

BCIG
Elementary
FAMILY
HANDBOOK
2017-2018

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OA-BCIG DISTRICT HANDBOOK INFORMATION

INTRODUCTION

This handbook has been prepared so that students and their parents may become familiar with the rules, regulations, and procedures of O-A and BCIG School Districts. Such rules and regulations apply to all students in the school districts, regardless of the age of the individual student. Rules and regulations are designed to help guide us so that we may be successful in all that we do. Each of you is responsible for knowing the contents of this manual.

As a citizen of this school, students are expected to follow the rules that are established for the welfare of the entire student body. Be proud of your school. Take care of it, and feel free to make suggestions for improvements.

We ask that you and your parents read this handbook carefully and keep it on hand for future reference. If you have any questions regarding any of the information in this handbook, or any other part of our school programs, please contact us. Best wishes for the coming year.

BCIG MISSION STATEMENT

We will do everything possible to ensure that everyone in the BCIG community becomes the best that he/she can be.

OA MISSION STATEMENT

As an agent of the community and society, the Odebolt-Arthur School's purpose is to provide an environment where all persons shall develop life skills by learning to learn.

RESPONSIBILITIES of PARENT AND STUDENT

1. The parents/guardians of each child bear the primary responsibility for the development and maintenance of acceptable behavior on the part of their child.
2. In a school setting, it is the responsibility of school personnel to assist the parents by:
 - a. Organizing to provide an opportunity for student self-control and self-direction
 - b. Organizing to prevent situations that may lead to disorder or the need to exercise arbitrary authority
 - c. Taking reasonable actions to develop and maintain appropriate student behavior whenever students are at school sponsored activities
 - d. Communicating and cooperating with parents/guardians in the development of plans and procedures to influence behavior in a positive direction
 - e. Exercising an awareness of the influence of school personnel on young people
3. In a school setting, it is the responsibility of the students:
 - a. To attend school daily, except when excused, and to be on time to all classes and other school functions
 - b. To pursue and attempt to complete the course of study prescribed by the state and local school authorities
 - c. To make necessary arrangements for making up work when absent from school
 - d. To assist the school staff in running a safe school for all students, staff and visitors
 - e. To be aware of all school rules and regulations and conduct themselves in accordance with them
 - f. To be aware of and comply with state and local laws
 - g. To recognize the responsibility to provide information to assist the school staff in resolving disciplinary problems
 - h. To protect and take care of the school's property and to respect the property of others
 - i. To dress and groom to meet reasonable standards of safety, health and decency
 - j. To express oneself in a manner that is not offensive, slanderous, or demeaning to others

ACCIDENT INSURANCE

All students are given the opportunity to participate in a group accident insurance plan provided by an independent carrier. The fee covers an accident to and from school, on school grounds, during school-sponsored events, and intramural and interscholastic athletics except football. All students participating in athletics are required to have accident insurance (either a family policy or the school's plan) or sign a responsibility waiver. Football insurance is available at a higher cost. The O-A and BCIG School Districts are not liable for injuries to pupils, nor can they pay medical costs for accidents that occur in athletic contests on school premises, or on the way to and from school. Dental insurance is also available to any student who would wish to purchase this type of insurance.

There can be no refund of insurance fees for a student who moves away. The policy will transfer to the new attendance center.

ACCESS TO STUDENT RECORDS

The following persons, agencies, and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

1. School officials, teachers, and AEA personnel with a legitimate educational interest.
2. Officials of other schools in which the student proposes to enroll.
3. Representatives of state & local government when auditing and evaluating Federal education programs.
4. Officials connected with a student's educational financial aid applications.
5. Governmental officials to which information is to be reported under state/federal law.
6. Organizations that process & evaluate standardized tests.
7. Accrediting organizations for accrediting purposes.
8. Parents of dependent children, regardless of child's age.
9. Appropriate parties in a health or safety emergency.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

Inspection of our schools for asbestos has been completed as a continuing plan toward compliance with the Asbestos Hazard Emergency Response Act (AHERA), a law passed in Congress in 1986. Ames Environmental was the consultant chosen to do the work. Subsequent re-inspections have been completed by Iowa Environmental Services of Wes Des Moines.

Our asbestos coordinator also inspects for asbestos twice a year.

AHERA regulations require all K-12 schools to be inspected for asbestos-containing materials. Please be assured that during inspections, every precaution is made to ensure that asbestos fibers will not be released into the air. Warning labels are also placed adjacent to those sampling sites located in routine maintenance areas, where asbestos was most frequently used. Classrooms are inspected after school hours. Only those areas students do not occupy are inspected during the school day. This should in no way disrupt daily classroom activities.

A management plan is written based on laboratory findings and inspection reports. The management plan outlines our school's intent in controlling and abating any asbestos-containing materials. The asbestos management plan is available for inspection at all attendance centers. In the past, asbestos was used extensively in the United States in building materials for its insulating and fire retarding capabilities. The primary concern arises when these materials begin to deteriorate or become damaged. We will keep you informed about inspection results and update

you periodically regarding our compliance process. Please make an effort to education your children about this process and assure them it is safe. If you have any questions about the inspection, feel free to talk to the superintendent or asbestos coordinator. Should you have any questions about AHERA or asbestos in general, please feel free to call the office of the superintendent of schools at 364-3687, or 668-2289.

ATTENDANCE

OA-BCIG Schools are committed to the philosophy that every student should attend every class every day. Regular attendance and promptness are expected and are essential for success in school.

Learning to participate in group discussions, developing an appreciation for the rights and abilities of others, and forming the habit of regular attendance are legitimate objectives for any course. Learning that is lost due to an absence can never be adequately replaced.

Research studies demonstrate a positive correlation between good attendance records and good achievement in school. Further, students with a lower absence rate tend to develop a more responsible attitude, to display more satisfaction with school, and to achieve greater success in school endeavors.

It is the parents' responsibility to ensure that their children attend school on a daily basis. A student's habitual absence does reflect on parents and their feelings about school. If parents do not feel school is important, neither will their children.

A complete record of absences and tardies is kept as part of the student's permanent record. It is usually one of the first items an employer asks about.

BUS RULES

Because of the importance of bus safety and the primary job of the bus driver to operate his/her bus, students will be expected to behave in an appropriate manner while using school transportation.

Students found to be in violation of prohibited behaviors shall be addressed in the following manner:

MINOR INFRACTIONS:

1. Bus drivers may give verbal warnings to student, speak with the student's parent, or speak with the student's principal in an informal effort to change the student's behavior. This step is not required.
2. First Offense: Bus drivers will use a school-approved form to communicate to the principal the nature of the student's offense. The form is given to the student's principal and the principal meets with the student, calls the student's parent/guardian, and sends the form home with the student to be signed by the parent/guardian. If the form is not signed on the next occasion the student rides the bus, bus privileges will not be offered.
3. Second Offense: Bus drivers will again report the student for an infraction to the principal. Principal meets with the student and suspends riding privileges, to and from school, for three to five (3-5) days.
4. Third Offense: Bus drivers will again report the student for an infraction to the principal. Principal meets with the student and suspends riding privileges, to and from school, for seven to ten (7-10) days.
5. Fourth Offense: Bus drivers will again report the student for an infraction to the principal. Principal meets with the student and suspends riding privileges, to and from school, for the remainder of the semester or fifteen (15) days; whichever is longer.

MAJOR INFRACTIONS

In the case of a major infraction of the school bus behavior rules, the principal may move immediately to the guidelines for a **second, third or fourth** offense and suspend bus-riding privileges.

Discipline for misbehavior on a school bus does not preclude other forms of discipline for that same misbehavior, such as in-school disciplinary measures or good conduct eligibility suspension.

NOTE: No animals are permitted on any bus. Also, no items are to be taken on a bus larger than what you can carry on your lap. This does not include band instruments.

TRANSPORTATION TO/FROM OUT-OF-TOWN EVENTS

The school provides transportation to out-of-town school events. All participating students will leave by bus or other school vehicles, and will be returned to the school. The sponsoring teacher or coach will take roll. Students shall go to and/or return from an activity by bus or school approved vehicle unless prior approval is obtained from the coach, sponsor, and/or principal.

If a student utilizes school transportation to an interscholastic event, the student will use school transportation unless either of the following conditions is met:

- At the conclusion of the event, a student may travel with their parents (and only their parents) if the parent gets permission from the sponsor. Travel with anyone other than a parent, requires prior approval from the building level principal.
- A student may travel to an event with a parent, or someone other than his or her parent, only with prior approval from the building level principal.

CHANGE OF ADDRESS

It is very important that you inform us immediately of any changes in your telephone number, address, or the identification of a person who is to be notified in case of an emergency. Please notify the school in advance of a planned move from the O-A and BCIG Districts.

CHILD ABUSE REPORTING

Iowa law provides for a process of reporting cases of child abuse by school employees. This abuse should be reported to school officials. The O-A and BCIG School Districts have appointed the following individuals:

Level One— BCIG Principal – 364-2360 or BCIG Counselor – 364-2360
O-A Principal -- 668-2289 or OA Counselor – 668-2289

If satisfaction is not received, the following person should be contacted:

Level Two— Ida County Sheriff, 364-3146
Sac County Sheriff, 662-7127

CHILD CUSTODY

In most cases, when parents are divorced, both parents continue to have equal rights where their children are concerned. If one parent has a court order that limits the rights of one parent in matters such as custody or visitation, a copy must be brought to the office. Unless the court order is on file at the school, equal rights must be provided to both parents. Parents need to notify the school if an additional report card is needed.

CHURCH NIGHT/FAMILY NIGHT

Wednesday night is designated a church/family night. Activities scheduled after school will be

completed by 6:00 p.m. There will be NO Middle School practice after school. The only exception would be if an agency or group outside of school schedules tournaments or meetings. All students should be out of the building by 6:00 p.m.

CITIZEN FEEDBACK FORM

Differences of opinion and/or complaints are bound to occur. It is highly recommended that such complaints be resolved at the lowest level.

Whenever a citizen expresses a complaint to a board member about the action of any employee, the citizen will first be informed of the citizen feedback form, which is available in any of the offices in the District. The citizen will also be directed to first discuss the matter with the employee about whom the complaint is being made. The citizen will be advised that if the complaint is not resolved at that level, the immediate supervisor should be consulted, moving up the ladder to the superintendent, then the Board, should it be necessary.

An anonymous complaint and any complaint that is not submitted in writing on the Citizen's Feedback Form shall not be considered by the Board in any manner.

CRISIS PLAN

Each building maintains a Crisis Plan.

District Wide Grading Scale

O-A and BCIG School Districts use a common grading scale as follows:

100-93 A

92-90 A-

89-86 B+

85-83 B

82-80 B-

79-76 C+

75-73 C

72-70 C-

69-66 D+

65-63 D

62-60 D-

60- below -F

With the exception of college level and AP courses (see page 89 in the high school section of this handbook).

DISTRIBUTION OF MATERIALS REGULATION

I. Guidelines.

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

1. is obscene to minors;
2. is libelous;
3. contains indecent, vulgar, profane or lewd language;
4. advertises any product or service not permitted to minors by law;
5. constitutes insulting or fighting words, the very expression of which injures or

harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, gender, disability, age or ethnic origin);

6. presents a clear and present likelihood that, either because of its content or the manner of distribution, it 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 the violation of lawful school regulations.

Distribution on school premises of material in categories (1) through (4) to any student is prohibited. Distribution on school premises of material in categories (5) and (6) to a substantial number of students is prohibited.

II. Procedures.

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

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

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

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

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

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

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

III. Time, place and manner of distribution.

The distribution of written material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school or otherwise disrupts school activities. The distribution of unofficial material is limited to a reasonable time, place and manner as follows:

1. The material will be distributed from a table set up for the purpose in a location designated by the principal, which location will not block the safe flow of traffic or block the corridors or entrance ways, but which will give reasonable access to students.
2. The material will be distributed either before and/or after the regular instructional day.
3. No written material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.

IV. Definitions.

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

1. "Obscene to minors" is defined as:
 - (a) The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 - (b) The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
 - (c) The material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
2. "Minor" means any person under the age of eighteen.

"Material and substantial disruption" of a normal school activity is defined as follows:

- (a) Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 - (b) Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous demonstration, sit-in, stand-in, walk-out, or other related forms of activity.
 - (c) In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecasted including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
4. "School activities" means any activity of students sponsored by the school and includes, by way of example but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and in-school lunch periods.

5. "Unofficial" written material includes all written material except school newspapers, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, placards and underground newspapers, whether written by students or others.
6. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him/her in the esteem of the community.
7. "Distribution" means circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school which are generally frequented by students.

V. Disciplinary action.

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

VI. Notice of policy to students.

DRESS CODE (Board Policy 502.1)

An individual's dress and grooming have a substantial effect upon his/her performance either in school or on the job. The well-groomed student is prone toward better schoolwork and behavior. The dress code applies to any and all classes at any site.

Any worn item that distracts from or disturbs the educational process is prohibited. Students who are not dressed properly may be sent home to change. Clothing or other apparel promoting products that are illegal for use by minors such as alcohol, tobacco or drugs, or clothing displaying obscene material, profanity or reference to subversion are not appropriate. Likewise, gang attire (bandanas, symbols, low-riding pants, etc.) is not appropriate.

Shirts/tops are expected to cover the torso of the body. Undergarments should not be visible at any time during the school day. Hats or other head coverings are not permitted during the school day. Exceptions can be made in emergencies. Examples are for medical reasons but not limited to this. The administration reserves the right to judge what is appropriate. Students will either change, or be given a different shirt/shorts to wear if they are in violation.

EMERGENCY PROCEDURES

The building principal and staff will evaluate all emergency procedures. The principal's office will document all drills and any comments. Any student who is hearing or physically impaired, or who otherwise cannot comply with the intent of the signal will be given these directions through an appropriate alternative form of communication. Their classroom teacher will assist students who are unable to comply with the directions because of a disability. In classrooms where there is one or more staff members to assist students with disabilities, assignments for assisting individual students will be made by the classroom teacher. Staff members are made aware of the location of fire alarms and fire extinguishers and how to use them.

EQUAL EDUCATIONAL/EMPLOYMENT OPPORTUNITY

The boards will not discriminate in their educational activities on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status.

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

It is the policy of the *Odebolt Arthur and Battle Creek-Ida Grove School Districts* not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact

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This agency shall provide program activities, a curriculum and instructional resources which will reflect the racial and cultural diversity present in the United States and the variety of careers, roles, and lifestyles open to both men and women in our society. One of the objectives of the agency's programs, curriculum, services and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of gender, race ethnicity, religion, age, marital status and disability. The curriculum, programs and services shall foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society.

It is the policy of this agency to affirmatively recruit women and men, members of diverse racial/ethnic groups and persons with disabilities for job categories where they are represented. A fair and supportive environment will be provided for all students and employees regardless of their age, color, creed, national origin, race, religion, disability, marital status, pregnancy, sex, sexual orientation, gender identity, physical attributes, physical or mental ability, ancestry, political party preference, political belief, socio-economic status, familial status, veteran status.

Inquiries or grievances related to this policy may be directed to the Affirmative Action Coordinator, listed below, or; to the Director of the Iowa Civil Rights Commission in Des Moines; the Director of the Region VII Office of the United States Equal Employment Opportunity Commission or the Director of the Region VII Office of Civil Rights, United States Department of Education in Kansas City, Missouri.

GUIDANCE SERVICES

Most students will have reason to visit the counselor several times during the year in regard to routine matters. Each student is encouraged to see the counselor to become acquainted with occupational and educational resources, to discuss matters of personal concern, or to explore career opportunities.

HEALTH INFORMATION

Administration of Medication:

Some students may need prescription and non-prescription medication. Medication shall be

administered when the student's parent or guardian completes the medication authorization from requesting medication administration at school. The medication is to be in the original labeled container either as dispensed or in the manufacturer's container. The school nurse, or in the nurse's absence, the person who has successfully completed a medication administration course reviewed by the Iowa Board of Pharmacy Examiners shall have access to the medication which will be kept in a secured area. Students may carry medication only with the approval of the parents and building where the student attends.

The elementary and middle school will have antibiotic ointment and anti-itch ointment if needed. The elementary and middle school will also have jr. strength acetaminophen for students 6-12 and extra strength acetaminophen for students over 12 administered per manufacturer's directions, if needed for the occasional head or body aches if parental consent is on file. If a student regularly needs school provided medication, ointments, or cough drops the school may request that their own supply be brought to school.

COMMUNICABLE DISEASES

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

Dental Screening

Students enrolling for the first time, Kindergarten or transfer students, and 9th grade students shall submit an Iowa Department of Public Health Certificate of Dental Screening. Kindergarten and K-8th transfer student certificates may be completed by a dentist, dental hygienist, doctor, ARNP, PA or specially trained RN. 9th grade screening certificates can only be completed by dentist or dental hygienist. Exemption from this requirement may be allowed for religious or financial hardship reasons. The student must provide a valid certificate of exemption to be exempt.

First Aid

It is the policy of the O-A and BCIG districts, in case of a serious accident or medical emergency, to have the school administer any necessary first aid. Every possible effort is made to contact the parents to find out what their wishes are in the matter. If a parent cannot be contacted the school assumes the right to call a doctor to administer emergency treatment. The school DOES NOT assume financial obligations.

Head Lice

Head Lice are tiny insects that can be found on the head and neck. Lice are spread most commonly by close person-to-person contact, and less frequently by clothing or hair care items. Lice move by crawling, they CANNOT hop or fly. Lice can affect anybody, personal hygiene or cleanliness has nothing to do with getting head lice. Head lice are not known to spread disease. If lice are found during school, the parent or guardian will be contacted. Parents will be asked to pick up the student to begin treatment. Treatment information will be sent home with the student. Exposure notices will be sent home with students in the identified class. The student will not be allowed to return to school until treatment has been started and proof of treatment is presented to the school. An example would be the box or empty bottle of treatment shampoo.

ILLNESS AND INJURY

If a student becomes ill or is injured at school, the student's parent or emergency contact will be notified as soon as possible. Emergency or minor first aid will be administered. In any event, ill or injured students will be turned over to the care of the student's parents or qualified medical personnel as quickly as possible. Every year parents will be asked to complete an emergency medical form providing necessary information to be used in the case of illness or injury. A student will not be sent home until a parent or emergency contact can be notified.

IMMUNIZATION CERTIFICATES

Students enrolling for the first time in the school shall submit a certificate of immunization against

diphtheria, pertussis, tetanus, poliomyelitis, rubeola, and rubella. Exemptions from this immunization requirement will be allowed only for medical or religious reasons. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this requirement.

Screenings:

As available from the school or AEA, Vision, Hearing, Height, and Weight screenings will be provided for your child for free. If you do not want your child to participate in these free screenings please call the school building where your child attends.

School Nurse:

The school nurse is a health resource available to students and their families. The nurse is available to assist in managing and coordinating the health care needs of the students and ensure state health requirements are met.

HUMAN GROWTH AND DEVELOPMENT

Students in grade levels one through twelve shall receive, as part of their health education, instruction about personal health; food and nutrition; environmental health; safety and survival skills; consumer health; family life; human growth and development; substance abuse and non-use. This will include the effects of alcohol, tobacco, drugs and poisons on the human body; human sexuality; self-esteem; stress management; interpersonal relationships; emotional and social health; health resources, prevention and control of disease; communicable diseases, including sexually transmitted diseases and acquired immune deficiency syndrome; and current crucial health issues. The purpose of the health education program is to help each student protect, improve and maintain physical, emotional and social well-being.

The areas stated above shall be included in health education and the instruction shall be adapted at each grade level to aid understanding by the students.

Parents who object to health education instruction in human growth and development may file a written request that the pupil be excused from the instruction. The written request shall include a proposed alternative activity or study acceptable to the superintendent. The superintendent shall have the final authority to determine the alternate activity or study. If you wish to view the material prior to presentation to students, please contact the building level principal.

Homeless Students

The State of Iowa asks all school districts to address the issue of homeless families. Each district designates a person on staff to be the coordinator of this program.

The O-A and BCIG School Districts are interested in meeting the educational needs of all students. Recognizing that not every student has the benefit of a secure home, the district will make every effort in the identification of the homeless student and accepts the responsibility for providing the homeless student all services and assistance including but not limited to compensatory education, special education, English as a second language, vocational courses or programs, programs for gifted and talented pupils, health services, and food and nutrition programs, on the same basis as those services and assistance are provided to resident pupils.

The first step is making sure that homeless or near-homeless students are identified so that helping programs can be put into place. If you know of any homeless families or near-homeless families that live in the O-A and BCIG School Districts or would like some clarification on the states' definition of a homeless or near-homeless family, please contact the school. All information will be kept confidential as we are only trying to better serve the students who may be in this situation. Your cooperation will be greatly appreciated.

Should you have questions, or seek assistance, in reference to our homeless policy, please feel free to call the office of Alan Henderson, BCIG Elementary Principal 712-364-2306.

Initiations, Hazing, Bullying or Harassment

Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials. There is an official form

to fill out for those students who wish to file a complaint with the district. The forms can be obtained from any building office.

Harassment or bullying on the basis of 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, pregnancy, veteran status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

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

Sexual harassment includes, but is not limited to:

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

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

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

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

. Students who feel that they have been harassed or bullied should:

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

INTERNET

Guidelines to Student Internet Access at OA-BCIG

The O-A and BCIG Districts are offering our students Internet access. It will be offered to each of you when you return the consent form signed. If you do not return the signed form, if you have other school forms not turned in, or your parent/guardian indicate that they do not want you to

access the Internet, then your access will be denied.

You should be aware that the Internet was designed as an open environment in which almost anyone with access can post whatever they want, and have done just that. A majority of the sites available are highly respectable and of value from a research point of view, which is why we are making this tool available. We have taken steps to try to prevent intentional access to some of the sites that are not considered to be appropriate, but with the growth of the Internet there are new sites popping up all the time and we cannot provide total isolation from the unsuitable sites. We do expect that the students of OA-BCIG will hold themselves to a higher standard of conduct and use their Internet access for an educational research tool. With that in mind, the following guidelines are being set down and they may be amended as the need arises:

1. The use of the network is a privilege and may be taken away due to violation of board policy or regulations. As a user of the Internet, you may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.
2. You should adhere to online protocol:
 - a. Respect and follow all copyright and license agreements.
 - b. Cite all quotes, references and sources.
 - c. Remain on the system only long enough to get needed information, and then exit the system.
 - d. Apply the same privacy, ethical and educational considerations utilized in other forms of communication.
3. You shall not intentionally access, download, or send any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane, or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations.
4. If you gain access to any service via the Internet, which has a cost involved, or if you incur other types of costs, you will be responsible for these costs. You should be aware that network storage areas might be treated like school lockers. Network administrators/staff members may review files and communications to maintain system integrity and insure that users are using the system responsibly. Do not expect that files stored on the district server will always be private.

Violation of these guidelines or allowing another student to access the school's network and/or the Internet using your account shall be subject to the appropriate action described in the school's discipline policy or student handbook or to the following consequences:

First Offense: Loss of Internet access for up to one week at the discretion of the supervising teacher.

Second Offense: Loss of Internet access for four weeks.

Third Offense: Loss of Internet access for a minimum of nine weeks.

INTERVIEWS WITH STUDENTS, INVESTIGATIONS

A student may not be interviewed in school unless the principal or another delegated staff member is present. No interview shall be granted unless the principal deems it essential to the welfare of the pupil, or he/she is directed to do so by court order.

If police officers or other officials request an interview, an attempt shall be made to contact the student's parents or legal guardian and to have one of them present during the interview. Parents shall be contacted, except in the case of child abuse investigations, by a third party.

No student may be taken from school without the consent of the building principal.

This policy shall be applicable in situations involving a divorced or separated parent when that parent does not have legal custody of the child. In situations where legal custody is in question,

the principal, or other designated school official, may require legal proof of custody before allowing the parent to meet with or to leave the building with a student.

MULTICULTURAL, NONSEXIST EDUCATION

Children, enrolled in school, shall have an equal opportunity for a quality public education without discrimination regardless of their age, color, creed, national origin, race, religion, disability, marital status, pregnancy, sex, sexual orientation, gender identity, physical attributes, physical or mental ability, ancestry, political party preference, political belief, socio-economic status, familial status and veteran status.

The educational program shall be free of such discrimination and provide equal opportunity for the participants. The education program shall foster knowledge of 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.

Inquiries regarding compliance with equal education opportunity shall be directed to the Compliance Officer by writing to the Affirmative Action Coordinator (Title IX, Title VI, and Section 504 Compliance Officer), for Battle Creek-Ida Grove Community School District, 403 Barnes Street, Ida Grove, Iowa 51445; call 712-364-2360; 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 Central Administration Office and Administration Office in each attendance center.

This policy should be printed in its entirety in all student handbooks and parent handbooks. These handbooks should be routinely distributed to all students and parents annually.

The Affirmative Action Coordinators:

NAME: Alan Henderson, Elementary Principal, BCIG Community Schools

OFFICE ADDRESS: 403 Barnes Street, Ida Grove, Iowa 51445

PHONE NUMBER: (712) 364-2360

OFFICE HOURS: Monday-Friday, 8-4

MIGRANT LIASON

NAME: Alan Henderson, Elementary Principal, BCIG Community Schools

OFFICE ADDRESS: 403 Barnes Street, Ida Grove, Iowa 51445

PHONE NUMBER: (712) 364-2360

OFFICE HOURS: Monday-Friday, 8-4

PARENT-TEACHER CONFERENCES

We encourage parents to contact and visit the school. We find that good communication can clear up most problems or misunderstandings. To arrange for a conference, call the school, and we will arrange for a time when parents, teacher, student and other interested parties can meet together. We also encourage our faculty to contact parents on matters concerning their students. Regularly scheduled Parent-Teacher Conferences will be built into the calendar.

PATRON NOTIFICATION OF OPEN ENROLLMENT

Parents/guardians considering the use of the open enrollment option to enroll their children in another public school district in the state of Iowa should be aware of the following:

March 1—Last date for regular open enrollment requests for the following school year OR
September 1st of the current year for Kindergartner's.

SCHOOL CANCELLATION OR CLOSING

OABCIG Schools use a system to communicate with our parents. It is used to provide you with

information should school be cancelled, start late, dismiss early or any other information the administration wishes to share with you. The schools' message system allows for messages to be sent to your home phone, texted to your cell phone, and/or emailed to your computer. Please be sure that the OABCIG School District has your contact information so that these important messages can be communicated to you as soon as they are available. Additionally, information can be found by calling the OA Message Center, 668-2555, by listening to KAYL (Storm Lake), KDSN (Denison) and KKIA (Storm Lake) radio stations and TV channels out of Sioux City. Parents of rural students should use their best judgment when roads are questionable.

SCHOOL PRIDE AND SCHOOL SPIRIT

This is your school. Be constructive and put forth your best effort and the School's will be proud of you.

Finally, but not least, we must always exhibit the highest degree of school spirit. Enthusiasm and pride in OA-BCIG should be an essential part of your school experience.

- School spirit is pride;
- School spirit is participation as a spectator, as a cheerleader, or as a player;
- School spirit is the emotion, which swells into cheers at sports events when you back your team;
- School spirit is your cooperation and participation in our music, drama, speech, and other activities and the pride you take in all the accomplishments of these fine organizations.
- School spirit is **you**, the student body of OA-BCIG.

SEARCH AND SEIZURE

All school property is held in public trust by the Board of Directors. School authorities may, without a search warrant, search a student, student lockers, desks, work areas, or student automobiles 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. Such items are not to be possessed by a student anywhere on the school premises. All non-maintenance searches must be based on a reasonable suspicion and be reasonable in scope.

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, the O-A and BCIG Districts have the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

The O-A and BCIG Community School Districts have the responsibilities under Section 504, which includes the obligations to identify, evaluate, and, if the student is determined eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to 1) inspect and review his/her child's

educational records; 2) make copies of these records; 3) receive a list of the individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violated the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

If there are questions, please feel free to contact Alan Henderson, Section 504 Contact Person for the OA and BCIG School Districts', at (712) 364-2360.

SMOKE FREE ENVIRONMENT

The O-A and BCIG School Districts are smoke free environments.

STUDENT CONDUCT INFORMATION

Students are to conduct themselves in a manner consistent with their age and grade level. For all students, this includes respect and consideration for others. This conduct is expected while on school premises, while on school owned and/or operated school or chartered buses; and while attending or engaging in school activities on or off school property.

Students who exhibit inappropriate behavior, in the opinion of the staff and/or administration, shall be subject to discipline. Inappropriate behavior includes behavior that disrupts or interferes with the educational program, the orderly and efficient operation of the school or school activity, the rights of other students to participate in the educational process or activity, or the educational atmosphere. Disciplinary measures may include, but not be limited to, removal from the classroom, detention, suspension, probation, or expulsion.

DUE PROCESS RIGHTS-STUDENTS

When violations of statutes, regulations, or school rules require the disciplining of a student, the following elements of procedural due process will be present:

1. The student will be provided with accurate information regarding rules and regulations, either in written form or through verbal instruction by teachers or administrators.
2. The student will be made aware of the specific behaviors giving rise to any proposed penalty or disciplinary action.
3. The student will be offered an opportunity to express his/her views to the decision-making authority regarding the incident.

EXPULSION PROCEDURE

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 expulsion in addition to the board's records.

When a student is recommended for expulsion by the board, the student shall be provided with:

1. 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 will testify.
3. An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf.
4. The right to be represented by counsel.
5. The results and finding of the board in writing open to the student's inspection.

In addition to these procedures, a special education student will be provided with the following procedures:

1. Determine whether the student is actually guilty of the misconduct.
2. A staffing team should determine whether the student's behavior is caused by the student's handicap and whether the conduct is the result of inappropriate placement. Discussions of this meeting should be recorded.
3. If the handicapped student's conduct is not caused by the handicap, the student may be expelled or suspended for a long-term period following written notice to the parent and pursuant to the district's expulsion hearing procedures.
4. If the misconduct is caused by the handicap and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district.
5. If a change in placement is not recommended, a determination must be made as to how to cope with the student in the future.

LEAVING THE BUILDING

No student is to leave the school building or grounds at any time during the school day without permission from the office secretary or principal. If a student needs to leave school because of illness, they need to be checked and cleared by the principal or office secretary, who must first get parental permission. Failure to sign in and/or out will result in the student being truant. Students will not be permitted to go home for forgotten items; however special permission can be given with approval by parents.

PROFANITY/OBSCENE GESTURES

Profane and obscene language or gestures are forbidden. This includes words or gestures that are gross, vulgar, offensive, or derogatory to an individual or group. Offenders to this rule will be subject to disciplinary action. Using obscene language or gestures to a staff member will result in a suspension.

STUDENT CONDUCT/BEHAVIOR AT EXTRA-CURRICULAR EVENTS

We ask that you remind your children of appropriate behavior when attending school extra-curricular activities.

- At indoor events, students should remain seated while the event is in progress.
- There should be no running around or playing games in the cafeteria for inside events.
- We expect appropriate dress and behavior at all events.

SUSPENSION PROCEDURES

In-school

1. All in-school suspended students will be assigned a seat in the office area or other area as assigned by the principal.
2. Suspended students may not leave their assigned seats without the permission of the principal or the principal's secretary.
3. Students will be expected to complete all homework assigned to them during a suspension. Teachers should visit with suspended students during their preparation period.
4. Students are not to speak to suspended students without permission.
5. Suspended students will not eat lunch with other students.
6. Students failing to comply with the terms of the in-school suspension will be given additional suspension days.
7. A conference may be held before the student is readmitted to class.
8. Loss of activity eligibility as determined by the principal.
9. Students will not be counted absent from class during the suspension.

Out-of-school

1. Students are to complete all homework assigned during a suspension. It is the student's responsibility to make arrangements through the office to receive homework.
2. Students failing to comply with the terms of an out-of-school suspension will face possible expulsion.
3. A conference is to be held before the student is readmitted to school.
4. Students serving out-of-school suspensions will not be eligible for school activities.
5. Students will not be counted as absent from school during the suspension.

SUSPENDABLE VIOLATIONS

Since it is virtually impossible to list every violation and every consequence, the principal shall use his/her own discretion and judgment on violations that are not listed in the handbook. In certain situations, the discipline policies may warrant changes under the discretion of the principal. When a student is suspended, due process rights will be followed. Depending on the violation, law enforcement officials may be contacted.

The following violations fall under the classification of those calling for suspension of 1 to 10 days. The principal can recommend a longer suspension period to the superintendent. These violations are of a nature that, if they are tolerated, a stable and secure learning environment for all is not possible.

1. Alcohol, Drugs, Tobacco
The use or possession of tobacco, and the use or possession or being under the influence of alcohol, other controlled substances, or "look-a-like" substances. Possession or use of tobacco, alcohol, or controlled substances by individuals under the age of eighteen, and all students regardless of age on school property, or any activities sponsored by the school, is strictly forbidden.
2. Fighting
Fighting in the building, on school property, or at a school-sponsored activity is forbidden.
3. Insubordination
Acts of defiance involving refusal to conform to school rules and regulations, profane or obscene language, refusal to comply with the request or direction of school personnel, and boisterous conduct that disturbs the orderly operation of the school, are prohibited.
4. Truant/Skipping
This act is regarded as serious due to the fact that during the school year, being a student is the occupation of the individual enrolled in school. Punctual and regular attendance is to be expected.
5. Theft or Damage to Personal or School Property
If a student is apprehended in connection with this violation, return of the item(s) in the same condition as when taken will be expected, in addition to the suspension. When this is not possible, payment for the stolen item(s) at a fair cost figure will be assessed in addition to the suspension.
6. Gang Activity
Starting a gang or being a member of a gang, which distracts or disrupts the educational process, is prohibited.
7. Habitual Violator
A habitual violator may be suspended upon repeated offenses.

TRUANCY/SKIPPING

Any student who is absent from school without parental/guardian knowledge or permission will be considered truant/skipping, and will be subject to disciplinary action.

WEAPONS

The boards believe weapons, other dangerous objects and look-a-likes on school district premises cause material and substantial disruption to the school environment. They may also present a threat to the health and safety of students, employees and visitors on the school district premises

or property within the jurisdiction of the school district.

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

Parents of students found to possess a weapon, dangerous object or look-a-like shall be notified of the incident. Confiscation of weapons, dangerous objects or look-a-likes shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion. Weapons, dangerous objects and look-a-likes confiscated under this policy shall be turned over to law enforcement officials.

Students bringing a firearm to school shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

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

STUDENT RECORDS

An accurate record shall be maintained for all students attending this school district. Records of a student shall be accessible to parents and/or legal guardian of that student or to the student if of legal age or older. Student records shall remain confidential. Parents and eligible students are permitted to inspect and review their educational records upon the issuance of a written request to the respective building principal.

Permanent records, cumulative folders, and tentative records are kept for each student. A copy of such records will be made available to parents and eligible students upon request.

The following information may be released to the public in regard to any student of the school district: Name, parent name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight & height of members of athletic teams, date of attendance, degrees and awards received and the most recent previous school or institution attended by the student. Any student parent or guardian not wanting this information released to the public must make an objection in writing to the building principal.

Any additional information will not be released without written parental consent (except to school officials with a legitimate educational interest).

Parents have the opportunity to amend records through a records hearing. Such hearing will be granted upon a written request submitted to the superintendent. The hearing will be held within a reasonable amount of time after receipt of the parent or eligible student's request. At the records hearing, parents may challenge any information in the educational records. If, through the presentation of valid information, the current records are proven to be inaccurate, the incorrect information will be removed. Hearing procedures are detailed in the OA and BCIG Board Policy.

The district will maintain records for at least three years after the pupil has completed the school program or would have reached the maximum age of compulsory school attendance.

SUBSTITUTES

Substitutes have the same rights and responsibilities as do regular employees. All students will be expected to cooperate with, and respect them as they assume the duties of the employee who is absent on that day.

TEXTBOOKS

Textbooks are furnished on a rental basis for student use. Damage, misuse, or abnormal wear of books will be charged to the student. If lost (new) - full price of new book; 1 year old - 85% of cost of new book; 2 years old - 70% of cost of new book; 3 years old - 55% of cost of new book; 4 years old or over - 40% of cost of new book. Damaged books (still usable) – hardbound - \$1.00 to \$5.00, paperback - \$.50 to \$1.50.

TECHNOLOGY

The OA & BCIG School Districts understands that technology is a critical tool in the pursuit of your child's education. OA-BCIG encourages students to use a variety of technologies to enhance their learning and engage him/her in the world both now and in the future. When signing the Responsible Use Procedures, you are acknowledging that you understand and accept the information in this document and the Technology Handbook. You further agree to the OA & BCIG School Districts Responsible Use Procedures and Terms and Conditions for Device Usage. OA & BCIG students and families understand that:

1. All users of the OA & BCIG networks and equipment must comply at all times with the district's Acceptable Use Policy. This policy is found under District-Board Policy 605 series, which is available on the district web site, <http://www.oabcig.org/pages/district-policies>
2. Devices are available for student use and remain the property of OA-BCIG.
3. All users are accountable to all school, district, local, state, and federal laws.
4. All use of devices and network must support education.
5. Students and families must follow all guidelines set forth in this document and by OA & BCIG staff.
6. All rules and guidelines are in effect before, during, and after school hours, for all OA & BCIG devices whether on or off the school campus.
7. All files stored on OA-BCIG equipment or the network are property of the districts and may be subject to review and monitoring.
8. The term "equipment" or "technology" refers to devices, batteries, power cord/chargers and cases. Each piece of equipment is issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook.
9. Students are expected to keep the devices in good condition. Failure to do so may result in bills for repair or replacement.
10. Students are expected to report any damage to their device as soon as possible to their teacher. This means no later than the next school day.
11. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
12. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
13. All users are expected to follow existing copyright laws and educational fair use policies.
14. Students may only log in under their assigned username. Students may not share their password with other students.
15. Students are encouraged not to loan device components to other students. Students who do so are responsible for any loss of components.
16. Any failure to comply may result in disciplinary action. OA-BCIG may remove a user's access to the network or device without notice at any time if the user is engaged in any unauthorized activity.
17. OA-BCIG reserves the right to confiscate the property at any time.

TRANSFERS IN/OUT OF 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 cumulative records from the student's prior school district. If the student is unable to provide the principal with proof of the student's grade level or permanent records, the principal 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, locker equipment, hot lunch tickets, etc. No refunds will be made until all fees or fines have been paid.

VALUABLES

The school is not responsible for lost or stolen articles or money. Keep your valuables with you or in a safe place. Please refrain from bringing large amounts of money, or other valuables to school.

VISITORS AND GUESTS

Students are not permitted to bring visiting children to school. If you have guests or visitors that you would like to attend school with you, prior arrangements are to be made with the principal. All visitors are to report to the main office when they arrive at school to receive a "visitor's badge" to be worn in the building.

BCIG ELEMENTARY PARENT/STUDENT HANDBOOK

OBJECTIVES

The BCIG Elementary School must:

1. Develop the proper basic skills in reading, writing, listening, and speaking which are important in the communication of ideas.
2. Develop the student to be an effective member of the community, state, nation, and world by providing opportunities in democratic living.
3. Develop the student's habits and attitudes for good physical and mental health.
4. Help the student to develop an understanding of a continuous interest in the arts, sciences, and humanities so that he/she may contribute to the world around him/her and make it a better place in which to live.
5. Develop a school organization that will provide a proper staff/student relationship and an encouraging school atmosphere.
6. Develop in its students the ability to get along with others and a feeling of personal success so that they may achieve success in and outside the classroom.
7. Develop the skills of inquiry and discovery in the student so that he/she may pursue knowledge for the sake of learning and develop study habits and skills in all areas of learning.
8. Successfully meet the needs of the individual student in his/her early years to make him/her an effective citizen in a free and democratic society.
9. Build an interest in school and in learning.
10. Give the child support and security.

HOME ROOM

Country bus students will go to breakfast or the gym as soon as they arrive.

Any student eating breakfast may enter as early as 8:00 A.M. We suggest to those who are walking to eat around 8:10 A.M. so that they finish eating after 8:20 A.M. Town and shuttle bus students may eat breakfast WHEN THEY ARRIVE.

ABSENCES

It is the educational philosophy that regular attendance is essential and cannot be duplicated by other methods. The school expects students to be in attendance at scheduled classes and activities for the academic school year. The only exception would be in the case of a bona fide emergency. The only absences which constitute such an emergency would be illness of the student or a death or serious illness in the immediate family. In such cases, the absence must be recognized and excused by the principal. Within the discretion of the principal, before an absence for personal illness is excused, the principal may require a physician's statement verifying the illness and the necessity for the absence from school. For a death or serious illness in the immediate family, the immediate family shall include mother, father, sibling, stepmother, stepfather, stepsibling, aunts, uncles or other individuals residing in the immediate household. Notification will be sent to the parent/guardian at 6 absences and 10 absences. A parent/guardian meeting may be held at the 10 absence point to reiterate attendance expectations or possibly take disciplinary action if needed.

Students who wish to participate in school-sponsored activities must be in attendance by 12:00 noon and stay in school until it is time to leave for the event or until the end of the school day, whichever comes first, unless excused by the principal. Other extenuating circumstances must be cleared in advance with the principal. If an absence is **ANTICIPATED** please notify the school as soon as possible so arrangements can be made.

PICKING UP CHILDREN FROM SCHOOL

If anyone other than a parent or legal guardian is to pick a student up from school, the school needs to be notified by the parent or legal guardian as to who will be picking up the child, how that person can be identified, and when they are picking up the child. If there is any doubt, the child will not be allowed to go with that person until all doubt is removed.

Parents should impress upon their children the need for caution in offers of help, rides, etc. coming from strangers.

GUIDANCE SERVICES

The elementary guidance program serves all students and is a very important part of the total educational process. It is a planned sequential program that is based on the emotional, physical, intellectual, and social development of the students.

One part of the elementary guidance program is classroom guidance. Classroom guidance is designed for all students. The purpose is to teach social, emotional, and behavioral concepts that all students can use to help them deal with developmental issues.

Another part of the elementary guidance program is small group guidance. Some of the groups may be developmental; reinforcing classroom guidance concepts. Other small groups may center on a topic of concern. Teachers or parents may refer a student for a small group. Every effort will be made to keep parents informed about their student's involvement in group activities.

The elementary guidance program also provides individual counseling to students, teachers, and parents. Classroom teachers and school staff may make referrals. Sometimes parents request that the counselor see a student. The students themselves may also request to see the counselor.

GRADING AND REPORT CARDS

Grades K-5 each has their separate report cards. Each of these grades lists the major goals to be accomplished for each subject matter and use a grading symbol to indicate if the students have accomplished them.

Grades are an evaluation on what you have learned. They become a part of a permanent record. Institutions of higher learning, potential employers, and the various military services are all interested in your records.

Written or oral examinations are a continuing process in each class. Summarizing tests may be given each grade period.

Report cards are designed to help pupils and parents measure the student's progress toward the goals and objectives of the subject. This evaluation will be made four times a year.

The following grading system is for suggested use: Grades 4-5

A—Excellent
B—Above Average
C—Average
D—Below Average

F—Failure
I—Incomplete
S—Satisfactory
U—Unsatisfactory

O—Outstanding
N—Needs Improvement

INCOMPLETE GRADES

All incomplete work must be made up as arranged between the student and the teacher or the student receives zeros. No incompletes are allowed at the end of the school year.

RETENTION

If an elementary student is in danger of failing, or the teacher feels it would be in the best interest of a child to repeat a grade, the teacher will notify the parents of this situation. The parent, teacher, and principal will meet before a final decision is reached as to what is best for the child.

MONEY: SENDING IT TO SCHOOL

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

USE OF BICYCLES

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

The school will make an intensive effort to teach safety habits and to encourage and enforce safety regulations. The school will encourage children to respect each other's bikes; however, the school cannot be responsible for damage done to bikes, stolen or "borrowed" bicycles.

Your child may ride his bike to school if he meets the following requirements:

- Parks his bike in the racks provided by the school

- Always observes the rules of safety

SPECIAL SERVICES

The following special services are available to your child as a student of BCIG School District: Speech Therapy, Hearing & Vision screening, Reading Recovery, Title I Remedial Reading & Math, School Psychologist, Social Worker, and Special Education classes. Other services are provided through Western Hills Area Education Agency #12 as needed. At some time during the school year it may be beneficial for teachers and parents to request the help of these specially trained people in order to provide a better educational program for your child. Your written permission is needed for these services.

GUM & CANDY

No gum or candy is allowed in school unless there is a special occasion and approved by the classroom teacher.

LOCKERS

Each student will be assigned a locker which is to be kept neat, clean and shut at all times. Unauthorized padlocks will be cut off, if necessary, by school officials. Lockers are the property of the school district and are on loan to the students. Therefore, they are subject to inspection by school staff members at any time for a reasonable cause. Students are expected to keep their books and valuables in their lockers. Anything inside the locker which displays prohibited substances, contains profanity, or shows people in various states of undress will not be allowed. Nothing is to be on the outside of the locker doors. Students are responsible for paying for damages to their locker.

SPECIAL BUS PERMISSION

For a student to ride the bus home with another student, EACH CHILD should have a note from his/her parent stating that he/she will be riding on a particular day. This note is to be presented to the office and then given to the bus driver. Since most of the buses are assigned capacity loads, at no time will several town children be allowed to ride home with a rural student.

TELEPHONE USAGE

The office telephone is available for student use before and after school upon approval of the office secretary. Important messages will be delivered to the student if received in the office before 3:10 P.M. Plan all affairs at home so the school phones are not tied up by students for personal use.

PAGERS, CELL PHONES, ETC.

No cell phones, personal electronic, music, communication or game devices are allowed during the regular school day except with special permission. Anyone caught with any of the above devices during the school day will have them confiscated and the student can pick it up in the office after school. For second and all other offenses, the parents may pick them up in the office.

PHYSICAL EDUCATION

All students are required to participate in and pass Physical Education unless they have a written doctor's excuse. All students are required to wear socks and shoes with no marking soles.

RECESS: REQUEST TO STAY INDOORS

It is our thinking that if a child is well enough to come to school, he is well enough to participate in the daily program. Exceptions are made in certain cases where a parent requests that a child be excused from outdoor activity. Please be sure that your child is dressed appropriately for recess. For those who abuse this privilege, a doctor's note will be required.

If there is a long standing medical reason as to why your child cannot participate in outdoor activities (example: allergies, asthma), provide a doctor's note and it will be placed in the child's permanent record.

DETENTION

Detention time is 30 minutes per detention. It is to be served with the individual teacher who issues the detention. All detentions must be served the day given or the next day. Other time arrangements shall be at the discretion of the teacher.

DISCIPLINE: CONDUCT AND BEHAVIOR

The basis for a school education is to prepare the student for the demands of the adult world, its challenges and its problems. Foremost among these challenges is respect for the rights and property of every other individual. As a student at the Battle Creek-Ida Grove Schools, you are expected to have the self-discipline required to accept the rights of other individuals with whom you are dealing. All students will have the basic responsibility to see that their conduct will reflect credit to their school, the staff and themselves. All school personnel employed by the school district have the authority to correct misconduct at any time. All school activities are considered to be an extension of the school day, regardless of the location, so regular school policies dictate your behavior.

Disciplinary action will be taken against students for any behavior that is distractive, disruptive, violates the rights of others or for breaking rules and regulations.

- Disciplinary action for violations may include, but is not limited to:
- Letters or phone calls to parents informing and warning both the student and parents of a problem.
- A conference with parents, student, teachers, counselor, and administrators to discuss the issue(s).
- Detentions will last 1/2 hour each.
- Removal from class.
- Paying for damaged or stolen property.

- A combination of in-school and/or out-of-school suspensions with other penalties to be enforced with it.
 - Expulsion from school for the semester or for the school year.
- NOTE: The principal may vary disciplinary action depending on circumstances.

FINES AND FEES

Students may be assessed fines, charges, or fees for the materials needed in a course, for overdue school materials, for participating in activities, or for misuse of school property. All students will pay the registration fee. Other possible fees include optional insurance, activity tickets, town bus route, hot lunch and recess milk.

OTHER REGULATIONS

- Students should not be going to a car or across the street without checking with the playground supervisor. When a parent needs to talk with a student on the playground, they should check in at the office or with the playground supervisor so that supervisors can be sure that a stranger is not trying to abduct a student.
- Animals, fish, reptiles or insects (such as snakes, dogs, cats, mice, spiders, worms, etc) are not to be brought on the school grounds or into the school building without permission from a teacher whose class it is to be used or exhibited in.
- We believe our school would be a better one if we remember to remove our caps, clean our shoes, or remove snow boots in the halls. Coats will not be worn in school unless the building is cold for some reason.

PROTECTIVE CLOTHING FOR BAD WEATHER

Children are expected to participate in outdoor activity at recess time when the weather is favorable. Therefore we suggest warm caps, jackets, and mittens as well as some type of protective footwear for the following reasons:

- A child can be very uncomfortable in the classroom sitting with wet or damp shoes.
- Many children wear tennis shoes, and these do not afford enough protection in cold, snow, or wet weather.
- It is very difficult to keep the classroom neat and clean when water, snow and mud are carried in on the shoes. Remember our classrooms are our living rooms!

HOT LUNCH

At the beginning of the school year, we suggest that you put in a deposit to get your lunch account open. After that, lunch money should be brought to the elementary secretary.

BREAKFAST

Breakfast will be served each morning from 8:00-8:30 A.M. Breakfast is purchased from money that is in your account in the computer system. The rules of conduct in the cafeteria apply the same at breakfast as at lunchtime. Breakfast will be served before a 1-hour late start; breakfast will not be available before a 2-hour late start.

CAFETERIA

- Students should be orderly and quiet in the line and in the cafeteria. They are to follow the instructions of those in charge.
- Failure to comply with these or any other regulations that may later be published may result in the student being denied the privilege of eating in the cafeteria. They will eat somewhere else in the building.

BIRTHDAY TREATS

Birthday treats may be brought to school for each member of the class. If treats are brought, they need to be store bought and a treat should be brought for every child in the room. Please make

arrangements with your child's teacher ahead of time. Please do NOT use the school as a place to pass out invitations to birthday parties. This only causes hardships for those not invited.

CLASSROOM PARTIES

- We will have three (3) parties per room this year. These will be Halloween Party, Christmas and Valentine's Day. (K-5)
- We will use school parties as a learning experience for students by:
 - Using committees
 - Students learning to plan and be responsible for clean-up

FIRE DRILLS/TORNADO DRILLS

In case of fire or tornado drills, listen carefully to the directions of the teacher. Students should follow the direction of their teacher quickly without talking. The signal for a fire drill will be one long blast on the horn. The signal for a tornado drill will be several short blasts on the horn.

EVACUATION PLAN

If it is deemed necessary by a school official to evacuate any of the school centers because of damage due to fire or tornadoes, bomb threat, or any other occurrence, they should proceed to the following areas, numbered by priority:

BCIG Elementary will go to the following places in this order:

- 1) OABCIG High School
- 2) Lutheran Church

VISITING the SCHOOL

Parents and adults are always welcome to visit the rooms of their children so that they will become familiar with school routine and observe the progress of their children. If possible, it is appreciated if you can schedule your visit in advance.

Pupils are asked not to bring visiting children to school with them. These visitors may congest the room more than necessary, as well as distract attention from the regular work.

CLASSROOM ASSIGNMENTS

The following guidelines will be used for placement of students in the next school year.

- Teacher recommendation will be strongly recommended.
 - Separate students when the teacher feels they are not helpful to each other.
 - Put students together when the teacher feels they need each other for support.
 - Other input concerning the best placement for the students.
- Each grade will be divided each year so that we get a different group of students each year in a section. This will help students to broaden their friendship circles. It may avoid "cliques" that could be harmful in the long run.
- The number of boys and girls will be somewhat equal in each section.
- Each group will be divided to have near equal ability in each section.
- Close relatives will be divided unless it is best otherwise.
- Since it is impossible to offer everybody the teacher of his or her choice, parent requests cannot be honored.
- The principal will be responsible for the final class assignment following the guidelines given above.

FIELD TRIPS

Field trips are planned as an additional educational experience for your child. In the early fall, you will receive a permission form to sign which will give your child permission to attend any field trip.

Written permission is necessary for your child to go on field trips. If it is not received, your child will remain in school. You will always receive advanced notice of upcoming out-of-town field trips.

Occasionally teachers will contact parents to request assistance in supervising a field trip.

ATTENDANCE AWARDS

At the end of the year, the elementary holds an awards day to recognize various accomplishments of students during the year. Included in these awards are the attendance awards given for perfect attendance, 1/2 day missed, and 1 day missed.

STUDYING

One of the most important gifts parents can give to their children is to help to learn to study effectively. Good study habits can bring success and satisfaction during the school years, and they may bring the same rewards in the working world. Make your home a good place for studying.

READING - MAKE "READING ALOUD" A PRIORITY

As parents and educators, it is our responsibility to help children discover the joy of reading. Learning to read is one of the most valuable skills your child will ever learn. One practice that helps children continue on the road to success is for parents to set aside a special time each day to read with their children.

BCIG ELEMENTARY BEHAVIOR POLICY

PHILOSOPHY

The staff at the BCIG Elementary School is committed to provide a safe and caring environment that will allow students to achieve to their fullest potential academically, behaviorally, and socially. Expectations must be clearly understood and will be taught and monitored consistently by all staff. Nurturing appropriate behaviors will be emphasized. Any behavior or action that helps someone grow and mature will be encouraged. Everyone will be treated with dignity and respect.

STAFF GUIDELINES FOR TEACHING STUDENT RESPONSIBILITY AND DISCIPLINE

The BCIG Elementary staff contributes toward a warm and inviting environment through their actions and attitudes. They will support and encourage the following procedures:

1. Expectations - We will teach students expectations for responsible behavior in every school environment by relating student actions to our guidelines for success. We will encourage students to be responsible, to always listen, and to do their best, to cooperate and respect others.
2. Positive feedback - We will provide positive feedback to students when they are meeting expectations and following the guidelines for success.
3. Consistent Consequences - When minor misbehavior occurs, staff will view the misbehavior as a teaching opportunity, responding with calm, consistent corrections or consequences.
4. Working collaboratively - We will work collaboratively to solve problems that are chronic or severe in nature.

THE ROLE OF THE PRINCIPAL

The role of the principal in responsibility and discipline is to guide staff and students in their efforts to achieve the school's mission—student success.

- The principal is responsible for the discipline policies. He/she will guide the staff through a yearly review and update of this policy manual.
- The principal will provide support to teachers as they strive to teach students to follow the guidelines for success.
- The principal will assist staff with severe misbehavior such as physically dangerous situations, illegal acts, insubordination, and chronic or recurring problems. As indicated on a case-by-case basis, the principal will initiate time-out, parental conferences, in-school suspensions, out-of-school suspension, contacting the appropriate authorities, or other severe consequences. If the principal is not available to assist with a crisis situation, the secretary will direct referrals to the counselor, a principal of another building, or the superintendent.

THE ROLE OF THE CLASSROOM TEACHER IN OUR DISCIPLINE POLICY

- The classroom teacher is the center of our school discipline policy.
- Teachers will focus on teaching, re-teaching, and encouraging responsible behavior, rather than trying to 'control' irresponsible behavior.
- We all need to stress responsibility, listening, doing one's best, cooperating and respecting others.

CLASSROOM STRATEGIES FOR MISBEHAVIOR

Consequences for classroom misbehavior will be most effective if implemented **consistently and calmly**. Students should be informed in advance that certain behaviors are unacceptable and will lead to consequences. Strategies that can be used by teachers other than removing students from the room include the following:

- Verbal reprimand
- Keep a student in for recess or part of recess
- In-class time-out or time out - out of the room, if supervised
- Contact parents/guardian
- Assign the student to sit in a different section of the room
- Have the student fill out a Behavior Improvement Form
- Re-teach the student during his/her time
- Eye contact
- Proximity
- Problem-Solving Forms
- Contracts
- Removal from activity
- Restricted Privileges

THE SCHOOL COUNSELOR

The school counselor will be available to consult with staff on chronic behavior problems, suspected drug abuse, child abuse or neglect, depression, threats of suicide, teacher stress, etc. Students should not be sent to the counselor as an immediate consequence for misbehavior. However, the counselor will meet on a prearranged schedule with individual students who would benefit from counseling.

TEACHER AIDES, PLAYGROUND SUPERVISORS, BUS DRIVERS, OFFICE, CUSTODIAL, AND CAFETERIA STAFF

All staff has an equal and contributing part in the teaching of responsibility and discipline at our elementary schools. Our guidelines of cooperation and mutual respect include all students and all staff. Through positive interactions with students, our non-certified staff members will encourage students to be responsible, try their best, cooperate with others, and treat everyone with dignity and respect. Each staff member should be knowledgeable of the rules and guidelines specified for school-wide areas and implement the procedures outlined in this policy manual when misbehavior occurs.

RESPONSIBILITIES OF STUDENT AND PARENTS

At BCIG Elementary, the classroom teacher is the center of the school behavior policy. It is important, therefore, to communicate the expectations of the BCIG Elementary behavior policy to the students and parents. The expectations are as follows: *Students*

- In the fall of each year, a student letter explaining the guidelines and discipline procedures of BCIG Elementary will be read in school and sent home. Parents will be asked to discuss the letter with their children.

- Each teacher has her/his own set of rules and expectations for his/her particular classroom. These specific rules should be discussed and modeled at the beginning of each year. Students will follow the teacher's classroom rules.

Parents

- The major role of the parents in assisting us with school behavior and responsibility is to consistently demonstrate interest and support in how their child is doing in school. We will keep parents informed of student responsibility and efforts through conferences, phone calls, and notes.
- In the fall, parent letters will be sent home. Parents will be asked to go over the student letters with their child. Students and parents will sign the letter and return it to school.
- If there is a severe or recurring problem, parents will be asked to help staff teach an alternative behavior. By working together, parents and the BCIG Elementary staff can help the student learn behaviors that will increase opportunities for success and improving self-concept.

SPECIAL CONSIDERATIONS

All students are expected to develop responsibility at BCIG Elementary. We recognize that there are special cases where a disability will require adaptations to the elementary behavior policy. Students with disabilities may be assisted by appropriate staff to meet the expectations and goals of the student's Individualized Education Plan (IEP).

LETTER TO STUDENTS

Dear BCIG Elementary School Students:

Each of you is very special to us. We want you to think of our school as a fun place to learn all that you possibly can. We have identified four guidelines that will help us all be successful.

*Guideline One: **Be Responsible***

All through your life you must decide how you will act. Therefore, we expect you to do what is right whether anyone is watching you or not. This is called "Being responsible." It isn't always easy to make responsible choices, especially if someone else is not being responsible. It is important for you to remember that you are in charge of yourself. You can do what is right!

*Guideline Two: **Be Ready***

The best way to learn something new is to listen carefully so that if you don't understand what is being asked of you, you are able to ask. It is also important that you listen to others so that you are able to understand their point of view even though you may or may not agree with their thoughts.

*Guideline Three: **Do your Best***

When you do a job or an assignment, do your very best. While you are working on something, ask yourself, "Is this the best I can do?" if you give a job your best, you learn more and feel more responsible than if you just slide through the job. If you make mistakes, but did your best, your teacher can help you learn from your mistakes.

*Guideline Four: **Cooperate and Respect others***

Cooperation includes being polite, treating people with respect, accepting differences between people, dealing with disagreements, and encouraging others to do their best. Everyone must know that BCIG Elementary is a safe and supportive place to be. Any behavior that could hurt someone else will not be allowed.

The staff at BCIG Elementary wants to help you achieve success at school. We look forward to a good year and know with your help and hard work we will be learning many things. Have a great year!

LETTER TO PARENTS

Dear Parent(s)/Guardian,

We want your child to have fun and be successful at school. We believe it takes the effort of many people to educate children today and you as parent(s) have a major role in your child's education. Your continual interest in your child's progress and success is the key to this learning process. We hope to create an environment where courtesy, responsibility, and cooperation prevail. We want your child to work on four school guidelines. These guidelines are explained in the attached letter. Please discuss our guidelines with your child. Sign the letter with your child and return it to his/her classroom teacher.

We believe that communication between parents, students, and teachers is critical. If problems arise, we will work with you to find solutions.

If you have questions or concerns, please feel free to contact your child's teacher or our principal. We look forward to working with you and your child.

Sincerely,

The BCIG Elementary School Staff

Truancy

Any student who is absent from school without parental/guardian knowledge or permission will be considered truant/ skipping, and will be subject to disciplinary action.

Students missing more than 10 days of school per semester may also be considered truant (unless the days have been cleared by the building principal). The principal may request evidence or written verification of the student's reason for absence. If a student is to be considered truant/skipping they will be subject to disciplinary action.

CORRECTING IRRESPONSIBLE BEHAVIOR

Helping Students With Chronic Misbehavior

As we implement our basic classroom management procedures, we know that the great majority of our students will strive to meet our expectations for responsibility and self-discipline. However, we also know that no single set of procedures will work to help every student develop the behavioral skills and attitudes needed to be successful in school. Therefore, we will design a series of interventions for any students who have not been motivated by our school-wide procedures. As we

adapt our procedures, the focus will remain positive, while recognizing a continuing need for calm and consistent consequences.

We also recognize that some students will present an extreme challenge. We, therefore, urge our teachers to keep the following concepts in mind:

- No one is expected to have all the answers.
- We live in a culture where an education is critical to success. Therefore, we will make every effort to teach students to be successful in the school environment.
- The BCIG Elementary staff will work collaboratively in our teaching, which includes teaching appropriate behavior.
- Referral to the Hope Team and eventually the Child Study Team will be made when improvement cannot be made in the regular program through the collaborative efforts of staff.

SEVERE MISBEHAVIOR AND OFFICE REFERRAL

Most misbehavior will be dealt with by discussion or mild consequences as indicated throughout this policy manual. However, three categories of severe misbehavior will result in the student being sent immediately to the office.

Physically Dangerous Behavior

Staff should firmly inform students to stop a physical altercation. If students do not respond, staff should use professional judgment to determine whether or not to intervene physically. Staff is not required to take action that could be physically dangerous. Another student should be sent immediately for assistance.

Illegal Acts

If a staff member is aware that a student has done, or is doing, something illegal, the staff member is obligated to refer the situation to the office. The principal must make all decisions regarding whether or not to contact any relevant authorities.

Insubordinate Behavior

Insubordinate behavior is defined as the direct and immediate refusal to comply with a reasonable staff instruction within a specified period of time. Insubordination is a breakdown of communication.

Office referrals are to be reserved for severe and chronic misbehavior. The office should not be used to refer students for minor problems. The student soon learns that the teacher cannot handle the problem and that he can misbehave when the principal is not around. To maintain effectiveness, office referrals must be used only for severe or recurring problems. When making an office referral, the referring staff member will talk to the principal as soon as possible to explain the situation. Records will be kept by the principal on all students referred to the office.

DISCIPLINE PROCEDURES WHEN SENT TO OFFICE

Parents will be notified by discipline note and/or phone call. The principal will reteach appropriate behavior in all cases.

RESTROOMS

GOAL: The restrooms will be clean and safe.

At the beginning of each new school year, the teacher will state the restroom expectations and inform the students that it is their responsibility to keep the restroom neat and clean.

EXPECTATIONS:

- Use restrooms at the times set up by the classroom teacher, unless an emergency arises.
- Put toilet paper in the toilet.
- Flush the toilet.
- Wash your hands.
- Put paper towels in the waste container.
- Help keep the walls clean.
- Leave the restroom as soon as you finish.

CONSEQUENCES:

- Verbal reprimand.

- Inform the student's classroom teacher.
- If cleaning needs to be done, student will be responsible for it.
- Parent/guardian notification.
- Principal referral for insubordination, dangerous behavior, or destructive acts.

CAFETERIA

GOAL: *The lunch line and cafeteria will be a safe and clean environment where people interact with courtesy and respect.*

At the beginning of the new school year, the classroom teachers will teach the expectations.

EXPECTATIONS:

- Students will be cooperative and courteous to help make the lunchroom a pleasant place to eat.
- Students will be orderly and quiet in the line.
- Students will use quiet voices when talking.
- Students will keep hands, feet, and objects to themselves.
- Students will stay in their seats and raise their hands to get seconds.
- Students will walk in the cafeteria.
- Everyone will treat others with dignity and respect.
- Students will exit the cafeteria when the supervisor gives them permission.

CONSEQUENCES FOR CAFETERIA MISBEHAVIOR

- Verbal reprimand.
- Reteach appropriate behavior.
- Misbehavior in lunch line—have the student go to the end of the line.
- Misbehavior at lunch table—verbal reprimand, sit on side bench and eat, removal from cafeteria (eat in office).
- Excessive noise from any given class, report to classroom teacher.
- Use office referral only for physically dangerous behavior, illegal behavior, or for insubordination.

ASSEMBLIES

Goal: BCIG students will demonstrate respectful behavior during assemblies by listening, participating, and following directions.

Expectations:

- Students will enter the room quietly and orderly.
- Students will follow their teacher's directions regarding where to sit.
- Everyone will wait quietly for the program to begin. Quiet talking will be allowed until the program is ready to begin.
- When the leader stands in front with right hand held high, students will respond by holding their right hand up. Students must stop talking immediately and look at the person standing in front.
- Listen carefully.
- Communicate with the performers with your eyes and ears.
- Booing, whistling, yelling, or putting someone down is not acceptable.
- At the end of the program, the leader will conclude the assembly by thanking the performers.
- Students will remain seated without talking until the teacher gives them the signal to stand and follow her/him from the assembly area.

BEFORE AND AFTER SCHOOL

Goal: Students will arrive and depart school in a safe and orderly manner.

Responsible Before School Behavior

- Students will enter the building quietly and in an orderly manner.
- Students who ride the country bus may go to the gym or to breakfast when they arrive.
- Students should not enter the building before 8:00. When the weather is cold or rainy, they may stand in the front entry with supervisor's permission.
- Students who walk to school or are dropped off by their parents must wait outside until the supervisor signals them (approximately 8:00) to come inside.
- Students may eat breakfast. When finished eating, they must remain in the gym until 8:20.
- Students who are not eating will sit quietly on the bench until 8:20.
- Middle school students may stand outside by the main entrance while waiting for the shuttle buses. The supervisor on duty will allow the middle school students into the main entrance on extremely cold days.

Responsible After School Behavior

- Students who ride the country bus will go directly to the playground. It will be announced if they need to go to the gym. At 3:45 the whistle will blow for students to line up. The supervisor will direct students to the bus.
- Other students will go where they are supposed to go and not linger.
- Walk up the steps.
- Be courteous to the school staff.
- Wait until the staff members signal to cross.
- Cross only between the painted lines at the corners.
- Students must use caution when crossing the street where buses are parked. When walking along the street next to the buses, they need to stay far away from the busses.
- Students enter the bus one child at a time.

HALLWAY

Goal: The hallways of BCIG Elementary will be a safe and quiet environment where people interact with courtesy and respect.

Responsible Hallway Behavior

- Students will walk in a silent and orderly manner in the hallways.
- Students will keep hands and feet to themselves.
- Students will face forward while walking in the hallways.
- Students should not be in the hallways before or after school without permission or cause.
- When exiting the building students must line up quietly. The teachers will lead them to the exit door.

BCIG PLAYGROUND RULES

Goal: The playground at BCIG will be a **SAFE** environment where students can play and interact with courtesy and respect.

- Students stay inside when the wind chill is below 0 degrees.
- Students need to wear boots and/or have them at school every day once the first snow or rains begin in the fall. This will last until sometime in the spring.

These are the major behaviors on the BCIG playground that we expect students to follow:

- You may not leave school grounds or cross the street without permission.
- Rough play (pushing, shoving, tripping, wrestling and fist fighting) is not allowed.
- You will show respect for another person's belongings such as hats, mittens, etc.
- Show respect to the playground supervisor and other students.
- Inappropriate behaviors will be handled at the supervisor's discretion.
- During recess, the students will obey recess rules.
- When the first recess whistle blows, the students freeze.
- At the second whistle, the students walk silently to their designated recess line.
- Wait in line quietly, hands to self, until dismissed by recess teacher.
- The classroom teacher will meet the students at the outside door.

Indoor Recess in Rooms

- Students will remain in their rooms unless escorted elsewhere by a teacher.
 - Students will follow individual room rules for indoor recess.
 - Students will not leave the room unless given permission by recess supervisor.
- When time is up, students will put away games and be seated.

BCIG Elementary/School Directory

Alan Henderson.....	Principal
Lisa Henderson.....	KEY
Chelsey Beason	1st Grade
Ashley Becker	Preschool
Holly Neutzman	Special Education
Kandi Ehrig.....	1 st Grade
Rita Freese.....	1 st Grade
Renee Fritz.....	Music
Jennifer Glawe.....	3 rd Grade
Leah Harriman.....	Preschool
Amy Holst	Tech/Atrisk
Kristina Andrews	5 th Grade
Hayley Meisner	5th Grade
Tina Krager.....	Title I
Darla Ludvigson	Instructional Coach
Kelsie Nettles.....	4 th Grade
Jami Boege	Elementary PE
xxxxxx	Special Education
Cassandra Reimers.....	3 rd Grade
Renaë Remer.....	5 th Grade
Mary Rohlk.....	Librarian
Staci Rohlk.....	TAG
Janet Snyder.....	4 th Grade
Shelly Spotts.....	Title I
Julie Staley.....	Counselor
Chelsea Steil	3 rd Grade
Cathi Taylor.....	Art
Joan Verschoor.....	2 nd Grade
Linda Warnke.....	3 rd Grade
Kalin Butler	3 rd Grade/FCS
Brookelyn Savoy	Kindergarten
Danielle Babcock	2 nd Grade
Amber Winther	Special Education
Lynette Wunschel.....	Kindergarten
Timi Wunschel.....	AK/Preschool
Anne Zobel.....	Kindergarten
Kelly Young.....	Secretary
Deb Bengford.....	Para
Colleen Bottjen	Para
Jenny Clausen.....	Para
Denise Fundermann.....	Para
MaryJo Hartwig	Elem Library Para
Barb Lindgren.....	Para
Karen Petersen.....	Para
Jennifer Segebart	Para
Liz Schmidt	Para
Carrie Skirvin.....	Para
Robyn White.....	Para

Teri Benner	Para
Beth Euchner	Elementary Kitchen
Karen Jensen	Elementary Kitchen
Karen Harrison	Kitchen/Custodian
Randy Nepper.....	Custodian