

# **BELLEVUE ELEMENTARY**

**2022-2023**

## **STUDENT - PARENT HANDBOOK**

**(563) 872-4001 ext. 2**

**[www.bellevue.k12.ia.us](http://www.bellevue.k12.ia.us)**

**School hours - 8:15 a.m.-3:10 p.m.**

**Follow Bellevue Elementary School on Facebook**

### **PRINCIPAL'S PLEDGE**

**I care about each and every  
person in this school.  
I promise to do my best to  
provide the most positive and  
caring school environment  
possible so that our teachers  
can teach, and our students  
can fulfill their potential for  
academic and personal growth.**

**The Bellevue Community School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status in its educational programs. If you have questions or a grievance related to this policy please contact the District's Equity Coordinator, Jeff Recker, HS/MS Principal.**

**1601 State St. Bellevue, IA 52031; phone 563-872-4001**

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BELLEVUE ELEMENTARY STAFF 2022-2023

Superintendent	Dr. Tom Meyer
Principal	Jeanette Hartung-Schroeder
Secretary	Karla Weinschenk
Nurse	Kelley Humphrey
Early Childhood Special Education/Preschool	Sam Van Gorp
Early Childhood /Preschool	Trisha Pickett
Transition KGN/Early Childhood Special Education/Preschool	Alesha Malone
Kindergarten	Amy Ernst Rachael Griebel Kelsey Ernst
First Grade	Shannon Anderson Amanda Michels Emily Reeg
Second Grade	Mindy Stroud Brittini Decker Alex Wulfekuhle
Third Grade	Sami Pitts Erin Roeder Tina Sieverding
Fourth Grade	Nichelle Decker Melissa Fondell Tana Herrig
Fifth Grade	Josh Kueter Tracey Till
Special Education	Jodi Deppe Dori Venema Heather Wood
Librarian	
Title I	Kim Jochum, Abby Veach
STEM (Science, Technology, Engineering and Math)/Engagement Coaches	Cris Kellogg, Jessica Hingtgen, Curt Ernst
Vocal Music gr. K - 5	Victoria Schuler
Instrumental Music gr. 5	Evan Davies
Physical Education	Mark Ruden
Custodians	Jeff Kilburg, Bob Kilburg
Speech Pathologist (through AEA 9)	Chris Murphy
Associates	Carli LaCousiere, Paquita Ditzler, Gina Feller, Jackie Flickinger Lacey Van Zuiden, Heidi Kueter, Iris Davies, Laurie Feller, Mary Jo Meier, Liz Ruggeberg, Barb Deppe, Jane Steines
Food Servers	Dixie Valant, Cindy Mahan, Zach Michels
School Counselor	Emily Rickertsen
School Consultant (through AEA 9)	Jill Andresen

## ALLERGY AWARENESS

Bellevue Schools have students with food allergies. For each child with special health care needs, or special nutrition needs, the child's health care provider should provide the school an individualized care plan prepared in consultation with family members and specialists involved in the child's care. Children with food allergies shall be protected from contact with the problem food. With family consent, the program posts information about the child's allergies in the food preparation area and in areas of the facility the child uses to serve as a visual reminder to all adults who interact with the child during the day. Beginning with the 2014-15 school year, food that contains peanuts and/or tree nuts or that is manufactured by peanuts/tree nuts are discouraged.

## ATTENDANCE - STATE LAW

The law of Iowa requires that if your child is under the age of 16 and has reached the age of 6, then your child must attend school. (See Code of Iowa 299.1 and 299.2)

## ATTENDANCE - BELLEVUE ELEMENTARY

Regular school attendance is essential if a student is to obtain the maximum benefit from his/her educational experience. All students are expected to attend class regularly and should be absent only for illness, emergencies, or other legitimate reasons. Every absence from school by students will require a phone call to the school before or in the morning of the day of absence. If no call is received on or before the day of absence, a note from the parent must be presented when the student returns to school. If a student is out of school 5 or more consecutive days due to illness or communicable disease, he/she must have a doctor's release to return to school. No student shall be excused from the school during school hours without parental consent, either written or by phone. Students who leave the building without permission are truant. No student shall be excused from physical education for an extended period of time without a doctor's permit.

## ABSENCE MAKE-UP POLICY

Whenever a student is absent due to illness, he/she may have as many days to make up the missed work as the number of days he/she was absent.

## ARRANGING A CONFERENCE

If you wish to have a conference with a teacher, call the school office. The teacher will then be notified and a conference will be set up.

## ASBESTOS WARNING

This building has been inspected for asbestos and is in compliance with the state.

## BULLYING & 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. 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 the harassment 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
    - how the harasser or bully responded

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. 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 includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble persons when it:

- 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.
- 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
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

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.
- demeaning jokes, stories, or activities.

The district will promptly and reasonably investigate allegations of harassment. The building principal will be responsible for handling all complaints by students alleging harassment. Retaliation against a student because the student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to discipline up to and including suspension and expulsion.

#### BULLYING - OLWEUS PROGRAM

The Olweus Bullying Prevention Program was implemented at Bellevue Community School District during 2007-2008. We are committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. The Olweus program is universal (a school-wide effort), systems-orientated AND individual-oriented, preventive AND problem solving, focused on changing norms AND behavior, and research-based. Definition of Bullying: "**Bullying occurs when a student is exposed, repeatedly and over time, to negative actions on the part of one or more students.**" Bullying implies an imbalance in power or strength. The student who is bullied has difficulty defending himself/herself.

#### Bellevue Elementary School Rules Against Bullying

1. We will NOT bully others.
2. We will help students who are bullied.
3. We will include students who are left out.
4. When we know somebody is being bullied, we will tell an adult at school and an adult at home.

Goals of Olweus Bullying Prevention Program:

- Reduce existing bully/victim problems among school children

- Prevent the development of new bully/victim problems
- Improve peer relations
- Improve school climate

It is critical to develop a school environment characterized by:

Warmth and positive interest

Involvement from adults

Adults acting as authorities and positive role models

Firm limits and non-hostile and non-physical sanctions

## BUSES

In case you desire a student to ride a different bus, get off at a different stop, or ride a bus for some reason, send a note to the principal's office. A permit slip will be signed and given to the pupil to present to the bus driver. These notes are needed so that your child will be covered on our insurance program for bus service. A child must stay on the school grounds after arriving on the school bus. He/she is not permitted to leave the school grounds unless the child has a note from his/her parents and the note is approved by the principal.

## SHUTTLE BUSES

Students riding the after-school shuttle buses that go to the high school will be assigned buses according to grade level to ensure student safety. Bus supervision will be provided for Kindergarten and new students for the first two weeks until students become familiar with bus procedures. Students whose route bus is also a shuttle bus will board their route bus. The bus assignments will be adjusted as necessary by the principal.

## SCHOOL BUS CONDUCT

It is our desire to maintain a perfect safety record on our school buses. To do so will take the cooperation of everyone.

The following rules must be kept in mind at all times when riding on a school bus:

- \* The bus driver is in full charge of the bus and his/her directions must be promptly obeyed.
- \* Enter and leave the bus in an orderly fashion.
- \* Pupils who cross the highway after leaving the bus must go in front of the bus and wait for the signal from the bus driver before crossing the road.
- \* Remain quiet enough so as not to distract the driver.
- \* Keep books and personal belongings out of the aisle.
- \* Remain seated while the bus is in motion. Pupils must sit in assigned seats when assigned by the driver.
- \* No object should protrude through an open window.

- \* Do not throw objects about in the bus or through an open window.
- \* Be on time at the bus stop location and bad weather pick-up points.
- \* If a student persists in disregarding the requirements, he/she will lose his privilege of riding the bus.
- \* If a student wishes to go home with another student, he/she must have written permission from his parents and permission from the principal's office.

#### CARE OF SCHOOL PROPERTY

The appearance of Bellevue Elementary is directly related to student pride as well as the pride of the staff. Each student will be expected to keep the school building and school property in the best possible condition. The student will be held liable for damage or loss of any school property, which may have been loaned to that student, i.e., science equipment, musical instruments, athletic equipment, and books. The student is also liable for any damage to general equipment such as desks, chairs, computers, lockers, windows, and for damage to the building. Any damage that occurs to property should be reported to the office. The student will be expected to pay for the damage.

#### CHARACTER COUNTS PILLARS

We believe that Bellevue Elementary School fosters learning and creates an environment that develops positive self-esteem in all students. All students and staff are treated with dignity and respect and are held accountable for their actions. The following six (6) pillars are used in the building and on the playground for students to practice and maintain good character: TRUSTWORTHINESS, RESPECT, RESPONSIBILITY, FAIRNESS, CARING, and CITIZENSHIP.

#### CHILD ABUSE

Anyone with knowledge of a child who has been abused by a school employee should contact the designated investigator. Primary Investigator/Jeanette Hartung-Schroeder - Elementary School Principal - 872-4001  
Alternate Investigator/Jeff Recker - High School Principal - 872-4001

#### CLASSROOM MEETINGS

Teachers are expected to hold class meetings a minimum of once per week. These meetings are interventions at the classroom level to improve school climate. Teachers have been provided with a curriculum to use during weekly classroom meetings. These meetings are intended to build a sense of class cohesion and community. Be flexible in following student's ideas for discussion topics. Role-playing can be used to engage students.



## CLOSING OF SCHOOL

A severe storm, extreme hot weather, or other emergency may require school to be canceled or dismissed early. When school is canceled this information is called to radio stations KMAQ Maquoketa (1320 AM, 95.1 FM), KLYV Dubuque (105.3 FM), WDBQ Dubuque (1490 AM, 107.5 FM), WMT Cedar Rapids (600 AM, 96.5 FM), KXGE Dubuque (102.3FM) KAT (92.9 FM) and WJOD Galena (103.3 FM), Watch Television Stations - KCRG - Cedar Rapids Channel 9, KWQC Davenport Channel 6, KWVL Waterloo Channel 7, and Bellevue's Local Cable (all channels).

## DISTRICT WEBSITE

The Bellevue Community School has a web site that provides valuable information including preschool information, elementary news, school lunches, and sporting/musical events/dates. This website is [www.bellevue.k12.ia.us](http://www.bellevue.k12.ia.us).

## DISCIPLINE

Discipline is a primary responsibility of the classroom teacher. However, the responsibility is shared by all teachers and supported by the principal. Good discipline is fundamental to a good learning environment and to provide an orderly, safe environment is definitely a goal of Bellevue Elementary School. Certain rules and guidelines will be established to assure that a proper environment is created. All students will be responsible for the proper rules of conduct as established for the classroom, the hallway, the playground, and the gymnasium. If a student does not abide by the established rules, the student will receive a consequence.

## DISCIPLINE CONSEQUENCES

Teachers are responsible for providing a positive learning environment for all students, which requires the need for rules regarding behavior in their classrooms.

The following are some fundamental principles regarding discipline:

- The rules should be explained to all students the first day of classes and should be reviewed periodically.
- Rules often have more meaning if the students help create them.
- Classroom discipline should be handled within the classroom when possible.
- The consequences should fit the behavior. The consequences should be consistent.

- Parental contact is very important if negative behavior persists. First, a note/email should be sent home or a telephone call should be made. If needed, a parent conference should be arranged and the principal should be informed.
- Use the principal after you feel that your discipline and conference with the parent/guardian has not changed the negative behavior and more support is needed.
- Lengthy writing assignments are inappropriate for punishment. We are trying to teach writing; therefore, using writing as punishment only makes this more difficult. This does NOT exclude short things to write such as a letter of apology.
- Restricting from P.E. or Music is not appropriate unless behavior occurred in those classes.
- Associates have the authority to administer discipline aligned with classroom rules when they are in charge of students.

The goals of discipline are to seek consistency, change behavior in a positive direction, and preserve the dignity of the student.

In 2017-2018, Bellevue Elementary adopted the following rules of the classroom:

1. Listen and follow directions.
2. Raise your hand before speaking.
3. Keep your hands and feet to yourself.
4. Respect your classmates and teachers.

They also adopted the following consequences:

- 1<sup>st</sup> time a rule is broken: Warning
- 2<sup>nd</sup> time a rule is broken: Time-Out
- 3<sup>rd</sup> time a rule is broken: Letter Home

### AGGRESSIVE BEHAVIOR CONSEQUENCE RUBRIC Bellevue Elementary School

#### Definitions

<b>Teasing</b>	Name calling, insulting, or behavior that would hurt others' feelings or make them feel bad
<b>Profanity</b>	Using swear words toward other students
<b>Hitting</b>	Pushing, slapping, grabbing
<b>Severe Hitting</b>	Punching, kicking, or similar behavior that may injure
<b>Harassment</b>	Racial, ethnic, or sexual name calling

Behavior	1 <sup>st</sup> Time	2 <sup>nd</sup> Time	3 <sup>rd</sup> Time	4 <sup>th</sup> Time	5 <sup>th</sup> Time
Teasing/Taunting	Written Warning that Student Signs	1 inside recess; Referral Form to Parent	3 inside recesses; Referral Form to Parent	5 inside recesses; Principal Arranges Parent Meeting	5 inside recesses; Principal Calls Parent; In-School Suspension
Profanity	1 inside recess; Referral Form to Parent	2 inside recesses; Referral Form to Parent	3 inside recesses Referral Form to Parent	5 inside recesses; Principal Arranges Parent Meeting	Principal Calls Parent; In-School Suspension
Hitting	1 inside recess; Referral Form to Parent	3 inside recesses; Referral Form to Parent	5 inside recesses; Referral Form to Parent	5 inside recesses; Principal Arranges Parent Meeting	Principal Calls Parent; In-School Suspension; Team Develops a Behavior Plan
Severe Hitting; Student Harassment	3 inside recesses; Principal Calls parent; Referral Form to Parent	5 inside recesses; Principal Arranges Parent Meeting	Principal Calls Parent; In-School Suspension	Principal Calls Parent; Out-of School Suspension for 1 Day	Principal Calls Parent; Out-of-School Suspension for 2 Days; Team Develops a Behavior Plan

- Kindergarten teachers will use more immediate, brief consequences with their students.
- Students in grades 1 and 2 may receive one additional warning.
- Severe behavior may lead to more severe consequences including suspension and/or loss of privileges such as Track and Field Day, Field Trips, Safety Patrol Reward Day, and End-of-Year activities.

Remember: Our goal is to change behavior rather than to punish students!

### EQUAL EDUCATIONAL OPPORTUNITY

The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, religion, sex, sexual orientation, gender identity, socioeconomic status, marital status, national origin, or disability. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

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

Harassment or discriminatory behavior that denies civil rights or access to equal educational opportunities includes comments, name-calling, physical conduct or other expressive behavior directed at an individual or group that intentionally demeans the race, color, religion, national origin, sex, or disability of the individual or individuals or creates an intimidating, hostile or demeaning environment for education.

### MISSION STATEMENT

We believe real-world learning opportunities build passionate and engaging experiences for student success in life.

### BUILDING GOALS

- Questioning
  - Reading Comprehension
  - Math - Problem Solving, Problem Thinking
- Assessment
  - Writing - Rubrics and Common Scoring of Writing
  - Formative Assessments
  - Grading

### EVACUATION TO ALTERNATE SCHOOL LOCATIONS

Although it is unlikely, some crisis situations may require that the elementary building be evacuated and the students and staff be temporarily relocated. If school administration and emergency personnel determine that the building will be unsafe for a prolonged time:

- students/staff will be moved to preplanned alternate sites
- a "command center" will be established through the superintendent's office
- parents can make contact through the command center at 872-4913
- the media will be kept informed as to all evacuation and relocation plans to help keep parents informed as to student pick-up and/or special transportation arrangements
- all students will be fully accounted for before anyone is allowed to leave the evacuation site
- no students will leave the evacuation site without parent permission

## FIRE AND TORNADO DRILLS

These drills are conducted two times each semester.

Fire Drills - Students and staff report to 5<sup>th</sup> grade playground area across 3<sup>rd</sup> Street (East of main elementary entrance) and the parking lot on the corner of Court and 4th.

Tornado Drills - Staff will take their students to the first floor as follows: KE - class bathroom; KKE - hallway near classroom; KG - boys bathroom in 1<sup>st</sup> grade hall; 1M - boys bathroom; 1A - boys bathroom; 1R - girls bathroom on 1st floor; 2<sup>nd</sup> grade - main lower hall; 3<sup>rd</sup> - main lower hall; 4<sup>th</sup> grade - recess entrance hall; 5<sup>th</sup> grade - locker hall and AEA room; PE- girls locker room on south side; MUSIC - boys locker room on north side; Preschool - girls bathroom outside rooms; BAND - boys locker room on north side; STEM students - main hall -north side.

## GRADING

Report cards will contain the reports from the teachers based on these concepts: Efforts and achievement in Reading; Science; Language Arts; Mathematics; Social Studies; Spelling; Handwriting; Art; P.E.; Vocal Music and Band. The comments and Progress Reports will denote each individual student's unique capabilities, interests, and/or problems. Mid-term deficiency forms may be sent if a teacher feels that a student is doing less than satisfactory work for his/her ability. These reports will be sent on or about: September 25, 2022; December 1, 2022; February 20, 2023; and April 27, 2023. Of course, the reports may be sent whenever the need arises and not just at mid-quarter.

## GYM USE

The Board of Education has made it possible for qualified individuals or groups to use the school facility during non-school hours. In order to secure the use of the facility, you must seek permission at least 24 hours prior to the time you wish to use it. The permission will be extended only by the building principal or his/her designee. Adequate supervision is necessary throughout the time by school staff or custodial members of the building.

## HALLWAYS

A reasonable degree of quiet and order must be maintained in the halls before school, between classes and after school. Shouting, running and other types of rowdiness will result in disciplinary action.

## ILLNESS and INJURY

If an illness or injury prevents the student from participating comfortably in activities or the need for care is greater than the staff may provide without compromising the health and safety of other children, then the student is made comfortable in a location where he/she is supervised by a familiar care giver. If the student is suspected of having a contagious disease, then the student will be located where other individuals will not be exposed (nurse's office), until the student is picked up from school. Parents will be notified when a student has signs or symptoms that would exclude the student from the program or classroom.

If a student has a chronic health condition, plans will be made between parents, nurse, staff and private health professionals on what constitutes exclusion from the classroom and how care will be provided if the student is not excluded.

The nurse, or health care secretary in the nurse's absence, will deem when it is necessary to consult a health care provider for an ill or injured student or staff member.

The nurse, or health care secretary, will provide information to families verbally and/or in writing to any unusual type of communicable illness to which a child is exposed. Bellevue Community Schools has cooperative agreements with the Jackson County Department of Public Health to consult regarding current health information and to arrange for advice in the event of outbreaks of communicable disease.

## IMMUNIZATION REQUIREMENTS

All students are required by Iowa Law to have complete immunization records on file at the school. Evidence of immunization must be shown in the areas of diphtheria, pertussis, tetanus, poliomyelitis, rubeola, rubella, and varicella (chicken pox). Immunizations are available from the Jackson County Nurses office in Maquoketa or Bellevue.

## INAPPROPRIATE LANGUAGE

Profanity is not an acceptable form of communication at Bellevue Elementary School. Students are subject to discipline by any staff member who observes a student using it. In addition, any language viewed as harassing is not allowed in the school environment. This may include words that are considered to be in the sexual harassment category. If harassment statements are made, it could lead to a student suspension.

Students are responsible for acceptable personal behavior in their relationship with the staff at Bellevue Elementary School. A student shall NOT swear at, or direct profanity toward any staff member. A violation of this rule will result in one day (24 hours) out-of-school suspension.

## INSURANCE

The school provides the opportunity for parents to purchase insurance for their students. This is done as a protection for the pupil and their parents. The school tries to select a company that offers the most protection for the least money. The school does not benefit in any way except in knowing that the students are protected. Insurance forms are available at registration and in the elementary office. A child is not insured until the premium has been paid to the company. The first check to the company will be mailed in September.

## KINDERGARTEN

All children entering kindergarten must have a physical examination and a birth certificate. State law requires a child to be five years of age on or before September 15 of the year he/she starts kindergarten. Kindergarten registration for children entering kindergarten is held in the spring. Instructions and forms are given to parents at that time.

## LIBRARY RULES

All students will be able to check out books for a two-week period. Students may also renew books should they need them for a longer period. In the event of illness, students are asked to bring back the books upon their return to school. Should a book become damaged or lost, students should notify the librarian immediately.

## LOCKERS

Lockers will be assigned to all students. These lockers are for personal belongings and are the property of the Bellevue Community School District. Students are expected to keep their lockers presentable, and lockers should be closed without items hanging out of them. School district authorities may, without a search warrant, search a student, student lockers, personal effects, desks, or work areas, based on a reasonable suspicion that a board policy, school rule, or law has been broken. The search shall be 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, employees, and visitors to the school district facilities.

## LUNCH SCHEDULE

Times are subject to change.

K and 4th grade	11:00
1st and 3rd grade	11:30
2nd and 5th grade	12:00
KGN and 4th - Lunch Recess	11:30 - 1 1:45
1st and 3rd - Lunch Recess	12:00 - 12:15
2nd and 5th - Lunch Recess	12:30 - 12:45

## LUNCH PRICES

Costs for lunch and milk will be determined each year. Students who forget their money will be allowed to charge. If a student charges, he/she should pay for this charge as soon as possible. The maximum charge is \$10, and if a student has reached the \$10 limit, he/she will be expected to bring his/her cold lunch until the bill is paid. Student breakfast - \$1.75; Reduced Breakfast - \$0.30; PK-5 Student lunch - \$2.85; Reduced lunch - \$0.40; Adult breakfast - \$2.25; Adult lunch - \$4.15; Milk - \$.40. Extra main entrée \$1.80.

## MEDICATION

The Bellevue Elementary School will administer prescribed medications and over-the-counter medicine when it is necessary for these medications to be taken during school hours. However, medications shall NOT be administered unless the following requirements are met:

I. For administration of prescribed medications:



- A. The medication shall be properly labeled and in its original container.
  - B. A signed note from parents with instructions for administration of the medicine shall be provided.
  - C. A statement of the physician's instructions for administration of the medicine shall be on file.
  - D. A physician's description of any anticipated reactions shall be on file. For administration of over-the-counter medications:
- II. For administration of over-the-counter medications:
- A. The medication shall be provided by the parents in a closed container and properly labeled.
  - B. A signed note from the parent with instructions for administering the medication shall be provided.
  - C. Exception: NO ASPIRIN will be dispensed by the school nurse.
- III. This is a shortened version of the medication policy as adopted by the Bellevue Community School Board. If your child needs to take medication at school, call the school nurse for a more complete explanation of school policy covering the administration of medications.

#### MESSAGES AND PHONE CALLS

In case of an emergency, the office will call a student from class. For other calls, we will ask parents to leave a number for the student to call during his/her free time, or a message will be sent to the student. If you wish to call the office about meetings to be announced, please do so before 2:30 p.m. so the secretary will have time to notify students of messages before school is out. Students will be discouraged from calling unless it is an emergency. Cell phones are NOT to be used during the school day.

#### OPEN ENROLLMENT

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

March 1 of the year, preceding the school year, for which you wish to enroll is the last date for regular open enrollment requests.

September 1 of the year, preceding the school year, for which you wish to enroll is the last date for open enrollment requests for entering kindergarten students and those students falling under the "good cause" definition.

Parents/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend.

For further details, contact the office of the superintendent at 563-872-4001.

## PLAYGROUND RULES

The following rules were established by the Recess Committee as guidelines for maintaining a safe playground atmosphere:

- Balls are not to be kicked against the building.
- Students will not swear, tease, harass, put down others, or use rude gestures.
- Hands, feet, and objects will be kept to yourselves.
- Other people's property will be respected.
- Trading cards, roller blades, electronic equipment, and skateboards are not allowed on the playground.
- Students are not to play "Monkey Monkey" or games simulating guns.
- Spitting, swearing, biting, and fighting are not allowed on school property.
- All playground equipment is to be used in the manner it was intended (not for gymnastics, no balls on equipment, no sliding head first on slides, etc.)
- Students will stay in assigned areas. K-2 students in the area on State Street side, 3-5 students in area near the lunchroom and grade 5 students across the street in play area.
- Seek permission before entering the school building or leaving school entry.
- Playing is not allowed in the bike area; bikes are to be taken home each day.
- Tag is allowed if played respectfully. Ball tag is not allowed.
- The school is not responsible for broken or lost items/equipment brought from home.
- Football is allowed in the street; kickball is not.
- One ball is allowed in the court area; kicking the ball out of the court results in a 1 min. time out.
- Snow is not to be thrown, and ice spots are not for sliding.
- Students can play in snow piles if they wear snow pants, snow boots, and gloves.

The school provides some playground equipment for recess periods. However, a student may bring his personal toys, such as a basketball or "toy car" to school to use during recess. The school assumes no liability for lost or damaged toys. The school also reserves the right to deny any student the privilege of bringing toys to school whenever this privilege creates a problem or causes a safety hazard. No electronic equipment is allowed at school. (Game Boys, CD players, etc.)

## PRESCHOOL for 4-YEAR OLDS

Bellevue Community School District was a recipient of the Statewide Voluntary Preschool Program for Four-Year-Old Children grant for the 2009-2010 school year. The grant provides for 20 slots per classroom at Little Stars Preschool and St. Joseph's Preschool. The grant provides for 10 hours of free, non faith-based instruction. Children must be 4 years old by September 15, 2021. A Preschool Handbook with rules/regulations is available in the Elementary office.

## RIGHT TO KNOW

Iowa Code: Chapter 89B refers to a Hazardous Chemicals Communications Program in order to comply with the law, this building has a list of dangerous chemicals along with a Material Safety Data Sheet for each chemical. An MSDS for each substance is available for your use and inspection in the school office.

## SAFETY PATROL

Safety Patrol is an opportunity available to 5<sup>th</sup> grade students at Bellevue Elementary School. The primary job of a safety patrol member is to act as a crossing guard on the east and west sides of State Street near the elementary building. A 4-person team is chosen each week - 2 on the east side and 2 on the west side of school. To become a member of the Safety Patrol, students are required to attend a training session, pass an exam, and turn in a signed parent consent form. The principal acts as the Safety Patrol Supervisor.

## SCHOOL BOARD APPROVAL

The Bellevue School Board affirms its support of school student responsibility and discipline policies, its intent to support school staff who enforce these policies, and its intent to hold school staff accountable for implementing the policies.

## SCHOOL NURSE

The school nurse is available to provide health services as directed by legal guidelines. A student who feels ill may obtain a pass from a teacher and go to the nurse's room. The school nurse must be notified: (a) If a student is on medication. Medication will be kept in the nurse's room, or (b) If the student's physical activities are to be limited, or (c) If a student has been absent 5 days or more due to an illness or communicable disease, a medical slip signed by the family doctor must be presented to her.

The school nurse will not dispense aspirin to students. (See Medications)

### SELLING OR SOLICITING

It is a violation of state law for anyone to sell or solicit on the school grounds without the permission of the Superintendent.

### SMOKING/DRINKING AND ILLEGAL DRUGS

The use of tobacco, the consumption of alcoholic beverages and/or the use of illegal drugs on school property is in violation of state and school regulations. Possession of any of these items on school property will constitute a violation. This applies to all school sponsored activities, home and away, as well as the regular school day. Violators may be suspended or, in extreme cases, expelled.

### SPECIAL EDUCATION

Bellevue Elementary provides services to all students who qualify in the areas of Speech/Language, Hearing, Physical Disabilities, Learning Disabilities, Mental Disabilities, or other disabilities, as the need arises.

### STUDENT DRESS

It is important that all students are dressed appropriately so that the educational process is not disrupted by someone's appearance. Below are some basic guidelines for students to follow when attending school in relation to dress and appearance:

- Pants/shorts must be worn in a manner so underwear is not showing.
- Halter tops are not allowed.
- Off the shoulder tops and bare shoulders are not allowed.
- Tank tops and "spaghetti" strap tops cannot be revealing.
- The navel cannot show. All tops must meet the jeans.
- T-shirts with suggestive statements are not allowed.
- Hats, stocking caps or other headwear are not allowed in classrooms.
- Clothing that may damage school property, be perceived as threatening, or similar clothing or accessories are not allowed to be worn by students during school hours.

## STUDENT RECORDS

PL 93-380 effective November 21, 1974, concerns the keeping of, access to, and dissemination of information concerning any student.

1. Only the following have access to student records:
  - A. School officials, including teachers within the school who have legitimate educational interests.
  - B. Officials of other schools requiring transcripts: however, the students' parents must give their written consent for transfer of records.
  - C. Certain authorized representatives of the government.
  - D. Those involved with a student's application for financial aid.
  - E. The parents of a student have access at anytime and may challenge the content of the student's record. After reaching 18, the student is accorded all the rights of the parent and can actually keep the parent from viewing his or her records.
  
2. Private information shall be released when:
  - A. There is written consent from the student's parents', specifying records to be released, the reasons for such release, and to whom, and with a copy of the records to be released to.
  - B. Such information is furnished in compliance with judicial order, or pursuant to any lawfully issued subpoena, upon condition that parents and students are notified of all such orders or subpoenas in advance of the compliance's therewith by the educational institution or agency.
  - C. With respect to this subsection, personal information shall only be transferred to a third party on the condition that such party will not permit any other party to have access to such information without the written consent of the parents of students.
  
3. The following information may be released to the public in regard to any individual student of the school district as needed:  
Name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic teams, dates of attendance, degrees and awards received, the most recent previous school or institution attended by the student, photograph and likeness and other similar information. Any student over the age of eighteen or parent not wanting this information released to the public must make an objection in writing by September 15 to the principal. The objection needs to be renewed annually.

## TITLE I

Title I is an instructional program for elementary students. It is designed to give additional help in reading and math. Title I is financed and approved by the Federal Government and administered by the local school district.

## TRESPASSING

The trespass law applies to schools just as it does to private property. Therefore, to protect students and school property, all persons not affiliated with the school must sign in at the office.

## VALUABLES IN SCHOOL

Simple rules to follow concerning valuables:

1. Do not place items on top of lockers.
2. Under no circumstance should money or other valuables be left in lockers.
3. Band instruments should be kept in classrooms or lockers. They should not be placed in hallway areas.

## VISITORS/VOLUNTEERS

All student visitors need to obtain permission from the administration at least a day in advance. When student visitors are brought to school, they must stay with their host throughout the day. A visitor's pass must be picked up from the office and given to the classroom teacher. The school district reserves the right to deny visiting privileges. Volunteers working in the school are required to sign in at the office each time they are in the building.

## WAIVER OF STUDENT FEES

Students whose families meet the income guidelines for free or reduced priced lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents who believe they qualify for a financial hardship consideration should contact the Elementary

office for a waiver form. This waiver does not carry over from year to year and must be completed annually.

### WEAPONS

The following are not allowed at school: 1) Weapons, look-alike weapons, or toy weapons; 2) Explosives of any type, gun shells, or any type of fireworks; 3) Guns, toy guns, squirt guns, or any kind of a gun; 4) Dangerous objects. Violation of the school's weapons policy may result in expulsion from school. Be advised that this is a serious matter and violation will be treated as a serious matter. A more detailed weapons policy is available from the school office upon request.

### The Iowa Department of Education

Concerns with the education of your student that cannot be resolved at the local level can be addressed by the Iowa Department of Education at the following link:

<https://educateiowa.gov/pk-12/parent-guardian-and-community-concerns>