

**Richard O. Jacobson
Elementary**

WE ARE A PBIS SCHOOL

PK-6 Student

Handbook 2023-2024

Mark A. Young, Principal



“BUDDY”

RICHARD O. JACOBSON ELEMENTARY
BELMOND-KLEMMER COMMUNITY SCHOOL DISTRICT

1004 7th Street NE Belmond, Iowa 50421

Phone: (641) 444-4300

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District website: www.bkcsd.org

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Principal's Welcome:

<https://www.bkcsd.org/page/roj-principals-notes>

It is the policy of the Belmond-Klemme Community School District not to illegally discriminate or tolerate bullying or harassment in its educational programs, extra-curricular programs, or its employment practices.

The following protected classes are included in Belmond-Klemme's nondiscrimination policy: Race, color, age, sex, national origin, gender identity, disability, religion, creed, marital status, sexual orientation, socioeconomic status, physical attributes, physical or mental ability, ancestry, political party preference, political beliefs, or familial status.

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact one of the district's Co-Equity Coordinators:

*Lori Eekhoff, 1004 7th Street NE, Belmond, IA 50421, 641-444-4300 ext. 1108,
lori.eekhoff@bkcsd.org or*

*Claudia Guerrero, 1004 7th Street NE, Belmond, IA 50421, 641-444-4300 ext. 1065,
claudia.guerrero@bkcsd.org*

NOTICE- Effective August 17 2023, the Belmond-Klemme School Board approved changes to the Jacobson Elementary Handbook in accordance with changes to the Code of Iowa adopted by the Iowa Legislature and signed into law during the 2023 Legislative session. The Iowa Department of Education has provided guidance which is considered advisory pending adoption of administrative rules. These changes appear beginning on Page 50 of this document.

June, 2023

Dear Students and Parents,

Welcome to the 2023-2024 school year! It is our goal that each and every child has access to quality instruction, in a safe, secure and positive environment. This handbook is available in print format if requested and is on the website to review at any time.

The staff at Richard O. Jacobson Elementary is committed to continuous learning and to our students and families. “It takes a village to raise a child”. All of us, working together, will create quality education and experiences for our children.

The following pages explain the policies and procedures of Richard O. Jacobson Elementary. Please review them with your student. If you have questions about our procedures, please feel free to discuss them with me.

We look forward to a great school year!

Mark Young, Elementary Principal/Co-curriculum Director

OUR DISTRICT VISION:

Our students are the key to the 21st century -becoming lifelong learners, responsible citizens, and caring individuals.

OUR DISTRICT MISSION:

The Belmont-Klemme Community School District is committed to excellence and lifelong learning for ALL.

FOUNDATION OF BELIEFS:

Academic excellence is paramount

All students can and will learn.

The communities of the school district will work together to promote a safe and positive learning environment.

All students will be treated in a fair and equitable manner.

The education system will challenge students of all ability levels to be their best.

Learning is a lifelong journey.

2022 - 2023 PARENT-STUDENT HANDBOOK

ADMINISTRATION

Mark Young – Elementary Principal / District
Co-Curriculum Coordinator

BUILDING PERSONNEL

TLC Coach	Amy Carlson
Counselors	Kaitlyn Peterson (K-4) Sarah Nelson (5-8)
3 & 4 Preschool	Melissa Sifert (4's), Peggy Nielson (3's)
Kindergarten	Debbie Jenison, Trinity Shirk, Carissa Thompson
First Grade	Nicole Herrold, Lindsay Sampson, Bailee Frayne
Second Grade	Christine Schultz, Annabelle Jensen
Third Grade	Deb Bell, Felicia Maas
Fourth Grade	Dan Renwick, Paige Watne
Fifth Grade	Kendra Haugen, Dani Schon
Sixth Grade	Nicole Van Hooser, Natasha Smith
Art	Mikayla Hennigar
Music	Jacqueline Imsande (K-6 Vocal) Mike Stittsworth (5-6 Instrumental)
Phys. Ed.	Brooke O'Connell
Special Education	Kelly Eide, Alex Steinman, Angie Kinseth, Peggy Nielson, Lacy Krabbe
Reading-Title I	Tori Schulz, Melinda Fahrman
Math Intervention	Myriam Carrillo
ELL	Claudia Guerrero
Nurse	Holly Friederich
Secretaries	Lyndi Skrovig, Shawna Negrete
Custodial Crew	Matt Bentley
Bldg & Grounds	Cory Heifner
Food Service Dir.	Kim Belstene

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AT- RISK STUDENTS

Some students at Jacobson Elementary may be considered At-Risk. Identification criteria of At-Risk students include (but are not limited) to the following:

- *Students struggling with academics to the point of not making adequate progress toward grade level expectations.*
- *Students living in homes dealing with mild to extreme social, emotional, medical or economic conditions.*
- *Students that have moved from school to school many times over the course of their academic careers.*
- *Students that are chronically absent from school (10% or more of days)*

Additional support may be available for At-Risk students. For more information about Jacobson’s program, contact Mark Young, At-Risk Coordinator at 641-444-4300.

NOTE

TREATS: For birthdays and other events where students bring treats, edible items should be manufacture-wrapped to avoid any food allergies or infectious outbreaks.

ENROLLMENT INFORMATION

ENTRANCE/ADMISSION REQUIREMENTS

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

Prior to enrollment, the child must provide the administration with a completed health and immunization certificate. Such certificates may be obtained from the school office.

OPEN ENROLLMENT

Parents who wish to transfer their child into the district under Open Enrollment may pick up appropriate forms in the office of the superintendent. These forms must be completed, approved by the sending district, and returned to the superintendent's office.

TRANSFER IN/OUT OF THE DISTRICT

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

For students wishing to transfer out of the district before graduation, the student's parents should notify the administration in writing as soon as possible. The written notice should include the anticipated last date of attendance and the name and address of the school district to which the parent would like to have the student's records sent. After such notice is received, the student will receive instructions regarding the return of textbooks, library books and computer devices. No refunds will be made until all fees, food service accounts and fines have been paid.

COMPULSORY ATTENDANCE LAW

The Board of Directors shall establish the compulsory attendance period each school year according to the Code of Iowa.

Children between the ages of 6 and 16 are compelled to receive education, and each child's parent, guardian, or legal custodian is the person held responsible in the law for compelling the child's education.

HOMELESS STUDENTS

If a student is homeless, help and support for school enrollment may be provided by the school district by calling the district homeless liaison, Ms. Holly Friederich , (School Nurse) at 641-444-4300 ext. 1124. Referrals may be made by the student, parent, peers, or community agencies.

Homeless?

If you are homeless & need shelter, call the Belmond-Klemme CSD for help.

Chapter 33 of Iowa Administrative Code defines "Homeless child or youth" as a child or youth from the age of 3 years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:

1. A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement;
2. A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
3. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or
4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in Paragraphs "1" through "3" above.

District Homeless Coordinator: Ms. Holly Friederich , School Nurse @ 641-444-4300 Ext. 1124 or holly.friederich@bkcsd.org

ACADEMIC AFFAIRS

EQUAL EDUCATIONAL OPPORTUNITY

Enrolled children in the school district shall have an equal opportunity for a quality public education. It is the policy of the Belmond-Klemme Community School District not to illegally discriminate or tolerate bullying or harassment in its educational programs, extra-curricular programs, or its employment practices. The following protected classes are included in Belmond-Klemme's nondiscrimination policy:

Race, color, age, sex, national origin, gender identity, disability, religion, creed, marital status, sexual orientation, socioeconomic status, physical attributes, physical or mental ability, ancestry, political party preference, political beliefs, or familial status.

Equal opportunity, in compliance with state and federal laws, shall apply to the programs and activities offered by the school district. The Board requires all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules, and regulations pertaining to contract compliance and equal opportunity.

The education program shall be free of such discrimination and provide equal opportunity for the participants. The education program shall foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. It shall also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm, and harassment.

Harassment or discriminatory behavior that denies civil rights or access to equal educational opportunities includes comments, name-calling, physical conduct or other expressive / demeaning behavior directed at an individual or group.

Students, parents of students, employees, and applicants for employment in the school district will have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in programs and employment.

Inquiries regarding compliance with equal education opportunity shall be directed to the compliance officer by writing to the Superintendent, Title IX and Title VI Compliance Officer, 411 10th Ave. N.E., Belmond, IA 50421; or by telephoning (641) 444-4300 extension 225; or by writing to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri. Further information and copies of the procedures for filing a grievance are available in the superintendent's office. **Reference: BKCSB Board Policies 102 and 104.**

MULTICULTURAL AND GENDER FAIR EDUCATION

It is the policy of the Belmond-Klemme Community School District not to illegally discriminate or tolerate bullying or harassment in its educational programs, extra-curricular programs, or its employment practices. The following protected classes are included in Belmond-Klemme's nondiscrimination policy:

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The education program is free of discrimination and provides equal opportunity for the students. It is the policy of the district that the curriculum content, learning experiences and instructional materials (1) reflect the cultural and racial diversity present in the United States, (2) develop understanding of the unique contributions of these cultures as well as respect and appreciation for these historical contributions, and (3) develop understandings of the variety of careers, roles and lifestyles open to women as well as men in our society. One objective of the total curriculum and teaching strategies is to reduce and/or eliminate stereotyping and bias based on sex, race ethnicity, religion and disability. When curriculum is developed for the purposes of instructional delivery, all curriculums will infuse the aspects of global, career, technical, and multicultural/gender fair education.

The school environment shall foster awareness, understanding, appreciation and respect for cultural diversity found in our country and knowledge of the rights, duties and responsibilities of each individual as a member of a multi-cultural, nonsexist society. **Reference: BKCSD Board Policy 603.4**

DUE PROCESS GRIEVANCE PROCEDURE

Multicultural Gender Fair concerns should first be directed to the Equity Coordinator; if the concern is not answered or resolved, it should secondly be filed with the building principal; if the concern is not answered or resolved, the third step is to file it in writing with the Superintendent of Schools. The Superintendent may appoint a third party committee to answer or resolve the issue. If it is not resolved there, the fourth step would be to submit in writing the concern to the School Board.

Name of Co-Equity Coordinators:

Claudia Guerrero
1004 7th St. N.E.
Belmond, IA 50421
(641)444-4300 ext. 1065

Lori Eekhoff
1004 7th St. N.E.
Belmond, IA 50421
(641)444-4300 ext. 1108

CLASS HOURS

The building will be inaccessible until 7:45 am. Students are not allowed in the building and parents are discouraged from bringing their children prior to 7:45 a.m. for supervision and liability reasons. Classes will begin at 8:20 am; Dismissal time will be 3:20 pm. Walkers may exit via the preschool or southeast doors after school; bus riders will board buses on the east side of the building, and students being picked up by parents will exit out the north (main) doors.

CONFERENCES

Parents are strongly encouraged to attend parent-teacher conferences, which are held in the fall and again in the spring of each academic year. We urge you to contact any teacher at any time for a special conference beyond parent-teacher conferences. We feel that in order for your child to get the most benefit from his/her education, the school and parents must work as a team. We will be contacting you for special conferences if we feel the need is warranted. Student conferences may be held virtually at the request of the parents.

STUDENT PROGRESS

A record of student progress will be issued at the end of each quarter and distributed at Parent-Teacher Conferences, provided electronically, or sent home with the students.

SUBJECT ASSIGNMENTS/HOMEWORK

Giving assignments for students to complete is a natural, normal school procedure. However, for the most part, school work at the elementary level can and should be completed at school. Homework should be and is very limited. Most often, the key to making this a reality is the wise use of study periods by the student.

If a student works at school, they should not be burdened with taking an armful of books home. Students are encouraged to be students while at school so they have more leisure time after school.

Parents that have concerns about the amount of homework their child is bringing home should contact the classroom teacher. Should a student need time to complete work the library will be staffed from 7:45-8:15 a.m. and from 3:30-4:00 daily for students who need to work in a quiet setting.

STUDENT LIFE

ATTENDANCE

Classes will begin at 8:20 a.m.

Tardy Policy: We believe being on time is important when teaching students about good character and that success in future careers/endeavors is dependent on punctuality. It is based on the understanding of the value of time and proper respect for the other person's right to his/her share of it. Please help your child be successful in school each day by making sure they are on time.

Children who arrive after 9:40 a.m. will be considered absent for half a day. Those arriving late (but before 9:40am) will be considered tardy.

Children who leave before 2:00 p.m. will be considered absent for half a day. after that time they will be marked "early release".

BIRTHDAY AND PARTY INVITATIONS

Birthday and party invitations may only be passed out at school if the **entire** class will receive one. Otherwise, birthday and party invitations should be handled privately outside of the school day to eliminate hard feelings.

BRINGING FRIENDS TO SCHOOL

Students who wish to bring friends to school should always gain the teacher's and the principal's permission beforehand. Permission may be denied depending on classroom activities or school-wide testing. It is generally felt that preschool children or children far removed from the grade level which they are visiting gain very little from visiting school and may sometimes be disruptive to the classroom routine. Additionally, classroom visits during the first and last two weeks of school are not permitted in grades K-6.

CANDY, POP, GUM

Gum chewing in school results in some gum ending up in the wrong places. For this reason, gum should not be chewed in school during the school day. Gum and candy may be eaten on special occasions (birthdays or parties) as supervised by the classroom teacher; but, upon leaving that room, the gum must be deposited in the waste can. Students may not have pop, soda or other carbonated beverages during lunch or on school buses.

CELL PHONES

*** Building Electronics Use Policy ***

Use of cell phones and other electronic devices (iPods, MP3's etc.) by students in the building during the academic day (8:20 a.m.-3:20pm) is prohibited unless permission is given by the teacher or principal. Students observed using a device during these times will have the device confiscated for the remainder of the day and returned to the student after 3:20. Loss of privileges may also be warranted. Subsequent infractions will require a parent to pick up the device from the building principal.

COMPLAINT AND GRIEVANCE PROCEDURES

It is the goal of the district to resolve students' complaints and grievances at the lowest level. Parents are encouraged to address problems to the student's teacher or other licensed employee, other than the administration, for resolution of the complaint. If the complaint cannot be resolved by the teacher, parents may discuss this matter with the principal. If the matter cannot be resolved by the principal, the parents may then discuss it with the superintendent and ultimately the school board.

DRESS CODE

The dress code for students can best be summarized as "appropriate" wear for school. Inappropriate slogans on clothing will not be permitted. The school suggests strong, comfortable shoes for recess. A separate pair of clean tennis shoes to be left at school is required for physical education classes.

Clothing or other apparel promoting products which are illegal for use by minors such as alcohol, tobacco, or drugs, or clothing displaying obscene material, profanity, or inappropriate references are not permitted. While the primary responsibility for appearance rests with the students and their parents, the administration reserves the right to judge what is proper and what is not.

EXPLANATION OF EMERGENCY REFERRAL INFORMATION

Emergency referral information must be completed for every student. If a student needs to be taken from the school he/she will only be released to individuals listed on the emergency referral section. Any changes in after-school plans must be communicated to the school from the parent/ guardian before 2:15. Daycare providers do not have the authority to make changes in a student's after-school plans unless authorized by the parent/guardian.

FAMILY NIGHT

Wednesday is family night in the district. There will be no district activities scheduled after 6:00 p.m. on these days.

FIELD TRIPS

Most field trips are an extension of the classroom instruction and are a part of the educational program. Accompanying parents/adults will not be allowed to remove students from the field trip experience unless approved by the classroom teacher and prior arrangements have been made. General permission for students to participate in school activities applies to field trips and no additional permission slips or forms are necessary, although parents will be advised in advance any time students are to be taken off campus for any reason.

FUND RAISING

Students may raise funds for school-sponsored events with the prior written permission of the building principal. Fund-raising by students for events other than school-sponsored is discouraged.

INSTRUMENTAL PARTICIPATION

Participation in instrumental music is an exciting adventure filled with challenges and rewards. Careful planning and forethought will ensure success as your son/daughter grows through the elementary school years. Students may participate in instrumental music beginning in the 5th grade.

INTERVIEW BY OUTSIDE AGENCY

As a general rule, students are not routinely interviewed by individuals from outside of the school district. However, if an individual (such as a law enforcement officer or child protective worker) wishes to speak to a student, the request typically would come through the administrative office. While the school is required to allow confidential student access to licensed DHS officials or law enforcement officers, the district still has a legal obligation to ensure that the best interests of the child remain a priority. In the event that a law enforcement officer would take a child into custody, the officer must make an attempt to contact the parent(s) of the child. In the event that a child abuse investigator would interview a student, making contact with a parent(s) prior to the interview is not required.

ITEMS NOT TO BE BROUGHT TO SCHOOL

Pets: Having pets at school is generally discouraged. No pet should be brought to the school unless the building administrator has approved it in advance, and the school nurse has been consulted to identify any potential classroom allergies. Once permission has been given by both the teacher and principal, the pet may ONLY be taken to the designated classroom. Stops anywhere else in the building are strictly prohibited. Any animals brought into the building shall have all current vaccinations. The name of the family veterinarian may be asked to confirm the pet's shots are up to date.

Dangerous Weapons: Students should not bring any items to school which might be considered dangerous to themselves or others. Examples would be pocket knives, matches, fireworks, shotgun shells, etc. If a dangerous weapon is taken from a student, the parent of that student will be contacted. At the discretion of the administration, law enforcement may also be contacted. The student may be subject to further disciplinary action. Students may not bring to school or knowingly possess firearms. Violation of the "firearms" law may result in expulsion from school for a period of not less than one year.

Valuables: We suggest that extra money or items of value not be brought to school. These would include all electronic devices such as cell phones or MP3 devices. Hallway and PE lockers are not locked and the school will not assume responsibility for lost, broken, or stolen valuables.

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

LOCKERS

Hallway lockers will be assigned to students. Locker inspection may be conducted by school officials without prior notice.

LUNCH

It is the policy of the Belmond-Klemme School District that no student shall be denied a full meal due to financial concerns and no student receiving free and/or reduced lunch or not having funds in their account will be identified as such during the serving of school meals.

The Food Service Department will keep the children's barcodes. Barcodes will be scanned for each meal eaten. Reminders will be sent home when the time is drawing near for additional money in their account. Money should be paid to the office secretary.

If a child is allergic to certain foods, this should be made known to the teacher and school nurse by the parent.

Occasionally students cannot drink milk for medical reasons. Parents should provide a glass or cup of some type and the teacher will see to it that the child receives water to drink with their meal.

PARENT VISITATIONS

Parents often gain a better understanding of a child's educational growth and status through a visit to his/her classroom while school is in session. We welcome every opportunity to develop a common understanding between the home and the school and encourage you to become involved with your child's education. Parents wishing to visit their child's classroom or eat lunch with their child should contact the child's teacher at least one day prior to the visit.

PARKING

For the safety of the children, parents are asked to park on the north side of the building. The school buses will be loading and unloading on the east side of the elementary and parents shall not use the bus drive under any circumstances. Parents are also prohibited from dropping off students or parking in the east parking lot as this is a safety issue for students, staff and busses. We ask that parents use the parking spots available for morning drop offs. Stopping in the middle of the circle drive not only backs up traffic but is also unsafe for students trying to cross.

P.E., MUSIC, and ART

Physical Education, Music, and Art are part of the elementary curriculum and are all required activities. Parents wishing to excuse their child from participating in PE must present a note from their doctor to the school nurse and PE instructor.

All students are required to have a separate pair of clean tennis shoes to be worn in the gym. For grades 5-6, participants in physical education are required to change into appropriate clothing for class and will be assigned a gym locker to use for that purpose. The responsibility for lost articles rests with students.

POSTERS AND SIGNS

Permission to post notices, posters, or signs on bulletin boards or hallways must be obtained from the principal. All signs and posters must be removed immediately after they have served their purpose.

PROCEDURAL SAFEGUARDS FOR CHILDREN WITH HANDICAPS

It is the desire of the Belmond/Klemme Board of Education that the schools work closely with parents in designing and providing programs and services to children with handicaps. Parents will be informed and conferred with whenever a child is referred for diagnosis of learning disability or other handicap. In the event of any disagreement concerning diagnosis, IEP, special placement or evaluation, the parents must be accorded the right of due process. The schools must also obtain parental consent before releasing the child's records to anyone other than a person having a legitimate educational interest.

The Belmond/Klemme Board of Education recognizes that parents and their handicapped children have certain rights which are protected under Public Law 94- 142 and Section 504 of the Rehabilitation Act of 1973. Among these are the rights:

1. To a free and appropriate public education.
2. To be notified of the existence of and the opportunity to review and challenge records.
3. To have written notice of plans to identify, evaluate, or place a child.
4. To consent or withhold consent to allow identification, evaluation or placement of a child.
5. To an impartial due process hearing.

PROMOTION - RETENTION

Students will be promoted to the next grade unless, in the judgment of the licensed staff and the building principal, the student lacks the academic achievement, maturity, emotional stability, and social adjustment needed to advance. Should this be the case, parents will be informed of the possibility that their child will not be promoted no later than spring parent-teacher conferences. A meeting will be scheduled to discuss the situation before a final decision is made.

RESPECT FOR SCHOOL PROPERTY

The school has invested a considerable amount of money to provide pleasant surroundings and current learning materials. Students are expected to help maintain the school's appearance. Destroying, defacing, or vandalizing school property is detrimental to everyone. Appropriate compensation will be sought from students vandalizing school property. In the discretion of the administration, such students may be turned over to local law enforcement offices.

The use of wastebaskets for wastepaper is expected. By performing this small courtesy, the school's appearance will always be neat and clean.

RIGHT TO FREEDOM OF EXPRESSION

Students of the Belmond/Klemme Community School District are protected in their exercise of freedom of expression by the First Amendment of the Constitution of the United States and the Constitution of the State of Iowa. Understanding the meaning of the First Amendment's protection of free speech is an important part of the learning process, and school is an appropriate place for inquiry and learning through the expression and exchange of ideas. Student expression in official school publications is specifically defined and protected under Iowa law.

It is the policy of the Belmond/Klemme Community School District that all official school publications shall be free from prior restraint by school officials except as provided by law. All publications shall provide students a full opportunity for the exchange of ideas and robust debate about topics of student interest, including those that may be controversial.

Students shall be free to express themselves in school-sponsored publications except for the following restrictions:

- a. Students shall not publish or distribute materials which are obscene, libelous, or slanderous.
- b. Students shall not publish or distribute materials which encourage students to commit unlawful acts, violate lawful school regulations, or cause material and/or substantial disruption of the orderly operation of the school. Within these guidelines, advisors and student staff shall maintain professional standards of English and journalism when choosing which information to publish in school-sponsored publications.
- c. Student-initiated, non curriculum-related groups, upon receiving written permission from the principal, may use school facilities for group meetings during non-instructional time. Non-instructional time shall mean any time before or after regularly-scheduled class periods. Meetings shall not interfere with the orderly conduct of the educational program or other school district operations. When choosing a meeting time for an approved non curriculum-related group, the principal shall determine whether the preferred meeting time will interfere with the orderly conduct of the educational program or other school district operations and shall schedule accordingly.

Curriculum-related student organizations may use the school facilities for meetings and other purposes before, after, and during the instructional school day. Curriculum related activities shall have priority over the activities of any other organization.

Student expression in official school publications is not an expression of school policy. Public school districts and employees or officials are not liable in any civil or criminal action for any student expression made or published by students, unless the school employees or officials have interfered with or altered the content of the student's speech or expression, and then only to the extent of the interference or alteration of that speech or expression.

SEARCH AND SEIZURE

School authorities may, without a search warrant, search a student, student lockers, gym lockers, desks, or work areas without notice based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may also seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include but are not limited to nonprescription controlled substances, such as marijuana, cocaine, amphetamines, and barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Possession of such items will be grounds for disciplinary action and may be grounds for reporting to local law enforcement authorities.

SOCIAL EVENTS

School-sponsored social events are open to the students enrolled in the school district. Students who come to school social events must stay in the designated area upon arrival. All social events must have prior approval from the principal and be placed on the school calendar.

STANDARDIZED TESTING POLICY (ISASP)

This policy is intended for all K-6 faculty administration and support staff to ensure the integrity of the information obtained from the use of educational assessments. A meeting will be held annually, at a minimum, to review this policy. Jacobson Elementary currently utilizes the Iowa State Assessment of Student Progress (ISASP) in grades 3-6 for their annual testing.

The building Principal, Curriculum Coordinator and/or the Teacher Leadership Coach will be responsible for the acquisition of online testing materials (and paper materials or other accommodations if required by an individual student's IEP). Each test proctor will follow the directions for administration as set forth by the testing agency, as well as the schedule established for the tests by the principal or his designee in each building.

The office staff will secure any paper testing information in the Jacobson building as designated by the principal. For those interested in obtaining greater specificity regarding district testing policy, please contact the Jacobson principal.

SUPPLIES

Students are expected to furnish supplies as listed in the student supply list for their grade. Students will be expected to take good care of any books or reading materials provided to them. When books are not properly treated, students will be expected to pay for the damage done to these books.

TEACHER REQUESTS

All of our educators are dedicated professionals that are held to high standards. When it comes to determining the classroom in which students are placed, multiple factors are involved, most notably the services students may require. Final approval of all rosters rests with the superintendent. A parent requesting (or not requesting) a specific teacher is strongly discouraged; however, in those rare instances where a parent has a legitimate reason for a request (such as a family relationship) the petition must include the following: **A) Name(s) of the parent(s) making the request B) Date submitted C) the specific reason(s) for the request. All requests must be submitted in writing to the building principal before May 15th. Depending on student need, rosters are always subject to change, even after school has started.**

TELEPHONE CALLS

Due to the number of students that attend Jacobson Elementary, repeated or unnecessary telephone calls interrupt important academic time. Students are encouraged not to use school phones except in an emergency or other urgent matter during the school day.. Likewise, parents calling to speak to students should be made for emergencies only. Children may use the telephone in the classroom under the guidance of the teacher or the student phone in the east hallway.

WEATHER CONDITIONS AND APPROPRIATE DRESS

We ask that you check your child's outdoor attire to determine if it is appropriate for the day and season each morning before they leave. As winter approaches, all children must bring protective outerwear (boots, hats, gloves). These must be worn outside at school at all times. This is for your child's own comfort and health. Snow pants may be required if younger students are desirous of being on the grass areas of the playground. If you are not able to provide protective clothing please contact the school counselor or nurse. All such requests will be kept confidential.

During our winter months, the office personnel are constantly monitoring the existing weather conditions. Decisions as to whether or not children are allowed to be outside will be based upon the existing weather conditions on a daily basis. As a general rule, students will not be required to be outside for recess when the wind chill temperature is below zero degrees fahrenheit or if it is raining or snowing.

ATTENDANCE

ABSENCES

While student's absences from school can never really be made up, we understand that occasionally students will be absent from school. If a student accumulates 10 or more absences, or has 10 or more tardies, the case shall be reviewed and a parent conference may result. Written notices will also be sent home if absences continue to occur. Continued attendance issues will require additional meetings.

Parents who fail to notify the school explaining any absence will be contacted to inquire about the nature of the absence.

Recess and P.E. are important parts of our regular education program and we feel all students should participate whenever possible. Students that are absent for at least two days in a row due to illness may require a doctor's note for explanation of subsequent absences. If your child is required to stay in during recess or P.E. due to illness, we require a doctor's note of explanation for that student.

1. Excused absences - will include students being gone due to:
 - A. personal illness
 - B. death or serious illness in the immediate family
 - C. medical or dental appointments that cannot be made other than during school time
 - D. any other merited case when arrangements have been made in advance with the principal

2. Unexcused absences - Students who are absent from school or class without a reasonable excuse shall be subject to disciplinary measures. Each day or portion of a day of an unexcused absence shall be considered a separate violation.

NOTIFYING THE SCHOOL

Parents are asked to call the office at extension 1321 the morning of the student's absence. The school should also be notified if the student will be tardy. The reasons for the school asking parents to call in are so that: (1) Both the school and home know exactly where the student is and that he/she is safe; and (2) There can be a quicker response by the school nurse on any medical problem.

The effects of anticipated absences can be minimized if teachers know in advance that a child will be absent so that make-up work may be undertaken.

The child will then be able to benefit more from classroom instruction when he/she returns. The following guidelines are to be followed in such cases:

- A. A note signed by the parent requesting that the pupil be excused must be submitted to the office.
- B. The note should be submitted to the office at least one day prior to the expected absence if possible.
- C. The note should include the reason for absence.
- D. All make-up work due to absences needs to be completed within three days of the child's return to school unless special provisions have been made.

PERFECT ATTENDANCE

Students who have perfect attendance throughout the school year will be rewarded for their effort. Attendance awards will be given to each student in grades K-6 that **do not accumulate any absences, tardies, or early releases throughout the year.**

JACOBSON ELEMENTARY IS A PBIS SCHOOL

PBIS (POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS)

Students and staff have adopted PBIS standards and expectations as of June, 2019 that will continue in place and will be subject to ongoing review and revision during the 2021-2022 school year. All staff and students will be expected to learn and follow the school-wide PBIS expectations as set forth below. PBIS is a set of ideas and tools that schools use to improve the behavior of students. PBIS uses evidence and data-based programs, practices and strategies to frame behavioral improvement in terms of student growth in academic performance, safety, behavior, and establishing and maintaining a positive school culture. PBIS addresses the needs of at-risk students as well as the multi-leveled needs of all students in regards to behavior, which creates an environment for both teaching and learning to occur in schools. In contrast to PBIS, many schools used exclusionary discipline practices including [detentions](#), [suspensions](#), or [expulsions](#) to separate students from the classroom and from peers. PBIS emphasizes preventing problem behaviors before they happen to increase the opportunity for students to learn by keeping them in the classroom. PBIS is a team-based framework for schools that borrows elements from [response to intervention](#), an intervention that uses diagnostic data to develop personalized learning plans for all students.

PBIS SCHOOL-WIDE EXPECTATIONS

AT JACOBSON ELEMENTARY:

WE ARE

RESPONSIBLE

WE ARE

RESPECTFUL

WE ARE

SAFE



Jacobson Elementary Bronco Pride

Hallway

We are responsible	We are respectful	We are safe
Keep hallways clean Put items in your locker	Open and shut lockers quietly Use appropriate voice Greet others with a smile	Walk Keep hands and feet to self Keep to the right Adults open doors to guests

MINOR (Staff Consequence)

Roughhousing (pushing, tripping, etc.)

Slamming lockers

Inappropriate Language

Defiance

MAJOR (Office Referral)

Habitual minors (3 minors of same behavior - becomes defiance)

Physical aggression resulting in harm

Threatening language

Bullying

Vandalism/Theft

Weapons/Drugs

Jacobson Elementary Bronco Pride

Lunchroom

We are responsible	We are respectful	We are safe
Clean up your space Eat only the food you take Take only the food you'll eat *Find a seat and sit?	Use appropriate voice Be welcoming to all Say please and thank you	Walk Keep hands and feet to self Sit on seats

MINOR (Staff Consequence)

Roughhousing (pushing, tripping, etc.)

Inappropriate Language

Defiance

MAJOR (Office Referral)

Habitual minors (3 minors of same behavior - becomes defiance)

Throwing food

Physical aggression resulting in harm

Threatening language

Bullying

Vandalism

Weapons/Drugs

Jacobson Elementary Bronco Pride

Bathroom

We are responsible	We are respectful	We are safe
Use only what you need Get in and get out	Wait patiently for your turn Give privacy Appropriate voice Keep areas clean and neat	Walk Wash hands when finished Feet on the floor

MINOR (Staff Consequence)

Not returning to class promptly
Respecting other people's privacy
Roughhousing (pushing, tripping, etc.)
Inappropriate Language
Defiance

MAJOR (Office Referral)

Habitual minors (3 minors of same behavior - becomes defiance)
Physical aggression resulting in harm
Threatening language
Bullying
Vandalism
Weapons/Drugs

Jacobson Elementary Bronco Pride

Playground

We are responsible	We are respectful	We are safe
Clean up equipment Line up on signal	Include others Take turns Follow adult direction	Use equipment appropriately Play safely

MINOR (Staff Consequence)

Intentionally misusing equipment
Roughhousing (pushing, tripping, etc.)
Inappropriate Language
Defiance

MAJOR (Office Referral)

Habitual minors (3 minors of same behavior - becomes defiance)
Physical aggression resulting in harm
Threatening language - heard by adult on duty
Bullying
Vandalism/Theft
Weapons/Drugs

Jacobson Elementary Bronco Pride

Bus

We are responsible	We are respectful	We are safe
Report problems to driver Follow adult directions Keep bus clean	Share your seat Appropriate voices Use appropriate language	Remain seated Seat to seat back to back Maintain pace and space Hands, feet, & objects to self

MINOR (Staff Consequence)

Being out of seat while the bus is in motion
Roughhousing (pushing, tripping, etc.)
Inappropriate Language
Defiance

MAJOR (Office Referral)

Habitual minors (3 minors of same behavior - becomes defiance)
Physical aggression resulting in harm
Threatening language
Bullying
Vandalism/Theft
Weapons/Drugs

Jacobson Elementary Bronco Pride

Office

We are responsible	We are respectful	We are safe
Clean up after yourself - Books, colors, and paper Need to be picked up Trash put in its place Memorize your parent(s) Phone number	Use a quiet voice Wait patiently to be helped SIT in chair when asked	Adults open doors

MINOR (Staff Consequence)

Intentionally misusing office equipment
Roughhousing (pushing, tripping, etc.)
Inappropriate Language
Defiance

MAJOR (Office Referral)

Habitual minors (3 minors of same behavior - becomes defiance)
Physical aggression resulting in harm
Threatening language
Bullying
Vandalism/Theft
Weapons/Drugs

Jacobson Elementary Bronco Pride

Library

We are responsible	We are respectful	We are safe
Return books on time Put items where they belong Follow library procedures	Treat books with CARE Use a quiet voice Say please and thank you Follow adult directions	Walk Keep hands/feet to yourself Keep aisles and floor clear

MINOR (Staff Consequence)

Intentionally misusing equipment
Roughhousing (pushing, tripping, etc.)
Inappropriate Language
Defiance

MAJOR (Office Referral)

Habitual minors (3 minors of same behavior - becomes defiance)
Physical aggression resulting in harm
Threatening language
Bullying
Vandalism/Theft
Weapons/Drugs

Jacobson Elementary Bronco Pride

Substitute Teacher - Expectations for Students

We are responsible	We are respectful	We are safe
<p>We follow the directions of the SUB, even if they are not what my normal classroom teacher does.</p> <p>By helping the SUB with daily activities and events.</p> <p>We complete all of our work.</p> <p>Following all classroom expectations as if the teacher were in the room.</p>	<p>By being kind and helpful to the sub.</p> <p>Having appropriate voice levels.</p> <p>Raise our hand when we want to talk</p>	<p>We walk in the classroom.</p> <p>We use materials appropriately.</p> <p>We have permission to leave the classroom and return promptly.</p> <p>We sit in our assigned seats properly.</p>

Majors:

Physical violence towards another person
 Defiance (after reminders and encouragement)
 Leaving the classroom without permission
 Inappropriate language
 Destruction of classroom property
 Bullying

Minors

Defiance
 Horseplay
 Intentional violation of classroom expectations

TIERED CONSEQUENCE STRUCTURE

The Belmond-Klemme Community School Board affirms its intent to support the school board expectations and policies, to support school staff that enforce said expectations, and to hold school staff accountable for implementing the expectations. The tiered structure for student consequences can be summarized as follows:

- 1. Staff are expected to re-teach to correct specific behavioral expectations a minimum of three times before making a formal referral. However, this expectation does not apply to emergencies or situations where a student's safety is at risk.**

- 2. Minor referrals are identified by staff, recorded for the student involved using Infinite Campus, and consequences are handled in the classroom setting. Student will be expected to do re-teaching the following week on Wednesday morning during Bronco Hour regardless of other consequences. The school counselor or behavioral interventionist shall meet with the student within 24 hours of the incident to review the same.**

- 3. Major referrals are identified by staff, recorded for the student involved using Infinite Campus, and consequences are handled in the office and results in a meeting with the Principal, with a follow-up meeting required by the school counselor or behavioral interventionist. Staff and/or Principal will contact parent or guardian, and the student will not return to class until it is clear that the student can return safely to the classroom. Consequences will be determined by the principal in consultation with the staff member making the referral. Student will be expected to do re-teaching the following week on Wednesday morning during Bronco Hour regardless of other consequences.**

- 4. Think Sheets are used for minor or major referrals in those situations where staff believe the nature of the infraction needs to be addressed immediately. The student will bring the Think Sheet to the office and a staff member will meet with them and attempt to resolve the conflict. The office will contact staff to address the issues in the following order to ensure that the student issue is addressed as quickly as possible:**
 - a. Behavioral Interventionist**
 - b. Counselor**
 - c. TLC Coach**
 - d. Principal**

- 5. Suspension (see below)**

- 6. Expulsion (see below)**

SUSPENSION

The superintendent or principal may temporarily suspend a student for violations of rules, regulations, or policies of the school district. A suspension from school will normally last from one to ten days, based upon the severity of the violation(s). Only the principal may readmit the student. A suspension may be in-school or out-of- school, as determined by the principal.

Students who face suspension from school shall have the right to due process as described herein:

1. Be given oral/or written notice of the allegations.
2. Be given the basis in fact for the charges.
3. Be given the opportunity to respond to the charges.

Parents will be notified and a conference will be scheduled in the event suspension is considered.. The following behaviors detail some (but not all) causes for suspension:

1. Refusal to conform to school policies, rules, or regulations which include receiving excessive detentions at any time during the semester.
 - A. All detentions are cumulative and may result in an in-school or out-of-school suspension from school.
 - B. Detentions may be from one teacher or from a number of teachers. They all apply to the cumulative number.
2. Physical attack or threats of physical attack to students or staff.
3. Possession of weapons, contraband, or dangerous objects.
4. Extortion
5. Criminal or illegal behavior
6. Theft or robbery
7. Damaging, altering, injuring, defacing, or destruction of any building, fixture or tangible property
8. Causing a fire or explosion, or placing any burning or combustible material or any incendiary or explosive device or material in or near any school property, whether or not any such property is actually damaged or destroyed.
9. Threatening to place or attempting to place any incendiary or explosive device or material, or any destructive substance or device in or about the school premises or premises where a school sponsored activity will be held.
10. Fighting or engaging in disruptive or violent behavior at school or at school events.
11. Making noise in the vicinity of the school or school sponsored activities, which disrupts the orderly, efficient, and disciplined

- atmosphere of the school or the school sponsored activity.
12. Abusive epithets or threatening gestures to other students, teachers, administrators, or other school personnel.
 13. By words or action initiating or circulating a report or warning of fire, epidemic, or other catastrophe, knowing such report to be false or such warning to be baseless.
 14. Obstructing school premises or access to school premises or premises where a school sponsored activity is being held.
 15. Possessing or consuming alcoholic beverages or beer on school property or while attending a school activity.
 16. Possession of a controlled substance or controlled substance look-alike.
 17. Use of tobacco or any controlled substance.
 18. Unusual circumstances or behavior which the administration feels is detrimental to the best interests of the school and its students.

EXPULSION

Whenever the superintendent or the principal deem the presence of a student detrimental to the best interests of the school, the administrator may temporarily dismiss him/her and recommend to the Board of Education that said student be expelled.

Legal grounds for expulsion will include chronic, flagrant, or malicious violations of school rules or policies.

The expulsion of a student shall be considered only after a thorough investigation of the facts, in which procedural due process is observed. Expulsion will be recommended only as a last resort - after all other efforts have failed. The administration shall provide a student faced with expulsion the following:

1. Clear notice of the reasons for the proposed expulsion
 2. The names of the witnesses and an oral or written report on the facts to which each witness testifies
 3. An opportunity to present a defense against the charges and provide either oral testimony or written affidavits or witnesses on the student's behalf
 4. The right to be represented by counsel
 5. The results and findings of the board in writing open to the student's inspection
- For further procedural details, consult Belmond-Klemme's Board Policy Manual.

CORPORAL PUNISHMENT, PHYSICAL RESTRAINT AND EMERGENCY REMOVAL

1. Corporal punishment of students is not permitted under any circumstances. Staff may utilize physical restraints only when the safety of the student, other students or staff are at risk.
2. Material restraints will not be utilized at any time.
3. Physical restraint confinements and detention will only be utilized when reasonable disciplinary techniques have been attempted. Physical restraints will only be utilized to keep the student, other students, staff and property safe. Prone restraints will not be utilized as a restraint method. If for emergency safety reasons, students are placed in a prone restraint position, the staff must take immediate steps to end the prone restraint.
4. School staff will receive adequate and periodic training prior to using physical restraints.
5. The school building principal has a copy of Iowa Code 281-Chapter 103 which is available for parent review.
6. Parents/guardians will receive verbal notification from the school if physical restraints were utilized with their child, or if their child was removed from the classroom within 24 hours, and a written report will be mailed to parent or guardian within 3 business days. All such reports must be retained with student records and recorded on Infinite Campus.

STUDENT HEALTH AND SAFETY

CHILD ABUSE REPORTING

Child Abuse Reporting Procedures: The Belmond/Klemme School District and its employees shall observe the following procedures for charging and investigating allegations of abuse of students:

1. All public school employees by law are mandatory child abuse reporters. Any school employee receiving a report of alleged abuse of a student is required by law to immediately inform a building supervisor. All reports of suspected child abuse will be turned over to the Department of Human Services for investigation. Unless an employee of the district is involved with the alleged abuse, the school district cannot investigate a report of abuse or determine the validity of a report.
2. Any school employee who has reason to suspect that a student has experienced physical and/or sexual abuse by a school employee is expected to make a report to the designated investigator or alternate. The report shall be in writing, signed, and witnessed by a person of majority age, and shall contain the following information:
 - a. The full name, address, and telephone number of the person filing
 - b. the full name, age, address, telephone number, and attendance center of the student
 - c. the name and place of employment of the school employee(s) who allegedly committed the abuse
 - d. a concise statement of the facts surrounding the incident, including date, time, and place of occurrence, if known
 - e. a list of possible witnesses by name, if known
 - f. names and locations of any and all persons who examined, counseled or treated the student for the alleged abuse, including the dates on which those services were provided, if known

This information will be given to the Jacobson Elementary Level I investigator: Mark Young, Principal or Alternative Level 1 investigator Cynthia Jensen, 7-12 Principal. **Phone: 641-444-4300 ext 1322.**

3. Any mandatory reporter or administration member who has a reasonable belief that a child enrolled in the Belmond/Klemme School District has suffered abuse by a person responsible for the care of that child shall observe the following procedures:
 - a. Contact the Department of Human Services (DHS) by telephone or in person to make an oral report of suspected abuse within twenty-four (24) hours of the suspected abuse. The Child Abuse Hotline number is 1-800-362-2178.
 - b. Follow the oral report with a written report, on forms provided by the DHS, within forty-eight (48) hours of the oral report

- b. Cooperate with DHS personnel in conducting their investigation
- c. Maintain a copy of the school employee's written report in the building office in a secure file used solely for such purposes. Reports are retained for the sole purpose of documenting the fact that the employee has reported the suspected abuse. If a written report is received by the employee from the DHS following the investigation, such report shall be filed with the employee's copy of the suspected abuse report.
- d. The employee shall maintain the confidentiality of the report at all stages following the oral report of suspected abuse.

HEALTH AND IMMUNIZATION CERTIFICATES

Health: A student enrolling for the first time in a school in the district should have a physical exam by a licensed physician. Each student will submit an up-to-date certificate of health upon request of the superintendent or his/her designee.

Immunizations: A student enrolling in a school in the district shall submit a certificate of immunization. Requirements are listed below. Students may be exempted from this requirement for medical or religious reasons as outlined in the Iowa Code and formally documented.

Preschool:	4 doses	D/T/P (diphtheria, tetanus, pertussis)
3 doses	Polio	
	3 doses	Hib (final dose in the series over 12 months of age, or 1 dose received over 15 months of age.)
1 dose	Measles/Rubella	over 12 months of age
	1 dose	Varicella over 12 months of age, or a reliable history of natural disease
Varied	Pneumococcal:	dosages according to Iowa Code
Kindergarten:	<u>4 years of age or older:</u>	
	5 doses	D/T/P (diphtheria, tetanus, pertussis) with 1 dose received on or after 4 th birthday
4 doses	Polio	with 1 dose on or after 4 th birthday
	2 doses	Measles/Rubella the first dose shall have been received after 12 months of age; the second dose shall have been received at least 28 days after the first
	3 doses	Hepatitis B
	2 doses	Varicella over 12 months of age, or reliable history of natural disease

Elementary/Secondary School Requirements:

D/T/P, Polio, Measles/Rubella, Hepatitis B, Varicella; All in accordance to age and Iowa Code

Blood Lead Level: Required upon entrance to Kindergarten

Vision Screen: Required for all kindergarten and 3rd grade students

Dental Screen: Required upon entrance to Kindergarten.

No child will be prevented from attending school without proof of blood lead testing and dental screenings. If families have difficulty meeting the requirements please notify the school for assistance with this matter.

MEDICATION

When a child is to receive medication during school hours, the policy is followed that before any medications are administered by any school personnel, licensed or non-licensed, parental consent in writing must be obtained.

Procedures for Dispensing Prescription Medications in School:

1. The medication must be prescribed by a licensed medical or osteopathic physician or dentist. The school personnel will not administer prescription medication without a physician's order.
2. The parent or guardian signs a request to have this prescribed medication dispensed to their child according to the written directions of the prescribing physician or dentist.
3. All prescription medications must be transported to and from school by the parent/guardian, and kept in the current prescription containers filled by the pharmacist. If a parent/guardian is unable to deliver the medication themselves, they must notify the school nurse of another student/adult who will be responsible for transporting medication for them and the amount of medication being sent. All medications are to be turned into the office immediately.
4. All medications should be appropriately identified for each child and kept in the locked cabinet in the nurse's office. The school nurse or secretary, who would be responsible for administering the medication, has custody of the key. When required, refrigeration will be provided. Any medication theft or discrepancies should be reported immediately to the school administration who should notify the police and parents or guardian.
5. Daily maintenance of a medication record showing the details of each administration of medication will be kept. The following will be included on the record:
 - A. name of pupil

- B. name of medication
 - C. dosage (amount administered) this dose must be in accordance with the label.
 - D. time
 - E. specific instructions
 - F. initial of person administering
 - G. noted permission slip on file
6. All medication permission slips will be filed in the pupil's health folder found in the nurse's office so that persons responsible for administering the medication have ready access to the information filed regarding the medication.
 7. At vacation time, end of school year, or end of administering time, any remaining medication shall be returned to pupil's parents or destroyed.

Procedures for Administering Non-Prescription Medications:

Any non-prescription or over-the-counter medication may be administered by the school nurse if the following guidelines are followed:

1. Written parent permission which includes:
 - a. name of pupil
 - b. name of medication
 - c. dosage (amount administered)
 - d. time
 - e. any other specific instructions
 - f. administration of medication must be in accordance to written label
2. The medication must be kept in its original container with label. Please put student's name on container.
3. The school nurse, using education and experience, may determine that the use of the over-the-counter medication, ordered by a parent, is the appropriate care for some children. However, the school nurse may also determine that an over-the-counter medication, ordered by a parent, could be detrimental to the child. In this case, the school nurse may refuse to administer the medication and state the reasons, in writing, to the parent.
4. If your child needs to have cough drops at school, please make sure you send written permission from a parent or guardian. Cough drops should be given directly to the teacher. The teacher will dispense as need arises in the classroom.

EXCLUSION FOR COMMUNICABLE DISEASES

Under state regulations, the school nurse or school officials, through the

principal or superintendent (as appropriate), and parent(s) are encouraged to report cases of communicable diseases occurring among students attending the school. Physicians are required to report such cases. Reports should be made to the Iowa State Department of Health, in writing, but no specific forms are required.

A student who has had a communicable disease should not return to school without permission of a physician or must have clearance from the school nurse.

INSURANCES

Accident and dental insurance policies may be purchased through the school. Application forms are made available at the beginning of each school year during registration. All students may participate in either school or family insurance policies. (Parents/guardians may sign an insurance waiver and release the school from liability.)

FIRE, TORNADO AND CRISIS ALERTS

In compliance with state regulations, the schools do run periodic fire and tornado drills. The sound for fire drills is one continuous blast of the bell system. The sound for a tornado drill is three blasts of the air horn. If parents are visiting during one of these alerts, they are asked to follow the same procedures as the class in which they are observing.

Parents would be notified over the radio if it was necessary for us to place the children on the buses to be sent home in case of a crisis threat, such as armed intruder, bomb or other dangerous situation. The school's crisis plan procedures are available in the school offices and would be implemented, if needed.

A "buddy" system will be planned by the classroom teachers for students with auditory or physical impairments to insure their safety.

STUDENT SERVICES

School Nurse - The school nurse is a value in helping to advise and be knowledgeable of health practices and programs in the school and is also able to offer first aid for minor injuries incurred at school. She will also help to comfort children who become ill at school and will help advise as to whether they should remain at school.

Central Rivers Area Educational Agency- the AEA provides support for students who require additional support due to a wide range of disabilities or limitations as identified by Special Education standards of the Department of Education of the State of Iowa and the Federal government. School staff finds the services of the AEA especially helpful in determining special abilities or disabilities of students that can be revealed only by a specialist in this area. The AEA works with the teachers and parents in an effort to improve conditions inherent in either normal or exceptional

situations. Parents are always informed and must grant permission before students are referred to the AEA staffing team for testing. AEA building staff can be reached at extension 1321.

SCHOOL BUS RULES AND REGULATIONS

1. School Bus Discipline

The Belmont-Klemme Community Schools believe that the transportation of students to and from school is serious business. Because of this, certain rules and procedures have been established that will facilitate our goal of delivering students to school and home again in a safe and efficient manner. These rules apply to any school sponsored transportation. The bus driver is the only authority on the bus and the driver's instructions must be obeyed by all students. Riding a school bus is a privilege - not a right. Students are expected to follow the rules established for school bus behavior.

Failure to observe the rules, as stated, may result in a temporary or permanent suspension from riding the bus.

In order to assist the drivers, students, and parents in understanding what exactly is expected of students, the following rules and procedure have been established:

1. All students should be waiting for the bus when it comes to a stop. After the first few days, the daily schedule will be set and posted with the bus and adhered to as closely as possible. Drivers are instructed not to wait for those who are habitually late because their whole schedule would then be disrupted and this is unfair to the other student riders. A driver is not to wait more than 30 seconds at each stop.
2. Students are to board the bus in an orderly manner. Remember that in some cases there may be three students to a seat and every student has equal right to any seat unless seats are assigned by the bus driver. You **MUST** remain seated while the bus is moving.
3. Going from one seat to another, throwing things, roughhousing, profanity, yelling out the windows, etc. will not be tolerated.
4. Anyone breaking or defacing any part of the bus will be held liable for its repair or replacement and may be denied the privilege of riding the bus.
5. The bus driver is in full command of the bus and responsible for your safety. Students must obey the driver promptly and cheerfully.

6. Remember that State Law mandates that students who must cross to the opposite side of the road when boarding or leaving the bus, must await the driver's signal that it is safe to cross. Students should also look both ways to ensure it is safe to cross.
7. If you are not riding on a particular day, please call the Transportation Director at 444- 4300 ext. 2240, as early as possible so the bus driver can be notified via
radio. As a back up, you could also call the family preceding you on the bus route so they can inform the driver not to stop and wait.
8. Due to the limited capacity of buses, it is not possible to grant passes to groups of students such as slumber parties and birthdays.

2. Riding a Different Bus

Students are to bring a note from their parents stating that they have permission for them to ride a different bus to a location other than their residence. This note, stating that parental permission has been granted, must be signed and dated. The note must also state where the student is to go. Students without notes will be bused to the usual and customary site. **Due to limited capacity of the buses, it is not possible to grant passes to groups of students such as slumber parties, birthdays, or households with multiple children.**

3. K-6 Discipline Policy for Bus Behavior

Step 1 – The driver addresses the concern with the rider.

Step 2 – The rider is given a written warning handled by both the transportation director and building administrator. A copy of the warning will be mailed home.

Step 3 – The rider is given a written report handled by both the transportation director and building administrator. Bus riding privileges will be lost for three (3) school days. A copy of the report will be mailed home.

Step 4 – The rider is given a written report handled by both the transportation director and building administrator. Bus riding privileges will be lost for seven (7) school days. A copy of the report will be mailed home.

Step 5 – The rider is given a written report handled by both the transportation director and building administrator. Bus riding privileges will be lost for the remainder of the school year. A copy of the report will be mailed home.

BICYCLE POLICY

Upon arriving at school, students are to park their bicycles in the designated area (NW corner of the building) and leave them there until the end of the school day. The school is not responsible for stolen bikes or helmets. Students are not to ride their bikes on the sidewalks. Careless or unsafe driving practices will result in a suspension of this option of transportation. Continued abuse will result in the permanent loss of the privilege of riding to school.

STUDENT FEE 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.

A. Waivers

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 met the financial eligibility criteria for free meals under the Child Nutrition Program, Family Investment Program, Supplemental Security Income guidelines, or transportation assistance under open enrollment. 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, OR the reduction percentage will be 50 percent.)**
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.

B. Application--Parents or students eligible for a fee waiver shall make an application on the form provided by the school district. Applications may be made at any time but must be renewed annually.

C. Confidentiality--The school district will treat the application and application process as any other student record and student confidentiality and access prevision will be

followed.

- D. Appeals--Denial of a waiver may be appealed to the superintendent.
- E. Fines or charges assessed for damage or loss to school property are not fees and will not be waived.
- F. Notice--the school district will annually notify parents and students of the waiver. The following information will be included in registration materials and printed in the Student Handbook.

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

BELMOND/KLEMME COMMUNITY SCHOOL POLICY STATEMENT REGARDING STUDENT RECORDS

The following statement reflects the policy of the Belmond/Klemme Community School District in regards to student records:

- A. It is the policy of the Belmond/Klemme Community School District to maintain records on each student in order to facilitate the instruction, guidance, and educational progress of the student. The records contain information about the student and his/her education.
- B. Student records are an essential part of the educational process. Information about students which is required by law or which is considered necessary in accomplishing the educational goals and objectives established by the school district and its sub-units should be collected and maintained under the supervision of the professional and non-professional certified staff.
- C. The records of each student are located in the school which he/she is attending. Any exception will be noted in the student's records.
- D. School officials, representatives of other schools in which the student proposes to enroll, representatives of state and local governments when auditing for federal programs, and parents or guardians of dependent children have access to records upon written request.
- E. The elementary principal and his/her secretary are in charge of the student records and for the protection of their confidentiality. The cumulative file, which contains such records as grades, attendance, testing data, and reports, is located in the office. Access to this file is limited as described by the guidelines.
- F. The intent of this policy is to provide a general framework for all concerned. Specific rules have been developed to carry out this policy.

ACCESS TO STUDENT RECORDS

The following people have access to a student's permanent records/folder:

- A. A student's parent or parents
- B. A counselor
- C. Certified school staff
- D. Board of Education
- E. Superintendent and/or Principal
- F. A court, agency, and/or institution may subpoena a student's record if the agency has a legitimate interest in the student's record
- G. Third party with a permission release

Each time confidential information regarding a student is released to other than student, parent, or local school personnel or agency it shall be accompanied by a letter indicating confidentiality of the material and the necessity for obtaining written consent prior to release of any information by the third party.

The following people are permitted to examine student records without signature, pursuant to Public Law 92-142:

- A. Superintendent
- B. Principal and/or Principals
- C. School secretary
- D. Special Education staff
- E. Title I Staff
- F. Guidance counselor

All others are required by law to sign the access record before entering the student's cumulative folder.

RIGHT TO CHALLENGE AND HEARING PROCEDURE

Parents shall have an opportunity for a hearing to challenge the contents of their child's school records, to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.

A parent wishing to challenge the content of the student's school record shall make a written application to the building principal. Within ten days, or at a time mutually agreed to, an informal hearing shall be held to determine the validity of the challenge. The hearing panel shall consist of an equal number each of certified guidance personnel, teachers, and administrators (excluding the superintendent). The panel shall hear evidence relevant to the issues raised. The decision may include any educationally reasonable action with regard to the challenged portion of the education record and may include alteration and deletion. Grades may be challenged only on the basis of accuracy in recording and not on the basis of evaluation of performance. A written decision shall be rendered as soon as possible and included in the record, but in no case more than five school days after the hearing. Should the parent be dissatisfied with the decision of the panel, they may, within ten days, request a review by the superintendent. The superintendent shall, within ten days of the request for the review, either sustain, modify, or overrule the decision of the panel. No person with a direct interest in the outcome or responsible for placing the challenged information in the record may participate in the rendering of a decision. Should the superintendent have a personal interest in the outcome or if the superintendent was originally responsible for placing the challenged information in the record, the Board of directors shall designate a superintendent of another district or an area education agency administrator to review the decision.

This section is not to preclude informal settlement of disputes over student records and their content when the challenging party and the school shall arrive at a mutually satisfactory agreement.

RIGHT TO RESPOND

The parent shall have the right to respond in writing to any information in the record and have the response become a part of the record.

NOTICE OF RIGHTS UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973 - TITLE 29 OF THE UNITED STATES CODE, SECTIONS 700, ET SEQ.

In addition to rights existing under other applicable laws, Title 29 of the United States Code, Sections 700, et seq. provides that no individual with a disability shall, solely by reason of his or her disability, be excluded from participation in or be denied the benefits of or be discriminated against under any program or activity receiving federal financial assistance.

"Individuals with a disability" are defined as individuals who (1) have a physical or mental impairment which substantially limits one or more of such a person's major life activities, (2) individuals with a record of such an impairment, or (3) individuals regarded as having such an impairment.

Under the law an "individual with a disability" has the following rights with respect to educational programs receiving federal assistance:

- The guarantee of a free and appropriate public education designed to meet the unique needs of the child, in a setting comparable to those provided to students who do not have a disability;
- The right to request an independent educational evaluation for the purpose of determining whether a child is an "individual with a disability" as defined by the law;
- The right to examine all relevant records with respect to the identification, education and educational placement of the child;
- The right to have the appropriate School Board representatives advise persons of their rights under federal and state law in a language which they readily understand, or to arrange for a translator if such is necessary to accomplish an understanding of their rights;
- The right to receive services and be educated in facilities which are comparable to those provided to students who do not have a disability;

- The right to be given an equal opportunity to participate in non-academic and extracurricular activities offered by the School Board;
- The right to file a grievance for the denial of any rights under the applicable federal laws;
- The right to have appointed a surrogate parent to be responsible for the oversight of all issues relating to the provision of a free and appropriate public education if a parent cannot be identified or found.
- Confidentiality of all matters relating to these rights is required by law and assured by the Belmond-Klemme Schools.

The person responsible for ensuring that the Belmond-Klemme Schools complies with Section 504 of the Rehabilitation Act of 1973 is:

Dr. Dan Frazier,
Superintendent
411 10th Ave. NE
Belmond, IA 50421
641-444-4300 ext. 2225

The following changes to the Iowa Code have been adopted by the Iowa General Assembly and signed by the Governor, effective July 1, 2023. The Belmond-Klemme CSD Board has adopted the following statutes and incorporates the same into the Jacobson Elementary Handbook, subject to the adoption of administrative rules. The summary of the Department of Education is considered advisory unless it is specifically authorized by state statute. The changes do not apply to administrative rules, declaratory orders or materials required by federal law or courts.

HF 430- Investigation of Complaints against School Employees- Modifies the investigation and reporting of founded allegations of abuse by district employees and prohibits certain practices of school districts regarding transparency of founded allegations against district employees.

<https://www.legis.iowa.gov/legislation/BillBook?ga=90&ba=hf430>

HF 602- Student I.D. cards- Requires information regarding crisis hotline access be printed on ID cards issued to students in grades 7-12 and optionally for students in grades 5-6. <https://www.legis.iowa.gov/legislation/BillBook?ga=90&ba=hf602>

HF 604- Student Behavior and Discipline- Expands the reporting requirements under Iowa Code section 279.15A requiring a classroom teacher to report any threat of violence or incident of violence made by a student that results in injury, property damage, or assault.

- Classroom teacher is required to report in these instances to principal within 24 hours and may notify the parents/guardians of the student(s) involved.
- Administrator is required to report the matter to the parents/guardians of the students involved within 24 hours of receiving the report from the classroom teacher.

The bill also requires school districts to adopt and publish grade-appropriate policies that detail how a student may be disciplined for threatening or perpetrating an act of violence that results in injury, property damage, or assault. The Department of Education is required to adopt model policies with respect to the same. <https://www.legis.iowa.gov/legislation/BillBook?ga=90&ba=hf604>

SF 482- Single and Multi-occupancy Changing Areas and Restrooms (Bathroom bill). Requires elementary and secondary public schools to designate multiple occupancy restrooms and changes areas only for use by persons of corresponding biological sex.

<https://www.legis.iowa.gov/legislation/BillBook?ga=90&ba=sf482>

SF 496- Education Omnibus, Parental Rights in Education

- a. Requires schools to secure prior written consent before administering certain types of surveys to students.

- b. Establishes a procedure for intra-district enrollment in response to proven instances of bullying.
 - c. Requires notice to parents within 24 hours of a report that their student may have been the victim of conduct constituting harassment or bullying.
 - d. Modifies education requirements related to age-appropriate and research-based human growth and development in grades K-12.
 - e. Prohibits a school district from providing any program, curriculum, test, survey, questionnaire, promotion or instruction related to gender identity or sexual orientation in grades K-6.
 - f. Expands standards for library programs which ensure programs contain only age-appropriate materials and provides for investigations by the Iowa Department of Education to investigate allegations of non-compliance and a multi-step process should a school district or employee knowingly violate the law.
 - g. Requires a school district to publish policies and procedures on its website, including:
 - i. Requests for the removal of educational materials from a classroom or library.
 - ii. Requests for review of decision made by the board of directors of the school district and the petition process under Iowa Code section 279.8B
 - iii. The review of instructional materials, which does not include lesson plans, used in a classroom.
- <https://www.legis.iowa.gov/legislation/BillBook?ga=90&ba=sf496>