

BALLARD MIDDLE SCHOOL

2017-2018

Student/Parent Handbook



Ballard Community Schools Vision Statement:

"Ballard empowers all learners."

Ballard Community Schools Vision Statement:

"The Ballard Community School District will educate the whole child, providing the essential knowledge and skills necessary to be a successful and responsible citizen in the 21st Century."

Ballard Middle School

Fax

515-597-2815

515-597-2818

Attendance number for Middle School
Superintendent's Office
District Attendance/Transportation E-Mail

515-597-2815 listen for prompt
515-597-2811
attend-bus@ballard.k12.ia.us

Website: www.ballard.k12.ia.us

Bus Barn/Transportation information 515-597-2979

Ballard Virtues

At Ballard we will:

- Be Respectful.
- Be Responsible.
- Be Caring.
- Have a Positive Attitude.
- Demonstrate a Strong Work Ethic.
- Demonstrate Self Control.
- Be Honest.
- Work as a Team.

Dear Students,

On behalf of all teachers and staff at BMS, it's our pleasure to welcome you as a member of the student body. Your success at Middle School is what you make it. The best possible education for each individual is the real goal toward which both students and teachers in this school strive. Your education should be your life's most serious concern since it leads directly toward the quality of personal development and the contribution you will make as adults. The character of a school is determined by the student in it, so we hope you will grow to respect and uphold the expectations of Ballard Middle School. We are looking forward to working with you and wish you success at Middle School. Go Bombers!

Do your part to make the 2017-2018 school year be the best yet!

Sincerely,
Mr. Tom Maher
Ballard Middle School Principal



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SECTION I

District Information / Middle School Staff

Superintendent

Ottie Maxey

District Special Education Director

Jill Versteeg

Principal

Tom Maher

Resource Teachers

Lois Boyd

Kayla Hokel

Angela Tate

Becky Wilson

Student Services Coordinator

Crystal Reinertson

District ESL Coordinator

Paula Cicotti

Secretary

Linda Schilling

Kyle Howard-P.E.

Kelly Anderson-P.E.

Jill Maahs-Art/Photography

Jo Wesslemann-ELP

Cheryl Pittman-Band

6th Grade Teachers

Kelvin Adams

Holly Larkin

Laurie Moore
Amber Tvrdik
Ashley Freese

7th Grade Teachers

Bailey Reilly
Lori Deason
Steven DeMeester
Allison Maher
Justin Johnson

Derrick Hawks-Band
Carolyn Fair - Band
Misty Renze/Peter Krum – Choir
Jenny Lichty - 8th Ag
Whitney Hulse-Spanish
Jean Longnecker-FCS
Brenda Zobel-Moody - Guidance/At-Risk
Jamee Adams - At-Risk/Intervention Specialist

8th Grade Teachers

Heather Dabney
Lissa Fulkerson
Travis Thein
Kelsey Burger
Rachel Vespestad

School Cancellation

Please do not call school personnel at home on a day when it is possible that school will be called off due to bad weather. As soon as the decision is made it will be posted on the Ballard website, www.ballard.k12.ia.us and an attempt will be made to notify the following stations.

WHO TV-13
KLYF (FM 100.3)
KJJY (FM 92.5)
KRNT (AM 1350)

KCCI TV-8
WHO (AM 1040)
KXTK (AM 940)
KISS (FM107.5)

WOI TV-5
KSTZ (FM 102.5)
KIOA (FM 93.3)
KLTi (FM104.1)

In the event of an unscheduled early dismissal, please make sure that you have discussed with your child where he/she needs to go. If school is going to be dismissed early, we will attempt to notify the stations listed above.

Staff can not call parents when school is dismissed early. Subscribe for free to [Iowa School Alerts](http://www.ballard.k12.ia.us) to receive emails and/or text messages regarding important school closings or delays – see www.ballard.k12.ia.us for direct link to sign up under “Weather Related News”.

STUDENT COURSES

- **Required, Elective, and Exploratory Courses**

6th Grade
Math
Science

7th Grade
Math
Science

8th Grade
Math
Science

LA	English	English
Reading	Reading	Reading
Social Studies	Social Studies	Social Studies
PE	PE	PE
Art	Art	Art
Spanish	Spanish	Spanish
Gen. Music	Robotics	App Design
Guidance	FCS	FCS
Band	Band	Band
Choir	Choir	Choir
	Music	Animation
	Health	Health
	Multi-Media	Multi-Media

● **Advisor/Advisee Program**

6th grade will use their Literacy teacher as their homeroom teacher. 7th and 8th grade will continue its advisor/advisee program this year. Advisors and advisees will meet everyday. During advisor/advisee time periods, advisors/homeroom teachers will work with their advisees in the following areas:

- 1.Student/Parent/Teacher Conferences
- 2.Academic progress, planning and scheduling
- 3.Character education activities
- 4.The coordination of school-to-career activities
- 5.Promotion of service learning projects
- 6.Student government

The primary goal of our advisor/advisee program is to build a closer rapport between advisors and advisees. A student's advisor is the contact person to help each advisee with all phases of school life.

****Please do not arrive to school prior to 7:00. If you must arrive earlier than 7:00 the doors will be locked until 7 AM.**

****Regardless of what time a student arrives prior to 7:50, all students should report to either the Gym or the Cafeteria.**

Student Planner

Students are highly encouraged to use a planner whether it is electronic or paper copy. Most teachers have switched to using the chromebooks to help students record and keep track of their assignments and communication between home and school.

STUDENT COURSES

- **Required, Elective, and Exploratory Courses**

<u>6th Grade</u>	<u>7th Grade</u>	<u>8th Grade</u>
Math	Math	Math
Science	Science	Science
LA	English	English
Reading	Reading	Reading
Social Studies	Social Studies	Social Studies
PE	PE	PE
Art	Art	Art
Spanish	Spanish	Spanish
Gen. Music	Robotics	App Design

Guidance
Band
Choir

FCS
Band
Choir
Music
Health
Multi-Media

FCS
Band
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Animation
Health
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Section II

Student Rules/Regulations

Ballard Middle School Attendance Expectations

Part i. Rationale

Research shows a correlation between attendance and student achievement. Students who attend school on a regular basis are more likely to be engaged; have a positive attitude about their education; be more satisfied with their experiences at school; and be more successful in college, and the workplace.

By Iowa law, a child who has reached the age of six years old and is under sixteen years old by September 15 must attend school. Parents, legal guardians, or actual custodians of a child are responsible for the child to attend school during the school year.

Part ii. Expectation

Excused Absences: When it is necessary for a student to be absent from school an excuse from the parent/guardian is required. Although it is up to the parent/guardian to determine what is a "necessary" absence the following **should not be considered "necessary"**:

1. Skipping classes
2. Shopping or pleasure trips
3. Haircuts or hair appointments
4. Oversleeping

5. Staying home to study or work on an assignment
6. Car trouble (more than twice)
7. Travel with friends, not family

Excessive Absences: Students may not exceed ten (10) excused absences per semester. Other than the following exceptions, all absences will count toward this total:

1. Medical appointments- please try to schedule appointments during non-school hours.
 - a. Not to exceed four class periods unless doctor note states otherwise
 - b. Note from doctor may be requested for documentation.
2. Funerals - with a note from a parent/guardian
3. School activities and field trips
4. Legal appointments
 - a. A student must present note from court system upon return to school
 - b. Getting a driver's permit will not be considered a legal appointment and will count toward the students' 10 excused absences.
5. Chronic medical conditions
 - a. Student must provide note from doctor
 - b. At the discretion of the school administration
6. The first five (5) days of a family trip (per year)
 - a. Must be approved by school administration in advance
 - b. Student must collect work in advance
 - c. Non-family members may be included in a family trip
7. In-School or Out-of-school suspensions
8. Other, based on administrative discretion

The following procedures will be used to ensure that students do not develop excessive absences:

1. On the fifth (5th) absence from any class per semester, an attendance letter will be sent home to communicate to parents and a school administrator or designee will meet with the student.
2. On the eighth (8th) absence from any class per semester, a school administrator or designee will meet with the student and call the parent of the concern. A conference with the student and parents may take place.
3. On the tenth (10th) day absent from any class per semester a letter will be sent home and a school administrator or designee will conference with student and parents.
4. In the event a student exceeds ten (10) absences the school may reach out to the Story County Attorney's office for assistance to help aid in the success of the student involved.

Unexcused Absences: An unexcused absence is an absence of which the parent/guardian is unaware or has not approved and excused; one that was not approved by a school administrator, or an absence in which procedures to have the absence excused were not followed.

If a student has four (4) unexcused absences from a class during a semester, his/her parents/guardians will be notified and a meeting may take place.

**Exceptions and special circumstances to all attendance issues will be subject to administrative discretion. Students are expected to be in class and to make attendance a top priority. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood.

Excused/Unexcused Absences:

In the event a student exceeds ten (10) absences the school may reach out to the Story County Attorney's office for assistance in truancy matters and to aid in the student's success at Ballard Middle School.

Notification of Absence:

Cooperation between the home and school is extremely important when a student is absent from school. The welfare of our young people is of the utmost importance to us all. Parents or guardians please do one of the following when your son or daughter is going to be absent from school:

1. Parents and guardians must notify the school prior to any planned absence. **Parents and guardians must also telephone the school no later than 8:00 a.m. to notify the school of the absence of a student due to illness or other emergency. (phone 597-2815)** If the parent or guardian fails to contact the school as stated above, the administration may count the absence as unexcused.
2. Send a note with another son or daughter or another student.
3. When you know your son or daughter will be absent, inform the school office of when they will be absent and when they will return to class.

If we don't receive a call or other notice and your child does not arrive at school we will follow these procedures in the order listed.

1. Call the home.
2. Call the parent or guardian at work.

Upon return to school the student must bring a written excuse from a parent or guardian to the main office the day he or she returns. Students must obtain an absence approval slip from the office before being admitted to class.

Sign-In /Sign-Out Sheets:

Students who arrive after the start of school or who must leave school during school hours must check in or out in the main office, or the absence will be considered unexcused.

A sign-in/sign-out sheet will be located in the main office. Students who arrive at school after 8:00 a.m. or who have permission to leave school because of illness, appointments, emergencies or who have special permission from the principal must sign in upon arrival or sign-out when leaving. When signing out, use your full name, time of departure and reason for leaving. When signing back in, put your time of arrival back to school. Students will be allowed to leave school grounds during school hours only with prior authorization from their parents. Approved reasons for a student leaving school during the school day include illness, family emergencies, medical appointments, religious instructions, classes off school grounds, and other reasons approved by the administration.

Truancy

If a student is considered truant from school, that student may be reported to our school's truant officer. Students who violate the state's truancy and compulsory education laws and their parents may be referred for prosecution.

STUDENT DISCIPLINE, DETENTION, ELIGIBILITY

Students kept after school by teachers will be notified at least one day in advance. It is the student's responsibility to notify his/her parents and arrange transportation home.

● **Detention Policy**

Detentions may be assigned to students for unexcused absences, tardies, and other discipline infractions. When a student receives a detention, he/she must report to the appropriate room the day for the assignment of the detention. Detention periods will be from 7:00 a.m. - 8:00 a.m., during the lunch period, or 3:00 p.m. - 4:00 p.m. Monday - Thursday and Friday a.m. only. If a student does not serve the detention within two days, the student will be assigned in-school suspension..

**STUDENT BEHAVIOR AND DISCIPLINE/ELIGIBILITY CODE FOR
EXTRA-CURRICULAR ACTIVITIES**

A. Definition. “Student discipline” is the guidance of the conduct of students in a way which permits the orderly and efficient operation of the school, i.e., the maintenance of a scholarly, orderly atmosphere to achieve maximum educational benefits for all students.

B. Goal. The goal of the District is to ensure the right of all students to a safe and productive educational environment in which they may learn the skills and attitudes necessary to develop and to mature as responsible adults accountable for their own actions. The school environment should encourage academic, social, emotional, and physical maturation and should promote the dignity and worth of each student.

C. Expected Behavior. The Board believes that there is a minimum standard of conduct which must be expected of students to maintain a favorable environment for learning. Students are expected to govern their actions taking into account the rights and welfare of others. It is the policy of the Board of Directors to expect and require responsible behavior of all students in their dealings with staff members, other students, visitors and community members in the schools. Students are, therefore, expected to: a) have regular and responsible attendance; b) respect the rights and property of others and of the District; c) abide by all federal, state and local laws, and the rules, regulations and directives of the District; d) be courteous to fellow students, staff, visitors and community members in the schools; e) refrain from possessing, using, or distributing tobacco products, beer, wine, alcoholic beverages, controlled substances, and “look alike” substances for such products; (f) refrain from possessing, using or distributing guns, knives, weapons, incendiary devices, other dangerous objects and items which are look-alikes for such objects; and g) participate responsibly in educational and extracurricular activities.

D. Students' Rights. Students shall be accorded basic rights, including the right to freedom of expression so long as it does not disrupt the schools or infringe on the rights of others, the right to be treated fairly and courteously, and the right to have personal information treated confidentially.

E. Scope of School Rules. Rules relating to student behavior and discipline shall apply to all students while they are on school premises or vehicles, while attending or participating in school-sponsored events, and while students are away from school if their conduct directly affects the good order and management of the District.

F. Breach of Discipline. Any conduct of a student which interferes with the maintenance of school discipline shall be considered a breach of discipline. This includes, without limitation:

- (1) The use or possession of any tobacco product.
- (2) The use or possession of beer, wine, alcoholic beverages, or “look-alike” beverages.
- (3) The use or possession of any controlled substance or “look alike” substance unless such substance was obtained pursuant to a valid prescription or order of a licensed practitioner while acting in the course of his/her professional practice.
- (4) The misuse of non-controlled or over-the-counter substances such as by the sale of or by ingesting an inordinate amount, or ingesting it by means not prescribed.
- (5) Attendance or participation in any school activity in an intoxicated state or under the influence of or after having consumed beer, alcohol, wine, or a controlled substance (unless such substance was obtained pursuant to a valid prescription or order of a licensed practitioner while acting in the course of his/her professional practice), or simulating intoxication.
- (6) The distribution or sale of any tobacco product, beer, wine, alcoholic beverage, controlled substance, or “look alike” substance to other persons.
- (7) Disorderly conduct, including temper tantrums, fighting or rowdy behavior, using abusive, harassing, lewd or profane language or gestures, disruption of classes or activities, obstructing school premises, or any other behavior interfering with the rights of others.
- (8) Refusal to conform to policies, rules, regulations, or directives of the District, its officers, employees, or agents when acting within the scope of their employment or duties.
- (9) Physical attacks on or threats of physical attack to other students, officers, employees, agents, or visitors of the District.
- (10) Extortion, gambling, or cheating.
- (11) Possession, use or distribution of weapons, explosives or other dangerous objects or of toy weapons.
- (12) Display of bigotry, intimidation, intolerance or harassment.
- (13) Criminal or illegal behavior.

- (14) Committing or attempting to commit a theft or robbery or possessing stolen goods or property.
- (15) Damaging, altering, injuring, defacing or destroying any building, fixture, equipment, or item, including writing or drawing on walls, furniture or fixtures.
- (16) Initiating, circulating or participating in the circulation of a report or warning of fire or other catastrophe knowing such report or warning to be false.
- (17) Truancy (See Policy 508).
- (18) Trespassing on school property: entering upon or into school property without the permission of school officials or remaining on school property after being notified to leave.
- (19) Malicious use of the telephone, Internet, or electronic mail: annoying, threatening, or harassing a person using these or similar devices.
- (20) Abusing, physically or verbally, a school employee or official, either on or off school grounds, or vandalizing real or personal property of a school employee or official.

G. Sanctions/Disciplinary Actions. Students who violate the policies, rules, regulations or directives of the District's officials or employees, or who have documented cases of conduct detrimental to the best interests of the District, may be disciplined by one or more of the following actions:

- (1) Denial of extra-curricular activities or other privileges.
- (2) Temporary removal from class to the office of the principal or his/her designee for a period not to exceed one day when the principal or designee reviews with the student and the classroom teacher the misconduct of the student and determines the conditions for readmission to class or for further disciplinary action.
- (3) Probation: conditional attendance during a trial period.
- (4) Detention: a requirement that a student remain after school, come to school early, or remain in class during recess periods. The student shall be required to do school work during a detention period. In the event work is completed, the student may be asked to write a reflection on how to change their behavior so the incident isn't repeated or read and respond to a related incident on how to solve the problem.
- (5) In-school suspension: the temporary isolation of a student from one or more classes, while under supervision. The student shall be required to do school work during an in-school suspension.
- (6) Removal from class for the remainder of a semester: the isolation of a student from a specific class for the remainder of a semester while under supervision.
- (7) Short-term suspension: the student is prohibited from attending classes or participating in school activities for a temporary period of time, not to exceed ten (10) consecutive school days.
- (8) Long-term suspension: the student is prohibited from attending classes or attending or participating in school activities for a designated period of time, which may be for longer than the balance of a school year, as determined by the Board of Directors. The student may continue to earn school credit during the period of suspension. A student who is eligible for special education shall continue to receive a free appropriate public education.
- (9) Expulsion: the student is prohibited from attending classes or attending or participating in school activities for a period of time set by the Board, which may be for longer than the balance of a school year. The student will not continue to earn credit during the period of expulsion unless an alternative program is offered. A student who is eligible for special education shall continue to receive a free appropriate public education.
- (10) Referral to other agencies. In particular, possession of weapons and the use or possession of alcoholic liquor, wine, beer or any controlled substance on school property shall be reported to local law enforcement officials.
- (11) Restitution for damaged or destroyed property.
- (12) Removal of bus privileges.

The type of sanction(s) and the duration of the sanction(s) shall be determined with consideration given to the age of the student, the offense committed, the history of prior offenses, the educational programming of the student, and any other pertinent circumstances.

H. Assaults Against Employees. A student who commits an assault against an employee shall be suspended by the principal, and may be recommended for expulsion. Requirements of federal and state law for students requiring special education shall be adhered to. The principal shall determine whether the suspension shall be an in-school suspension or an out-of-school suspension based upon consideration of the seriousness of the

assault, extenuating circumstances, and the student's prior disciplinary record. Notice of the suspension shall be provided to the superintendent and to the Board President. The Board of Directors shall review the suspension to determine whether to hold a disciplinary hearing to determine whether or not to impose further sanctions against the student, which may be expulsion.

"Assault" for purposes of this section includes:

1. any act, physical or verbal, which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
2. any act, physical or verbal, which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
3. intentionally pointing any firearm toward another or displaying in a threatening manner any dangerous weapon toward another.

I. Weapons.

Prohibition. The Ballard Community School District will not permit or tolerate the possession, display, or use of weapons by any person on school premises or vehicles, while the person is participating in or attending District events and activities, or while the person is away from school grounds if such conduct directly affects the good order and management of the District. Students who violate this policy may be subject to expulsion and/or other disciplinary action. Weapons shall be taken from students and others who bring them onto school premises, vehicles or to school activities. Violations of this section will be reported to law enforcement agencies in accordance with law. Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons for educational purposes on a limited basis.

Definition. Any object which could be used to injure another person and which has no school-related purpose will be considered a weapon. An object which has a school-related purpose but which is used to threaten or inflict injury will also be considered a weapon. Weapons include, but are not limited to, knives of all types, guns, firearms, fireworks, explosives or other chemicals, and simulated (including toy) weapons.

Sanctions. Students may be subject to expulsion for violating this policy. The administration may impose a lesser sanction if in their judgment all of the circumstances surrounding the incident warrant a less severe sanction. The following serve as guidelines for the administration when weapons which are not firearms are involved.

Elementary Students:

1. Suspension for three to five days for possession of a weapon.
2. Suspension for five to ten days for display of a weapon.
3. Suspension with recommendation for expulsion for displaying a weapon in a threatening manner or for use of a weapon to inflict harm or injury to another person or for placing others in imminent danger.

Students in Grades 6-12:

1. Suspension for at least five days for possession of a weapon.
2. Suspension for at least ten days for display of a weapon.
3. Suspension with recommendation for expulsion for display of a weapon in a threatening manner or for use of a weapon to inflict harm or injury to another person or for placing others in imminent danger.

Firearms. Any student who is determined to have brought a firearm to school will be expelled from school for a period of not less than one calendar year. 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 policy, the term "firearm" includes any weapon which is designed or may readily be converted 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 device, or poison gas.

J. Authority. Administrators and other licensed school employees may impose detentions or remove a student from class or bus privileges for up to one day, or deny a student a special privilege. Only the administrators of the District may impose probation, in-school suspensions, short-term suspensions, removal from class for more than one day, exclude a student from extra-curricular activities, or deny bus privileges for more than one day. Only the Board of Directors may impose long-term suspensions or expel a student.

K. Procedures for Detentions, Probation, Removal from Class or From Bus Privileges, In-school Suspensions and Short-Term Suspensions. The student shall be told, orally or in writing, of the charges against the student. If the student denies the charges, he/she shall be given an opportunity to explain his/her side of the story and shall be given an explanation of the evidence against the student. There need be no delay between the time of notice of the charges and the student's opportunity to respond. If the student does not deny the charges, or after the administrator or other staff member hears the student and makes a decision, the student shall be notified of the terms of any disciplinary action.

The administrator or other staff member shall attempt to inform the parent or guardian by telephone on the same day. Written notice of the disciplinary action shall be mailed or personally delivered to the parent or guardian no later than the end of the school day following the action. The Board president shall also be informed of any out-of-school suspensions.

A student shall not be sent home if a parent or guardian cannot be reached unless the student poses a continuing danger. Students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting school may be immediately removed from school with the above procedures to be followed as soon as practical.

A student who has been suspended may be readmitted only after a conference between an administrator, the student, and if possible, the parent or guardian.

An appeal of the disciplinary action may be taken by using the Student Complaint Procedures of Policy 529. The appeal shall not stay the operation of the punishment while the appeal is pending, unless the discipline imposed was exclusion from a class with loss of credit. (See Procedures for appealing a decision to exclude a student from extra-curricular activities).

If a student who requires special education has been suspended (either in-school or out-of-school if provision for services is not provided), for more than ten (10) days on a cumulative basis in one school year that constitutes a change in placement, an IEP meeting shall be held to review the circumstances, to determine if the IEP is appropriate or if an alternative placement is advisable, and to review or make provision for a functional behavioral analysis and the implementation of a behavior intervention plan, if appropriate.

L. Procedures for Long-Term Suspensions and Expulsions. The Board of Directors, following a recommendation of the superintendent or building principal, may suspend a student for a period of time to be determined by the Board or may expel a student from school. Written notice of the charges prompting the administrative recommendation and notice of the District policy, rule or regulation alleged to have been violated, or a statement that the recommendation is for repeated violations of District rules, shall be mailed or delivered personally to the parent or guardian and to the president of the Board. The president of the Board shall schedule a meeting of the Board of Directors for a time within ten (10) school days after the notice has been mailed or delivered. Not less than three (3) calendar days before the hearing, the student's parents or guardians shall be given written notice of the time, date and place for the hearing.

The hearing shall be before a majority of the members of the Board. The student may be accompanied to the hearing or be represented by parents, guardians, legal counselor or other representative of the student's choice. The administration and/or the Board may also be advised by legal counsel or other representative of their choice.

The hearing shall follow the outline as set out below as nearly as possible:

- (1) The administration shall present evidence in support of the recommendation. The student shall have the opportunity to cross-examine any witnesses called by the administration.
- (2) The student may present evidence to refute the recommendation. The administration shall have the opportunity to cross-examine any witnesses called by the student.
- (3) The parties may present rebuttal evidence.
- (4) The administration may make a brief closing statement.
- (5) The student may make a brief closing statement.

The hearing shall be administrative in nature and shall not be governed by formal rules of evidence or procedure. The Board of Directors shall not be required to compel the attendance of witnesses to give testimony at such hearings. If any participant at the hearing conducts himself/herself in a disruptive manner, the Board may exclude the participant and proceed with the hearing.

The hearing shall be in closed session of the Board of Directors, unless an open session is requested by the student or the student's parent or guardian if the student is a minor. In the event an open session is requested, it shall be deemed a waiver of confidentiality of any information regarding the student used at the hearing.

If the student or his/her representative fails to appear at the hearing, or if the student desires to make no response, the administration shall nevertheless submit evidence in support of the recommendation.

A transcript and/or tape recording shall be made of the hearing.

At the conclusion of the hearing, the Board shall consider all relevant evidence introduced at the hearing and shall make a decision. The Board shall then meet in open session, and by roll call vote entered in the minutes, make a decision on the merits. The Board may adopt, modify, or deny the administration's recommendation. Written findings of fact and conclusions of law shall be sent to or personally delivered to the parent or guardian within five (5) days of the decision.

At the time of suspension or expulsion, the Board may determine whether the student should have access to alternative programs or whether the student should be excluded from all programs of the District.

A student may be readmitted to school following a suspension or expulsion by the Board of Directors only upon action by the Board of Directors.

A student or parent has the right to appeal the Board's decision as provided in Chapter 290 of the *Code of Iowa*.

If the student has been identified as a child requiring special education, the Board shall not suspend or expel the student without complying with requirements of law relating to special education. In such cases, an IEP meeting shall be held to review the circumstances, to determine if the behavior is a manifestation of the student's disability, to review or make provision for a functional behavior analysis and the implementation of a behavioral intervention plan, if appropriate, and to determine if an alternative placement is advisable. This shall ordinarily precede the Board hearing. A student requiring special education shall not be expelled or have a long-term suspension imposed if the behavior is a manifestation of the disability. If the behavior is not a manifestation of the disability, a long-term suspension or expulsion may be considered, but an appropriate alternative program shall be provided. The Board shall be provided appropriate special education records when considering the suspension or expulsion recommendation.

M. Eligibility Code for Extra-Curricular Activities. Student activities can be a vital part of the educational program for students in the Ballard Community School District. Activities help develop leadership, character, and citizenship. The District offers an extensive extra-curricular activities program and encourages students to participate. It is a privilege and an honor to participate in extra-curricular activities and to represent the Ballard Community School District. Ballard's eligibility code is in force twelve months a year on and off school property.

1. Purpose. The purpose of the Eligibility Code is to establish and provide for the enforcement of academic eligibility and standards of conduct for students participating in extra-curricular activities in grades 7 through 12 of the Ballard Community School District. Underlying this purpose is the premise that participation in extra-curricular activities is a privilege to be earned not only by demonstrating a particular talent or ability but also by demonstrating exemplary conduct.

2. Definition. "Extra-curricular activities" shall mean interscholastic athletic competition, interscholastic speech and debate competition, interscholastic music competition, and cheerleading, music, drama and other public performances in which students in grades 7 through 12 may participate under the official sponsorship of the Ballard Community School District and for which attendance is not required for class credit, and which are not prerequisites for graduation from Ballard Community High School.

3. School Attendance. Students in grades 7-12 must be in school at the start of fourth (4th) period class through the end of the school day to participate in activities that day or evening. Exceptions to this rule are to be pre-approved by the school administration.

4. Other Rules. Coaches and sponsors will establish activity guidelines and have them approved by the administration. The coaches and sponsors will discuss their guidelines and the Eligibility Code with their students. All activity guidelines will be forwarded to the Board of Directors for reference.

5. Duty. It shall be the duty of all persons enrolled as students in grades 7 through 12 of the Ballard Community School District to obey all governmental laws and ordinances, to obey all policies, rules and regulations of the Ballard Community School District, including rules and regulations for the particular activity in which the student is participating, and to conduct themselves in a manner that will reflect credit to themselves, their school, and their community.

6. Violations. It shall be a violation of the Eligibility Code for any student to commit any of the following acts:

- a. The commission of a crime under any governmental law or ordinance except laws and ordinances regulating the use of motor vehicles under which a violation is classified as a simple misdemeanor.
- b. The use or possession of tobacco products, alcoholic liquor, wine, or beer, any controlled substance as defined in Chapter 124 of the Code of Iowa, or of any “look alike” substance, or being in attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so.
- c. Repeated violations or serious violations of any written rule or regulation adopted by the Board of Directors of the Ballard Community School District.

7. *Administrative Determination.* If it is alleged by any person to the school principal having supervisory authority over a student that the student has violated the Eligibility Code, the principal shall promptly investigate the factual circumstances and shall determine whether the student has violated the Eligibility Code. The investigation and determination shall not be limited by any formal rules of evidence or procedure. The student shall be given notice, oral or written, of the charges. If the student denies the charges, the student shall be given an opportunity to explain his/her side of the story and shall be given an explanation of the evidence against the student. A determination that a student has violated the Eligibility Code by the commission of a crime may be made without regard to whether the student is prosecuted or convicted of such crime by other public authorities.

8. *Notice to Student.* The principal, upon making a determination that a student has violated the Eligibility Code, shall promptly mail or deliver to the student’s parent or guardian a written Notice of Violation of Eligibility Code which shall contain the following:

- a. The student’s name and the names and address of the student’s parents or guardians.
- b. A statement as to the time, place and circumstances of the violation the student is alleged to have committed.
- c. A statement describing the sanction to be imposed upon the student for violating the Eligibility Code and the effective date on which such sanction shall commence.
- d. A statement that the principal’s determination as to the student’s violation of the Eligibility Code and the punishment imposed shall become final and effective, unless an appeal is taken within seven (7) calendar days to the Board of Directors.

9. *Sanctions.* A student who violates the Eligibility Code during enrollment in grades 7-12 shall be ineligible to participate in any extra-curricular activity in accordance with the following provisions; however, students who violate the Eligibility Code after completion of eighth grade shall serve out any remaining period of ineligibility but the next violation shall start over as a first violation. During a period of ineligibility the student will be allowed to participate in practices or rehearsals at the discretion of the sponsor, but shall not be allowed to participate in any public performances or events. Sanctions shall be served concurrently for students involved in both fine arts and athletic activities.

FIRST VIOLATION:

- a. The student will be declared ineligible for (2) performances or events. If the student is not currently involved in an activity, the sanction will be carried into the next season of participation, provided that the sanction shall not be carried over for longer than twelve (12) months. If the total number of performances or events to be missed have not been satisfied in the season of participation, the ineligibility will be carried proportionally into the next season of participation, provided that the sanction shall not be carried over for longer than twelve (12) months. If a student drops out of or is removed from an activity prior to completion of the activity, the sanction will begin anew when the student next participates in an activity subject to the twelve (12) month limitation.

- b. Ten (10) hours of community service as approved by the administration must be performed and verified prior to regaining eligibility. The student will have thirty (30) days to perform the community service.
- c. If the violation is for possession or use of alcoholic liquor, wine, beer, or a controlled substance, a referral will be made for counseling and education. If further evaluation from a recognized substance abuse facility is recommended, the family must make a good faith effort (two weeks) to complete this task (at the student's or parent's/guardian's expense) and to follow the recommendations of the evaluation before eligibility is regained.

Note: For students that are sanctioned under the Eligibility Code who are involved in the fine arts, if they are required to perform as part of a grade (e.g. band or chorus), the student will be withheld from participation without impacting the student's grade.

SECOND VIOLATION:

- a. The student will be declared ineligible for one third (33%) of the performances or events during the season of participation (any fractions will be rounded up). If the student is not currently involved in an activity, the sanction will be carried into the next season of participation, provided that the sanction shall not be carried over for longer than twelve (12) months. If the total number of performances or events to be missed have not been satisfied in the season of participation, the ineligibility will be carried proportionally into the next season of participation, provided that the sanction shall not be carried over for longer than twelve (12) months. If a student drops out of or is removed from an activity prior to completion of the activity, the sanction will begin anew when the student next participates in an activity subject to the twelve (12) month limitation.
- b. Twenty (20) hours of community service as approved by the administration must be performed and verified prior to regaining eligibility. The student will have forty-five (45) days to perform the community service.
- c. If the violation is for possession or use of alcoholic liquor, wine, beer, or a controlled substance, the student will be required to have a professional evaluation completed (at the student's or parent's/guardian's expense) by a recognized substance abuse facility. The family must make a good faith effort (two weeks) to complete this task and to follow the recommendations of the evaluation before eligibility is regained.

Note: For students that are sanctioned under the Eligibility Code who are involved in the fine arts, if they are required to perform as part of a grade (e.g. band or chorus), the student will be withheld from participation without impacting the student's grade.

THIRD VIOLATION AND EACH SUBSEQUENT VIOLATION:

- a. The student will be declared ineligible for one half (50%) of the performances or events during the season of participation (any fractions will be rounded up). If the student is not currently involved in an activity, the sanction will be carried into the next season of participation, provided that the sanction shall not be carried over for longer than twelve (12) months. If the total number of performances or events to be missed have not been satisfied in the season of participation, the ineligibility will be carried proportionally into the next season of participation, provided that the sanction shall not be carried over for longer than twelve (12) months. If a student drops out of or is removed from an activity prior to completion of the activity, the sanction will begin anew when the student next participates in an activity subject to the twelve (12) month limitation.
- b. Thirty (30) hours of community service as approved by the administration must be performed and verified prior to regaining eligibility. The student will have sixty (60) days to perform the community service.
- c. If the violation is for possession or use of alcoholic liquor, wine, beer, or a controlled substance, the student will be required to have a professional evaluation completed (at the student's or parent's/guardian's expense) by a recognized substance abuse facility. The family

must make a good faith effort (two weeks) to complete this task and to follow the recommendations of the evaluation before eligibility is regained.

Consecutive Periods of Ineligibility. If a student violates the Eligibility Code at a time when he or she is ineligible to participate in extra-curricular activities by virtue of a prior violation, the period of ineligibility for such subsequent violation shall commence on the day after the period of ineligibility for all prior violations ends.

10. *Event Misconduct.* Any student disqualified from an interscholastic game or contest by game/contest officials for flagrant, violent or verbal misconduct will be ineligible for the next regularly scheduled game/contest at that level of competition and all other games/contests in the interim at any level in addition to any other penalties the governing association or the District may assess. A second violation shall carry a penalty of four regularly scheduled games/contests ineligibility. If penalties are imposed at the end of the sport/activity season and no contest remains, the penalty is carried over in that particular sport or activity until the next school year. The penalty is not imposed from one sport or activity program to the next sport or activity program. Exception: If a twelfth grade athlete is ejected from the last contest of the season in a given sport or activity, the penalty is carried over to the next sport or activity program the athlete participates in. Any time a participant is ejected from a game/contest, the participant may not participate the remainder of that day. The student is also suspended from the next scheduled, rescheduled, or contracted date at that level of competition and all games/contests in the interim at other levels of competition. The suspended participant may not sit on the team bench or with the team, enter the locker room, or be affiliated with the team in traveling to or from or during the contest from which he or she has been made ineligible. However, the participant ejected from a contest must remain under the supervision of a staff member for the remainder of the contest from which he or she was ejected.

11. *Transfer.* A student who has been declared ineligible for participation in extra-curricular activities by another school district who then enrolls in the Ballard Community School District shall be ineligible for participation in extra-curricular activities in the Ballard District for the balance of the period of ineligibility as if the student were still enrolled in the former district, except that the student shall generally be allowed to participate in practices regardless of the former district's policy on practices during periods of ineligibility. The student may file a written request with the building principal to have the term of ineligibility imposed by the former district reconsidered. The administration may shorten the period of ineligibility if it is determined that the student would have received a shorter period of ineligibility if the student had been enrolled at Ballard at the time ineligibility was imposed by the former district. The number of periods of ineligibility imposed by former districts shall be considered when imposing sanctions for a violation of the Ballard Eligibility Code after enrollment in the Ballard Community School District (E.g., if the student had one period of ineligibility in grades 9-12 prior to enrolling in Ballard, a violation of the Ballard Eligibility Code shall be treated as a second offense.)

12. *Discipline.* Nothing in this policy shall preclude the administration from suspending a student from participation in extra-curricular activities as a form of discipline without invoking the student eligibility code.

13. *Appeal to the Board of Directors.* If the principal determines that a student has violated the Eligibility Code and is, therefore, ineligible to participate in extra-curricular activities for a certain period of time, the student shall have the right to appeal from such determination to the Board of Directors of the Ballard Community School District in accordance with the following provisions:

- a. Within seven (7) calendar days after the date on which the principal mails or delivers to the student's parent or guardian the Notice of Violation of Eligibility Code, and not later, the student or the student's parent or other representative shall deliver to the secretary of the Board of Directors of the Ballard Community School District a written notice of appeal stating the student's objections to the principal's determination and requesting an oral hearing before the Board of Directors.
- b. The president of the Board shall schedule a meeting of the Board of Directors for a time within ten (10) school days after receipt of the written notice of appeal and shall give not less than three (3) calendar days' written notice of the time, date and place of such meeting to the student's parents or guardians.

- c. The hearing procedures specified for long-term suspensions and expulsions shall be followed, and the Board shall provide written findings.
- d. An appeal by the student from the principal's determination shall not stay the operation of the punishment imposed in the Notice of Violation of Eligibility Code while the appeal is pending.
- e. If the student is dissatisfied with the decision of the Board of Directors, an appeal may be made to the Iowa Department of Education in accordance with its rules.

N. Reasonable Physical Restraint. School personnel may exercise reasonable and appropriate physical restraint to quell a disturbance or to prevent an act that threatens physical harm to any persons, to obtain possession of a weapon or other dangerous object within a student's control, to protect property, or to remove a disruptive student from class, from school premises or from school-sponsored activities. Reasonable force is that force and no more which a reasonable person, in like circumstances, would judge to be necessary to prevent an injury or loss. In determining the reasonableness of the force used, the following factors shall be considered:

- 1. The nature of the misconduct of the student, if any.
- 2. The size and physical, mental and psychological condition of the student.
- 3. The instrumentality used in making physical contact.
- 4. The motivation of the employee in initiating the contact.
- 5. The extent and nature of injury to the student resulting from the contact.

When physical restraint is used, it shall be reported to the building principal. Incidental, minor and reasonable physical contact may be used to maintain order and control.

O. No Use of Corporal Punishment. Corporal punishment shall be prohibited in the Ballard Community School District. Corporal punishment is the intentional physical punishment of a student, including such actions as shoving, pinching, spanking, paddling or slapping a student.

P. Conduct on Buses. In order to provide safe and efficient transportation for all students riding school vehicles, students must conduct themselves in a responsible manner at all times. No student shall obstruct the aisles or doors, harass the driver or other passengers, move about the vehicle, eat or drink in the vehicle, push or shove getting on or off, throw items from the vehicle, or engage in any other misconduct. Students are to obey orders and directives of the driver. The following penalties will be used for misconduct:

- 1. The driver will attempt to stop the misconduct by directing the student to act in a responsible manner.
- 2. The driver will notify the Director of Transportation and the principal of any serious misconduct or if the student is habitually disruptive. The principal will notify the parents or guardians.
- 3. If the misconduct is serious, or if the student continues to be disruptive, the principal will notify the parents that bus privileges are suspended for a period of time. If bus privileges are suspended for ten (10) days or fewer, the procedures for short-term suspensions shall apply; if bus privileges are to be suspended for more than ten (10) days, the procedures for long-term suspensions and expulsions shall apply.
- 4. In extreme cases, the driver, after consulting with the Director of Transportation or an administrator, may stop the bus and call for assistance from the Director of Transportation or administrator. The parents or guardians shall be notified.

Q. Notification. Notice of the provisions of this policy shall be communicated to staff, students and parents of the District.

Date of Revision: October 9, 2006

STUDENT RESPONSIBILITIES AND RIGHTS

- **Announcements**

Daily announcements will be read over the intercom system. Daily announcements are also posted on infinite Campus. Emergency announcements are posted on the main Ballard webpage.

- **Bicycles and Mopeds**

Students riding bicycles or mopeds are to enter and leave school using the southeast driveway (east entrance). Bicycles and mopeds are to be parked in the appropriate areas.

- **Conduct**

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 which 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, and expulsion.

- **Electronic Devices:**

Electronic devices are a part of everyday life and modern culture. However, items such as cell phones, pagers, radios, CD players, MP3 players, and iPods, etc. can become disruptive in an educational setting. Electronic devices must:

1. Be kept out of plain view (in a locker, car, bag, pocket, etc.) during the instructional day.
2. Remain in the "off" position during the instructional school day.
3. Not be used in a way that will cause a disruption to the instructional process.

Teachers have the right to restrict electronic devices from their classroom and may confiscate the items if they become disruptive. Confiscated items will be turned into the office. Disciplinary sanctions may be imposed based on the circumstances of the situation.

All cell phones, cameras, and other recording devices are strictly prohibited at any time in a locker room or restroom.

The school is not responsible for loss, damage, or theft of any electronic device brought to school.

- **IMC**

The school library is available to students during school hours. The school library is located on the second floor of the 3 C's Center. It is a place for study and reference. Library regulations will be determined by the principal.

- **Internet Independent Use Agreement**

Internet access, as well as other on-line resources, is available to students and staff of Ballard Community School District, providing the ability to access information that cannot easily be found any other way. This world-wide highway offers such features as electronic mail; discussion groups on a wide variety of topics; catalogs of libraries throughout the world; digital graphics, video and sound; as well as traditional text documents. The goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.

Because of the breadth, scope, and free nature of the Internet, not all materials are appropriate for students. The constantly evolving nature of the network makes it virtually impossible to predict and control what students may locate. The use of the Internet is a privilege, not a right, and carries with it certain responsibilities. Users must adhere to the following guidelines:

- The Internet will be available to all students and staff. The amount of time will depend on the number of available terminals and the curricular demand on each terminal.
- Before a student can access the Internet, this agreement form signed by both the student and the parent/guardian must be on file at the individual school building.
- Students will not be provided individual e-mail addresses through the school district unless approved by the building principal for a specific class or club. If a student has a personal e-mail address, the terminals may be used to access their personal e-mail account. The student must adhere to this policy when using the account at school.
- Material accessed must be educationally appropriate. Material or language that is threatening, obscene, vulgar, sexually explicit, or otherwise inappropriate for an educational setting is strictly prohibited for all users.
- Real-time conference features such as instant messaging/ talk/chat/Internet Relay Chat are to be used only as approved by a supervising

teacher.

- All users must adhere to current copyright and license agreements when using material found on the Internet. Information given over the Internet is not confidential. Disclosure of personal information (name, phone number, address) of the user or of other people is prohibited for students.
- Students may not download files without permission of the supervising teacher.
- If a user gains access to any service that has a cost involved, Ballard Community School District is not responsible for that cost. The individual user will be responsible for any costs incurred.
- Ballard Community School District makes no guarantees as to the accuracy of information received over the Internet.
- All illegal activity is prohibited.
- Security on any computer system is a high priority, especially when the system involves many users. If you believe you can identify a security problem on the Internet, you are to notify the building principal. Do not demonstrate the problem to other users. Do not use another individual's account. Do not give your password to any other individual. Attempts to log in to the system as any other user may result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

Consequences:

Failure to comply with any of the guidelines presented in this agreement may result in one or more of the following consequences at the discretion of the supervising teacher(s) or administrator(s):

- Loss of Internet privileges for a specified amount of time.
- Referral to the building administration for discipline.

INTERNET INDEPENDENT USE AGREEMENT ACKNOWLEDGEMENT

I have read the Ballard Community School District's Internet Independent Use Agreement. I understand the guidelines and consequences and agree to comply with them. Failure to sign this agreement will mean loss of Internet privileges.

(Student Name)

(Student Signature) (Date)

SAMPLE SIGNATURE FORM

(Signature of Parent or Guardian) (Date)

• **Lockers**

Student lockers are the property of the school district. Students shall use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It shall be the responsibility of students to keep their assigned lockers clean and undamaged. Repair costs for any damages incurred to a locker while a student was assigned to that locker will be the responsibility of that student.

To ensure students are properly maintaining their assigned lockers, the administration of the building may periodically inspect all or a random selection of lockers. Either students or another individual will be present during the inspection of their lockers. Student lockers may also be searched, at any time and without advance notice, in compliance with board policy regarding search and seizure.

• **Noon Lunches - Closed Noon Hour**

Each student will have an individual or family meal account. Deposits can be made daily before first period classes begin. Accounts must have a positive balance for students to use an account to eat lunch. Students may also pay cash for their lunches. All students will be required to stay at school during the lunch period.

• **Office Procedures**

No students shall enter the outer office unless he/she has business to be conducted. All students must go to the counter for all supplies or requests to talk to an individual teacher. **No students are allowed behind the counter without permission.** No students are allowed in the teachers' lounge.

• **School Day**

Classes begin at 8:00 a.m. daily. Students are asked to not enter the building until 7:30 a.m. unless they are asked to be at school for a supervised activity. School will be dismissed at 3:00 p.m. Students are to leave the building no later than 3:15 p.m. unless they are in a supervised activity.

- **Tobacco and Drugs**

The use of tobacco or illegal use of drugs by students is prohibited at school and at all school events both home and away. Students will not be allowed to carry tobacco in any form during school hours. Students carrying tobacco or smoking during school hours face immediate suspension from school. Any illegal use of tobacco or drugs will result in immediate suspension from school and involvement of legal authorities.

- **Student Dress**

Students are to maintain a high degree of personal grooming and wear clothing conducive to an educational atmosphere. Clothing or other apparel promoting products, which are illegal for, use by minors such as alcohol, tobacco or drugs, or clothing displaying obscene material, profanity or reference to subversion are not appropriate. While the primary responsibility for appearance rests with the students and their parents, the administration reserves the right to judge what is proper and what is not.

- **Student Fee Waiver and Reduction Procedures**

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the building secretary or check the Ballard web site at www.ballard.k12.ia.us for a waiver form. This waiver does not carry over from year to year and must be completed annually.

- **Students' Rights**

See Code 509. Section D.

- **Telephone**

The telephones in the office are business phones. Students are to receive permission to use the **student phone** located on the south wall of the middle school office. Students are not to use the telephone unless an emergency occurs or the student has special permission from the secretary or principal. Students receiving telephone calls will have a message forwarded to the student. Only in an emergency will the student be called to the phone.

- **Vandalism**

Any student who deliberately vandalizes school property will be charged with the cost for the repair or replacement of the damaged property. The student may also receive a suspension from school until the student and his/her parents meet with the school principal. **Fines or charges assessed for damage or loss to school property are not fees and will not be waived under the student fee waiver form.**

- **Visitors**

1. All visitors, including parents, will be required to register at the office and wear name tags while visiting our building.
2. Each attendance center will have designated doors for entry during school hours, other doors will be locked. Doors will be locked one half hour after school dismissal in the afternoon.
3. We are asking that students not arrive at school before 7:30 a.m. unless they are scheduled in a supervised educational activity. Students who must arrive earlier than 7:30 a.m. are to locate in the cafeteria.
4. Law enforcement officers will be in our parking lots and in our school on a routine basis.
5. Staff members have been asked to make a point to be in our hallways to help supervise students before, during, and after school.
6. All students and staff are to immediately report any conversations or activities of a threatening nature to our administration.
7. Visitors must have legitimate business in the school. If a student wishes to bring a guest to school, the visit must be arranged at least one day in advance with the principal. All visitors must have administrative approval.

REGULATIONS GOVERNING PUPILS RIDING SCHOOL BUSES

1. Pupils are under the authority of the bus driver.
2. Pupils shall be courteous to the driver, to fellow pupils and to passers by.
3. Pupils shall be on time for the bus both morning and evening.
4. Pupils shall remain seated while the bus is in motion.
5. Pupils shall not extend their hands, arms, or head through the bus windows.
6. Pupils shall converse in normal tones; loud or vulgar language is prohibited. When the bus is crossing a railroad track, all conversation must stop until the bus has crossed the tracks.
7. Pupils shall keep the bus clean and refrain from damaging it.
8. Pupils shall enter and leave the bus, at school loading stations and at highway bus stops, in an orderly fashion and in accordance with instructions.
9. Pupils must refrain from crowding and pushing.
10. Each pupil must go directly to his or her seat upon entering the bus.
11. Seats are not regularly assigned, but may be at the discretion of the driver.
12. Roughhousing on the bus is prohibited.
13. Books and other property must be properly stowed out of the way, and the aisle must be clear at all times.
14. Pupils must avoid playing or loitering on the highway when waiting for a bus.
15. Pupils must cross road in accordance with instructions and the provisions of Section 321, 372, Code of Iowa.
16. Summary --MOST PUPILS USE THE TRANSPORTATION FACILITIES FOR THE CONVENIENCE IT IS, AND IT IS A PLEASURE TO SERVE THEM. SOME FREQUENTLY VIOLATE THE RULES. THESE PUPILS MAY BE PROHIBITED FROM RIDING THE BUS. Transportation Department

SECTION III

MIDDLE SCHOOL INFORMATION

Grading System

Grades 6-8 will use the following **suggested** grading scale:

Grading Scale:

A (93-100%) (4.00 GPA); A- (90-92%) (3.67 GPA);

Superior

Addresses requirements of the subject in an outstanding manner.

Shows independent resourcefulness.

Has a positive influence on the class.

Participates in group activities.
Demonstrates continuous improvement.

B+ (87-89%) (3.33 GPA); B (83-86%) (3.0 GPA); B- (80-82%) (2.67 GPA): Good, Above Average

Exceeds all requirements of the subject.
Achieves to expectations through motivation.
Has a proper effect on the class.
Cooperates in group work.
Shows marked progress.

C+ (77-79%) (2.33 GPA); C (73-76%) (2.0 GPA); C- (70-72%) (1.67 GPA):

Average

Needs some encouragement to meet requirements of the subject.
Exercises initiative at times.
Has a neutral but not objectionable effect on the class.
Is effective in group work on an irregular basis.
Improves at an ordinary rate.

D+ (67-69%) (1.33 GPA); D (63-66%) (1.0 GPA); D- (60-62%) (0.67 GPA):

Below Average, Yet Passing

Meets the requirements of the subject on an infrequent basis.
Lacks initiative.
Has an improper effect on the class.
Lacks involvement in group work.
Improves on a irregular basis.

F (0-59%) (.0 GPA):

Failing

Fails to meet requirements of the subject.
Demonstrates little effort.
Is indifferent to the subject.
Has an irregular attendance pattern.
Shows little improvement.

Failing Grades:

If a student receives a failing grade for a semester, the failure will be retained and will affect the student's GPA.

*** I = Incomplete:**

* An "Incomplete" grade is given when a student, for reasons of absence or other reasons acceptable to the teacher and principal, has been unable to complete assigned work. The deadline on an "Incomplete" is two weeks after the end of the grading period. All incomplete work at the end of the second semester will be recorded as a zero and figured in with the final grade.

Students can drop a course within the first 6 weeks. After 6 weeks a drop becomes an "F" on their report card/transcript.

• **Guidance Program**

The Middle School Guidance Office is located in room 109. Due to the counselor teaching a guidance program to all students, please be sure to schedule an appointment if you wish to meet with the guidance counselor. The school district guidance program will assist students with their personal, educational, and career development. The program shall be designed to coordinate with the educational program and shall involve other staff, students, parents and community members. Facilities offering both visual and auditory privacy for counseling shall be provided. Confidentiality is maintained by the employees involved in the guidance program. Students needing to visit with the counselor must obtain a pass the day before or between classes the day they wish to see the counselor. No students

should be in the office without a pass.

- **Honor Roll**

Scholarship is recognized and encouraged through an academic honor roll. An honor roll list is compiled at the end of each semester. Any student with a 3.3 average will be considered a member of the honor roll (rule exception - any student with a "D" will not be on the honor roll). Physical education, band, and chorus grades are not used in computing grade point averages.

- **Student Led Parent-Teacher Conferences**

Student led parent-teacher conferences are held twice a year. The conferences follow the first and third nine-week periods. These conferences are intended to better acquaint the parents and teachers with the individual needs of the students. Parents/Guardians are to sign up for conference times at Back-to-School Night.

- **Progress Reports**

Parents will be notified when mid-term grades are posted and can check student progress on Infinite Campus. Contact Linda Schilling in the middle school office at 597-2815 ext. 200 or at lschilling@ballard.k12.ia.us to get instructions for accessing Infinite Campus or to be added to the mailing list if you don't have access to a computer at home or work. The purpose of the reports is to inform the parent of student difficulties so that both the parents and the teaching staff can help individual students to improve their situations.

- **Records**

Student records are collected and maintained to facilitate the instruction and guidance of the student, for legitimate research, and to provide necessary information to students, parents and future educational institutions. The school maintains a cumulative folder and a permanent record card for each student.

The permanent record begins in kindergarten and continues through graduation. The record information includes, but is not limited to, student name, birthdate, sex, address, most recent photograph, the courses taken, grades earned, all test scores, attendance, cumulative grade point, and rank-in-class. The record is maintained in the guidance office.

A cumulative folder on each student is also maintained in the guidance office. This folder may contain, but not be limited to, a complete scholarship and attendance record, identification and family data, records of achievement, aptitude tests, discipline data, progress reports, report cards, and external agency reports for each student. Authorized parents/guardians, a student or prior student who is at least 18 years of age, licensed school personnel within the District and AEA who have a legitimate educational interest are allowed to access a student's records without the parent's permission. Student directory information such as name, birth date, sex, address and phone number, is released without parental permission unless the parent asks the school district not to release it. See Code 512 for further information regarding rights for record review.

- **Report Cards**

At the end of each semester, final semester grades will be posted for all courses. The grades on the semester report become a part of each student's permanent record. One printed copy of a student's report card will be sent home with the students at the end of each grading period. Parents will be notified when quarter and semester grades are posted and can check student grades on Infinite Campus. Contact Linda Schilling in the middle school office at 597-2815 ext. 200 or at lschilling@ballard.k12.ia.us to get instructions for accessing Infinite Campus or to be added to the mailing list if you don't have access to a computer at home or work. **Generally, grades will be posted and available for viewing report cards one week after the end of the quarter or semester grading period.**

At the midpoint of each semester (the end of the 1st and 3rd nine weeks) midterm grades will also be posted. This quarter grade is a progress report to give students and parents an idea of the student's work at that point.

- **Semester Tests**

Semester tests will be given by each teacher to students in grade 8. The last two days preceding the end of each semester will be set aside for semester tests.

- **Standardized Tests**

Students in grades 6-8 are given standardized tests annually to determine their levels of achievement, interest, and ability. Since the results are a part of their record, it is to their advantage to do the best they can. Grades 6-8 will be taking the Iowa Tests of Basic Skills. Other standardized tests may be given or offered to students throughout the year.

- **Textbook Fines**

Students will be assessed a textbook fine if the student loses or damages a school property textbook. If the student loses the textbook, the cost to replace the textbook will be assessed. Book damage assessment will be determined by the severity of the damage. Students are responsible for all textbook fines assessed and these fines must be paid before check-out at the end of the year.

STUDENT ACTIVITIES

- **Activities**

Ballard offers an extensive extra-curricular activities program. We are proud of our extra-curricular program and encourage our students to participate. Activities help develop leadership, character, and citizenship. Support for each other in our activities program helps build school spirit and pride among our students.

- **Activity Passes**

Students may purchase an activity ticket for admission to certain school district activities. Students not wishing to purchase an activity ticket must pay regular prices to attend school district activities.

- **Extra-Curricular Buses**

All students are expected to ride the extra-curricular buses to and from activities unless prior arrangements have been made in the principal's office.

- **Field Trips**

Field trips are considered as an integral part of the curriculum. The principal must give prior authorization for all field trips and/or excursions. Notices will be sent to the parent explaining the nature of the trip. A parent that prefers their student not to participate in a trip should notify the school in writing. If a student does not participate in a field trip, he will remain in school as usual. While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones, and guides with respect and courtesy.

- **Shuttle Bus**

Shuttle bus transportation to the four towns in our district is provided by the school for students taking part in after school activities. To promote safety, no student will be let off the bus between towns. The only stops made will be in the four towns of our district.

- **Student Government**

For grades 6-8 there will be an executive council elected to represent students in grades six through eight.

STUDENT HEALTH, WELL-BEING, AND SAFETY

- **Emergency Drills**

Periodically the school holds emergency fire and tornado drills. Students are expected to remain quiet and orderly during a drill or an emergency.

TORNADO DRILL PROCEDURE (Revised 8/21)

Students and staff will proceed to the Safe Room located at the 3C's building.

FIRE DRILL PROCEDURE

FIRE EXIT

EC - East Central

SE-South East

	WC - West Central	NE-North East
	SC - South Central	NW-North West
	NC - North Central	SW-South West
Admin Office	Exit SE door	
Kitchen	Exit south kitchen door or SE hall door	
Cafeteria	South ½ exit SE hall door	
Cafeteria	North ½ exit EC door	
Middle School Offices	Exit EC door	
Room 100	Exit EC door (single file)	
Room 101	Exit EC door (single file)	
Room 102	Exit NE door (single file)	
Room 103	Exit NE door (single file)	
Room 110	Exit NE door (single file)	
Room 111	Exit NE door (single file)	
Room 104	Exit NE door (single file)	
Room 105	Exit NE door (single file)	
Room 106	Exit EC door (single file)	
Room 107	Exit EC door (single file)	
Girls' & Boys' Restroom	Exit EC door (single file)	
Room 108	Exit EC door (single file)	
Room 109	Exit EC door (single file)	
Boys' Locker & Girls' Locker	Exit SC door (single file)	
Gym	East ½ exit EC door - West ½ exit SC door	
Weight Room	Exit EC door (single file)	
Room 112	Exit NC door (single file)	
Room 113	Exit NC door (single file)	
Room 114	Exit NC door (single file)	
Room 115	Exit NC door (single file)	
Custodians' Office	Exit NW door	
North Restroom	Exit NW door (single file)	
Room 116	Exit NW door (single file)	
Room 117	Exit NW door (single file)	
Rooms 118, 119, & 120	Exit NE door (single file)	
Room 121	Exit NW door (single file)	
Room 122	Exit NW door (single file)	
Rooms 125, 126, 127	Exit WC door (single file)	
Auditorium	Exit WC or SW door (whichever is closer)	
Room 128	Exit NC door (single file)	
Room 129	Exit NC door (single file)	
Room 130	Exit NC door (single file)	
Room 131	Exit NC door (single file)	
Room 132	Exit WC door (single file)	
Room 133	Exit SW band room door (single file)	
Room 134	Exit SW band room door (single file)	
Rooms 135 & 136	Exit SC door (single file) (Athletic Door)	
Rooms 138 & 139	Exit SC or SE door (whichever is closer)	
General instructions:		
Lights out Shut room door		
Exit single file		
Exit 100 feet away from building		

IMMINENT DANGER

EMERGENCY PROCEDURES FOR SPECIAL NEEDS STUDENTS

In the event of immediate danger, office personnel will contact the necessary authorities and inform them of the imminent danger. Students who are hearing impaired or who otherwise cannot gain information auditorily will be notified through the appropriate alternative form of communication. Use the following guidelines:

1. Students will be told to get under their desk or table. They must not bunch up. Students who are unable to comply because of a disability will be assisted by their classroom teacher. 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.
2. Shut your lights off.
3. Lock your door if possible.
4. Silence!!!!

5. You will hear - "all clear" - via the intercom. Students who are hearing impaired or who otherwise cannot gain information auditorily will be notified of the all clear through the appropriate alternative form of communication.
6. Optional - close windows/blinds, etc.

EVACUATION PLAN: The need for an evaluation plan would be the result of chemical spills, etc. Directions would be given to you on a situational basis. Office personnel will contact the necessary authorities and inform them of the emergency. Students who are hearing impaired or who otherwise cannot comply with the intent of the signal will be given these directions through the appropriate alternative form of communication. Students who are unable to comply with the directions because of a disability will be assisted by their classroom teacher. 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.

SECTION IV

LEGAL NOTIFICATION

- **Ballard Title I and ELL Parent Involvement Policy**

It is the policy of Ballard Community Schools that parents of children participating in Title I and ELL shall have the opportunity to be involved jointly in the development of the district plan and in the district's review process for the purpose of school improvement. Recognizing that parental involvement is the key to academic achievement, we seek to involve parents in an effective home-school partnership that will provide the best possible education for our students. The district provides coordination, technical assistance and other supports necessary to aid in the planning and implementation of parent involvement activities. The district encourages parent involvement and supports this partnership by providing training and materials for parents to help their children, educating school personnel about involving parents and the value of parent contributions, and developing roles for community organizations and businesses to work with parents and schools.

1. This policy is distributed to all parents through each school's Parent Handbook which is available on the website. In addition, the policy will be yearly sent to parents of children participating in Title I or ELL.
2. An annual meeting will be held for all parents of participating children. Additional meetings with flexible times shall be held throughout the year and be determined by parent and/or staff suggestions. Notification of these meetings will be sent in the building newsletter.
3. Parents are given assistance in understanding the Title I and/or ELL requirements, standards, and assessments through the annual meetings and parent-teacher conferences.
4. Parents receive information regarding the forms of academic assessment used to measure student progress, the expected proficiency levels, and individual reports on student progress through report cards and at conference times.
5. Parent recommendations are encouraged and responded to in a timely manner.
6. Parents will be involved with the planning, review, and improvement of the Title I and ELL programs. The vehicle used will be the School Improvement Advisory Committee (SIAC). If the program is not satisfactory to the parents of participating children, they may submit comments to the SIAC.
7. A jointly developed school/parent compact (contract) outlines how parents, the school staff, and students all share responsibility for improved student achievement. The compact describes the means by which the school and parents will build and develop a partnership to help children achieve our local standards. It is distributed in the Parent Handbook and is reviewed at the annual meetings.

Providing all Ballard Community School District's children with equal access to quality education is a primary goal. It is crucial that all partners (students, parents, educators, and communities) have the opportunity to provide input and offer resources. By working together, we can develop cooperative efforts to ensure improved academic achievement for all students.

- **Ballard ELL Program**

1. Identification
 - a. Home survey completed
2. Assessment and Evaluation
 - a. Assess English proficiency level
 - i. Ballard & Tighe IPT Oral Proficiency Test
 - b. Assess Academic Skills in English
 - i. Ballard & Tighe IPT Reading and Writing Test
 - c. Informal Assessment
 - i. Sight word recognition
 - ii. Vocabulary
 - iii. Comprehension skills (Specific Skills at instructional level)
 - iv. Fluency Rate (DIBELS)
3. Program
 - a. Program Goals
 - i. To help ensure that English language learners (ELLs)
 1. Attain English proficiency
 2. Develop high levels of academic competence in English
 3. Meet the same challenging academic content and student academic achievement standards that all children are expected to meet
4. Program Model
 - a. Inclusion in the mainstream classroom with accommodations (SIOP Model)
 - b. Para-professional contribute to the development of lessons in a small group
 - c. Peer assistance and cooperative groups
 - d. Interactive Guided Reading
 - e. Bilingual books to enhance comprehension of materials
 - f. Pull out for language development for beginning English learners
5. Staff
 - a. Regular Education Teacher
 - b. Para Educator
 - c. ESL teacher
6. Exit Criteria
 - a. Meet English Proficiency as measured by a standardized test (I-ELDA)
 - b. Meet academic proficiency levels in core courses
7. Program Evaluation
 - a. Trimester meetings with parents to check student's progress
 - b. Three-year review of program using AEA evaluation forms

- **Ballard Talented and Gifted Definition**

The Ballard Community School District, in accordance with Iowa Code (Chapter 257.44) supports the following definition of giftedness in our PK-12 system:

Ballard strives to identify and empowers gifted and talented students. Gifted and talented students demonstrate or demonstrate the potential for outstanding performance in any or all of the following areas:

- High academic ability on one or more subjects
- High task commitment (motivation)
- High levels of creativity

Ballard maintains a systematic identification procedure in compliance with Iowa Code, absent of bias regarding gender, socioeconomic status, or ethnicity. The district provides identified students with a variety of programming options designed to meet their individual needs and to provide enrichment and challenge above and beyond grade level curriculum

- **Ballard Community School District Board Policy - Acceleration**

The Ballard CSD is committed to meeting the needs of all students through quality differentiated learning opportunities. Within the talent pool of students identified to receive gifted and talented services through the district's Extended Learning Program (ELP), there may be students who are capable of learning at a faster pace and in greater depth than their age-level peers. For these students, differentiation within the classroom, participation in ELP pull-in classes, and other services is insufficient to meet their needs. In such cases, individual acceleration may be pursued. Acceleration refers to two educational options detailed below:

Whole Grade Acceleration (grade skipping): The practice of assigning a student to a grade level higher than the student's chronological peers for the purpose of providing an adequately challenging curriculum.

Examples:

- After completing the first grade year, a student is placed in a third grade classroom on a full time basis at the beginning of the next school year.
- After completing the fall semester of the fifth grade, a student is placed in the sixth grade at the start of the second semester.

Individual Subject Acceleration: The practice of assigning a student to a grade level higher than the student's chronological peers for the purpose of providing an adequately challenging curriculum in one or more subject areas.

Examples:

- A third grade student performing above grade level in reading and math goes to a fourth grade teacher every morning for instruction in these subjects and returns to the third grade classroom for instruction in other subject areas.
- A seventh grade student takes high school algebra rather than seventh grade math.

Criteria:

A student being considered acceleration should meet all of the following criteria:

- Student should demonstrate superior skills 2 grade levels above his/her current placement.
- Student should demonstrate a high degree of social/emotional maturity.
- Student should demonstrate a high degree of persistence/motivation.
- Student should demonstrate superior intellectual abilities/talents.

The Iowa Acceleration Scale will be used as the assessment tool in the acceleration procedure.

Procedure:

1. Student completes a minimum of four weeks in their current grade prior to any Acceleration Request.
2. Student referred to the building principal by a parent or teacher using Acceleration Request form.
3. Building principal communicates request to ELP coordinator.
4. ELP coordinator organizes a child study team (which may include some or all of the following individuals – parent/guardian, principal, ELP coordinator, ELP teacher/advisor, classroom teacher/advisor, guidance counselor). ELP coordinator schedules a meeting with the child study team to discuss the student's needs using existing academic and performance data to determine if acceleration should be pursued.
 - If not, process complete; documentation will be filed.
 - If yes, the Iowa Acceleration Scale will be used as an assessment tool.
5. Additional information collected and testing conducted by the ELP coordinator. Iowa Acceleration Scale process completed.
6. ELP coordinator schedules a follow-up meeting with child study team to make a determination on appropriate student placement.
 - If acceleration is not recommended, process is complete. Documentation is filed. Student continues receiving the ELP services outlined in student's Individual Extended Learning Plan

(IELP).

- If acceleration is recommended, a student's IELP is updated with an acceleration plan, including a timeline and schedule for implementation.
7. Student begins acceleration on a six-week trial basis.
 8. ELP coordinator schedules child study team for a follow-up conference to monitor student progress. The team will recommend that:

- Student continues in the current placement.
- Student returns to previous classroom placement.

- **Healthy Kids Act**

Sec. 142. Section 256.11, subsection 6, Code Supplement 2007, is amended to read as follows:

6. a. A pupil is not required to enroll in either physical education or health courses, or meet the requirements of paragraph "b" or "c", if the pupil's parent or guardian files a written statement with the school principal that the course or activity conflicts with the pupil's religious belief.

b. (1) All physically able students in kindergarten through grade five shall be required to engage in a physical activity for a minimum of thirty minutes per school day.

(2) All physically able students in grades six through twelve shall be required to engage in a physical activity for a minimum of one hundred twenty minutes per week. A student participating in an organized and supervised athletic program or non-school-sponsored extracurricular activity which requires the student to participate in physical activity for a minimum of one hundred twenty minutes per week is exempt from the requirements of this subparagraph.

(3) The department shall collaborate with stakeholders on the development of daily physical activity requirements and the development of models that describe ways in which school districts and schools may incorporate the physical activity requirement of this paragraph into the educational program. A school district or accredited nonpublic school shall not reduce instructional time for academic courses in order to meet the requirements of this paragraph.

c. Every student by the end of grade twelve shall complete a certification course for cardiopulmonary resuscitation. The administrator of a school may waive this requirement if the student is not physically able to successfully complete the training. A student is exempt from the requirement of this paragraph if the student presents satisfactory evidence to the school district or accredited nonpublic school that the student possesses cardiopulmonary resuscitation certification.

- **Health Screening**

Throughout the year, the school district sponsors health screening for vision, hearing and scoliosis.

- **Illness**

If you become ill or are injured at school, report to the principal's office. From the office you will be referred to the school nurse and, if necessary, arrangements will be made for you to go home. **Do not leave the building unless you check at the office first.**

- **Immunization Certificates**

A personal immunization record for each student showing the dates and kind of immunizations received is required by Iowa law. Students enrolling for the first time in the district shall submit a certificate of immunization to be kept on file in the Nurse's Office. It must show evidence of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, and rubella, unless exempted under state law.

- **Insurance**

Students who participate in athletics are required to have insurance or are to have their parents indicate they carry sufficient coverage on an insurance waiver form. Student accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for the child at their discretion. **Insurance forms are available in the middle school office.**

School Time 7 - 12 - \$14.00 for school insurance. This covers no athletics.

Full Time 7 - 12 - \$89.00 for 24-hour insurance. This covers no athletics.

School Time-Sports	- \$79.00 for all 7-12 grade students except 9-12 football.
Full Time Sports	- \$154.00 for all 7-12 grade students except 9-12 football.
Extended Dental	- \$9.00 for all 7-12 grade students.
Football Only	- \$189.00 for grades 9-12.
Major Expense Ben.	- \$27.00 for School-Time Coverage only.
Major Expense Ben	- \$330.00 football only.
Major Expense Ben	-\$173.00 for grades 7-12 for full time coverage, no sports
Major Expense Ben.	- \$238.00 for full time coverage with sports, except football

- **Medication**

A medication permission form signed by a parent or guardian is required for all medications (including over-the-counter drugs and aspirin) given in school. When school officials are requested to dispense drugs prescribed by a physician, a “Record of Medication Administration” form will be used. If the student requires “over the counter” medication, i.e. Tylenol, cough drops, etc., an “Over-the-Counter” form for dispensing this medication must be filled out for **each** individual medication. Forms are available on the Ballard web site are also available in the junior-senior high and guidance offices.

1. Each order must include:
 - a. The pupil’s name.
 - b. The name of the medication ordered.
 - c. The dosage of the medication.
 - d. The hours it is to be administered.
 - e. The route of administration.
 - f. Specific instructions needed to administer correctly.
 - g. A starting and stopping date.
2. Medicine must be maintained in the original prescription container. Medication brought to the school must be left at the Nurse’s Office. No medication, including aspirin, is to be kept in a student’s locker.
3. A parental signature in a statement requesting and authorizing school personnel to administer the medicine (including aspirin) in accord with the prescription shall be on file in the Nurse’s Office.

Please remind your child that he/she is responsible for asking for the medication at the appropriate time.

- **Physicals**

Students who wish to participate in athletics shall have a physical examination by a licensed physician and provide proof of such an examination to the principal and nurse. This physical form will be kept on file with the athletic director’s secretary. Physicals are good for one year from the date of the examination. After that date, a new physical is required.

- **Safe Culture**

During the 1995-1996 school year Ballard started a K-12 Safe Culture Program. It is Ballard’s goal to create a warm, safe atmosphere in our school where all students treat each other with dignity and respect. We will continue to promote positive personal relationships and strive to improve the way students and staff treat each other and feel about themselves.

- **Sexual Abuse, Harassment, Rehabilitation Act, and Homelessness**

CODE 501 STUDENTS

Policy Title - Code No. 501 Equal Educational Opportunities; Prohibition of Harassment and Bullying of Students

Nondiscrimination. No student in the Ballard Community School District shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in District programs on the basis of race, color, creed, sex, religion, marital status, ethnic background, national origin, disability, sexual orientation, gender identity, or socio-economic background. The policy of the District shall be to provide educational programs and opportunities for students as needed on the basis of individual needs, interests, abilities, and potential.

Harassment and Bullying Prohibited. The District is committed to providing all students a safe and civil educational environment in which all are treated with dignity and respect. The District is also committed to promoting understanding and appreciation of the cultural diversity of our society. The District shall educate students about our cultural diversity and shall promote tolerance of individual differences.

Harassment and bullying of students is against the policy of the State of Iowa as well as the Ballard Community School District. The District shall promote procedures and practices to reduce and eliminate harassment and bullying. The District prohibits harassment and bullying of students by other students, by employees, and by volunteers while in school, on school property, and at any school function or school-sponsored activity. This includes harassment or bullying based on the student's actual or perceived trait or characteristic, including the student's actual or perceived race, color, creed, sex, age, religion, marital or familial status, ethnic background, national origin, ancestry, physical or mental ability or disability, sexual orientation, gender identity, physical attribute, political party preference, political belief, or socio-economic background. Acts of harassment or bullying may be treated as grounds for discipline. Discipline may include suspension or expulsion of a student, termination of an employee's contract, and/or exclusion of a volunteer from District activities or premises.

Definition. Any electronic (such as emails or instant messages), written, verbal or physical act or conduct toward a student that is based on an actual or perceived trait or characteristic that creates or could reasonably be expected to create an objectively hostile school environment is prohibited. An objectively hostile school environment is created if the act or conduct:

- Places the student in reasonable fear of harm to the student's person or property; or
- Has a substantially detrimental effect on the student's physical or mental health; or
- 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 District services, activities, or privileges.

Examples of prohibited behavior may include, but are not limited to the following:

- unwelcome touching;
- inappropriate or demeaning remarks, jokes, stories, activities, symbols, signs or posters;
- implied or explicit threats concerning grades, awards, property or opportunities;
- requiring, explicitly or implicitly, that a student submit to harassment or bullying as a term or condition of the student's Participation in any educational program or activity.

Sexual Harassment.

General. It is the policy of the Ballard Community School District of this policy may file a complaint using the Student Complaint Procedure of Policy 529. The complainant may bypass any step of the complaint procedure where the person to whom the complaint is to be lodged is the alleged perpetrator. The complainant may file the initial complaint with the compliance officer, whose decision may be appealed to the Board of Directors. Policy 530 shall govern the investigation of alleged cases of physical or sexual abuse, including sexual harassment, of students by staff members.

The complainant may be required to complete a written complaint form and to turn over copies of evidence of discrimination, harassment, bullying, or hazing including, but not limited to, letters, emails, tapes, signs, and pictures. The investigator shall promptly commence an investigation and proceed to completion. Both the complainant and the alleged perpetrator will be given an opportunity to give a statement. A written investigative report shall be completed, and a summary of the report, including a finding that the complaint was founded, unfounded, or inconclusive will be forwarded to the complainant and to the alleged perpetrator.

Grievance Procedure – Disability. The District has also established a grievance procedure to handle complaints of discrimination based on disability and to handle concerns regarding accommodations of disabled students. A parent, guardian, or student may utilize such grievance procedures.

Compliance Officer. The Superintendent shall be designated as the District's compliance officer to insure that students are treated in accordance with this policy. In the event the Superintendent is the alleged perpetrator, the 504/ADA Coordinator shall serve as compliance officer. For claims of discrimination involving disability, the

504/ADA Coordinator shall serve as compliance officer. In the event the 504/ADA Coordinator is the alleged perpetrator, the Superintendent shall be the alternate compliance officer.

Confidentiality. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

No Retaliation. No person shall retaliate against a student or other person because the student or other person has filed a discrimination or harassment complaint, assisted or participated in an investigation, or has opposed language or conduct that violates this policy, as long as the participation or action was done in good faith. Persons who knowingly file false complaints or give false statements in an investigation shall be subject to discipline up to and including suspension, expulsion or termination of employment.

Corrective Actions. The District will take action to halt any improper discrimination, harassment, bullying, or hazing, and will take other appropriate corrective actions, including disciplinary measures which may include discharge, suspension or expulsion of a perpetrator, to remedy all violations of this policy.

Notification. Notice of this policy shall be communicated to staff, students, and parents of the District and to the District community. It shall be included in handbooks and shall be published in such other manner as the compliance officer shall determine.

Training. The District shall educate staff and students about harassment, bullying and hazing, effective methods of prevention, and what to do in the event of such actions. The District shall participate in assessments of the effectiveness of this policy and education programs.

Other Agencies. Students and their parents may also contact the Iowa Civil Rights Commission and the Office of Civil Rights of the United States Department of Education for assistance.

Date of Revision: January 10, 2006

ATTENTION STUDENTS AND PARENTS
YOUR LEVEL I STUDENT ABUSE INVESTIGATOR IS:

JOHN RONCA	OFFICE:	515-597-2971
	HOME:	515-597-4076
Alternate Investigators:		
LISA DOLAND	OFFICE:	515-597-2971
Jennifer Johnson	OFFICE:	515-228-3890
TOM MAHER	OFFICE:	515-597-2815
	HOME:	515-597-2119
MICHAEL MANOCK	OFFICE:	515-597-2971
	HOME:	515-238-5223
Ottie Maxey	OFFICE:	515-597-2811
	HOME:	515-597-2700

Policy Title - Code 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 Ballard Community School District has 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 program and practices of the school system.

The Ballard Community School District has the responsibilities under Section 504, which include the obligations to identify, evaluate, and if the student is determined to be 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 violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

- **Ballard Statement Regarding the Homeless**

The Board of Directors of the Ballard Community School District is responsible for locating and identifying homeless children and youth who are "found" within the district. A "homeless child or youth of school age" is defined as one between the ages of 3 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth living on the street; in a car, tent or abandoned building or some other form of shelter not designed as a permanent home; living in a community shelter facility; or living with non nuclear family members or friends who may not have legal guardianship over the child or youth of school age. The district shall make available to the homeless child or youth 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, health services, and food and nutrition programs, on the same basis as those services and assistance are provided to resident pupils.

If you need further assistance/information, please contact the building principal, counselor or superintendent.