recognized under the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this policy.

LEAD SCREENINGS

Parents must provide evidence to the school district of a child's lead screening prior to the age of 6. This documentation must be provided upon entering kindergarten or within sixty days of school beginning. Students may not attend school after 60 days if this documentation is not provided.

DENTAL SCREENINGS

The parent or guardian of a child enrolled in kindergarten shall provide evidence to the school district in which the child is enrolled of the child having, no earlier than three years of age but prior to reaching six years of age, at a minimum, a dental screening performed by a licensed physician as defined in Chapter 148 or 150, a nurse licensed under Chapter 152, a licensed physician assistant as defined in Section 148C.1, or a licensed dental hygienist or dentist as defined in Chapter 153. Documentation of the dental screening must be provided upon enrollment in Kindergarten or within the first 60 calendar days after enrollment.

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 website at <http://www.hawk-i.org/> for more information.

SCHOOL CONDUCT

JURISDICTIONAL & BEHAVIORAL EXPECTATIONS STATEMENT

Board Policy 503.1

This handbook is an extension of board policy and is a reflection of the goals and objectives of the school board. The board, administration, and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the right of others. Students, teachers, employees, and visitors are expected to treat each other with respect and courtesy so that all may be safe within the

school environment. Students may not use abusive language, profanity, or obscene gestures or language.

In the elementary school, discipline must be administered for the purpose of preventing further disturbances instead of for the sake of punishment. We look for opportunities for “positive praise” with our students. Children respond in a more positive way to this approach. If you can “catch” a student doing something right and praise him/her, that student will try much harder to do it right again and so will other children. This makes a happier place for both children and teachers. With this in mind, this policy can only serve as a guide and each individual situation must be considered. The school must work with parents to discover the cause of the problems. Counseling may be used when it would seem to be warranted.

PHILOSOPHY & STUDENT CONDUCT

At Bedford Elementary, there are few rules other than those addressing respect for other people and other people’s property. Good school conduct should be consistent with good behavior in any other instance. Individual teachers will maintain the discipline necessary to foster teaching and learning experiences in their classroom. The principal will offer suggestions and assistance when it is appropriate. After the teacher has exhausted all resources for dealing with inappropriate behaviors, the student will be referred to the principal for further disciplinary action.

If an individual or small group of individuals demonstrate they are not aware of the general rules of conduct, they will confer with the principal, at which time the rule and its purpose is clearly defined for the student along with the consequences for further violations of the rule. The consequences will relate as closely as possible to the infraction. During this conference, an entry is made in the principal’s log to verify the conference and to state the consequences of a second infraction. Violations will be dealt with in accordance to board policy on student discipline. The disciplinary action to be taken will depend on the severity of the violation, the number of times the students has broken the regulations, and the age of the student.

GUIDELINES FOR SUCCESS

The following are guidelines for success expected of all students at Bedford Elementary School.

Attitude- be positive and respectful of yourself, others and property

Behavior- be accountable for your actions

Cooperation- work together as a team

Directions- listen to and follow directions

Effort- always do your best

RESPECT & RESPONSIBILITY ROOM (R&R)

Students who do not follow the guidelines for expected behavior will be assigned to the R&R room during their recesses. In the R&R room students will be expected to:

1. Complete the report to parents indicating that the student has been assigned to the R&R room and the reason why.
2. Complete the plan for behavior.
3. Bring homework/library book and behave appropriately in the R&R room.
4. If the student is already assigned to the R&R room and breaks another expectation for behavior, the student will stay after school the following day until 4:30. The parent/guardian will need to make arrangements for the student to get home.

PLAYGROUND RULES & SAFETY

- #1 Rule- Be Safe
- No toys or balls brought from home to play with at recess.
- No pushing, shoving, fighting, or tackling.
- Only kick the balls on the flat.
- Students need to stay away from the drainage ditch.
- No running games or tag around the playground equipment.
- No standing on the bars or climbing on the top of the tunnel slide.
- No snowball throwing.
- Please do not jump off of the equipment.
- When the bell rings, the students are to line up and turn their voices off.

CAFETERIA BEHAVIOR

Principal's Expectations- arm length voices and restaurant manners- will apply at all times. We want to be Dining Dawg Leaders!

ELECTRONIC DEVICES

The Board recognizes the need to provide access to technological resources. For the purposes of this policy, "Remotely Activated or Activating Communication Devices" are defined to include portable two-way telecommunications devices, including but not limited to cellular telephones with or without cameras, beepers, pagers, other hand-held computing devices used as a communication device, any portable electronic device capable of storing and; transmitting or receiving images and/or auditory, such as cameras, as well as any new technology developed for similar purposes.

The Board of Education extends to students the privilege to possess, display and use "Remotely Activated or Activating Communication Devices" **before or after school and**

for students in grades 3-5 indoor recess. “Remotely Activated or Activating Communication Devices” are NOT to be displayed, activated or used during class time, unless the classroom teacher is encouraging the use of such devices as part of instruction. **All such devices must be turned off and in a locker, back pack or similar enclosure during class time.**

Exceptions will be made for students: with specific needs that require such devices as per their Individualized Education Program (IEP); and during a medical or security emergency if a supervising school official is not in communication with emergency responders, or the student is unaware that a supervising school official is in communication with emergency responders.

Cell phones with cameras and other Handheld Technology Devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and rest rooms at ALL times. Students will be disciplined for any use of Handheld Technology Devices in school locker rooms or restrooms. At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include vehicles), or at school activities (unless recording a public performance, such as a game, honor assembly, concert, contest, etc.), without the consent of a teacher, coach, or school administrator. Students violating this rule shall be subject to reasonable discipline and the device shall be confiscated and not returned until a parent conference has been held.

No device is permitted which allows students to send or receive personal messages that would contribute to cheating, access the Internet, or take pictures, without the permission of the classroom teacher. Students found in violation of this policy may be subject to discipline, and in cases where a law may be violated, law enforcement will 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.**

The school district will not be responsible for loss, damage, destruction, or theft of any electronic device brought to school.

1st offense: Device checked in/out of office for 2 days.

2nd offense: Device checked in/out of office for 3 days.

3rd offense: Device taken, check the device in/out of office for 1 week.

Further offenses: Device taken, check the device in/out of office for the remainder of the year.

** If the phone is taken on a Friday, the phone will be turned in on the following Monday to check in/out.*

BEHAVIOR & DISCIPLINARY CONSEQUENCES

Offense	First	Subsequent Offense
Disrespectful Conduct or Speech/ Inappropriate Behavior (written, verbal, or symbolic)	Principal conference with student, <i>possible</i> loss of recess, in-school suspension, or 1-10 days out-of-school suspension. Parents will be notified.	Possible ISS or OSS or expulsion, and possible documentation in the student's discipline record. Parents will be notified.
Profanity	Principal/Teacher will conference with the student. Parent(s)/guardian(s) may be notified by either disciplinary report or by phone. Possibility of loss of recess.	Principal will contact the parent(s)/guardian(s) & may schedule a conference to be held in person or over the phone. Possibility loss of recess or ISS.
Refusing to do what the teacher requests	Principal/teacher will conference with student. Verbal or written apology may be required. Parent(s)/guardian(s) may be notified by either disciplinary report or by phone. Possible loss of recess.	Parents will be contacted and a conference may be scheduled to discuss solutions and outline consequences for further offenses.
Truancy (excessive non-justifiable absences, even with the consent of parents/guardians)	Principal will conference with student and parents. Possible loss of recess or 1-3 days in-school suspension, possible notification to County Attorney.	Possible in-school suspension, possible notification to County Attorney. Parent notification.
Leaving school without permission	Parent(s)/guardian(s) will be notified and must come to school for a conference with Principal and teacher before student will be admitted back to school.	Possible notification to County Attorney and/or sheriff's department.
Assault (attempting to cause injury to another person or physically injuring another person)	Possible loss of recess, ISS, or OSS. Possible notification to law enforcement officials. Parents will be notified.	Possible ISS, OSS, or expulsion. Possible notification to law enforcement officials. Parents will be notified.

Vandalism (willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students)	Parent will be notified. The student will clean/repair the damages. In the case that the property is beyond repair, the administration will obtain item cost or cost of materials and the labor. Possible in-school suspension, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials.	Possible ISS, OSS, or expulsion, notification to law enforcement officials. Parents will be notified.
Theft (theft, attempted theft, or knowing possession of stolen property)	Principal/student/parent conference. Possible in-school suspension or 1-180 days out of school suspension. Possible notification to County Attorney and law enforcement.	Possible ISS, OSS, or expulsion. Possible notification to law enforcement and/or County Attorney.
Fighting	Principal/teacher will conference with the student and document the student's response to the situation. Parent(s)/guardian(s) will be notified by either disciplinary report or by phone. Possible ISS up to 3 days.	The parent(s)/guardian(s) will be notified and a conference may be held either in person or by phone to discuss a solution. These may include an in-school suspension; OSS and/or legal authorities may possibly be notified.
Possession and/or use of alcohol/ drugs	Possible ISS up to 5 days, possible notification to law enforcement officials, and parents will be notified.	3-10 days ISS or OSS, possible notification to law enforcement officials, and parents will be notified.
Harassing, bullying, and/or making threats to other children (verbally, physically, or in writing)	Letter of warning sent to parents and a review of the district policy & future consequences will be done with the students. Possibility of up to 3 days ISS, conference with students, parent, principal.	Possibility of up to 5 days ISS, conference with student and parents. Possible OSS or referral to the Board of Directors for expulsion.
Sexual Harassment (use of verbal, written, or symbolic language)	Letter of warning sent to parents and a review of the	Possibility of up to 5 days ISS, Possibility of up to 5 days ISS, conference with student and

that is sexually harassing or physical contact that is sexually harassing)	district policy & future consequences will be done with the students. Possibility of up to 3 days ISS, conference with students, parent, principal.	parents. Possible OSS or referral to the Board of Directors for expulsion.
Bus Infraction- violating any of the passenger rules (p. 40)	Phone call to parent/guardian	2 nd - suspension of bus privileges for 3 days. 3 rd - suspension of bus privileges for 5 days. 4 th - suspension of bus privileges for 30 days. 5 th –suspension of bus privileges for the remainder of the school year. <i>* Depending on the severity of the infraction, corrective action may be more or suspensions could be immediate.</i>
Electronic Device Violation	1st offense: Device checked in/out of office for 2 days.	2nd offense: Device checked in/out of office for 3 days. 3rd offense: Device checked in/out of office for 1 week. Further offenses: Device checked out for the remainder of the year.
Cheating/ Plagiarism	1st offense: a grade of 0 will be given, conference with principal, notify parents.	2nd offense: a grade of 0 will be given, conference with principal/teacher/student/parent, up to 3 days of ISS. Additional offenses: a grade of 0 will be given, conference with principal/teacher/student/parent, up to 5 days ISS.

DETENTION

Board Policy 503.1

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day, or on a non-school day. Whether a student will serve detention, and the length of detention, is within the discretion of the licensed employee disciplining the student or the building principal/dean of students. Students may not attend practices/ play on the day they serve detention.

SUSPENSION & EXPULSION

Board Policy 503.1 & 503.2

The superintendent or principal may temporarily suspend, for up to ten days, any student for violation of the regulations and rules, and discipline policies of the school district or when the presence of the student will cause interference with the maintenance of the educational environment or the operation of the school. The principal may suspend students after conducting an investigation of the charges against the student, giving the student:

- oral or written notice of the allegations against the student and
- the opportunity to respond to those charges.

Notice of out-of-school suspension will be mailed no later than the end of the school day following the suspension to the student's parents and the superintendent. A reasonable effort shall be made to personally notify the student's parents and such effort shall be documented by the person making or attempting to make the contact. Written notice to the parents shall include the circumstances that led to the suspension and a copy of the board policy and rules pertaining to the suspension. A student placed on out of school suspension will have the opportunity to make up all homework assignments while on OSS. Those assignments can be picked up in the elementary office. All assignments are to be completed and turned in when the student returns to school. No extensions will be given. Assignments that are not handed in upon the students return can receive a zero. Tests that have been missed must be taken upon the students return to school after the suspension is served. The student will not receive credit for in-class activities and quizzes.

Students are not allowed to be on school property or attend any school events during the length of their OSS.

An out of school suspended student cannot participate in any school activities or attend as a spectator for any school event during the length of the OSS.

Students serving ISS (In School Suspension) cannot participate in any school event (including practices) during the length of their ISS.

Only the Bedford Community Board of Directors may expel a student and readmit them. Students may be expelled for violations of board policy, school rules, or the law. It shall be the discretion of the board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense.

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

SUSPENSIONS & SPECIAL EDUCATION STUDENTS

Board Policy 503.1

Students who have been identified as special education students may be referred for a review of the students' Individual Education Program (IEP). The IEP may be revised to include a continuum of intervention strategies and programming to change the behavior.

Students who have not been identified as special education may be referred for evaluation after the students' suspension to determine whether the student has a disability and is in need of special education.

Following the suspension of a special education student, an informal evaluation of the student's placement will take place. The Individual Education Program (IEP) is evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension.

If a special education student's suspension, either in or out of school, equal ten days on a cumulative basis, a staffing team will meet to determine whether the IEP is appropriate.

SUSPENSION AND EXPULSION – DUE PROCESS PROCEDURES

1. The superintendent or principal may temporarily suspend, for up to ten days any student for violation of the regulations and rules and discipline policies of the school district.
2. Prior to suspension, a hearing shall be held with the student at which the student is given oral or written notice of what he/she is accused of doing. An explanation of the evidence shall be given. It may be advisable to have the person who observed the misconduct present when this accusation and explanation is given.
3. The student shall be given an opportunity during the hearing to present his/her side of the accusation if the student denies the charge.
4. The hearing may be held immediately following the notification of alleged misconduct.
5. A student may be immediately removed from school when the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. In the case of immediate removal from school, the necessary notice and hearing shall be followed as soon as practicable.
6. Immediately following the suspension of a student, his/her parents shall be notified in writing that the suspension has occurred and the reason(s) therefore. A copy of the written notification shall be sent to the superintendent.
7. Whenever a student is recommended for expulsion, the student shall be provided with a hearing before the Board. The hearing shall be held on a date not later than ten school days subsequent to the date of suspension. The parents and/or student shall be provided with notification of the time and location of the hearing.
8. All relevant evidence shall be presented at the hearing by both the student or his/her counsel and the administration of their counsel. The Bedford Community Board of Directors shall consider all relevant evidence introduced at the hearing.
9. Within three days after the hearing, the Bedford Community Board of Directors

shall consider the relevant evidence and determine such disciplinary action, as it deems appropriate.

10. The Bedford Community Board of Directors shall properly notify the student, as well as the administration, concerning the Board's findings of fact and determination.

CORPORAL PUNISHMENT, RESTRAINT, & PHYSICAL CONFINEMENT AND DETENTION

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 to 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.

HARASSMENT & BULLYING

Board Policy 104

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.

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

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. Please refer to board policy for more information on anti-bullying and harassment.

BULLYING/HARASSMENT INVESTIGATION PROCEDURES

Board Policy 104.R1

Individuals who feel that they have been harassed should:

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

COMPLAINT PROCEDURES

An individual who believes that the individual has been harassed or bullied will notify Dana Nally, PK-5 Principal, the designated investigator. The alternative investigator is Michael Irvin, 6-12 Principal. The investigator may request that the student complete the Harassment/Bullying Complaint form and turn over evidence of the harassment/bullying, 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 has the authority to initiate a harassment investigation in the absence of a written complaint.

INVESTIGATION PROCEDURES

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.

RESOLUTION OF THE COMPLAINT

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment. Following the investigation, the superintendent may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline, up to and including, suspension and expulsion.

Prior to the determination of the appropriate remedial action, the superintendent may interview the complainant and the alleged harasser. The principal/superintendent 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 the 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 alternative investigator shall investigate.

OLWEUS BULLYING PREVENTION PROGRAM

The OLWEUS Bullying Prevention Program will be implemented K-12 in the Bedford Community School District. The OLWEUS Bullying Prevention Program prevents and/or reduces bullying in elementary, middle, and high schools. This program deals with bullying at the schoolwide, classroom, individual, and community levels. The definition of bullying according to OLWEUS is: ***Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself.***

The rules that will be followed and enforced within the Bedford Community School District are as follows:

Bedford Bulldogs Believe...

- Rule 1: We will respect all others (we will not bully others).
Rule 2: We will try to help students who are not being respected.
Rule 3: We will try to include students who are left out.
Rule 4: If we know that somebody is being bullied, we will tell an adult at school and adult at home.

Teachers and staff are trained to use the program and deal with bullying problems. The above four anti-bullying rules will be taught in all classrooms. Class meetings will be held where students talk about what bullying is. Students will learn why bullying should not happen. They will also learn to ask an adult for help if they see or experience bullying. Teachers will use positive and negative consequences for following and not

following the four anti-bullying rules. Teachers will work to make the classroom a positive place for students.

WEAPONS

Board Policy 502.6

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

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

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

In cases where students bring “look-a-like” weapons that look like real weapons, the administrator will recommend action based on the following:

1. The student’s use and intent for the toy weapon.
2. Other individuals’ perception of the students intended use of the toy weapon.
3. Number of times this student has been dealt with regarding weapons and or look-a-like weapons.

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

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

FIGHTING

There will be no fighting allowed on school grounds or at school-sponsored events. If a fight occurs, the faculty and administrator will investigate it, and the severity of the problem will be evaluated. Penalties for fighting may vary from loss of recess time, explaining the situation to parents on the phone or in a letter, up to a 3-day suspension from school. If the fighting continues, more severe punishment will be enforced.

TOBACCO/ ALCOHOL/ DRUGS

Board Policy 502.7

The board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or “look alike” substances that appear to be tobacco, beer, wine, alcohol, or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated 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.

The board believes such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors.

Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase, or being in possession of cigarettes, tobacco or tobacco products for those under the age of eighteen, may be reported to the local law enforcement authorities. Possession, use or being under the influence of beer, wine, alcohol and/or of a controlled substance may also be reported to the local law enforcement authorities.

Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the school board. If such student fails to satisfactorily complete such a program, the student may be subject to discipline including suspension or expulsion.

APPROPRIATE INTERNET USE POLICY

Board Policy 605.6

Because technology is a vital part of the school district curriculum, students will be able to access the Internet through their teachers. Appropriate use of the Internet will allow students to access resources unavailable through traditional means. Although students will be under teacher supervision while on the Internet, it is not possible to constantly monitor individual students and what they are accessing on the Internet. Students’ Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child

pornography, or are harmful to minors. (The school district will use technology protection measure to protect students from inappropriate access.)

The use of the Internet is a privilege, which may be revoked by school staff at any time for abusive conduct or violations of the rules listed in Board Policy 605.6 and 605.6R1. Students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use Policy, that they will comply with the policy and understand the consequences for violation of the policy.

Students who access restricted items (material which is obscene, libelous, indecent, vulgar, or profane) on the Internet are subject to the appropriate action described in board policy or regulations will be subject to the following consequences. Students are also subject to the following consequence for the following infractions (not limited to): anything illegal, file sharing, changing configuration of device (including deleting other's accounts), installing or removing software/hardware without consent, cheating, cyber bullying, recording other without their consent, hacking, accessing restricted materials, and any other violation of the school's AUP.

First Violation- A verbal and written "warning" notice will be issued to the student. The students may lose Internet access for a period of 8 weeks at the discretion of the supervising teacher. A copy of the notice will be mailed to the students, parents and a copy will be provided to the building principal.

Second Violation- A verbal and written "second violation" notice will be issued to the student. A copy of the notice will be sent to the students, parent and a copy will be provided to the building principal. The student will forfeit all Internet privileges for a period of 12 weeks.

Third Violation- A verbal and written "third violation" notice will be issued to the student. A copy of the notice will be mailed to the student, parents, and a copy will be provided to the building principal. The student will forfeit all Internet privileges for the balance of the school year.

CARE OF SCHOOL PROPERTY/VANDALISM

Board Policy 502.2

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

FINES, FEES, CHARGES

Board Policy 503.3

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.

LOCKERS/DESKS

Board Policy 502.5

Student lockers and desks are the property of the school district. These lockers and desks are for the use of the student during the school year but remain the property of the school district. Students are expected to use their own locker and desk and keep it neat and undamaged. The expenses to repair damage done to a student's locker and desk are charged to the student. Lockers should be opened and closed as quietly as possible. School administrators and/or designated representative possess the authority to conduct a reasonable search of student lockers or desks periodically.

DRESS CODE

Board Policy 502.1

There is a strong connection between academic performance, students' appearance, and students' conduct. Clothing or other apparel promoting products which are illegal for use by minors such as alcohol, drug, tobacco, or clothing displaying obscene material, profanity or reference to appropriateness of the student's appearance.

- Students are expected to adhere to reasonable levels of cleanliness and modesty.
- Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment.
- Clothing which display double-meaning slogans are not acceptable.
- Students may not wear hats, hoods, kerchiefs, or head coverings of any kind inside the school building.
- Students are to wear shorts, dresses, and skirts that are appropriate length.
- Students are prohibited from wearing clothing displaying obscenity, profanity, vulgarity, racial, sexual, alcohol or drug making reference to prohibited conduct or similar display.

SCHOOL PROGRESS

MULTICULTURAL NONSEXIST EDUCATIONAL PROGRAM

Board Policy 603.4

Enrolled children in the school district community shall have equal opportunity for a quality education without discrimination regardless of their race, creed, sex, marital status, national origin, ability or disability.

TITLE I READING & MATH

Title I Reading is federally funded program. Eligibility for Title I is determined by the eligibility requirements set by the government. The scores from the Iowa Assessments & FAST Literacy Assessments determine eligibility. Reading and Math instruction is given individually or with small groups of students either in the regular classroom or in the

Title I classrooms. We have 1 certified staff member providing our Title services that has the proper reading endorsements and is qualified to teach Title I Reading. One full-time paraprofessional also serves our Title I students.

TITLE I- PARENT INVOLVEMENT POLICY

It is the policy of Bedford Community Schools that parents of participating children shall have the opportunity to be involved jointly in the development of the district plan and in the district's review process for the purpose of school improvement. Recognizing that parental involvement is the key to academic achievement, we seek to involve parents in an effective home-school partnership that will provide the best possible education for our students. The district provides opportunities, parent communication and other supportive activities to aid parent involvement. The district encourages parent involvement and supports this partnership by notifying parents that their child is receiving Title 1 services and through providing information about standards and assessments.

1. This jointly developed and agreed upon written policy is distributed to parents of participating Title 1 children and all parents through the parent handbook, which is distributed to every family at the time of registration and in the district newsletter, which is sent to every patron in the district.
2. One annual meeting is held for all parents of participating children. Two additional parent-teacher conferences with flexible time shall be held throughout the year. Notification will be sent in the building newsletter and by parent letter.
3. Parents are given assistance in understanding the Title 1 requirements, standards, and assessments through the annual meeting and parent-teacher conferences.
4. Parents have the opportunity to review school performance profiles. Parents will receive individual reports given to parents at conference time, and through report cards.
5. In targeted assistance buildings parents are informed of and involved with their child's participation in the Title 1 program. They also are informed about the curriculum, instructional objectives, and methods used in the program. This information is delivered through newsletters, conferences and the annual meeting.
6. Parent recommendations are encouraged and responded to in a timely manner. Verbal or written responses will be given for all recommendations.
7. A jointly developed school/parent compact outlines how parents, the entire school staff, and students all share responsibility for improved student achievement. The compact also describes the means by which the school and parents will build and develop a partnership to help children achieve our local high standards. It is distributed to every parent of an elementary student and is reviewed at the annual meeting.

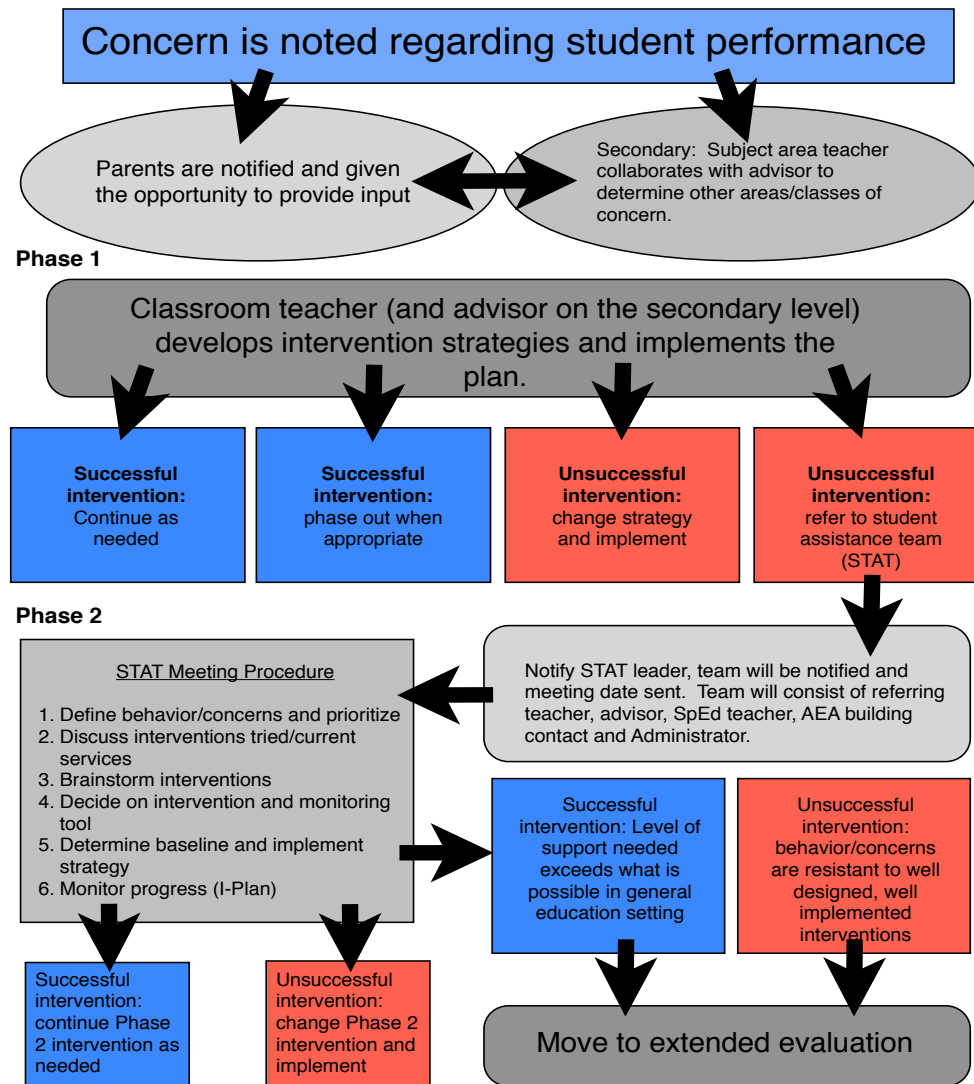
8. The Title 1 program provides opportunities for parents to become partners with the school in promoting the education of their children both at home and at school. Parents are given help monitoring their student's progress and provided assistance on how to participate in decisions related to their student's education. The school also provides other reasonable support for parental involvement activities as requested by parents. Parents are encouraged to participate as volunteers in the school setting. Individual conferences will also be held upon request.

Providing all Bedford Community School District's children with equal access to quality education is of primary purpose. It is crucial that all partners (students, parents, educators, and communities) have the opportunity to provide input and offer resources to meet this purpose. As these partnerships are mutually beneficial, developing cooperative efforts will ensure improved academic achievement for all students.

AT-RISK PROGRAM

At-Risk services are provided for students who are struggling in any academic area. Times are arranged between the classroom teacher and the at-risk teacher to work with the student on individual skills. Individual and/or small group instruction is available for students having behavioral, emotional, or social difficulties in school. The skills learned in individual and/or small group are also reinforced during whole class guidance instruction. STAT (Student- Teacher Assistance Team) can meet to discuss areas of concern for students and brainstorm interventions and modifications, which could be utilized in the classroom to increase student achievement.

STAT Process



LITERACY INTERVENTIONS

Students in grades K-3 fall under the Iowa Legislation- Early Literacy Interventions. Through this legislation students in grades K-3 will be assessed for their progress on literacy using the Department of Education provided universal screener, FAST, three times per school year. This data and the progress the students make throughout the year will be reported to the Iowa Department of Education. Students in grades 4-5 will also be assessed using the Universal Screener, but the data will not be reported to the Department of Education. All K-5 students will have an extra 30 minutes/day of literacy interventions/enrichment to assist them in becoming at grade-level readers and above and promote a life-long love of reading.

LEADERS OF THE PACK

Our mission is to unlock the potential in every student by giving him or her opportunities to lead, love, and learn. We believe that our AWESOME students can achieve great things if given the tools to become leaders in our school, community, and homes.

The students and staff will be learning and trying to follow the following 8 Habits of Highly Effective People (Stephen Covey):

1. Be Proactive: You're In Charge
2. Begin With The End In Mind: Have A Plan
3. Put First Things First: Work First, Then Play
4. Think Win-Win: Everyone Can Win
5. Seek First To Understand, Then To Be Understood: Listen Before You Talk
6. Synergize: Together Is Better
7. Sharpen The Saw: Balance Feels Best
8. Find Your Voice: And Inspire Others To Find Theirs

At Bedford Elementary, the students and staff are creating an environment that reinforces leadership. Teachers are integrating leadership language and the 8 habits into daily instruction. We are working to build a culture of leadership through school traditions, such as celebration assemblies, service projects, etc. Students are gaining 21st century skills to assist them with life outside of Bedford Elementary. Students in all grades are provided leadership opportunities in their classrooms and throughout the building. Classrooms and individual students will track goals in leadership notebooks, which are shared and celebrated throughout the school year. Students are expanding pride in themselves, pride in the school, and pride in the community.

REPORT CARDS

Board Policy 505.1

Students will receive progress reports at the end of each semester period. Questions concerning any particular grade should be directed to the respective teacher.

PARENT-TEACHER CONFERENCES

Board Policy 505.1

Individual parent-teacher conferences will be scheduled twice during the school year. However, parents are encouraged to call for an appointment with the teacher whenever they have a concern to discuss. Student problems can be handled much more effectively when parents and teachers work together.

PROMOTION & RETENTION

Board Policy 505.2

Promotion practices in the Bedford Community School District shall have as their objectives the placing of the student in an environment where his/her maximum development will take place. Parent/Guardian and school personnel shall meet as early as possible during the school year when in the judgment of the teacher and principal a student is being considered for retention in the same grade or class another year. Following this conference, a determination will be reached on the student's placement for the next year. Final determination of the placement rests with the school district.

SPECIAL NEEDS

A child with special needs may have vision problems, a physical handicap, deafness, emotional problems, speech problems, etc., which cause him/her to be unable to progress effectively in the regular school program. If you know, or suspect that your child has a special need, you should discuss the matter with the school principal, teacher, or nurse. The school or the Area Education Agency can provide help for these needs.

HEARING SCREENINGS

Audiologists and audiometrists from the Area Education Agency will be working in our school this year screening students for hearing problems and conducting hearing evaluations. This is being done, as in the past, to identify students that have hearing losses or problems of educational or medical significance. If you DO NOT want your child to participate in this program, please let the school know and they will notify the appropriate AEA staff. If the school is not notified, it will be assumed that permission is given for this screening and routine hearing testing. Parents will be notified of test results.

GREEN HILLS AEA

Bedford Community School District strives to make every student's educational experience a successful one. To ensure success of all students, we sometimes must make accommodations and/or modifications for particular students. These modifications and accommodations are referred to as general education interventions. They involve attempts to increase student achievement or improve behavior difficulties in a systematic fashion in a student's regular classroom. Teachers, sometimes working with a team of teachers from their building, develop interventions to correct a student's difficulties. If initial interventions are ineffective at correcting the difficulty, further interventions may be attempted or a child's parent(s) may be contacted about the possibility of a full, individual evaluation for their child.

At times, we enlist the support of professional staff from Green Hills Area Education Agency to assist in developing these accommodations and modifications. Professional

staff from GHAEA consists of Speech-Language Pathologists, Itinerant Hearing and Vision Teachers, Occupational Therapists, Transition/Work Experience Instructors, School Social Workers, and School Psychologists. If involved, staff from GHAEA may assist through their work with our team of teachers in a particular building, through observations of a child in the child's classroom, and through review of a student's educational record. Prior to any direct involvement (i.e., talking with a student) of the GHAEA staff with a particular student, a parent's permission must be secured through their signing of an "Informed Consent" form.

SCHOOL SAFETY

EMERGENCY DRILLS

Board Policy 507.5

Periodically the school holds emergency fire, tornado drills, and active shooter/intruder drills. At the beginning of each trimester, the teacher will 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. Students who pull fire alarms or call in false alarms, in addition to being disciplined under the school district's policy, rules and regulations, may be reported to law enforcement.

Fire Drills:

1. Instructions are displayed in each room on a poster.
2. The warning signal is a RAPID SERIES OF BEEPS/LIGHTS FLASH/DOORS CLOSE
3. Listen to and watch your teacher for directions.
4. Stay with your class
5. Walk quietly in an orderly manner.
6. If you are not with your class, find them outside immediately.
7. Do not talk during drills.

Tornado Drills:

1. Instructions are displayed in each room on a poster.
2. Warning signal is a SOLID HORN BLAST.
3. Listen to and watch your teacher for directions.
4. Stay with your class.
5. Walk quietly in an orderly manner to the tornado shelter.
6. If you are not with your class, find them immediately.
7. Kneel down and place your head by your knees, and your hands over your head.
8. Intermittent blasts of horn is the ALL CLEAR signal.
9. Stay where you are until an adult tells you to change position.

Active Shooter/Intruder Drills:

1. All district personnel are trained in the ALICE practice of how to handle an intruder in the building. Students and parents will be trained on the procedures as well.
2. This goal of this program is to safely get our students out of harms way if an intruder enters the building and it becomes unsafe.
3. Rally Points- places to pick your children up in the case of an evacuation will be given to parents at the parent meeting, as well as be sent out through text messaging (school alerts) if an actual evacuation would take place.

SCHOOL LUNCH/BREAKFAST***BREAKFAST***

Breakfast will be served daily in the lunchroom beginning at 7:50 a.m.

LUNCH

Students are invited to participate in the daily lunch program. All purchases are entered into the computer and tallied daily to determine how many days are remaining. If a student has a question as to how many days remain, they should be directed to Mrs. Sheffield (elementary office). Lunch money should be given to the elementary secretary in the office at the beginning of each day. Monthly payments are encouraged and should be made by the 20th of each month in order to keep your account current.

If you bring a sack lunch to school, be careful to include things that do not need to be refrigerated. Students who bring cold lunches may purchase milk. The cost for milk is \$0.35. Students may not bring pop for lunch.

LUNCH & BREAKFAST CHARGES
BOARD POLICY 710.4

For the 2018-2019 school year breakfast will cost \$1.50 and Lunch will cost \$2.30.

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

Payment of Meals

Students have use of a meal account. When the balance reaches \$0.00 a student may charge no more than \$5.00 to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account

balance is paid. Families may add money to student accounts via online electronic payment or at the school office.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received. [The school district may provide an alternate meal that meets federal and state requirements to students who have charged the maximum allowance to the student account and cannot pay out of pocket for a meal]. Employees are not allowed to charge a negative balance to their lunch accounts.

Negative Account Balances

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of account balances once the balance reaches \$5.00 for single student accounts, or \$10 for family accounts. Families will be notified by the Text Caster notification system, text message, or paper note sent home with the student. Any negative balances not paid prior to the end of each month will be turned over to the superintendent or superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

Communication of the Policy

The policy and supporting information regarding meal charges shall be provided in writing to:

- ☐ All households at or before the start of each school year;
- ☐ Students and families who transfer into the district, at time of transfer; and
- ☐ All staff responsible for enforcing any aspect of the policy.

Records of how and when the policy and supporting information was communicated to households and staff will be retained.

REDUCED & FREE MEALS

Board Policy 710.2

Reduced cost and free meal tickets are available to families who qualify. The necessary forms for application may be picked up in the superintendent's office or principal's office.

SNACK/MILK

Kindergarten and first grade students will have milk during the afternoon as a snack. Milk fees will be given to parents at registration and must be paid in full at the beginning of the year. Kindergarten students will bring snacks as part of their school supplies.

SCHOOL LIBRARY

The library is for students to use as often as they wish for completion of assignments and for their pleasure learning. The policies and procedures for library use will be posted and reviewed with all students during an orientation early in the school year. A quiet student atmosphere with limited talking will be maintained. No gum or candy is allowed in the library. All materials taken from the library must be checked out. Books, magazines, and newspapers in the current collection are not to be marked or clipped. There is a supply of old magazines for clipping. Library privileges will be restricted for any student who abuses materials.

Students who have restricted library privileges may use the library only for work on assigned class projects or papers by may not check them out. Classes to help students learn how to use the library resources and to appreciate books and reading will be integrated with classroom instruction.

Checkout and return of library materials will be done by computer. The check out policies include:

- K- 1 book
- 1-2- 2 books
- 3-4- 3 books
- 5- 4 books

Anyone with overdue books may not check out books to take home until they return their overdue books. They may look at books in the library during their scheduled library time. If books are lost, the person will need to pay the original cost of the items to replace them.

The library will not refund money to anyone who has paid for a lost book and then finds the book. The book will become the property of the person who has paid for the book. However, if you do not want to keep the book, it may be returned to the library.

SCHOOL VISITORS

CHAPERONES & VOLUNTEERS

Any parent who volunteers to chaperone a school event/field trip is highly encouraged to do so. Parents who volunteer to chaperone must realize that they are requested to monitor and chaperone the students. We know chaperones help minimize discipline problems. We do request the following of all chaperones:

1. Non-school age children may attend the event; however, it will be at the expense of the parents.

2. A chaperone's child that is a student in another grade may not attend an out of grade level field trip. If this occurs, that child will receive an unexcused absence and a 0 for required work.
3. A chaperone that brings siblings must realize that their ability to properly monitor and assist the teachers is greatly impaired while watching the sibling.

VISITORS

Board Policy 903.3

Parents are encouraged to visit their child's classroom to become better acquainted with our programs and to observe their children at work. Please call and speak with your child's classroom teacher to set up an agreed upon time. We ask that you do not plan a visit during the first or last two weeks of school. Visitors are asked to notify the office when in the building.

Children who are not enrolled and want to visit the classrooms should obtain permission from the principal. This applies to friends of our students who may be visiting the area. Student visitors will only be allowed to remain at school for ½ day. No preschool children will be allowed to visit unless accompanied by their parents.

PARENT ENCOURAGEMENT

Students learn more when their parents take an interest in their schoolwork. Please encourage your child to bring books home and spend time reading. It is beneficial to designate a time and a quiet place for your child to study or read. Make sure your child has supplies needed for assignments.

Establish a regular bedtime for your child. A tired student does not learn well.

Encourage your child to write down assignments as the teacher gives them each day. Do not hesitate to contact your child's teacher about an assignment or to learn what tutoring you can do to help your child.

SCHOOL INFORMATION

LOST & FOUND

Each year we have problems with students losing clothes or someone else claiming that article of clothing. Please try to put some type of marking on your child's clothing. This will help to eliminate lost items and confusion. All lost articles should be reported by the student to the classroom teacher. Students are to take to the office any articles they might find. Unclaimed articles are donated at the end of the school year.

USE OF THE TELEPHONE

Students are to obtain permission through the office to use the telephone. In using the phone for long distance calls, students are to obtain permission to call long distance at the school's expense. Office personnel will assist a child in making a telephone call.

FIELD TRIPS

Children may take occasional field trips throughout the school year. The principal must give prior authorization for all field trips and/or excursions. Written parental permission will be required prior to the students' participation in a field trip outside of the school district.

PARTIES

The philosophy of the school is to develop cooperative understanding and effort in work and play with others and to respect the rights of others, accepting those of differing social, economic, religious, and racial backgrounds. Parties are to have a secular or non-religious purpose and the primary effects are neither to advance nor inhibit religion.

1. There will be 4 elementary school parties during the year: Fall, Winter, Valentine's Day, and Spring.
2. These parties should start about one hour before school is out and coincide with student dismissal.
3. Students not wishing to attend because of personal beliefs will be given the option of having alternate entertainment or be allowed to go home at the start of the parties without being counted absent.
4. Personal birthday invitations will not be allowed to be delivered at school unless everyone in the class receives an invitation.

EDUCATIONAL RECORDS

Board Policy 506.2

Student records containing personal identifiable information, except for directory information are confidential. Only persons, including employees, who have legitimate educational interests are allowed to access a student's record without the parents' permission. Student directory information is released without parental permission unless the parent asks the school district not to release it. Parents must notify the school district at the beginning of the year if they not want the school district to release directory information. Directory information includes name, address, telephone number, date, and place of birth.

COMPLAINTS & GRIEVANCES

Board Policy 502.4

It is the goal of the district to resolve students' complaints and grievances at the lowest level. Students and parents are encouraged to address problems to the student's teacher or other licensed employee, other than the administration. If the complaint cannot be resolved by the teacher the student or parent may discuss the matter with the principal within 5 days. If the principal cannot resolve the matter, the matter may be discussed with the superintendent within 2 days after speaking with the principal.

ASBESTOS

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of the asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district families which include: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos containing material and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

HOMELESS CHILDREN & YOUTH

The board will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment, and eliminate existing barriers to their receiving an education, which may exist in district policies or practices. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is the K-12 Guidance Counselor.

A homeless child is defined as a child or youth between the ages of 5 and 21 who lacks a fixed, regular, and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent, or abandoned building or some other form of shelter not designed as a permanent home; who is living in a community shelter facility; or who is living with non-nuclear family members or with friends, who may or may not have legal guardianship over the child or youth of school age.

GRIEVANCE PROCEDURES

Board Policy 903.5R1

Students, parents of students, employees, and applicants for employment in the Bedford Community School District shall have the right to file a formal complaint alleging

discrimination under federal or state regulations requiring nondiscrimination in programs and employment.

Level 1- Principal, Immediate Supervisor or Personnel Contact Person
(informal & optional- may be bypassed by the grievant)

Employees with the complaint of discrimination based upon their gender, race, national origin, religion, age, marital status or disability are encouraged to first discuss it with their principal, or immediate supervisor, with the objective of resolving the matter informally. A student, a parent of a student, or an applicant for employment with a complaint of discrimination based upon their gender, race, national origin, religion, age, marital status or disability are encouraged to discuss it with the instructor, counselor, supervisor, building principal, program administrator or personnel contact person directly involved.

Level 2- The Equity Coordinator (secondary principal)

If the grievance is not resolved at level one and the grievant wishes to pursue the grievance, they may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Educational Equity Coordinator. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within 15 working days from the date of the event giving rise to the grievance or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Educational Equity Coordinator. A minor student may be accompanied at the meeting by a parent/guardian. The Equity Coordinator shall investigate the complaint and attempt to resolve it. A written report from the Equity Coordinator regarding action taken will be sent to the involved parties within 15 working days after receipt of the complaint.

Level 3- The Grievance Committee

If the grievance is not resolved at level 2, the grievant may appeal it at level three by presenting a written appeal to the Grievance Committee within 10 working days after the grievant receives the report from the Equity Coordinator. The Grievance Committee shall include five persons including one administrator, one instructor, one classified/non-certificated employee, one student and one parent/community representative. At least two members of the Grievance Committee shall be selected from the current Educational Equity Advisory Committee (Multicultural, Nonsexist Educational/Affirmative Action Advisory Committee). The Grievance Committee shall include both men and women and reflect racial/ethnic diversity and persons with disabilities when possible.

The grievant may request a meeting with the Grievance Committee to discuss the appeal and the Grievance Committee may request a meeting with the grievant. The Grievance Committee will render a decision within 10 working days after receipt of the written appeal.

Level 4- Superintendent

If the complaint is not resolved at level three, the grievant may appeal it to level four by presenting a written appeal to the Superintendent within 10 working days after the grievant receives the report from the Grievance Committee. The grievant may request a meeting with the Superintendent or his/her designee. The Superintendent may request a meeting with the grievant to discuss the appeal. The Superintendent or his/her designee will render a decision within 10 working days after the receipt of the written appeal. If in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process, students/parents have a right to a hearing with a third party from outside of the school district to resolve the issue.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the Federal Office of Civil Rights, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

DISTRIBUTION OF MATERIALS REGULATION

Code No. 903.5R1

Guidelines: Individuals, including students, may have the right to distribute on school premises, at reasonable times and places, unofficial written material, petitions, buttons, badges or other insignia, except expression which:

- A. is obscene to minors
- B. Is libelous
- C. Contains indecent, vulgar, profane or lewd language
- D. Advertises any product or service not permitted to minors by law
- E. Constitutes insulting or fighting words, the very expression of which injures or Harasses other people (e.g., threats of violence, defamation of character or of A person's race, religion, gender, disability, age, or ethnic origin)
- F. Presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material or substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Distribution on school premises of material in categories (A) through (D) to any student is prohibited.

Distribution on school premises of material in categories (E) and (F) to a substantial number of students is prohibited.

Procedures: Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the building principal at least 24 hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting the request and, if a student, the home room number.
2. Date(s) and time(s) of day of intended display or distribution.
3. Location where material will be displayed or distributed.
4. the grade(s) of students to whom the display or distribution is intended.

Within 24 hours of submission, the principal will render a decision whether the material violates the guidelines in subsection 1 or the time, place, and manner restrictions in subsection III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial. Permission to distribute material does not imply approval of its contents by either the school, the administration, the board or individual reviewing the material submitted.

If the person submitting the request does not receive a response within 24 hours of submission, the person shall contact the building principal's office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner in provisions in subsection III.

If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within 3 school days of submitting the appeal, the person shall contact the superintendent to verify that the lack of response is not due to an inability to locate the person. If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place, and manner in subsection III.

At every level of the process the person submitting the request shall have the right to appear and present the reasons, supported by relevant witnesses and material, as to why distribution of the written material was appropriate.

Permission to distribute material does not imply approval of its contents by either the school district, the board, the administration or the individual reviewing the material submitted.

Time, Place, and Manner of Distribution: The distribution of written material is prohibited when it blocks the safe flow of traffic within the corridors and entranceways of the school or otherwise disrupts school activities. The distribution of unofficial material should be limited to a reasonable time, place, and manner as follows:

1. The material should be distributed from a table set up for the purpose in a location designated by the principal, which location shall not block the safe flow of traffic or block the corridors or entrance ways, but which shall give reasonable access to students.
2. The material shall be distributed either before and/or after the regular

Instructional day.

3. No written material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.

Definitions: The following definitions apply to the following terms in this policy:

1. "Obscene to minors" is defined as:
 - a. The average person applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom the distribution is requested;
 - b. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted) masturbation, excretory functions, and lewd exhibition of the genitals; and
 - c. The material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
2. "Minor" means any person under the age of 18.
3. "Material and substantial disruption" of a normal school activity is defined as follows:
 - a. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption, which interferes with or impedes the implementation of that program.
 - b. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous demonstration, sit-in, stand-in, walkout, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecasted including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

4. "School Activities" means any activity of students sponsored by the school and includes, by way of example but not limited to, classroom work, library activities, physical education classes, official assemblies, and other similar gatherings, school athletic contests, band concerts, school plays and in-school lunch periods.

5. “Unofficial” written material includes all written material except school newspapers, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, placards, and underground newspapers, whether written by students or others.

6. “Libelous” is a false and unprivileged statement about a specific individual that tends to harm the individual’s reputation or to lower him/her in the esteem of the community.

7. “Distribution” means circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school, which are generally frequented by students.

Disciplinary Action: Distribution by any student of unofficial written material prohibited in subsection I or in violation of subsection III may be halted, and students may be subject to discipline including suspension and expulsion. Any other party violating this policy may be requested to leave the school property immediately and, if necessary, local law enforcement officials will be called.

Notice of policy to students: A copy of this policy will be published in student handbooks and posted conspicuously in school buildings.

BUS SAFETY

SCHOOL BUS

Bus drivers are responsible for and have the authority over pupils on the way to and from school. Students must obey the rules established and requests given by the bus driver. **Those students with continual misbehavior will be denied the privilege of riding the bus. For your child’s safety, your child must remain sitting in his/her seat while on the bus.** Students are not to board the bus until the bus has come to a complete stop. While loading after school, students are to remain with the person on duty until all buses are at the school and ready to load, or until the person on duty designates that you may board.

PERMISSION TO RIDE ANOTHER BUS

Any student who wishes to ride a bus to the home of another student and who normally does not ride that bus must have written permission from his/her parents. That note needs to be brought to the principal’s office to be copied and initialed then shown to the classroom teacher. The signed note should be presented to the bus driver who may permit the student to ride the bus if the bus is not filled.

The Bedford Community School District Board of Directors has authorized the use of video cameras on school district buses. The video cameras will be used to monitor

student behavior to maintain order on the school buses to promote and maintain a safe environment. The tapes are considered student records, subject to school district confidentiality, board policy, and administrative regulations. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.

SCHOOL ROUTE

Parents should not overlook the need to teach their youngsters the route they expect the child to follow in going to and from school. The use of sidewalks, streets with no sidewalks, and the crossing of streets should all be part of the training.

If a child takes a school bus, parents should see that she/he knows the proper bus stop and how to reach it safely. Please discuss with your child how to behave on the bus. Punctuality is also important. Please give consideration to the time needed to reach the bus stop or school.

PASSENGER RULES

- Students are to sit in their seats facing forward with nothing in the aisle.
- Noise on the bus is to be kept at a reasonable level.
- Bus riders shall be at designated loading points before the bus arrival time.
- Bus riders shall wait until the bus comes to a complete stop before attempting to enter.
- Riders must not extend arms or heads out of the windows at any time.
- All bus riders shall load and unload through the front doors. The emergency door is for emergencies only.
- A bus rider will depart at the designated point unless written permission to get off at a different location is given to the driver.
- Riders who damage seats or other equipment will reimburse the district for the repair or replacement.
- A rider may be assigned to a seat by the driver.
- Permission to open windows must be obtained by the bus driver.
- The driver is in charge of the students and the vehicle. The driver is to be obeyed promptly.
- Students need to assist in looking after the safety and comfort of younger students.
- A bus rider who must cross the roadway to board or depart from the bus shall pass in front of the bus (no closer than 10 feet), look both directions and proceed to cross the road or highway only on signal from the driver.
- Students shall not throw objects about in the vehicle or out through the window.

- Shooting paper wads, squirt guns, or other materials in the vehicle is not permitted.
- Roughhousing in the vehicle is prohibited (crowding and pushing)
- The use or possession of alcohol, tobacco, or look-a-like substances is prohibited in the vehicle.
- The good conduct rule is in effect.

CORRECTIVE DISCIPLINE

Infractions of the rules result in the following actions:

- 1st Infraction- phone call to parents/guardians.
- 2nd Infraction- suspension of bus privileges for 3 days.
- 3rd Infraction- suspension of bus privileges for 5 days.
- 4th Infraction- suspension of bus privileges for 30 days.
- 5th Infraction- suspension of bus privileges for the rest of the school year.

Depending on the severity of the infraction, corrective action may be more severe or suspensions could immediately take place.

*Discipline may carry over to the next school year.

The following procedures shall be followed for more serious infractions:

- The driver reports the incident immediately to the principal/dean of students or transportation director. If the incident happens on the trip home, the driver will bring the student to the office the next morning.
- The principal/dean of students, transportation director and driver meet to discuss the incident.
- The principal/dean of students meets with the student, calls the parents, and sends a letter to the parents/superintendent/transportation director/ board president.

Transportation service may be immediately suspended for severe bus conduct infractions for a minimum of three days. Services can be suspended for the entire school year, depending on the severity of the incident and number of previous discipline infractions the student has had. The student's principal and the transportation director determine the extent of the corrective action.

These infractions include but are not limited to:

- Fighting or threatening others on the bus;.
- Using profanity or obscene gestures toward the bus driver or others on the bus.
- Throwing or shooting items in the bus or out the windows.
- Igniting fires, smoking, or used of a controlled substance on the bus.
- Putting hands or any part of their body outside of the bus.
- Any activity on the bus that could severely jeopardize the safety of the students on the bus.
- Vandalism
- Harassing behavior

- Insubordination

STUDENT TRANSPORTATION FOR EXTRACURRICULAR ACTIVITIES

The board in its discretion may provide school district transportation for extracurricular activities including, but not limited to, transporting student participants and other students to and from extracurricular events.

Students participating in extracurricular events, other than those held at the school district facilities, may be transported to the extracurricular event by school district transportation vehicles or by another means approved by the superintendent.

Students who are provided transportation in school district transportation vehicles for extracurricular events, shall ride both to and from the event in the school vehicle unless arrangements have been made with the building principal prior to the event. A student's parent may personally appear and request to transport the student home from a school-sponsored event in which the student traveled to the event on a school district transportation vehicle.

NO CHILD LEFT BEHIND ACT PARENTAL NOTIFICATION UNDER NCLBA

The No Child Left Behind Act (NCLBA) requires schools to give parents many different kinds of information and notices in a uniform and understandable format, and to the extent practicable, in a language that the parents can understand. Listed below are some of the requirements that are in addition to the district's annual report card. (It includes only those notices that must be made to parents by school districts or individual public schools.)

1. At the beginning of each school year, school districts that receive Title I funds must notify parents (of each student attending every school receiving Title I funds) that they may request, and the district will provide parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including the following:

- whether the teacher has met state licensing criteria for the grade level(s) and subject area(s) taught whether the teacher is teaching under through which state licensing criteria have been waived.
- the undergraduate degree major of the teacher, and any graduate certification or degree held by the teacher, including the field of discipline of the certification or degree.
- if the child is provided services by paraprofessionals, their qualifications

2. A school that receives Title I funds must provide each parent information on the achievement level of their child on each of the state academic assessments as soon as is

practicably possible after the test is taken. Such a school must also give timely notice that the parent's child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

3. A school district that uses federal funds to provide a language instruction education program for children with limited English proficiency must, no later than 30 days after the beginning of the school year, give the parent(s) of each child identified for participation or participating in such a program the following information: why the child is placed in the program; the child's level of English proficiency, how that level was determined and the status of the child's academic achievement; methods of instruction in the program in which their child is placed and those of other available programs; how the program will meet the educational needs of their child; how the program will help their child learn English and meet age appropriate academic achievement standards for grade promotion and graduation; the specific exit requirements for the program; in the case of a child with a disability, how the program meets the child's IEP objectives; and information about parental rights. For a child not identified as limited English proficient prior to the beginning of the school year, the district must notify parents within the first two weeks of the child being placed in such a program.

4. A school district receiving Title 1 funds must promptly notify parents of each student enrolled in an elementary or secondary school identified for improvement, corrective action or restructuring that the school has been so identified.

The notification should also include:

- an explanation of what the identification means
- how the school compares in terms of academic achievement with other schools in the district and in the state
- the reasons for the identification
- what the school is doing to address low achievement
- what the district and state will do to help the school
- *how the parents can become involved in addressing the school's academic issues*

If a school is subject to restructuring, the district must promptly notify the teachers and parents and provide them an opportunity to comment before any action is taken and to participate in developing any restructuring plan.

5. If a school fails to make adequate yearly progress according to certain statutory timetables, the district must make supplemental educational services available to eligible children in the school. The district must provide annual notice to parents of the availability of these services, the identity of approved providers of these services and a brief description of the services, qualifications and demonstrated effectiveness of each provider.

6. A district receiving Title I funds and each school served under Title I must jointly develop with and distribute to parents of children participating in Title I programs a written parental involvement policy. If a school or district has a parental involvement

policy that applies to all parents, it may amend the policy to meet the requirements under the NCLBA.

Schools must:

- hold at least one annual meeting for Title I parents
- offer a flexible number of meetings
- involve parents in an ongoing manner in the planning, review and improvement of Title I programs
- provide Title I parents with information about the programs, a description and explanation of the curriculum, forms of academic assessment
- if requested, opportunities for regular meetings to discuss the education of their children
- develop a school-parent compact that outlines the responsibilities of each party for improved student academic achievement

7. A district receiving safe and drug-free school program funds must inform and involve parents in violence and drug prevention efforts. The district must make reasonable efforts to inform parents of the content of safe and drug free school programs and activities other than classroom instruction. If a parent objects in writing, the district must withdraw the student from the program or activity.

8. A district must make reasonable efforts to inform parents and the public about their right to access to all assessment data (except personally identifiable information), questions and current assessment instruments. Districts, schools and students may voluntarily participate in the National Assessment of Educational Progress. Parents of children selected to participate in any NAEP assessment must be informed before the assessment is administered that their child may be excused from participation for any reason, is not required to finish any assessment and is not required to answer any test question.

9. Districts receiving federal education funds must notify parents of secondary school students that they have a right to request that their child's name, address and telephone number not be released to a military recruiter without their prior written consent. Districts must comply with any such request.

10. To be eligible for federal funds for programs assisting the education of homeless children, a district must provide written notice to the parents of each child enrolled in a separate school for homeless children of the choice of schools that homeless children are eligible to attend. They should also be notified that no homeless child is required to attend a separate school, and that homeless children must be provided transportation services, educational services and meals through school meal programs comparable to those offered to other children in the school attended. The notice must also include contact information for the local liaison for homeless children and the state coordinator for education of homeless children.

11. A district must develop and adopt policies regarding the rights of parents to inspect third party surveys before they are distributed to students and take measures to protect

student privacy when surveys ask for certain sensitive information; parental right to inspect any instructional materials; administration of physical examinations or screening of students; collection, disclosure or use of personal information from students for the purpose of marketing or selling that information; and the parental right to inspect any instrument used to collect personal information before it is distributed to students. Districts must give parents annual notice of adoption, substantive changes in, or continued use of such policies.

12. Districts must give parents annual notice at the beginning of the school year of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- *activities involving the collection, disclosure or use of personal student information for the purpose of marketing or selling that information*
- administration of surveys that contain requests for certain types of sensitive information
- any non-emergency, invasive physical examination that is required as a condition of attendance, administered by the school, scheduled in advance, and not necessary to protect the immediate health and safety of students.

13. If a school district requests the U.S. Secretary of Education to waive any provision or regulation of the NCLBA, it must provide notice and information about the waiver to the public in the manner in which it customarily provides public notice.

14. Parents must receive timely notice that their child has been assigned or has been taught for 4 or more consecutive weeks by a teacher who is not highly qualified.

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