

Longfellow Elementary School
Student - Parent Handbook
2026-2027



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2026-2027 Elementary Faculty and Staff

Administration

Mr. Chad Straight, Superintendent

Mrs. Heather Coover, Principal

Preschool/Special Education

Ms. Carley Bolhuis

Prep Kindergarten

Mrs. Kriegel

Kindergarten

Mrs. Holly Gates

Ms. Emma Crawford

First Grade

Mrs. Hannah Kiel

Mrs. Brittany Parr

Second Grade

Mrs. Beth Parrott

Third Grade

Mrs. Kelsey Bird

Ms. Sunnie Mall

Ms. Lily Walk

Fourth Grade

Mr. Brandon Heying

Mrs. Amy Schulte

Fifth Grade

Mrs. Jenna Arey

Mrs. Kate Kiebach

Sixth Grade

Mrs. Jennifer Boelen

Mr. Matthew Mengler

Art

Mrs. Gina Miller

Custodial Staff

Mr. Andrew Hermesen

Guidance

Ms. Nikki Thomas

Instructional Coach

Mrs. Holly Vido

Librarian

Stacie Christner

Music

Mrs. Clara Kienitz, Vocal & Band

Para educators/Teacher Associates

Mrs. Tammi Cook

Ms. Jennifer Jones

Ms. Alex Kasal

Mrs. Holly Kriegel

Ms. Megan Toney

Mrs. Jessica Williams

Physical Education

Mr. Brock Flack

Secretarial Staff

Mrs. Lisa Cubbage

Special Education

Ms. Jacy Gates

Ms. Amber Porter

Mrs. Kiana Scott

Talented and Gifted Education

Mrs. Gina Miller

Title I

Ms. Kayla Peterson

School Nurse

Mrs. Taryn Colburn

Welcome to Longfellow Elementary!

Our emphasis on children, a comprehensive curriculum, positive attitudes, and strong values makes the Longfellow Elementary School a learning center committed to quality. Our staff works hard to create experiences that will make school a place for children to grow.

Together we can make a positive difference in your child's educational experience! We hope this handbook serves as a useful tool to inform you. We are looking forward to an exciting and rewarding school year! At Longfellow Elementary we believe that students are "learning today for living tomorrow."

School Hours

Breakfast-----7:35-8:00 am

First Bell-----7:55 am

Tardy Bell—8:00 am

Town Shuttle Dismissal-----3:35 pm

Walker/Riders Dismissal----3:35 pm

Country Bus Dismissal-----3:35 pm

Dear Parents:

The staff and administration welcome you and your children for the 2025-2026 school year. We hope this year will be enjoyable and productive for all students and parents. The enclosed information will be quite useful, and we encourage you to read it together with your children. Please keep this handbook at home for easy reference, as you will find the phone numbers and all other information functional and informative.

Providing a safe environment conducive to learning is a top priority in our school system. Like you, we want your children to learn and behave respectfully while at home, school, or out in the community. Learning to accept responsibility for one's actions is paramount in becoming a mature, responsible citizen. We expect all children to work hard and put forth their best effort in school. The following are suggestions to help your children succeed in school:

1. Make sure your children arrive at school, on time, ready to learn (well rested, positive attitude).
2. Set high standards and expectations for your children.
3. **Make sure your children complete homework accurately and on time.**
4. Establish a regular time and place for your children to study at home.
5. Regularly encourage your child with his/her homework.
6. Show pride in your children's academic growth and accomplishments.
7. Listen and talk to your children, paying consistent attention to questions and feelings.
8. **Read aloud to your children and have them read to you every night, if possible.**

If you ever have any questions or encounter any problems, we encourage you to contact your child's teacher or the principal. This fosters good communication and prevents any misunderstandings from arising. Good communication and cooperation between home and school will build and strengthen our excellent educational system.

Sincerely,
Heather Coover, Principal
Chad Straight, Superintendent, Belle Plaine Schools

School Phone Numbers

The following is a list of phone numbers for the school buildings:

- * Superintendent (Administration Building)----444-3611
- * Principal (Longfellow)-----444-3002
- * High School-----444-3720
- * Hot Lunch-----444-4407
- * Bus Barn-----444-3814
- * School Web Site ----- www.belle-plaine.k12.ia.us

Mission Statement

“Our mission is to inspire meaningful learning while challenging students to develop the character, creativity and skills to navigate their future with confidence”

Belief Statements:

1. We place education as our highest priority, recognizing that everyone can learn. (MCGB)
2. Our school is a positive, caring, nurturing, and safe learning environment. (MCGF)
3. Students should possess and display the skills necessary for effective communication. (Career)
4. Students should develop critical thinking and research skills to solve problems responsibly. (Career)
5. Students should display global awareness and respect for their environment. (Global)
6. School, family, and community collaborate to meet the needs of all students and maintain the highest possible level of educational programs and facilities.
7. Students learn best when they are actively engaged in and are accountable for their own learning.
8. It is important for everyone to be a lifelong learner. (Career)
9. High expectations and a strong work ethic promote excellence.
10. We believe that parents have a significant impact on the school performance of their children.
11. Everyone deserves to be treated with dignity and respect. (MCGF)

Student Learning Goals:

- All students will demonstrate reading competency.
- All students will express themselves using functional writing skills.
- All students will develop accurate listening skills.
- All students will speak fluently and demonstrate a command of the English language.
- All students will demonstrate functional mathematical processes.
- All students will demonstrate knowledge of technology and the ability to access electronic media.
- All students will demonstrate critical thinking skills.
- All students will demonstrate good citizenship and personal management skills.
- All students will demonstrate skills necessary to become a productive team member.
- All students will demonstrate knowledge and appreciation of the arts and sciences.
- All students will develop an understanding of career opportunities.

Attendance Policies

STUDENT ATTENDANCE

I. Philosophy

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

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

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

There are times, however, when school officials may determine that the problems associated with absence from school are outweighed by the advantages of an activity in which the student participates, and they may endorse or sponsor an activity or trip. Attendance at such approved trips and activities will not be considered an absence from school.

II. Absence/Attendance Policy

- A. Upon accumulating eight absences, a student's parents/guardians will be notified by the administration regarding the student's attendance record.
- B. Upon accumulation of twelve absences from a class, a conference involving the student, the student's parents/guardians, school administrator will be requested.
- C. Upon accumulation of 18 absences from a class, the county attorney will be notified and determined to pursue truancy charges.

Each child between the ages of six and sixteen is required to attend a certified public school or private school. Failure to do so, or an excessive number of absences, can result in a child being declared truant and appropriate charges will be filed with the County Attorney.

Students may arrive at school at 7:35 a.m. **Please do not bring your child to school before 7:35 a.m.** Shuttle services will be available for students living on the north side of the railroad tracks.

III. Absences

- A. Students late to school will not be admitted to school without the written permission of the principal or the principal's designee after the first ten minutes of the day. Absences from school will be considered excused (with a note from the parent(s) or guardian) for the following reasons:
 - 1. Personal illness.
 - 2. Death or serious illness in the immediate family or household.
 - 3. Medical or dental appointments which cannot be made other than during school time. If necessary, schedule all doctor appointments at a time that the student will miss the minimum amount of class.
 - 4. Short-term suspension from school.
 - 5. Other reasons which can be justified from an educational standpoint.
 - 6. Family situations that constitute an unusual need of absence.
- B. When students can anticipate absences, every effort should be made to see that school work is made up in advance of the absence. The principal may determine that the completion of schoolwork in advance be a prerequisite to allowing the absence to be

excused.

- C. When a student's absence was not anticipated, all his/her schoolwork must be made up within the number of school days indicated. One days absence must be made up in two days; for each additional day of consecutive absence, one day will be added to his/her make-up work deadline (e.g. after two consecutive days absent, a student has three days to make up his/her school work; after three, he/she has four) Absences of more than five days must be made up as arranged with each individual instructor.
 - 1. If a student has been absent from school, he/she must check in at the main office upon return. If documentation is required for the absence to be excused, it should be provided to the office staff at this time. If the student does not provide requested documentation upon return the absences may be counted as unexcused if not provided within two days of return.
 - 2. Students who do not make up their work as required by this rule may be subject to disciplinary actions.
- D. Students who anticipate an absence, especially when the absence must have the principal's prior approval, shall give timely notice to the school office in advance of the anticipated absence. When time permits, such notification shall be in writing and signed by the parent or guardian of the student. Failure to notify the school in advance may result in the absence being considered unexcused.
- E. All students who were absent from school in excess of three days, may be asked to submit in written form the specific days or times and reasons for their absence. Verification by the doctor, dentist, or otherwise (if appropriate) may also be requested. If the absence is not verified within two days, it will become an unexcused absence.
- F. Parents or guardians should call the attendance office at 444-3002 and report the absence the same day of the absence. Call between the hours of 7:30 a.m. and 4:00 p.m., but a morning call before 8:30 a.m., is best. Only when a student of majority age (18 years or older, or married) is not residing with the student's parents or guardian, may the student present his or her own excuse for absence without parental verification. The principal should be notified in advance of any such circumstances.
- G. In the event that the principal determines that it is advisable to verify the excuse given for an absence, the principal will take appropriate steps to do so. When it is determined that an excuse is forged or the facts misrepresented, the principal will treat those instances of absence as unexcused
- H. When in doubt about whether an absence will be excused, check in the office in advance!
- I. When possible, schedule appointments to miss a minimal amount of school.

IV. Unexcused Absences

- A. As outlined in Section IV of these rules excused absences include illness, family emergencies, family funerals and school sponsored or approved activities. Students will also be allowed unexcused personal days of absence from school not to exceed seven days per semester. Students must have written approval from their parent(s) or guardian sent to the principal with as much notice of the absence as can be given so the absence can be planned for by the student and teachers. Unexcused Personal days with written parent approval will NOT count as days in attendance for purposes of the truancy law. The principal has sole discretion to determine excused and unexcused absences. Students' unexcused absences are not to exceed 7 days in a semester or they may be assigned to supervised study hall, detention, early bird school, Saturday school, in-school suspension, or other appropriate disciplinary sanction as determined by the principal and will be assigned on a one-for-one basis.
- B. Students who are absent from school or class without reasonable excuse shall be subject to disciplinary measures and will be assigned on a one-for-one basis. Reasonable excuses are those that are acceptable reasons as provided in Section IV of these rules. All other absences from school shall be considered unexcused absences. Examples of such events that are unexcused include but are not limited to; hunting or hunting trips, family vacations, shopping, and personal days/appointments (haircut, manicure). The principal has sole discretion to determine excused and unexcused absences.
- C. Each day or portion of day of an unexcused absence from school class shall be considered unexcused absences.
- D. Students who are found to be absent without reasonable excuse will be subject to one or more of the following disciplinary measures:
 - 1. Detention
 - 2. In-school suspension
 - 3. Out-of school suspension
- E. Unexcused absences will be recorded in the attendance office; and when an unexcused absence has occurred for the fourth time in any class or classes within a given semester, it will be the responsibility of the counselor or principal to contact the parents to set up a conference between the parent, student, counselor, and principal. The results of this conference will be committed to writing. A copy will be placed in the student's file.
- F. Students found to be truant may be reported to the local police department, DHS, and/or the county attorney. Truancy is defined as an absence from school or any class without valid reason and/or permission from parent/guardian, (this includes when a student leaves school at any time during the school day, including the lunch period, without specific permission from the office and parent/guardian).
- G. Students that have accumulated five absences unexcused will be notified in writing regarding the students attendance.

- H. Students who are absent unexcused in excess of seven may be subject to disciplinary action for any additional unexcused absences. Consequences will be assigned on a one-for-one basis.
- I. Any student who has more than eight unexcused absences may be reported to the county attorney's office.

V. Reduction of Grades Prohibited

Reduction of grades shall not be used as a disciplinary measure against a student because of an absence or suspension from school.

VI. Review

Teacher's Decision - Students and parents wishing to have a review of the teacher's decision regarding tardiness and make-up work rendered under this absence rule, may do so by filing a written request for review with the principal within five school business days after the teacher's decision was rendered. The principal will determine a mutually agreeable time, place and date for the review and notify the student, parents and teacher accordingly. At the appointed time, the parties attending the review will meet to discuss the matter informally. Following the review, the principal shall affirm, reverse or modify the teacher's decision.

Principal's Decision - Students, parents and teachers may obtain a review of the principal's decision under this absence rule by filing a written request for review within five school business days with the superintendent. The superintendent or designee will determine a mutually agreeable time, place and date for the review and notify the interested persons accordingly. At the conclusion of the review, the superintendent or the superintendent's designee shall affirm, reverse or modify the principal's decision.

WITHDRAWAL FROM SCHOOL

If a student is planning to leave school permanently for any reason, the procedure should be as follows: The student's parents should notify the office personnel indicating their child's plans. The student's record will be reviewed, textbooks and supplies returned, and a book rental refund made.

LEAVING THE BUILDING

If a student must leave the building during the school day, he or she must adhere to the following:

1. Teachers ARE NOT to give students permission to leave the building to retrieve forgotten items. If a student needs to leave the building they should come to the office to seek permission for leaving the building.
2. The student must get a permit to leave the building from the attendance office. Checking out from the office is absolutely essential. Any student leaving the school without permission will be considered truant which will normally result in a suspension.
3. When the student is leaving the building, the student must sign out in the office.
4. When the student returns to the building, he or she is to return this permit to the attendance office. He or she will then be given an admit slip for the classes missed.

CHILD CUSTODY

In most cases, when parents are divorced, both the mother and the father continue to have equal rights where their children are concerned. If there is a court order that limits the rights of one of the parents, like custody or visitation, the office must have a copy of this court order. If we don't have a court order, we assume both parents have equal rights to pick up children at school and all other contact situations.

Academic Policies

REPORT CARDS

Report cards are issued at the close of each nine-week period to inform both students and parents regarding pupil progress in each class. Midterm, first, second (first semester) and third quarter grades will be sent home with the students in their Wednesday Folders. Grades issued at the completion of the second semester will be mailed.

GRADING SYSTEM

Student grades in 1st -2nd grade receive an E (Excellent), S (Satisfactory), N (Needs Improvement), or U (Unsatisfactory)

Students in grades 3rd-6th receive a letter grade for each subject: A (Superior), B (Above Average), C (Average), D (Needs Improvement) or F (Unsatisfactory). Unsatisfactory grades will be reviewed to determine what interventions are needed.

Student Policies

STUDENT PLANNER

All students in 2nd-6th grade must have a student planner which is provided to them at the beginning of the school year. If your agenda is lost, another can be purchased in the office for \$6.00.

STUDENT DRESS

The vast majority of our students dress reasonably and appropriately for learning. Students are expected to maintain a neat personal appearance on campus and/or at school activities/events. There is a strong connection between academic performance, students' appearance, and student's conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students' dress is not to cause disruption to, or become a distraction from the educational process. Because we operate within a drug and alcohol free environment, students who wear clothing that depicts drugs, tobacco, or alcohol will be asked to change or reverse the clothing, or they will be sent home to change.

Students wearing clothing that depict sexual innuendos or references that may be sexually suggestive will be asked to change or reverse such clothing or they will be sent home.

Rollers, picks, combs, plastic bags, hair nets, hats, caps, scarves, wave caps, and du-rags are unacceptable and may not be worn in school.

Shirts and shoes must be worn at all times. Slippers are not permitted. The following attire is inappropriate for school and students may be asked to change clothes or sent home to change:

- Strapless tops
- Spaghetti strap tops
- Short tops which reveal the mid section
- Backless and one shoulder tops
- Low cut tops that show cleavage
- Shorts, skirts or skorts that are too short or tight
- Muscle shirts or undershirts, or any shirt revealing torso
- Pants that expose the posterior and/or undergarments
- Bodysuits, biker pants, boxer shorts, short shorts, and pajamas

Pants must be worn on the waist, sagging pants are not allowed. Sunglasses, unless required by a physician or approved by the school nurse, may not be worn in school. Goggles are not to be brought to school. The school provides safety goggles for use in classrooms where protective eyewear is needed. Students may not wear or display (hanging from pockets) bandanas or handkerchiefs. Coats, jackets, and book bags are to be placed in lockers. How students feel about themselves and how they act is often influenced by what they wear. Longfellow Elementary is a place designed for learning.

For safety reasons, students are not permitted to attend school without footwear. (House slippers/bedroom slippers may not be worn to school.) In addition, students are required to remove their hats and hoods, scarves, and other headpieces in the building and are required to leave such articles in their lockers throughout the school day. Clothing or accessories will be worn for their intended purpose (i.e. belts around the waist.)

Clothing and accessories that display or promote alcoholic beverages, tobacco, any controlled substance, profanity, obscene pictures, vulgarity, lewd or obscene saying, or depict illegal activities cannot be worn. Any wording or images that are obscene or profane in interpretation are prohibited.

Clothing or material containing any print or image that is derogatory to any race, gender or ethnic group is prohibited.

Students are prohibited from drawing, marking, painting, or any form of writing on themselves or their clothing during school. This behavior is a distraction from learning for the individual and potentially others as well. Student attention is to be focused on learning.

HALLWAY CONDUCT

PRIDE IN THE SCHOOL IS BUILT AROUND THE BEHAVIOR OF THE STUDENTS.

1. Close your lockers completely and quietly.
2. Walk, never run, and keep your hands off others.
3. Please keep the halls clean - Use waste baskets.
4. Try to avoid hallway congestion whenever possible.
5. Loud or disruptive noises are not accepted.
6. Students are expected to get to class on time.

LOST AND FOUND

The lost and found department is located in/near the office. Articles found should be turned in at the office. Losses of property should be reported. An effort will be made to return them to their owners.

STUDENT SOCIAL EVENTS

All school-sponsored events shall be under the control and supervision of school personnel. Approval for an event shall be secured from the principal of the building involved, and the event shall be placed on the school calendar before any public announcement is made. Hours, behavior, and activities related to school-sponsored events shall be reasonable and proper.

STUDENT DUE PROCESS RIGHTS

It shall be the policy of the Belle Plaine School District to provide for student due process rights. Board Policies provide legitimate and reasonable channels through which policy interpretations may be resolved.

BALLOON BOUQUETS/FLOWERS

No balloon bouquets and/or flowers will be sent to students.

BIRTHDAY/PARTY INVITATIONS

No invitations will be handed out at school, or by school staff. All birthday/party invitations need to be dispersed outside of school.

BIRTHDAY TREATS/CLASS PARTY TREATS

All food items brought into the school must be prepackaged and store purchased. Bakery items from a store are permitted as long as the original seal has not been broken.

PARENTAL REQUEST TO CHANGE A STUDENT'S ROUTE HOME

To protect your child from possible harm and maintain a safe environment, it is the policy of the Belle Plaine Community Schools that the **school be notified in writing with a signature by the parent/legal guardian, or phone call before the parent/legal guardian can change the student's regular dismissal route/schedule from school. All communication for route changes needs to be made by 1:00 pm of the day the change is being made.**

WEDNESDAY ENVELOPES

These envelopes are sent home each Wednesday, calendar permitting. The Wednesday envelopes are used as a means of communication between home and school.

MEDICATION

If a student needs to take medication during school hours, he/she must bring the medication to the office with written instructions as to how it is to be administered. The school nurse, or

designee, is permitted to distribute non-prescription to students if he/she has parent permission to do so and if the nurse determines such action to be appropriate.

Prescription:

1. A written note or form from the child's doctor prescribing the medication.
 - A. Student's name
 - B. Medication name
 - C. Dosage to be given
 - D. How often it is to be given
 - E. Possible side effects
 - F. Purpose of medication
2. Note or form signed by the parent saying it is okay to give the medication.
3. Medication is required by law to be in a current prescription container with the following information attached:
 - A. Student's name
 - B. Drug name and dosage
 - C. Frequency to be given
 - D. Any special instructionsMost pharmacists will give you a second container for use at school.
4. The student is responsible for going to the office to get his or her medication.
5. The school nurse is permitted to distribute non-prescription to students if he/she has parent permission to do so and if the nurse determines such action to be appropriate.

Non-Prescription Medication

If the school is to give non-prescription medication at school, the following steps need to be taken:

1. A signed note from the parent with the following information:
 - A. Student's name
 - B. Medication name
 - C. Amount to be given
 - D. Purpose of medication
 - E. When it should be given
2. Medication should be sent in the bottle or container it was purchased in with the label intact.
3. Students are responsible for coming to get the medication at the appropriate time.

DISPENSING STUDENT MEDICATION

**BELLE PLAINE COMMUNITY SCHOOLS
BELLE PLAINE, IOWA**

Student's Name _____ Date _____

A. Doctor's Written Instructions:

Name of Medication: _____

Duration: _____

Frequency: _____

Any Unfavorable Reactions: _____

(Doctor's Signature)

B. Parent's Permission:

As the legal guardian or parent, I request that the prescribed medicine be administered as directed by the above doctor. I understand that all medicines must be labeled with the name of the student, name of the medication, time of day to be given, duration it is to be given, and name of the physician.

(Parent's Signature)

Staff member responsible for handling and dispensing the medication.

(Staff Member's Signature)

VISITORS

Parents and other visitors are welcome in our school. We welcome their suggestions and questions. Student and adult visitors are to report to the principal's office so they can be welcomed and introduced to appropriate personnel. They must also obtain a visitor's permit. Students who wish to have a student visitor in school should clear this at least twenty-four hours in advance. The conduct for all visitors is the same as that of Longfellow Elementary students.

CAFETERIA MEAL PRICES

Prices for breakfast and Lunch will be posted at registration.

Accu-Scan

The food service will be using a computerized system for lunch and breakfast sales. It uses a card with an identification code. **All accounts will be family accounts.** Whatever amount you send for your child's/children's lunch/breakfast will be credited to their account. Each meal purchased will be deducted from the account. When your child's account is within three (3) days of being depleted, the computer will print out a reminder message that will be given to your child/children to take home. There will be a minimum deposit of a ten day ticket cost. If you desire further information please contact the Food Service Director (Kelly Clark) at 444-4407. Parents wanting students to go home for lunch must sign a release form in the Elementary Principal's office.

No student will be allowed to leave school to eat at a local restaurant without a parent. **If parents wish to eat lunch with their child, please call the office before 8:30 AM of the day you are eating.**

STUDENT INSURANCE

Optional student insurance is available. The school merely acts as a medium in supplying the insurance and assumes no liability either for the injury or the subsequent negotiations with the insurance company. Fee information will be available at registration.

BOOK RENTAL AND FEES

Book rental for grades BECC to sixth and elementary activity ticket fees appear on the school website at registration time. These fees will be paid in August at registration or when a new student enrolls in school.

CLASS MANAGEMENT PROCEDURES

All school rules, as set forth by the administration, will be enforced in the classroom.

1. Students will be expected to bring materials, as assigned by the instructor, to class each day. Upon entering the room, students must go directly to their seats and be seated. You should be ready for class when the tardy bell rings.
2. Absences: After you have been absent, **DO NOT GO TO CLASS WITHOUT CHECKING INTO THE OFFICE FIRST.**

3. Food, Pop, Candy, and Gum: food, pop, gum and candy ARE NOT allowed in the classroom unless special arrangements have been made by the classroom teacher.
4. No Games: Unless they are directly related to the objectives of a class lesson, games in the classroom such as cards, chess, etc. will not be allowed.
5. Class Conduct: Classes will be conducted in an orderly manner. Act accordingly.
6. Cheating: CHEATING WILL NOT BE TOLERATED. If caught, you will fail the test or assignment. Letting someone copy is cheating. The individual classroom instructor may set other additional penalties.
7. Students WILL NOT be excused to leave the room at any time during class unless they have prior approval from the classroom teacher.
8. Detention: Detention will be assigned for disruptive behavior. Students must serve the detention within 48 hours of receiving the detention.
9. Safety: All safety procedures as outlined by the instructor will be followed.
10. Students will be held responsible for all school owned property and materials. Textbooks and materials issued must be returned at the end of the semester or a fine will be assessed. All materials must be turned in and/or fines paid at the end of the school year.
11. In addition to the procedures outlined above, each teacher may add rules and regulations as needed in the classroom
12. Toys are not to be played with at school. Students may bring such items to their classroom with teacher permission. Such items are never to be taken to lunch or recess. The school will not be responsible for lost or stolen items.
13. **Electronic devices should not be used during the school day (7:55-3:35 pm) . This includes, but is not limited to: laser pointers, personal radios/ipods/cd players, hand-held video games, cell phones and smart watches (any watch that does more than simply tell time ex. has calling and texting ability, counts steps has apps, etc). The school is not responsible for damaged or lost electronic items. If misused, they will be confiscated and kept in the office.**

CELL PHONES/SMARTWATCHES

Cell phones and Smartwatches may be used before and after school. If there is a need to use your cell phone/Smartwatch during school hours students must do so in the office or with classroom teacher supervision permission. **If a student is caught using a cell phone/smart watch during school hours, the phone/smartwatch during school hours, violations will be as follows:**

- ☐ **First Violation**--Warning
- ☐ **Second Violation**--Parent contacted and phone/smartwatch kept in the office until parent picks it up
- ☐ **Third Violation**--Parent contacted. Phone/Smartwatch will be dropped off each day and kept in the office during school hours.

Students taking photos of other students or staff without permission or for non-educational purposes is prohibited. Violation of this policy may result in loss of privileges, detention, or other disciplinary action. Cell phone use in restrooms/locker rooms is prohibited at all times.

USE OF TELEPHONE

Telephone messages will be taken in the attendance office. The message will be transmitted to the student when they are called to the office. Students WILL NOT be called from class or sent from class to receive or make a telephone call. Students are welcome to use the office phone if need be to contact a parent due to a change in their regular schedule.

MEDIA CENTER PROCEDURES AND EXPECTATIONS

1. Students who have library research or assignments using library materials, or who need to utilize the library computer facilities may come to the library when proper supervision is available. Students who need to study for tests or to work together may come to the library. Students should be supervised and work productively.
2. Work quietly. If you are working with someone on an assignment, use a quiet voice. No one else should be able to follow your conversation.
3. Treat others with respect.
4. Teachers may bring classes to the library any time, but if possible, please check the schedule beforehand.
5. Library materials may **not** be taken out of the library without checking them out or obtaining permission of the librarian.
Use the library materials with care.
6. Encyclopedias should never leave the library
7. Students will be charged for lost or damaged materials.
8. No food or drinks (except water) are allowed in the library.
9. Students causing a disruption will be asked to leave the library. Continued disruptions will result in loss of library privileges.
10. Use of the Internet requires a parent permission form on file.
11. Computers are for school projects/assignments.
12. E-mail is to be opened only to send documents for schoolwork.

INTERNET - APPROPRIATE USE REGULATION

The following is an abbreviation of the policy adopted by the Belle Plaine School Board on Internet Appropriate Use Regulation Code No. 605.6, which can be read in its entirety in the board policy book. .

The board is committed to making available to students access to a wide range of electronic learning facilities, equipment, and software, including computers, computer-like equipment (such as tablets), computer network systems, and the internet. The goal in providing this technology and access is to support the educational objectives and mission of the school district and to promote resource sharing, innovation, problem solving, and communication. The District's computers, computer-like equipment, computer network and/or internet connection is not a public access service or a public forum. The District has the right to place reasonable restrictions on the material accessed and/or posted through the use of its computers, computer-like equipment, computer network and/or internet connection.

Access to the District's computers, computer-like equipment, computer network, and internet shall be available to all students and staff within the District. However, access is a privilege, not a right. Each student must have a signed acceptable use agreement on file prior to having access to and using the District's computers, computer-like equipment, computer network and the internet. The amount of time and type of access available for each student may be limited by the District's technology and the demands for the use of the District's technology. Even if students have not been given access to and/or use of the District's computers, computer-like equipment, computer network and the internet, they may still be exposed to information from the District's computers, computer-like equipment, computer network and/or the internet in guided curricular activities at the discretion of their teachers.

Every computer and/or computer-like equipment in the District having internet access shall not be operated unless internet access from the computer is subject to a technology protection measure (i.e. filtering software). The technology protection measure employed by the District shall be designed and operated with the intent to ensure that students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are otherwise harmful to minors. The technology protection measure may only be disabled for an adult's use if such use is for bona fide research or other lawful purposes.

The technology coordinator may close a user account at any time as required and administrators, faculty, and staff may request the technology coordinator to deny, revoke or suspend user accounts. Any user identified as a security risk or having a history of problems with computer systems may be denied access to the District's computers, the District's computer-like equipment, the District's computer network systems and the internet. Students will be instructed by the District's technology coordinator or other appropriate personnel on the appropriate use of the District's computers, computer-like equipment computer network and the internet.

The use of the District's computers, computer-like equipment, computer network and internet access shall be for educational purposes only. Students shall only engage in appropriate, ethical, and legal utilization of the District's computers, computer network systems, and internet access. Student use of the District's computers, computer-like equipment, computer network and internet access shall also comply with all District policies and regulations. The following rules provide guidance to students on the appropriate use of the District's computers, computer-like equipment, computer network and internet access.

Inappropriate use and/or access will result in the restriction and/or termination of the privilege of access to and use of the District's computers, computer-like equipment, computer network and internet access and may result in further discipline for students up to and including expulsion and/or other legal action.. The District's administration will determine what constitutes inappropriate use and their decision will be final. Inappropriate use of the District's computers, computer-like equipment, computer network and internet access includes, but is not limited to a violation of the following rules:

-Do not make or disseminate offensive or harassing statements or use offensive or harassing language including disparagement of others based on 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. Do not swear, use vulgarities or any other inappropriate language. Be polite and follow the same privacy, ethical, educational, and other considerations observed regarding other forms of communication.

-Do not access, create or disseminate any material that is obscene, libelous, indecent, vulgar, profane or lewd; any material regarding products or services that are inappropriate for minors including products or services that the possession and/or use of by minors is prohibited by law; any material that constitutes insulting or fighting words, the very expression of which injures or harasses others; and/or any material that presents a clear and present likelihood that, either because of its content or the manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or will cause the violation of lawful school regulations.

-Do not disseminate or solicit sexually oriented messages or images.

-Do not use the District's computers, computer-like equipment and/or computer network systems to participate in illegal activities. Illegal activities include, but are not limited to, gambling, fraud, and pornography.

-Do not subscribe to or access listservs, bulletin boards, online services, e-mail services, social networking sites (i.e., myspace, facebook, twitter) or other similar services without prior permission from the technology coordinator or other appropriate personnel.

-Do not use, possess or attempt to make or distribute illegal/unauthorized copies of software or other digital media. Illegal/unauthorized software or other digital media means any software or other digital media that has been downloaded or copied or is otherwise in the user's possession or being used without the appropriate registration and/or license for the software or in violation of any applicable trademarks and/or copyrights, including the payment of any fees to the owner of the software or other digital media.

-Do not alter, modify, corrupt or harm in any way the computer software stored on the District's computers or computer network systems. Do not install any software on the hard drive of any District computer or on the District's computer network systems or run any personal software from either floppy disk, CD-ROM, DVD, flash drives or other storage media or alter or modify any data files stored on the District's computers, computer-like equipment or computer network systems without prior permission and/or supervision from the technology coordinator or other appropriate personnel.

-Do not download any programs or files from the internet without prior permission from

the District's technology coordinator or other appropriate personnel. Any programs or files downloaded from the internet shall be strictly limited only to those that you have received permission from the technology coordinator or other appropriate personnel to download.

-Do not use any encryption software from any access point within the District.

-Do not access the internet from a District computer and/or computer-like equipment using a non-District internet account.

-Do not share a personal user account with anyone. Do not share any personal user account passwords with anyone or leave your account open or unattended.

-Do not access the District's computers, computer-like equipment or computer network systems or use the District's internet connection from a non-District computer without prior authorization from the technology coordinator or other appropriate personnel.

-Do not use an instant messenger service or program, internet relay chat or other forms of direct electronic communication or enter a chat room while using the District's computers, computer-like equipment, computer network systems and/or the District' internet connection.

-Do not disable or circumvent or attempt to disable or circumvent filtering software without prior permission from the District's technology coordinator or other appropriate personnel.

-Do not play any games or run any programs that are not related to the District's educational program.

-Do not vandalize the District's computers, computer-like equipment or its computer network systems. Vandalism is defined as any attempt to harm, modify, deface or destroy physical computer equipment, computer-like equipment or the computer network and any attempt to harm or destroy data stored on the District's computer equipment, computer-like equipment or the computer network or the data of another user. All users are expected to immediately report any problems or vandalism of computer equipment to the administration, the technology coordinator or the instructor responsible for the equipment.

-Do not commit or attempt to commit any act that disrupts the operation of the District's computers, computer-like equipment or computer network systems or any network connected to the internet, including the use or attempted use or possession of computer viruses or worms or participation in hacking or other unlawful/inappropriate activities on line. Users must report any security breaches or system misuse to the administration or technology coordinator. Do not demonstrate any security or other network problems to other users; give your password to another user for any reason; and/or use another individual's account. Do not attempt to log on to any device as a system administrator.

-Do not use the network in such a way that you would disrupt the use of the network by other users or would waste system resources (e.g. listening to internet radio, printing web pages without prior permission from the technology coordinator or other appropriate personnel, staying on the network longer than is necessary to obtain needed information).

-Do not use the District's computers, computer-like equipment and/or computer network systems for any commercial or for-profit purposes, personal or private business, (including but not limited to shopping or job searching), product advertisement or political lobbying.

-Do not use the District's computers, computer-like equipment, computer network systems and/or the internet to access, download, transmit, and/or disseminate any material in violation of any federal or state law, copyrighted material, obscene material, hate literature, material protected by trade secret, computer viruses and/or worms, offensive material, spam emails, any threatening or harassing materials, and/or any material that will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities. If a user encounters potentially inappropriate information, the user shall immediately terminate contact with such information and notify the technology coordinator or other appropriate personnel of the contact with inappropriate information.

-Do not plagiarize information accessed through the District's computer; computer-like equipment, computer network systems and/or the internet. Students and staff shall obtain permission from appropriate parties prior to using copyrighted material that is accessed through the District's computer, computer network systems, and/or the internet.

The District will, within the curriculum currently being offered, include age-appropriate content related to children's use of the internet. This may include anti-bullying and harassment considerations, social networking considerations and other considerations involving internet usage. Although reasonable efforts will be made to make sure students will be under supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students may encounter information that may not be of educational value and/or may be inappropriate. If a student encounters such information, the student should terminate access to the information immediately and notify supervisory personnel or other appropriate personnel of what occurred.

Students will be able to access the District's computers, computer-like equipment and computer network systems, including use of the internet, through their teachers and/or other appropriate supervisors. Individual electronic mail addresses will be issued to students. Students will not be allowed to use email except under very specific, limited educational circumstances. If a student has an electronic mail address that has been set up outside of school, the student will not be permitted to access that e-mail account or use that address to send and receive mail at school. Parents will be required to sign a permission form to allow their students to access the District's computers, computer-like equipment, computer network systems and the internet. Students will sign a form acknowledging they have read and understand the District's

policies and regulations regarding appropriate use of the District's computers, computer-like equipment, computer network systems and the internet; that they will comply with the policies and regulations; and understand the consequences for violation of the policy or regulations.

Prior to publishing any student work and/or pictures on the internet, the District will obtain written permission from the student's parents to do so.

The District has the right, but not the duty, to monitor any and all aspects of its computers, computer-like equipment, computer network systems and internet access including, but not limited to monitoring sites students visit on the internet and reviewing e-mail. The administration and the technology coordinator shall have both the authority and right to examine all computer and computer-like equipment and internet activity including any logs, data, e-mail, computer disks and/or other computer related records of any user of the system. The use of e-mail is limited to District and educational purposes only. Students waive any right to privacy in anything they create, store, send, disseminate or receive on the District's computers, computer-like equipment and computer network systems, including the internet.

No warranties, expressed or implied, are made by the District for the computer technology and internet access being provided. Although the District has taken measures to implement and maintain protection against the presence of computer viruses, spyware, and malware on the

District's computers, computer network systems, and internet access, the District cannot and does not warranty or represent that the District's computers, computer-like equipment, computer network systems or internet access will be secure and free of computer viruses, spyware or malware at all times. The District, including its officers and employees, will not be responsible for any damages including, but not limited to, the loss of data, delays, non-deliveries, misdeliveries or service interruptions caused by negligence or omission. Individual users are solely responsible for making backup copies of their data. The District is not responsible for the accuracy of information users access on the internet and is not responsible for any unauthorized charges students may incur as a result of their use of the District's computers, computer-like equipment, computer network systems, and/or internet access. Any risk and/or damages resulting from information obtained from the District's computers, computer-like equipment, computer network systems, and/or internet access is assumed by and is the responsibility of the user.

Students and parents may be asked from time to time to sign a new consent and/or acceptable use agreement to reflect changes and/or developments in the law or technology. When students and parents are presented with new consent and/or acceptable use agreements to sign, these agreements must be signed for students to continue to have access to and use of the District's computers, computer-like equipment, computer network systems, and the internet.

The interpretation, application, and modification of this policy are within the sole discretion of the school district. Any questions or issues regarding this policy should be directed to the Superintendent, any building principal or the technology coordinator. The board will review and update this policy as necessary. The district will maintain this policy at least five (5) years after the termination of funding pursuant to the Children's Internet Protection Act (CIPA) or E-rate.

IMPLEMENTATION OF TECHNOLOGY PROTECTION MEASURES REGARDING THE USE OF THE DISTRICT'S COMPUTERS, COMPUTER-LIKE EQUIPMENT, COMPUTER NETWORK SYSTEMS, AND INTERNET ACCESS

The purpose of this policy is to provide a safe environment for students through the use of technology protection measures (i.e. filtering software) to enhance education in the school district.

The internet is an ever expanding resource that adds large quantities of content on a daily basis.

However, some of the content is inappropriate for student use and may even be harmful to student's health, safety and welfare. Therefore, the school district has determined that it will establish this policy to limit student access to certain undesirable topics, including but not limited to, information and images that are obscene, constitute child pornography or are otherwise harmful to minors. Since it is not feasible for the school district to continually monitor the content of the internet, the school district will employ technology protection measures in the form of internet filtering software in an attempt to block access to these types of harmful and inappropriate materials.

The school district's implementation of internet filtering software does not guarantee that students will be prevented from accessing materials that may be considered inappropriate and/or harmful. However, it is a meaningful effort on the part of the school district to prevent students from accessing inappropriate and/or harmful materials on the internet. The school district makes no guarantee that the filtering software will be available at all times or that the filtering software will block all inappropriate and/or harmful material. If there is an accessible Uniform Resource Locator [URL] that may be inappropriate, students, staff, and parents may request a review by designated district personnel, by completing an Add URL to Blocked Status Form. Upon review, the technology coordinator or other appropriate personnel will make a determination about blocking access to that site. If there is an educationally valuable URL that is blocked, students, staff, and parents may fill out the Remove URL from Blocked Status Form. The technology coordinator or other appropriate personnel will review the request and make a determination about unblocking the site.

Staff members may request that the internet filtering software be disabled for bona fide research or other lawful purposes. A Bona Fide Research Form will need to be filled out and reviewed by the technology coordinator or other appropriate personnel before the internet filtering software is disabled.

LAPTOP COMPUTER AND/OR TABLET POLICY

The school district has laptop computers and/or tablets for its students to use inside and outside of school in order to enhance, enrich, and facilitate learning and teaching and to aid in

administrative duties and school communications. All laptop computers, tablets and related equipment are school district property. The use of the district's laptop computers, tablets and related equipment shall be subject to all of the terms and conditions set out in the district's policies on appropriate use of computers, computer-like equipment, computer network systems, and the internet.

Students' Use of District's Laptop Computer and/or Tablet

Prior to using the district's laptop computers, tablets and related equipment, a parent/guardian and/or the student will sign a Consent to Student Use of the District's Computers, Computer-Like Equipment, Computer Network Systems, and Internet Access and agree to all outlined policies before being issued a laptop computer and/or tablet.

Students shall protect district laptop computers, tablets and related equipment from damage and theft. Each student shall be responsible for any damage to the laptop computer, tablet and related equipment they have been issued from the time it is issued to them until the time it is turned back into the district, including damage to the computer, tablet, related equipment or the computer's hardware and/or software (including labor costs).

CONSENT TO STUDENT USE OF THE DISTRICT'S COMPUTERS, COMPUTER-LIKE EQUIPMENT, COMPUTER NETWORK SYSTEMS, AND INTERNET ACCESS

I, _____, am the parent or guardian of
_____, who is in _____ grade.

I hereby certify that I have received, read, understand and agree to the Belle Plaine Community School District's Appropriate Use of Computers, Computer-Like Equipment, Computer Network Systems, and the Internet Policy.

I understand that the laptop computer, tablet, and related equipment I am being issued is the property of the _____ Community School District. I will return the laptop computer and/or tablet and any related equipment I am issued in the same condition in which I receive it, excluding normal wear and tear and unforeseen system breakdowns, i.e. hard drive failure, etc. I understand that I am responsible for any damage or loss of any component of the laptop computer, tablet, and/or related equipment I am issued. In case of damage or loss, I agree that I will replace any damaged or lost component and/or equipment with components and/or equipment of equal value, labor costs and functionality as approved by the District's administration.

I recognize that although the Belle Plaine Community School District has taken measures to restrict access to controversial materials, it cannot guarantee that students will be protected from accessing any controversial materials during the student's use of the District's computers, computer-like equipment, computer network systems, and the internet.

I accept full responsibility for my student's use of the District's computers, computer-like equipment, computer network systems, and the internet through the District in accordance with the terms, conditions, and guidelines as stated by the District in its policies and regulations and as set out in federal and state law. I relieve the Belle Plaine Community School District and its officers and employees from any and all financial responsibility that may be incurred by my student's use of the District's computers, computer-like equipment, computer network systems, and the internet.

Computer and/or Tablet Serial # _____

Computer Equipment Description and Serial # _____

My child may have access to internet: _____ Yes _____ No

I hereby give the District permission to publish my child's work, picture, and/or first name on the internet through the District's web site. _____ Yes _____ No

PARENT/GUARDIAN SIGNATURE

DATE

If you have consented to your child's use of the District's computers, computer-like equipment, computer network systems, and internet access, please have your child review and sign the following:

I have read the Belle Plaine Community School District's Appropriate Use of Computers, Computer-Like Equipment, Computer Network Systems, and the Internet policy and agree to abide by its provisions. I understand that violation of these provisions will result in the restriction and/or termination of my ability to use the District's computers, computer-like equipment, computer network systems, and internet access and may result in further discipline up to and including expulsion and/or other legal action. I agree to be responsible for payment of costs incurred by accessing any internet services that have a cost involved.

I understand that the laptop computer, tablet, and related equipment I am being issued is the property of the _____ Community School District. I will return the laptop computer and/or tablet and any related equipment I am issued in the same condition in which I receive it, excluding normal wear and tear and unforeseen system breakdowns, i.e. hard drive failure, etc. I understand that I am responsible for any damage or loss of any component of the laptop computer, tablet, and/or related equipment I am issued. In case of damage or loss, I agree that I will replace any damaged or lost component and/or equipment with components and/or equipment of equal value, labor costs and functionality as approved by the District's administration.

STUDENT SIGNATURE

DATE

STUDENT CONDUCT

High personal standards of courtesy, decency, morality, clean language, and honesty shall be maintained. Respect for school and personal property shall be expected of all students. Failure of a student to comply with the duties he or she is bound to perform constitutes misconduct. Some of these duties are as follows:

1. Comply with the rules and regulations of Longfellow Elementary School.
2. Submit to the authority of the teachers of the school.
3. Display proper conduct to and from school and on school grounds and school buses.
4. Abstain from physical altercation (fighting) gambling, immorality, profanity, using tobacco, narcotics, or intoxicating liquors on school grounds or elsewhere
5. Refrain from stealing, defacing, damaging, or destroying property of others while on school grounds.
6. Conduct at school sponsored events away from home will be on the same basis as those at home.
7. Mooning - automatic, one day, in-school suspension..

STUDENT SUSPENSION

The Iowa Code gives the Board of Directors the power to suspend students and the authority to confer this power on members of the professional staff.

The principal of each school building may temporarily suspend a student for a period not exceeding ten days for disciplinary reasons by following the due process procedures. The minimal due process procedures include the right of students to:

1. Be given oral and/or written notice of the charges.
2. Be given the opportunity to admit or deny such charges.
3. Be given an explanation of the evidence against the student if he/she denies the charge.
4. Be given an opportunity to explain the situation.

The president of the Board shall be advised immediately and in writing of all short-term and extended suspensions. Readmission of the student after a suspension will be done by the building principal.

IN SCHOOL SUSPENSION RULES

1. While in in-school suspension, the student must report to the office immediately upon arrival at school and leave school property at dismissal.
2. The student can use his/her Chromebook for school-related work.
3. Sleeping and lying down are prohibited.
4. Food is only permitted during breakfast and the 25-minute lunch period as determined by the principal or his designee.
5. The only drink that is allowed outside of the lunch period is water.
6. Any refusal of a student to comply with the rules above will result in a temporary out-of school

suspension before he or she can complete the previously assigned in-school suspension.

STUDENT EXPULSION

Students shall conduct themselves in accordance with board policy, “Student Conduct”. Students who fail to abide by that policy may be expelled from school.

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. It shall be within the discretion of the board to discipline a student depending on the nature of the offense and the circumstances surrounding the offense. The principal shall keep records of expulsions in addition to the board’s records.

STAFF JURISDICTION

Every teacher and school employee has jurisdiction over each student in the entire system.

TOBACCO, ALCOHOL, AND DRUGS

The Board of Education prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or “look alike”

substances while on school district property; while on school owned and/or operated school or chartered buses, and while attending or engaged in school activities.

Violation of this policy by students will result in disciplinary action which may include suspension or expulsion. 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.

SEARCH AND SEIZURE

School district authorities may, without a search warrant, search a student, student belongings, student lockers, desks, work areas or student vehicles based on a reasonable suspicion that a school district policy, rule, regulation, or law has been violated.

LOCKERS

Although school lockers are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in ensuring that the lockers are properly maintained. For this reason, periodic inspections of lockers is permissible to check for cleanliness and vandalism. School authorities may conduct general maintenance inspections at any time without notice, without the student’s consent, and without a search warrant.

RECESS

All students are expected to participate in recess.

If a student has been ill and is required to stay in during recess in excess of one (1) day, **a doctor’s excuse is required – for each illness. There will be no extended doctor’s excuse.**

Students will go outside for recess when temperatures are above 10 degrees Fahrenheit (Both windchill and actual temperature). When temperatures are below 10 degrees F (Both windchill and actual temperature), indoor activity will be provided for students.

PLAYGROUND EXPECTATIONS

The purpose of the playground is to provide a safe area in which to play, interact and have fun.

1. Equipment will be used in a safe and fun way.
2. Slide down the slides safely, avoid sitting on the edge of the slide and climbing on top of enclosed slides.
3. Use swings in a back and forth motion. No jumping from swings.
4. Students will take responsibility for care of equipment.
5. Clothing is to be worn for protection, not to be used inappropriately. Shoes should be worn at all times.
6. When playing football, only touch football can be played.
7. Sit on benches and picnic tables, don't play on them.
8. Snow boots must be worn when there is snow or mud.
9. Fighting, excessive physical contact and abusive language will not be tolerated.
10. No throwing rocks, snow, snowballs, sticks or sand/gravel.
11. Only school provided equipment will be allowed on the playground.
12. No playground balls on the equipment.
13. **Students will respect and follow the directions of supervisor(s).**

LUNCHROOM EXPECTATIONS

The purpose of the lunchroom is to provide a safe, clean and orderly environment for students to eat their meals.

1. Respect everyone's space by visiting only with those at your table in a quiet voice.
2. Students will use good manners.
3. No throwing or spitting food.
4. Keep hands and feet to yourself.
5. Students will move in an orderly manner.
6. Show pride and responsibility by doing your part in keeping your lunchroom clean.

BUS REGULATIONS AND CONDUCT

In the interest of safety, good conduct must be maintained in a school bus at all times. Students are encouraged to relax and enjoy the ride. There are, however, certain limits within which pupil activity must be confined.

Bus transportation provided by the Belle Plaine School District shall be under the control and supervision of school personnel. The school bus driver and the school district's control over pupils must be sufficient to assure safe transportation of all students transported in the Belle Plaine Community School District buses.

Regulations governing students riding school buses to and from school include, but are not limited to: Teasing/taunting/harassing others; loud, abusive, profane language; fighting; out of seat, blocking aisle; hands, arms, feet, head outside the window; throwing items out of window; food/drink without permission; possession of weapon; defiance/disrespect toward driver; students may not lower or raise windows without the permission of the driver.

Violation of any of the above expectations will be referred to the transportation director and building principal for further review. Review may include a conference with the driver, student and/or parent. Building principal will issue a decision regarding disciplinary action which may result in detention or bus riding privileges suspended.

Students not regularly scheduled to ride on the daily bus routes must present written permission from parent/guardian or place a phone call to the office before students will be allowed on the bus.

Student spectator buses will be taken to athletic events if enough students to warrant a bus. Students are to sign the bus list in the office the day before the event. Students who do not sign up and show up to ride the bus will be permitted to ride only if there is ample room. For all athletic events students will pay admission charges when they sign up for the bus.

Regulation 104-R(1): Anti-Bullying/Harassment Policy - Investigation Procedures

Status: ADOPTED

Original Adopted Date: 03/08/2022 | **Last Revised Date:** 06/07/2023 | **Last Reviewed Date:** 06/07/2023

Filing a Complaint

An individual who believes that the individual has been harassed or bullied may file a complaint with the superintendent or superintendent's designee. The complaint form is available [*link to form on website or designate location such as building office*]. If the complainant is a school employee, after filing the complaint with the superintendent or superintendent's designee, the employee may separately notify the parent or guardian of the student alleged to have been harassed or bullied.

An alternate investigator will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged bullying or harassment or some other conflict of interest exists. Complaints shall be filed within [*state number of days - 180*] of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will

state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of a written complaint. The *[superintendent or the superintendent's designee or name the position if not the superintendent]* (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment.

The investigation may include, but is not limited to the following:

- *Interviews with the Complainant and the individual named in the complaint ("Respondent")*
- *A request for the Complainant to provide a written statement regarding the nature of the complaint;*
- *A request for the Respondent to provide a written statement;*
- *Interviews with witnesses identified during the course of the investigation;*
- *A request for witnesses identified during the course of the investigation to provide a written statement; and*
- *Review and collection of documentation or information deemed relevant to the investigation.*

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment as defined in Board policy. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings, and provide a copy of the report to the appropriate building principal or Superintendent if the investigation involved the building principal

The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. Similarly, evidence uncovered in the investigation shall be kept confidential to the extent reasonably possible.

Additional suggestions for administrative procedures regarding this policy include:

- *Organizing training programs for students, school employees, and volunteers regarding how to recognize bullying and harassing behavior and what to do if this behavior is witnessed; and*
- *Developing a process for evaluating the effectiveness of this policy in reducing bullying and harassing behavior.*

Decision

The investigator, building principal or superintendent, depending on the individuals involved, shall inform the Complainant and the accused about the outcome of the

investigation. If, after an investigation, a student is found to be in violation of the policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

Individuals who knowingly file false bullying and/or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

I.C. Iowa Code	Description
Iowa Code § 216.9	Unfair/Discriminatory Practices
Iowa Code § 280.28	Harassment and Bullying Prohibited
Iowa Code § 280.3	Education Program - Attendance Center Requirements
I.A.C. Iowa Administrative Code	Description
281 I.A.C. 12.3	Administration
U.S.C. - United States Code	Description
20 U.S.C. §§ 1221	Education - FERPA - General Provisions
29 U.S.C. §§ 794	Labor - Vocation Rehab Rights
42 U.S.C. § 12101	Public Health - Equal Opportunity - Disabilities
42 U.S.C. § 2000d	Public Health - Civil Rights - Federally Programs
U.S. Supreme Court	Description
551 U.S. 393	Morse v Frederick (2007)
Case Law	Description
Morse v. Frederick	551 U.S. 393 (2007)

Cross References

Code	Description
102	Equal Educational Opportunity
102-R(1)	Equal Educational Opportunity - Grievance Procedure
102-EH(1)	Equal Educational Opportunity - Annual Notice of Nondiscrimination
102-EH(2)	Equal Educational Opportunity - Continuous Notice of Nondiscrimination
102-EH(3)	Equal Educational Opportunity - Notice of Section 504 Student and Parental Rights
102-E(4)	Equal Educational Opportunity - Discrimination Complaint Form
102-E(5)	Equal Educational Opportunity - Witness Disclosure Form
102-E(6)	Equal Educational Opportunity - Disposition of Complaint Form
401.01	Equal Employment Opportunity
401.13	Staff Technology Use/Social Networking
401.13-R(1)	Staff Technology Use/Social Networking - Regulation
402.03	Abuse of Students by School District Employees
404	Employee Conduct and Appearance
404-R(1)	Employee Conduct and Appearance - Code of Professional Conduct and Ethics Regulation
404-R(2)	Employee Conduct and Appearance - Code of Rights and Responsibilities Regulation
604.11	Appropriate Use of Online Learning Platforms
605.06	Internet - Appropriate Use
605.06-R(1)	Internet - Appropriate Use - Regulation
605.06-E(1)	Internet - Appropriate Use - Internet Access Permission Letter to Parents
605.06-E(2)	Internet - Appropriate Use - Violation Notice

ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask another employee, counselor, or administrator for help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - Tell an administrator; and
 - Write down exactly what happened, keep a copy, and give another copy to the administrator. Make sure and include the following:
 - What, when, and where it happened;
 - Who was involved;
 - Exactly what was said or what the harasser did;
 - Witnesses to the harassment;
 - What you said or did, either at the time or later;
 - How you felt; and
 - How the harasser responded.

COMPLAINT PROCEDURE

An employee or student who believes that they have been harassed will notify the building principal, the designated investigator. The alternate investigator is the Superintendent. The investigator will request that the employee or student complete the Harassment Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. Information received during the investigation is kept confidential to the extent possible.

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

INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser will file a written statement refuting or explaining the behavior outlined in the complaint. The investigator will also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will report to the superintendent. The investigator will outline the findings of the investigation to the superintendent.

RESOLUTION OF THE COMPLAINT

The superintendent will complete the next step in the investigation reasonably and promptly upon receipt of the investigator's report. Following the investigator's report, the superintendent may investigate further, if deemed necessary, and make a determination of the appropriate next step which may include discipline up to and including discharge.

Prior to the determination of the appropriate remedial action, the superintendent will, at the superintendent's discretion, interview the complainant and the alleged harasser. The superintendent will file a written report closing the case. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation.

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 discharge.

CONFLICTS

If the investigator is the alleged harasser or a witness to the incident, the alternate investigator is the investigator.

If the alleged harasser is the superintendent, the alternate investigator will take the superintendent's place in the investigation process. The alternate investigator will report the findings to the board.

STUDENT BULLYING AND HARASSMENT

The Belle Plaine school district is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the school district has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment when they occur. Bullying and harassment of students by other students, school officials, faculty, staff, board members, vendors, and volunteers who have direct contact with students will not be tolerated. The district prohibits harassment, bullying, hazing, or any other victimization based on any of the following actual or perceived traits or characteristics, including but not limited to race, color, creed, national origin, age, gender identity, physical or mental ability or disability, religion, sexual orientation, marital

status, physical appearance, ancestry, political party preference, political belief, socioeconomic status, familial status, and sexual harassment.

This policy is in effect while students are on property within the jurisdiction of the district; while on school-owned and/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 and efficient management of the district, or the welfare of students and district employees. If after an investigation a student is found to be in violation of this policy, the student will be disciplined by measures up to and including suspension and expulsion. Employees whose behavior is alleged to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, discharge or other appropriate action. Other individuals whose behavior is alleged to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent or board.

Harassment as set forth may include, but is not limited to the following behavior/overt acts and/or circumstances:

- Verbal, nonverbal, physical, written, or electronic harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim. "Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or other similar technologies;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the students that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

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

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

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

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

Any student who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the student's participation in any administrative, judicial, or other proceedings relating to the report. Students who knowingly file a false complaint will be subject to disciplinary measures up to and including suspension and expulsion.

No one will retaliate against a student because he/she has filed a harassment or bullying complaint, assisted or participated in a harassment investigation, proceeding, or hearing regarding a harassment charge or because they have opposed language or conduct that violates this policy. Any student found to have retaliated in violation of this policy will be subject to disciplinary measures up to and including suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The district will promptly and reasonably investigate allegations of bullying or harassment. The building principal, Level I investigator, or designee will be responsible for handling all complaints by students alleging harassment.

It will also be the responsibility of the superintendent, in conjunction with the investigator and principals, to develop administrative rules regarding this policy. The superintendent will also be responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment, prevention strategies, and what to do in case a student is harassed.

CORPORAL PUNISHMENT

As stated in the Iowa code (280.21) corporal punishment is banned in the state of Iowa. Corporal punishment is defined as the intentional physical punishment of a student. It includes the use of unreasonable force or unnecessary physical force or physical contact made with the intent to harm or cause pain. Exclusions from corporal punishment include the following:

- * Verbal recrimination or chastisement;
- * Reasonable request or requirements of a student engaged in physical education class or extracurricular activities;
- * Actions consistent with an IEP;

- * Detention unless material restraints are applied; and,
- * Actions toward someone other than a student.

No employee is prohibited from using reasonable and necessary force, not designed to cause pain, in order to accomplish the following:

- * Quell a disturbance or prevent an act that threatens physical harm to any person;
- * Obtain possession of a weapon or other dangerous object within a pupil's control;
- * Self-defense or the defense of others;
- * Protection of property;
- * To remove a disruptive pupil from class or any area of school premises, or from school-sponsored activities off school premises;
- * To prevent a student from self-infliction of harm; and,
- * To protect the safety of others.

Reasonable physical force is determined by weighing the following factors:

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

If a student is physically confined or detained in a portion of the school facility, the following conditions will be observed:

- * The area of confinement will be of reasonable dimensions;
- * The area will have sufficient light and adequate ventilation;
- * The area will have a comfortable temperature consistent with the facility;
- * The student will receive reasonable break periods to attend to "bodily needs;"
- * The period of detention is reasonable and not in excess of the hours of the school day;
- * The student will have adequate adult supervision; and,
- * Material restraints will not be used.

Upon request, the student's parents will be given an explanation of the reasons for the use of necessary physical force.

FIELD TRIPS

At times students may take trips and miss classes. Advance make up slips will be distributed and collected by the sponsor of the field trip. Credit for being present at school is given only when the school and the instructor of the class or group sponsor the trip. Also, work in all classes to be missed must be in the hands of the instructor and the make-up slip signed by the class instructors and turned into a field trip sponsored by the end of the school day prior to the field trip.

Parents/guardians will sign a general permission slip at registration for field trips to be taken that year. However, they will be notified by correspondence through their son/daughter before any field trip occurs.

TRANSPORTATION TO SCHOOL EVENTS

Students taking part in activities that take them to other towns must travel to and from the event by the transportation provided by the school.

The activity sponsor may grant a participant permission to return home with his/her parents if they notify the sponsor in person. Only parents/guardians will be granted this permission.

CHANGE OF ADDRESS

Your change of address or a new telephone number should be reported at once to the office. In case of an accident or an emergency, we should be able to contact your parents immediately.

NO ACTIVITIES NIGHT

Wednesday evenings are reserved for non-school sponsored student activities. All school activities are to terminate no later than 6:00 p.m. All students are to be out of the building by 6:20 p.m.

STUDENT WAIVER & REDUCTION PROCEDURES

The Board recognizes that while certain fees charged students are appropriate and authorized, certain students and their families are not financially able to pay the fees. The school district will grant either full waivers, partial waivers or temporary waivers depending upon the circumstances and the student or student's parents ability to meet the financial criteria.

1. **Full Waivers** - A student will be granted a full waiver of fees charged by the school district if the student or student's parents meet the financial eligibility criteria for free meals under the Child Nutrition Program. Students in foster care are also eligible for full waivers.
2. **Partial Waivers** - A student will be granted a partial waiver of fees charged by the school district if the student or the student's parents meet the financial eligibility criteria for reduced price meals offered under the Child Nutrition Program. A partial waiver shall be based on the same percentage as the reduced price meals.
3. **Temporary Waivers** - A student may be eligible for a temporary waiver of fees charged by the district in the event the student's parents are facing financial difficulty. Temporary waivers may be applied for at any time throughout the school year and shall not extend beyond the end of the school year.

Safety Policies

EMERGENCY SCHOOL CLOSINGS

In the event of inclement weather or any other emergency conditions causing a school late start, early dismissal, or school cancellation, listen to the local stations for emergency information:

KGAN-TV2

KCRG-TV9

BOOK BAGS AND COATS

Students will not be permitted to carry book bags from class to class. Book bags may be used to transport books between home and school. Medical exceptions may be allowed. Coats will not be permitted to be worn during the school day.

FIRE DRILL INSTRUCTIONS

Everyone in the Longfellow Elementary School building is required to know the following directions and precautions.

1. The fire alarm is a **continuous ringing** of the fire alarm system.
2. Leave your work as it is.
3. The first two people to leave any of the designated exits are to securely hook the doors open.
4. Those leaving the building first are to proceed out far enough from the building to prevent congestion of the exits.
5. Proceed rapidly but orderly. Keep in your designated traffic lane.
6. ALL WINDOWS and FIRE EXITS should be closed.
7. This is serious business! Take it as such. It may mean your life. You never know when it may not be a drill, but the real thing!
8. When outside of the building, pass at least 100 feet from the building. Wait for a return signal before entering.
9. Proper room exits will be covered on the first day of school and during fire drill practice.

TORNADO EVACUATION INSTRUCTIONS

Every student, teacher, and staff member is required to study and know the following directions and precautions.

1. The tornado alarm is an intermittent buzzing of the tornado alarm system at Longfellow Elementary.
2. Leave your books and material where they are when the alarm sounds. At all times students should remain calm, quiet, and orderly.
3. Proceed quickly to assigned shelter areas.
4. Take all drills seriously. Drills help to ensure safety if a real emergency occurs. Students should remain in their assigned areas until given notice to leave. Crouch down facing the southwest walls with hands overhead to protect yourself from flying and falling debris.
5. All students will report to different areas of the building depending on which classroom you are in. This will be explained on the first day of school and during tornado drills.

WEAPONS

Possession of firearms, use or attempted use of any weapon may result in suspension or expulsion from school. A bomb threat will result in an immediate expulsion recommendation to the board of education.

Law enforcement will be contacted for all weapons violations including possession of weapon or weapon look-alike. This includes pocket or other knives, air guns, sling shots, clubs,

chains, metal knuckles, throwing stars, non-chucka sticks, mace/pepper spray, or any other item recognized as a weapon.

ABUSE OF STUDENTS BY DISTRICT EMPLOYEES

If a student, school district employee or other member of the school district community believes a child has suffered abuse, which shall include sexual and physical abuse, by a school district employee in the course of their employment, it will be reported immediately to the level one investigators, the principal, by telephoning 444-3002.

Threats of Violence

All threats of violence, whether oral, written, or symbolic, against students, staff, or to school facilities are prohibited. All such threats will be promptly investigated. If deemed necessary by the administration, Law enforcement will be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior: the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

General Information

LAWS AFFECTING STUDENTS AND PARENTS

Parents and students should be aware of laws affecting education which govern the school's procedures in certain areas. They are:

CHILD ABUSE REPORTING

The code establishes a reporting and investigation procedure for alleged cases of child abuse. Certified school employees including teachers and the school nurse are required to orally report within 24 hours to the Department of Human Services when a person "reasonably believes a child has suffered from abuse." The requirement to report is mandatory.

IMMUNIZATION

Iowa law demands that all school-age children enrolled in public or private educational institutions are immunized against a variety of diseases. **According to law, local school officials MUST refuse enrollment to any child who is not properly immunized.** Religious exemptions are available in some cases.

COMMUNICABLE DISEASE

Students with a communicable disease will be allowed to attend school as long as they are physically able to do so and their presence does not create a substantial risk to others who may catch the disease. The term “communicable disease” means an infectious or contagious disease spread from person to person or animal to person. If the administration determines 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. When the administration has knowledge of the presence of a communicable disease, the State Department of Health will be notified.

RECORDS LAW

Parents have the legal right to inspect the records of their children. Parents desiring to examine their child’s records will be asked to sign a form. This examination must be carried out in the presence of the principal. No records may leave the building. Copies of the records may be made at the parent’s expense. There will also be a charge to parents for copies of Standards/Benchmarks, etc.

OBJECTION TO RELEASE OF INFORMATION

The following information may be released to the public in regard to any individual student of the Belle Plaine School District as necessity or desirability arises:
Name, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, photograph, most previous school or institution attended by the student, and other similar information. Lists of student names, accompanied by addresses and phone numbers will only be released to representatives of the Armed Forces, upon receipt of a proper request. Dated: September 1, 2024.

Any student age 18, or above, or parents not wanting this information released to the public must make a written objection within fifteen (15) days of the above date (or whenever enrollment occurs) to the principal of the school which the student is attending. This written objection must be renewed each year.

The parent and/or student will be given 15 days after the enrollment date stated above to inform the district that any or all of the information regarding the student should not be released without prior consent from the parent and/or student.

OPEN ENROLLMENT

Iowa's open enrollment law allows students residing in one school district to request a transfer to another school district upon the parent's request. Students interested in open enrolling out of the school district must contact the superintendent of schools for information and forms by March 1 of the current year to be allowed to open enroll for the next school year.

GUIDANCE AND COUNSELING PROGRAM

The guidance and counseling program at Longfellow Elementary is a comprehensive program based on the belief that all students should participate in activities and instruction that will assist their optimal growth on a personal, social, educational and career level. The program has definite goals and objectives that use the counselor's expertise as the primary delivery vehicle but involves the entire school staff to reach all students.

The guidance and counseling department assists students, parents, teachers, and administrators in dealing with the developmental stages of the student as well as dealing with problem-solving. It is the purpose of the department to help staff, parents, and students analyze choices, determine options and make deliberate and appropriate choices.

Parents and students may choose to visit with the guidance counselor at any time during the school year. The guidance counselor can assist students and parents in dealing with topics such as academic problems, short and long term planning, study skills, personal problems, relationships, future and career planning and post secondary school selection, to mention only a few. Students or concerned adults are encouraged to contact the guidance counselor for assistance whenever they feel the need.

PARTICIPATION IN HUMAN GROWTH AND DEVELOPMENT COURSES

Upon the filing of a written request by a parent or guardian, a pupil shall not be required to take instruction in human growth and development.

NOTICE OF STUDENT RECORDS & DIRECTORY INFORMATION

The school district maintains records on each student in order to facilitate the instruction, guidance and educational progress of the student. The records may include the following information: identification data, attendance data, record of achievement, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports.

Records of each student are located in the principal's office, and a permanent record of the student's grades will be maintained in the superintendent's office.

SPECIAL EDUCATION

Support services are available to assist teachers and families when concerns arise with students. These services include building staff (special education teacher, counselor, nurse, health secretary, etc.) and Grant Wood Area Agency staff (psychologist, social worker, consultant, speech-language pathologists, occupational and physical therapists, work experience

coordinators, and others). Teachers and families may use input on an informal basis or request formal assistance in identifying strategies to address a concern, in carrying out these strategies, or in monitoring individual student progress. These services are available for all students by teacher or parent request through the counselor at the student's school.

EQUAL EDUCATIONAL OPPORTUNITY

The board will not discriminate in its educational activities, and is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of: Race, color, creed, national origin, age, gender identity, physical or mental ability or disability, religion, sexual orientation, marital status, physical appearance, ancestry, political party preference, political belief, socioeconomic status, or familial status. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from discrimination, physical and emotional harm, and harassment.

Harassment or discriminatory behavior directed toward one of the protected classes mentioned above, that denies civil rights or access to equal educational opportunities includes: Verbal and physical conduct, or other expressive behavior directed at an individual or group that intentionally demeans the individual/group, causes social, emotional, or physical harm, or creates an intimidating or hostile educational environment.

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

ANNUAL NOTICE OF NONDISCRIMINATION

It is the policy of Belle Plaine Community School District not to discriminate in its programs, activities, or employment on the basis of race, color, national origin, sex, disability, age, sexual orientation, creed, religion, and actual or potential family, parental or marital status. If you have questions or complaints related to compliance with this policy, please contact Kelly Scott, HS Principal, 610 13th Ave Belle Plaine, Iowa 52208, 319-444-3720, kellyscott@belle-plaine.k12.ia.us or the Director of the Office for Civil Rights, U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, Telephone: (303) 844-5695 FAX: (303) 844-4303, TDD 800-877-8339 Email: OCR.Denver@ed.gov.

Belle Plaine offers programs in the following career and technical education subject areas.

Agriculture

Business

Family Consumer Science

Applied Sciences/Information Technology

CONTINUOUS NOTICE: SECTION 504 - NOTICE OF NONDISCRIMINATION

It is the policy of Belle Plaine Community School District not to discriminate in its programs, activities, or employment on the basis of race, color, national origin, sex, disability, age, sexual orientation, creed, religion, and actual or potential family, parental or marital status. If you have questions or complaints related to compliance with this policy, please contact the Belle Plaine Superintendent, 707 7th St., Belle Plaine, Iowa, 52208, 319-444-3611, cstraight@belle-plaine.k12.ia.us or the Director of the Office for Civil Rights, U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, Telephone: (303) 844-5695 FAX: (303) 844-4303, TDD 800-877-8339 Email: OCR.Denver@ed.gov.3

Belle Plaine Community School District 1:1 Chromebook Policies and Expectations 2025-2026

Vision, Expectations, and Care

What is the vision for 1:1 laptop initiative?

The Belle Plaine Community School strives to provide our students with the necessary educational tools to achieve success in a 21st Century learning environment. To help assist in this goal, the Belle Plaine Community School has implemented a 1:1 initiative for grades 3-12.

How will the addition of this technology help our students?

- Promoting responsible citizenship in a digital world
- Granting access to research tools
- Developing effective research skills
- Understanding of the relationship between producing and consuming knowledge.
- Enhancing communication between teachers, students, parents, and community
- Promoting environmentally conscious behaviors
- Connecting to learning in a meaningful way by meeting Core standards
- Managing resources and homework

Who owns the Chromebook computers?

The Belle Plaine Community School retains ownership of all school-issued technology and accompanying accessories. A device will be issued to each student during the orientation-computer roll-out nights. Because the device is owned by the school district, Belle Plaine Community School retains the rights to monitor the use of the Chromebook.

What type of equipment will the student receive?

Students will receive a Chromebook and a charger. It will utilize Google Drive and Google Apps for word processing, spreadsheets, video editing, and presentational needs. Students will also receive a work bag for their Chromebook. **The Chromebook should remain in the bag at all times. Students who incur damage to a Chromebook while it is not in the bag may be**

subject to all repair/replacement costs. Parents will be notified if a student is routinely observed having their Chromebook out of the carry bag.

What will students need to provide?

Earbuds should be purchased by the student to use with the Chromebook.

What are some ways I can take good care of my Chromebook?

DO	DO NOT
Use the work in bag for your Chromebook. The Chromebook must be carried in your bag at all times.	DO NOT use any cleanser of any type. Students will be shown the proper way to care for their Chromebook during the orientation.
Keep your Chromebooks in a locked classroom or locked locker during lunch and all assemblies or carry with you.	DO NOT clean with any paper product.
Feel free to personalize your trackpad settings and other preferences.	DO NOT use your bag as a locker. Please be mindful of what you put into your bag.
Consult your Teacher Librarian/Media Specialist if you have any questions.	DO NOT stack heavy materials or books on top of your Chromebook.
Keep your personal passwords for your Chromebook private.	DO NOT leave your Chromebook in your car or in direct sunlight. Chromebooks should not be left in areas of extreme heat or cold.
Report any damage to your Chromebook right away.	DO NOT leave your Chromebook in an unlocked or unsupervised area.
Use only your school affiliated Google account to access your Chromebook.	DO NOT set objects on the keyboard. Earbuds, pens, pencils, cell phones, etc... will crack screens if the lid is closed with items on the keyboard.
Do use only the provided charger to charge your Chromebook.	DO NOT log into personal google accounts for the purpose of utilizing chat, video chat, or others means that are not for educational purposes.

Do I have to update the software on my Chromebook?

The Chromebook will update automatically. There is no need to turn in your device for technology updates. You should, however, expect to have your Chromebook inspected regularly for appropriate care and use.

Appropriate Use at Home and at School

The Internet at Belle Plaine Community School is currently filtered with the intent of blocking inappropriate content while at school. Students are allowed to connect to wireless internet

connections and this same school filter will apply regardless of location (school, home, public wifi). It is important to note that the Internet is hard to contain and not all materials will be caught by the filters. Students are expected to uphold the Board Policy of Appropriate Internet and Use at all times while using school issued technology (Board Policy 605.6). This includes, but is not limited to the following:

- engaging in bullying
- accessing illegal or inappropriate material
- creating accounts using your school-issued email account without the direction of a teacher.
- downloading music, videos, games or other copyrighted materials illegally.

Chromebooks Left at Home or in Repair

Should a student forget his/her Chromebook, a temporary device will be made available; repeat offenses will be addressed individually. Students who frequently forget their chromebooks or the chromebook is not charged, may be denied the use of a replacement. We understand that accidents may happen, or that the Chromebook may malfunction at no fault of the student. Please address any concerns with the Technology department in a timely manner. When a computer is out for repair, the student may be issued a loaner Chromebook.

Expectations within the school classroom

As with the use of cell phones or other devices, it is expected that students will heed the directions and requests of their teachers regarding use of the Chromebook. The Chromebook should not be opened and used unless instructed by the teacher to do so.

Repairs

Screen damage is \$80 for each repair. If the damage is deemed to be gross negligence, the cost will be determined by the administration. Some examples might include spilling fluid on the Chromebook, leaving the device outside in the rain, or other events that are preventable with good care.

Should the repairs present a financial burden, optional arrangements can be made.

Students waive any right to privacy in anything they create, store, send, disseminate or receive on BPCSD's computers and computer network systems, including the Internet.

Parent's/Legal Guardian's Right To Waive 24/7 Access

- Parents/Legal Guardians have the right to waive their child's 24/7 access to the Device by filing a written waiver with the school's main office. The student will still have access to the Device while at school, but will not be allowed to remove the Device from school. A location will be provided to store and charge the Device at school. The decision to either waive the right to 24/7 access or to participate in 24/7 access to the Device can be made at any time during the school year.

Student FAQ (Frequently Asked Questions) and the 1:1 team responses

Student Questions	1:1 Team Responses
Do we have to use a carrying case?	Yes, you should always have your Chromebook in the work bag provided for you.
Are you allowed to bring your own device?	No. Our technology department will be supporting the Chromebooks and will NOT be supporting other student devices.
Why are we getting a Chromebook?	This decision was based on the capabilities of the Chromebook and the price point.
Will you have your own charger?	Yes, however we want the Chromebook charged each day when you get to school.
Will you have more homework on the computer?	You will probably be asked to do more work on the Chromebook both at school and home.
Will you use the computer all day?	No. Chromebook use will vary from class to class.
Do you have to bring the Chromebook to every class?	No. There will likely be some classes in which the teacher asks you not to bring the Chromebook.
Will you be able to take the Chromebook home?	Yes, please do!
Could I put the Chromebook in my backpack?	As long as it is still in its work in bag.
Can we download games?	You will be able to play web based games at appropriate times. These should be educational in nature You will NOT be able to download games.
Can we do social networking on the Chromebook?	No, unless directed by a teacher or administrator
Can we put a credit card on the chromebook to purchase things?	No.
Will the Chromebooks be used by someone else when we return them?	Yes.
Will we keep the Chromebooks the entire year?	Yes.

Will there be charging stations?	There may be outlets available in some classrooms. Charging stations will also be available in the office and the library.
Will there be a fee if you break it?	Yes, please refer to parent/student agreement #2 and #3.
Will we have a planner on the Chromebook?	Google calendar can be used as a planner.
Do we get to bring them home over the summer?	We have not determined this yet.
Can we personalize the Chromebooks?	DO NOT AFFIX STICKERS TO THE CHROMEBOOKS.
Will the school see what we're doing?	Yes. There will be a program that allows teachers to see your screen while you are on our campus. We also can review the sites you have visited at all times of day.
How will we do math and science on the Chromebooks?	All of your teachers will be learning about new ways to use the Chromebooks as a tool in all of your classes to improve learning.
How will it impact our learning?	The Chromebook will be a new tool to enhance your learning.
What if the Chromebooks crashes?	There will be loaners on hand in the office.
In which classes will we be using them?	All.
Could one buy the old Chromebooks from the school to keep?	Not at this time.
How will we print from them?	You will be asked to share documents and not print. There will be printing stations in the library you may use.
How will we practice handwriting if we do everything on the computer?	You won't do everything on the computer.
Will there be a tracking device in the computer to track them?	Yes. As long as the computer is powered on.
What happens if you lose it?	See parent/student agreement #2 and #3
Can we be seen through the camera?	No.

What if there is no WiFi at home?	You can work offline through the Chromebook.
Will there be training for students on how to use the Chromebooks?	Yes.
When will we get the Chromebooks?	First Week of School
Will we do everything on the Chromebooks?	No.
What happens if it isn't charged and we need it for class?	It's the expectation that your Chromebook starts the day charged.
Can we use things like Facebook, Twitter, etc.?	No, unless directed to by a teacher or administrator.
Will we need to bring our own headphones?	Yes, each student needs earbuds. We will have some for sale.
Do we have certain kinds of headphones we have to use?	No (Students are not allowed to use speakers)
Do we get to set our own password?	Yes, you will set your own passwords, but the school can reset them.
Can we take our Chromebook to sports events?	Yes. Students are solely responsible for the computer at all times.

Parent/Guardian/Student Agreement, 2025-2026 School Year

Print Student Name:

Graduation Year:

The following points reiterate expectations of use and care of the school-issued Chromebook	Student Initials	Parent Initials
1. I will bring my Chromebook to school every day fully charged.		
2. I will not leave my Chromebook unattended unless it is locked in a secure place. My family is fully responsible for the cost of a replacement should my Chromebook become lost, stolen, or damaged due to "gross negligence" as determined by the administration.		
3. I understand that my family may be financially responsible for damage as a result of gross negligence to my Chromebook as determined by administration.		
4. I will not duplicate or distribute copyrighted materials I do not own.		

5. I will keep the Chromebook lid fully closed and in its bag whenever it is not in use or being moved from one point to another.		
6. I will not attempt to install or modify the operating system on the Chromebook to anything other than the Chrome OS system supported by the district. I will not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover, or plastic casing.		
7. I will report any problems with my Chromebook to a member of the Office or Technology Support Staff in a timely manner.		
8. I will not share my password(s) with anyone other than my parents/guardians.		
9. If I leave Belle Plaine Community School for any reason (change schools, move, etc). I will return my Chromebook to the school office prior to my last day.		
10. I have read the expectations for proper care and I agree to these conditions.		
11. I am responsible for utilizing the bag provided to protect the Chromebook while transporting it. I will keep my Chromebook in the bag at all times.		
12. I shall comply with Belle Plaine Community School's policies and rules, the District's Code of Conduct, as well as, local, state, and federal statutes.		
14. I understand when the Chromebooks are used offsite (at home) I am responsible for ensuring that I practice safe and responsible use of the Chromebook, since filtering will not be enforced.		
15. I will only use the Google For Education account provided for me through the Belle Plaine Community School on my Chromebook.		

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

BELLE PLAINE SCHOOL FIGHT SONG

On Belle Plaine, On Belle Plaine
 Fight on for your fame.
 Never let your spirits waver.
 Never let them down. Rah-Rah-Rah

On Belle Plaine, On Belle Plaine
 Fight on for your fame.
 So fight Plainsmen, Fight, Fight, Fight!
 To win this game!

2025-2026 BPCSD Coordinators

Equity Coordinator.....Heather Coover
 Grievance Procedure.....Heather Coover, Chad Straight
 School ImprovementChad Straight
 Staff Development..... Chad Straight
 Title IXHeather Coover

Equal Employment/
 Affirmative ActionChad Straight
 Section 504 (ADA)Chad Straight
 Talented and Gifted (TAG)Gina Miller
 Abuse Investigators.....Heather Coover

2026-2027 School Calendar

August 3-24.....Registration
 August 17-21.....Teacher In-service
 August 24.....First day of classes
 September 7.....No School (Labor Day)
 October 5-6.....Early dismissal – 1:30 pm (Parent Teacher Conferences 3:30-7:00 pm)
 October 23.....End 1st Quarter
 November 25.....Early Dismissal - 1:30 pm
 November 26-27.....No School (Thanksgiving Holiday Break)
 December 23.....End 2nd Quarter /End 1st Semester, Early Dismissal 1:30 pm
 December 24-31.....No School (Holiday Break)
 January 1.....No School (Holiday Break)
 January 4.....Classes Resume
 January 4-7.....J Term (Jr./Sr. High Only)
 January 11.....Second Semester Begins
 January 18.....Professional Development NO School
 February 22-23.....Early Dismissal - 1:30 pm (Parent Teacher Conferences 3:30 - 7:00 pm)
 March 12.....End of 3rd Quarter
 March 26-29.....No School (Spring Break)
 May 7Olympic Day
 May 23.....Commencement
 May 25.....Last Day of School
 May 25.....End 4th Quarter, End 2nd Semester; Early Dismissal 1:30 pm
 May 26-27Teacher In-Service Professional Development
 May 31.....Memorial Day (No School)

Policy Acknowledgement Form:

By signing below, we are indicating that we have read and understand the school policies as written in this 2026-2027 Student Handbook. We also understand that these policies may be changed and/or new policies may be added as needed. The Handbook is also available at the District website located at: www.belle-plaine.k12.ia.us

Student Name _____

Date _____

Parent/Guardian _____

Date _____

(This page should be turned into your child's classroom teacher.)

Classroom Teacher