



**BELLEVUE COMETS**

ELEMENTARY + MIDDLE + HIGH SCHOOL

BELIEVE IN THE BLUE

# Bellevue Community School District Faculty Handbook 2023-2024

**“Believe in the Blue”**

**Mission: “We believe real-world learning opportunities build passionate and engaging experiences for student success in life.”**

*It is the policy of the Bellevue Community School District not to discriminate on the basis of race, color, creed, gender identity, marital status, sex, sexual orientation, national origin, religion, age, disability, or socioeconomic status in its educational programs, services, or employment practices.*

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These are some key topics for faculty but are obviously not all-inclusive. If staff members have questions about specific situations or topics, please contact the district superintendent for clarification and more information.

## Basic Information for Faculty

### Cell Phones

As a professional in a professional environment, it is important to act professionally at all times, especially when we serve as role models for students daily. Cell phone use should be limited to times when you do not have students in your room or under your supervision. There may be unique situations (family emergencies, etc.) that deem it necessary to have a cell phone available to communicate with someone, but this is not to be a regular practice. Staff should only be on social media during school hours to promote student learning activity and communicate this learning or experiences with stakeholders and others. Teachers may use their devices to take pictures of these learning experiences and share them on social media at the time or with parents and others later. We must model the use of devices for our students, including in the classroom.

### Child Abuse

#### Abuse of Students by a School District Employee

- School district employees are encouraged to create professional relationships with students to assist with their learning. Employees must not develop relationships with students that are unhealthy or illegal. Adults must always be able to be trusted and care for students, but the district will not tolerate any inappropriate relationships.
- Physical or sexual abuse of students, including sexual behavior, by employees will not be tolerated. Employees found violating this policy will be subject to discipline, up to and including termination.
- The district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. Employees must assist in the investigation when requested to provide information and maintain confidentiality of the reporting and investigation process.

#### Child Abuse Reporting

- The district believes in protecting our students, and we strive for them to be productive without outside factors weighing on their ability to learn. In compliance with state law and to protect victims of child abuse, the board believes incidents of alleged child abuse should be reported to the proper authorities. As mandatory reporters, employees are required to report suspected incidents of child abuse they become aware of within the scope of their professional duties.
- Child abuse is the result of the acts or omissions of a person responsible for the care of a person under the age of 18 who has suffered one or more of the categories of child abuse as defined in Iowa Code 232.68 (physical abuse, mental injury, sexual abuse, denial of critical care, failure to supervise, child prostitution, presence of illegal drugs, manufacturing or possession of a dangerous substance, bestiality in the presence of a minor, allows access by a registered sex offender, provides access to obscene material or child trafficking).
- When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter shall make an oral report of the alleged child abuse to the Iowa Department of Human Services within twenty-four hours of becoming aware of the

abusive incident and shall make a written report to the Iowa Department of Human Services within 48 hours following the oral report. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified.

- Mandatory reporters will take a training course involving identifying and reporting child and dependent adult abuse or submit evidence they have taken the course within the previous three years. The course will be re-taken regularly in the district.

#### Corporal Punishment, Restraint, and Seclusion of Students

- State law forbids school employees from using corporal punishment, mechanical restraint, and/or prone restraint against any student. Specific actions by school employees are not considered corporal punishment. School employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons.
- State law limits a school employee's ability to restrain or seclude a student. The law limits how long a school employee may restrain or seclude a student. The school must maintain documentation and notify parents if a student is restrained or secluded. District employees will receive Chapter 103 training on physical restraint and seclusion.

#### Conflict of Interest

No employee may use their position to obtain financial gain or anything of substantial value for the private benefit of themselves or their immediate family or an organization with which they are associated. Such actions may subject employees to disciplinary action, including termination.

#### Consumption/Use of Alcohol and Other Drugs on School Property

It is unlawful for any person to use or consume alcoholic liquors or beer on public streets or highways, or alcoholic liquors in any public place, except premises covered by a liquor control license, or to possess or consume alcoholic liquor. To better ensure that the school complies with State Law 136.46, the Board of Education has approved policies that reflect the following:

- Whenever a school activity requires the presence of an officer of the law, the officer shall be expected to press charges in every incident that represents a violation of the law as it pertains to the responsibility of the school. Charges will be pressed in all instances of possession or consumption of alcohol or drugs, all instances of vandalism, all cases of fighting, and any other instance where laws or ordinances are violated.
- Whenever activities take place that do not require a law officer, responsible school officials shall handle such matters to the extent of their authority and follow school policy.

In addition to alcoholic beverages, illegal substances shall not be consumed during the employee's work shift. It violates school district work rules for an employee to report to work in an unsafe condition or a state that impairs the employee's judgment or performance of job functions due to alcohol or other substances. Unauthorized possession or use of alcoholic beverages or other substances during work hours, while on district time or property, or while engaging in district business will result in discipline, including termination.

It is a violation of the federal Substance-Free Workplace law for an employee to unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of in the workplace any narcotic drug, a hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in Schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and further defined by regulation at 21 C.F.R. 1300.11 through 1300.15 and Iowa Code Chapter 124.

#### Drug-Free Workplace

YOU ARE HEREBY NOTIFIED that it is a violation of the policy of this school district for any employee to unlawfully manufacture, distribute, dispense, possess, or use on or in the workplace any narcotic drug, a hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15 and Iowa Code Chapter 204.

"Workplace" is defined as the site for the performance of work done in the capacity as a school district employee. That includes a school building or other school premise; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; and off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

YOU ARE FURTHER NOTIFIED that it is a condition of your continued employment that you comply with the above policy, or the school district will notify your supervisor of your conviction of any criminal drug statute for a violation occurring in the workplace, no later than five (5) days after such conviction. Any employee who violates the terms of the school district's drug-free workplace policy shall successfully participate in a drug abuse assistance or rehabilitation program approved by the board. If the employee fails to successfully participate in such a program, the employee's contract shall not be renewed or the employee's employment may be suspended or terminated at the board's discretion.

#### Email and Mailboxes

Teachers are expected to check email at least two times/day, as important information may be communicated throughout the day. In addition, use email wisely and not as an "e-coward". At times it is better to communicate "face to face". Assume emails are going to everyone when sending them. Personal use of email should be kept to a minimum. Additionally, keep your "paper" mailboxes for building communication cleaned out, and check your mail daily.

### Emergency and Safety Preparations and Standards

All faculty will have a copy of Critical Emergency Information (Safety Procedures) for the Bellevue CSD, and this needs to be kept in a location where the teacher, or their substitute, can easily access it for more information as required. Staff members need to have the following with this information:

- Class Rosters
- Self-Identification Information for Emergency Personnel
- Keys to their Classroom
- Other information as directed by the administration in each building

Regular training will occur annually regarding safety information and other times throughout the school year. Some additional critical details:

- If an evacuation is necessary, procedures and locations are shared in the Critical Emergency Information Manual.
- If a lockdown is necessary, procedures are shared in the Critical Emergency Information Manual.
- All students must be accounted for by their teacher at the time of evacuation or emergency situation.
- No students are to leave the classroom in emergencies without the teacher's permission (granted by the administration in most cases) or to leave the evacuation site without communication with parents by the administration or others monitoring the situation.

### Employee Injury on the Job

Employee and student safety is a significant district concern. An employee should therefore remove him or herself from and report any situations where employee safety is compromised. If an employee becomes seriously injured on the job, the employee's supervisor will attempt to notify a member of the family, or an individual of a close relationship, as soon as the employee's supervisor becomes aware of the injury.

If possible, an employee may administer emergency or minor first aid. An injured employee will be turned over to the care of the employee's family or qualified medical professionals as quickly as possible.

The employee injured on the job is responsible for calling the "EMC OnCall Nurse" at 1.844.322.4668 to inform them of the situation and next steps. As needed, an accident report will need to be completed by those involved. The building principal will also need to be notified and can assist with the correct steps (as well as the superintendent and business manager).

### Extra-Curricular Activities

As a member of the Bellevue Community teaching staff, you may be responsible for reporting a violation of the training rules which apply to extracurricular activities. The policy for those responsible for reporting violations states the following:

A student who is participating in extracurricular interscholastic athletics and/or other activities will be in violation of this policy under the following conditions:

1. Any student who admits to or is found by the administration to have violated the

policy for consumption, possession, acquiring, delivering, or transporting alcoholic beverages or items recognized as "look-a-likes."

2. Any student who admits to or is found by the administration to have violated the policy for consumption, possession, acquiring, delivering, or transporting tobacco, tobacco products, drugs, drug paraphernalia, or items recognized as "look-a-likes" (electronic cigarettes, vape pens) regardless of the student's age. This does not include authorized prescription medication specifically prescribed for a student.

3. Any student who engaged in any act(s) that would be in violation of local, state, or federal law (excludes minor traffic offenses AND SIMILAR OFFENSES), regardless of whether the student was cited, arrested, charged, convicted, or adjudicated for the act(s).

A student accused of violating any training rules must be observed by a member of the school faculty, the administration, the coaching staff, or an officer of the law. No other person or persons shall be involved. If you observe a violation, it is proper to report this violation directly to the school administration and/or activities director.

#### **Faculty Meetings**

Faculty meetings will be held once a month or as determined by the building principal. Teachers are expected to attend all faculty meetings called by or approved by the principal. If you have a conflict, consult with the principal.

#### **Field Trips**

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip unless an appropriate reason prohibits attendance.

The principal must approve all field trips before the trip occurs. Once approved, the principal will need to sign a "Field Trip" form and complete the checklist. A "Request for Transportation" form must be completed by the teacher and signed by the principal. Do not call the Transportation Director to make arrangements over the phone. Field trips should be aligned with the classroom curriculum. In addition, teachers are responsible for having students complete a form requesting homework for the classes they are missing due to their absence from school for the field trip (secondary level).

#### **Fundraising and Fees**

All fundraising must be approved by the administration before any actions are taken with students and others, and funds are the school's property at all times. Additionally, online fundraising must be approved by the administration before its initiation and must meet the needs of the students and the district's mission and goals. School-sponsored student organizations must identify a specific purpose for fundraising, and all funds remain in the control of the school district and board. The district seeks to fund programs equitably, and this has an impact on the approval of fundraising requests at times. No personal Venmo accounts should be used by staff members at any time to "collect" money for their activity, as all money must be accounted for in school district accounts and not from the personal accounts of individuals.

Fundraising money collected by the students or staff members must be turned into the office each day after the collection of money in most cases, along with keeping doors

and/or desks locked where the money is being maintained. Teachers who collect money from students during fund-raising activities and keep it in their desks or rooms unlocked may be required to repay any stolen money, which is a significant reason for turning money into the office daily. In addition, when money is turned in daily, it prevents any potential accusations of others stating the money is being used in some other manner by the staff member or others.

Money collected by students should be turned into adults who are supervising the activity. At no time should students take the money home with them to count for the teacher. The school employees are responsible for counting and recording all money collected. Students should not turn money into the office...only sponsors or coaches should turn money into the office. A form will be available for all money deposits to the office and fundraising.

No fees can be posted anywhere in the school (hallways, classrooms, etc.). You are responsible for making students (and parents if necessary) aware of their fees and collecting them.

Board Policies 704.5 and 704.6 explain the fundraising aspects in more comprehensive detail.

### Gift and Ethics Law

Public employees are prohibited from directly or indirectly soliciting or accepting gifts from a restricted donor unless the gift is valued at less than three dollars or has a negligible resale value. A restricted donor is someone like a salesman who would give a purchaser a gift or buy lunch as a perk for making a purchase. If you are in this situation, please consult with the building principal.

For more information on Iowa's gift law, please visit <https://educateiowa.gov/resources/laws-and-regulations/legal-lessons/gift-law>

### Grading Policies and Standardized Testing/Assessment

#### Grading

Communicating student learning to the students and their parents is essential, and professional teaching staff must ensure they are assessing students appropriately and using strategies to allow all students to succeed academically.

Teachers need to use both formative and summative assessments in measuring student learning. A formative assessment is a measure "of learning," while a summative evaluation is a measure "for learning". You can tell the two apart by comparing a physical examination (formative) to an autopsy (summative), as you measure learning before it is too late for change! Students who do not fair on assessments will need to meet with teachers during other learning times to meet the standards necessary for success in the class/curricular area.

It is absolutely unacceptable to allow a student to fail and offer little or no extra assistance to students. A professional educator's role is to assist students in their learning continually, and consistently communicate learning issues with parents or other legal guardians.

Four key questions that all teachers must evaluate in their role are:

1. What is it we expect the students to learn?
2. How will we know when the students have learned it?
3. How will we respond if the students don't learn?



#### 4. How will we respond when the students already know it?

It is unacceptable to fail a student without providing several interventions to students, contacting the student's parents regularly, and contacting the administration. Without providing these steps, it can be viewed as "educational malpractice" by a professional educator.

#### Standardized Assessments

In addition to formative and summative assessments, the state requires our students to take various standardized tests throughout their years in school. Assessment is an integral part of the education process, and the school district is committed to ensuring the integrity of testing and assessment practices. Employees are expected to administer standardized tests consistent with Iowa law and the Board of Educational Examiners' ethical codes that promote the integrity of the assessment and the validity of student responses. Failure to do so may result in discipline, up to and including termination.

#### Hallway and Classroom Supervision

Students are not to be left unattended, and employees should not place themselves in any position where student safety is at risk or neglect of duty could be claimed. Employees in a supervisory role (including in their classroom) needing to leave an area where students are present must ensure another adult is present before leaving.

Teachers are expected to be in the hallways to supervise in the morning and after school, along with when students are in the hallways between classes, coming in from recess, etc.

Teachers are to remain in the room with students doing extra work before or after school (or at other times during the day). Under NO circumstances are students to be left in school working for you after you have gone.

#### Harassment and Anti-Bullying

The district is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all school community members are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment and the ability of students to learn and succeed.

Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while in school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying the board policies addressing this topic. Complaints will be investigated within a reasonable time frame.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any

administrative or judicial proceeding resulting from or relating to the report.

#### Lesson Plans

All teachers shall have their lesson plans completed several days in advance at any given time. Lesson plans should be easily accessible to the school office if needed, and this access process needs to be shared with the school office. An emergency lesson plan should also be in place in case of an emergency where staff cannot develop lesson plans for a specific day that they may be unexpectedly gone.

#### Licensure

An employed teacher at the Bellevue CSD is required to hold a license, authorization, or certification for their position. A teacher shall present evidence to the administration/secretary of the board of having a certificate as required by the law before accepting payment for any part of the annual salary and must keep this certification valid. If a teacher/coach does not have a valid license (including expiration), they will not be allowed to continue to teach/coach until a valid license is submitted to the district office. This is a state requirement and may lead to termination.

Specific information regarding an employee license, authorization, or certification can be obtained from the Iowa Board of Educational Examiners (BOEE). The BOEE can be reached by calling 515.281.3245 or by visiting their website, located at [www.boee.iowa.gov/](http://www.boee.iowa.gov/)

#### Make-up Work

The student should complete make-up work. Allow two days minimum for the first day missed and one day for each day after that. This works best with parental support, so inform parents of the make-up policy.

#### Medication

The Bellevue CSD has specific procedures for administering medication, and board policies and procedures must be followed. In summary, the Bellevue Elementary School and Bellevue Middle/High School will administer prescribed medications and over-the-counter medicine in the nurse's office or school office when it is necessary for these medications to be taken during school hours. Teachers are not to monitor medication or be involved with students taking medication unless the office has given approval.

#### Photographs and Videos

Teachers are encouraged to promote students' learning in various ways to parents, students, community members, other teachers, and the community/society as a whole. Teachers will have information shared with them regarding any students/families that do not wish for their children to be photographed/recorded or utilized in any manner beyond the classroom.

#### Prep Time

Use your prep time wisely. This is time granted to you through your contract to "prep" for your classes. If teachers cover for another staff member during this time, they must complete an online form to be reimbursed for their time at the contractual rate.

### Professional Actions

Teachers must act professionally in actions toward students, parents, fellow staff members at all levels, community members, and society as a whole. This critical responsibility encompasses many areas, including being respectful toward others and being non-judgmental. Recognize that each student and adult has their own perspectives, and "everyone has a story" that needs to be respected.

Additionally, it is essential to recognize that while freedom of speech is a right for everyone, we must be cognizant of what we say verbally, compose online, and share non-verbally regularly. Everyone has an opinion and has a right to their own opinion. But, responsibly expressing that opinion is a key to the continual betterment of our society, schools, and beyond. As an educator, it is important not to impose your views/beliefs on students in your classroom.

Additionally, to have the school district function efficiently, all employees are expected to meet deadlines for all assigned paper or electronic reports, including but not limited to grades, professional learning plans and tasks, daily class attendance, and similar items.

### Professional Actions Toward Students

Your attitude toward your students will be reflected by them. Developing appropriate professional relationships with students is a necessity for successful educators at all levels. This means showing an interest in their lives beyond the school and classroom, having a positive attitude toward them, and having high expectations (and helping them reach them).

### Professional Dress

Dress appropriately. Dress as a professional educator. The district requires employees to dress, groom, and conduct themselves properly in the educational environment and to work with impressionable students. Questions should be directed to the building principal.

### Professional Learning

High-quality teaching is imperative for student success, and professional learning/development plays a vital role in this success. Employees are expected to attend all professional learning opportunities and staff meetings provided by the school district unless they are on leave or have been excused by the building principal. Teachers are expected to be active participants in the learning, collaborate with others during these professional learning times, and be engaged in the learning. It is unacceptable for staff to work on other tasks on their computer, check papers, prepare items for their classroom, etc. Ultimately, the time is designed for teacher learning and growth.

Requests for attendance or participation in a development program, other than those development programs sponsored by the school district, are made to the building principal or, in some cases, through the Teacher Quality Committee, where learning sessions are approved for staff for various topics and needs. Approval for attendance at conferences out of the district must be obtained before attendance by a licensed employee. If the conference or meeting is during the school year, proper "leave forms" must be completed to plan for coverage of normal daily duties in the school.

### Publicity and Community Relations

The district staff is the connection between the schools and the community. Employees are expected to work professionally with parents and the community, when appropriate, for their positions. Teachers are especially expected to work closely with parents throughout the school year to ensure the success of all students, as parents are vital partners in their children's education. Additionally, promoting students' work on social media and local newspapers (or beyond when given the opportunity) is crucial in sharing the message of the school and district, and teachers are expected to share classroom information and student learning regularly.

### Purchasing Procedures

All requisitions will be initiated at the level at which the item will be used. Discuss requests with the building principal and the correct procedure to purchase the item(s).

Purchases should only be made by school personnel in nearly all cases. If it is necessary to have a student purchase something for the school, please get administrative approval (principal) before the purchase. This is important for accountability and security.

### Reimbursement for Meals, Travel, and Lodging

The following guidelines shall be followed in determining reimbursement for meals connected with "professional" leave or other approved leaves for staff.

- The approval is automatic when the meals are part of the package, noon luncheon, or banquet.
- When meals are not a part of the package, staff members must submit detailed receipts for all items purchased for the meal upon their return to the school. Employees must fill out a reimbursement form if they used their own funds to buy the meal or a credit card form if a school credit card was utilized to purchase the meal. No alcoholic drinks will be reimbursed, and gratuity/tips cannot exceed 20% of the total bill.
- School vehicles are to be used to travel to events, but in the rare situation that a vehicle is unavailable, staff must be granted permission from the school administration to receive mileage reimbursement for taking their own personal vehicle. Reimbursement will be at the state-approved rate.
- The State of Iowa passed legislation (Iowa Code 80.45A) that took effect in 2022 about lodging sites as a public employee. Ultimately, all state employees must stay at certified hotels that have completed certification for human trafficking. *Lodging providers must have all employees successfully complete certified human trafficking prevention training in order to receive public funds as payment for services.*
  - The following website lists all certified locations across the state and is updated daily. You must check this site if you are arranging travel and lodging as a school employee or school representative. Website: <https://stopthiowa.org/certified-locations>

### Religious Holiday Celebrations

Employees should be conscious of creating an inclusive space for all their students by maintaining an unbiased and objective learning environment. Holiday-related activities should reflect this learning environment and will be educationally sound and sensitive to religious differences. Employees must not solicit or encourage religious or anti-religious activities/celebrations. Employees should be especially careful in planning activities to occur immediately preceding or on a religious holiday.

Employees must not inhibit students from expressing their religious beliefs or non-beliefs during the school day as long as it is non-disruptive to the instructional day, does not violate student behavior rules, and does not impose religious beliefs on other students. Expressions of belief or nonbelief initiated by individual students are permitted in composition, art forms, music, speech, and debate. However, employees may not require activities that indoctrinate or force students to contradict their personal beliefs or nonbelief.

#### Repairs

Any request for repair of items or room repairs is to go through the principal, not directly to the custodial staff. An exception would be when a hazard that needs immediate attention exists.

#### School Events

ALL events are to be scheduled on the school calendar with the principal's approval before events are officially scheduled. These will be coordinated and added to the district calendar in conjunction with the activities calendar maintained by the Activities Director.

#### School Procedures

Questions regarding school situations, policies, or procedures should be discussed only with discretion in a public setting. Teachers have access to the administration at all levels, but they are expected to follow the proper procedure: Contact the building principal first, then if you cannot accept the principal's decision, it is expected that you inform them that you are going to see the superintendent, and then if satisfaction is still not found it is expected that you inform the superintendent that you are going to the Board of Education.

The support of the entire educational community is important for a positive view from the community. If a staff member has an issue with a policy, procedure, etc., they are expected to speak to the administration about it directly.

#### School Property

The school district attempts to maintain equipment and supplies which permit work to be accomplished in the most efficient and effective manner possible. While employees are encouraged to use these items, it is important to understand that they remain the school district's property. The school district provides a computer for school business, and these are school district property intended to be used to conduct school district business.

The desk, computers, or other school district-provided space, equipment, and workspace are school district property. Anything on the school district's computer server, website, online learning platform, etc., and in school district files are considered a public record and open to public inspection. The school district assumes no responsibility or liability for any personal property items placed in the assigned desk or workspace.

The copy machine and other items are to be utilized for school purposes. While staff may make 1-2 copies of items for personal use, the cost for any additional copies must be paid to the district at 10 cents/copy. Similar requirements exist for the lamination machine at the elementary. As professionals, the district trusts staff to follow this requirement.

## School Vehicle Access and Student Transportation

### School Vehicle Access

Unless you are assigned to a specific route, such as an activity route, you must make all requests through the building principal by completing a "Transportation Request Form" available in the office. The principal will then approve if necessary and send the form to the transportation director.

Staff needs to pick up the key for the vehicle prior to using it from the bus barn. When returning a vehicle, park the vehicle on the north side of the bus barn. When returning from a trip, lock the vehicle, keep the keys, and return them to the bus garage as soon as possible. Only leave keys in the vehicle if you were instructed to leave them under the mat or above the visor.

While the Transportation Department staff will vacuum the inside of the vehicle and wash the outside, it is the driver's responsibility to remove all pop cans, candy wrappers, papers, etc., from the vehicle.

Under NO condition is a student or any other non-school employee-approved adult to drive a school vehicle. No smoking in school vehicles at any time.

If you notice or hear anything wrong with the vehicle, please contact the bus mechanic or write the problem on paper for the bus mechanic. This is important if the vehicles are to be appropriately maintained, as vehicles are often used multiple times during the day or week.

Employees who utilize district-owned vehicles during their job duties are fulfilling the public purpose of meeting the needs of the educational community in an efficient and time-sensitive manner. District-owned vehicles are purchased and maintained with public money and must be used strictly in accordance with fulfilling a public purpose. These vehicles represent the district in carrying out its educational mission. Therefore, district-owned vehicles will always be clearly marked to identify the district.

### Transporting Students

Generally, the transportation of students is in a motor vehicle owned by the school district and driven by a school bus driver. Students may be transported in private vehicles for school purposes. It is within the superintendent's discretion to determine when this is appropriate.

Individuals transporting students for school purposes in private vehicles must have the superintendent's permission and meet all applicable requirements set by the district, including public health guidelines. Private vehicles will be used only when:

- The vehicle is in good condition and meets all applicable safety requirements.
- The driver possesses a valid driver's license.
- Proof of insurance has been supplied to the superintendent, and insurance satisfies the minimum coverage requirements for driving personal vehicles in the State of Iowa, and
- The parents of the students to be transported have given written permission to the superintendent.

### Searches

School lockers and desks in the district are the school district's property. School administration and designees may conduct periodic inspections of all or a randomly selected number of desks and/or lockers. The philosophy behind a search is to maintain a safe school environment.

### Sick Leave and Other Absences

Sick leave is granted per Board Policies, State Law, and the contract. Please contact the principal by 6:00 a.m. if you are sick so that a substitute may be attained. If a teacher is absent from school because of illness and intends to attend an extra-curricular responsibility that same day or night, they must secure permission from the building principal.

When staff is gone from school, and some type of leave needs to be recorded (PD, sick, bereavement, etc.) or a substitute is needed in their room, they must complete an online leave process. These should be completed several days in advance or further if any absence is planned and on the day when they are sick. Information on other "leaves" are in the Master Contract for the Bellevue CSD.

### Student Discipline and Attendance

The school district is obligated to provide a safe and orderly learning environment to support all students' academic success. The school district must set reasonable expectations for student behavior, including attendance, and may impose reasonable sanctions when those expectations are unmet. The success of this work also depends on every teacher enforcing the same sets of core rules for students for the building and district.

### Student Records

Specific state codes are in place regarding keeping, accessing, and disseminating information concerning any student.

1. Only the following have access to student records:
  - School officials, including teachers within the school, who have legitimate educational interests.
  - Officials of other schools require transcripts; however, the student's parents must give their written consent for the transfer of records.
  - Certain authorized representatives of the government.
  - Those involved with a student's application for financial aid.
  - The parents of a student have access at any time and may challenge the content of the student's record. After 18, the student is accorded all the parent's rights from viewing their record.
2. Private information shall be released when:
  - 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 the student's parents and the student if desired by the parents, or...
  - Such information is furnished in compliance with a judicial order or pursuant to any lawfully issued subpoenas upon condition that parents and the students are notified of all such orders or subpoenas in advance of the compliance by the educational institution or agency.

Concerning 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 the student.

3. All cumulative folders shall be kept in the school office.
4. The following information may be released to the public regarding 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 18 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.