



Name _____

BALLARD HIGH SCHOOL

Superintendent: Mr. Ottie Maxey

Principal: Mr. John Ronca

Dean of Students: Chris Deason

High School Secretary: Mrs. Jill Leonard

Activities Director: Mr. Nate Boock

Activities Secretary: Mrs. Terri Weeks

HS Guidance Counselor: Ms. Lisa Doland

Guidance Secretary: Mrs. Terri Doud

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Huxley, IA 50124

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Activities Director - 515-597-2971 ext. 2139

Activities Secretary – 515-597-2971 ext. 2138

Guidance Office – 515-597-2971 ext. 2177

Web Page: <http://ballard.k12.ia.us/>

BALLARD HIGH SCHOOL HANDBOOK

2018-2019

Dear Students:

Welcome to Ballard High School for the 2018-2019 school year. Please read your student handbook as it will help familiarize you with the rules and regulations that help maintain your school. **Please keep in mind that you are personally responsible for the information that is found within this handbook.**

I am delighted to have the opportunity to serve as your principal. I have high expectations for each of you and I am confident that you will attain personal goals through hard work and dedication in whatever endeavors you choose to undertake. You are accountable for your personal attitude and work ethic. It is my sincere hope that your attitude and work ethic play an important role in the successes you will realize at Ballard High School.

Have a great school year!

Sincerely,
John A. Ronca, Principal

BALLARD COMMUNITY SCHOOL DISTRICT

VISION

Ballard empowers all learners.

MISSION

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.

STUDENT OUTCOMES

- Students will demonstrate proficiency in literacy and communication, mathematics, science, and social studies and will experience the fine and performing arts through study and/or performance.
- Students will be creative thinkers who demonstrate the ability to research and use information, and set, prioritize, and act on decisive goals both independently and in a group.
- Students will demonstrate respect for themselves and for the diversity of others and will act with respect, be supportive, welcoming, productive, and encouraging.
- Students will possess life skills that will enable them to be responsible, contributing members of family, community, and society.
- Students will demonstrate proficiency in the 21st Century Skills: employability, technology literacy, health literacy, and financial literacy.



BALLARD COMMUNITY SCHOOL DISTRICT WEB PAGE:

Ballard's web page address is: <http://ballard.k12.ia.us>. Our web page includes district wide information such as Ballard's activity calendar, which is updated daily; school closings; weather information; staff information and e-mail addresses, etc.

*** The complete student handbook will be posted on our school website for parents and students to read or download. Please refer to this handbook for full board policies.**

Calendar activities printed in this planner are subject to change. Please check the Ballard Web Page calendar for current/up-to-date events.

HIGH SCHOOL BELL SCHEDULES:

Regular Bell Schedule

Early Bird	7:05 – 7:50
First Bell	7:55
Tardy Bell	8:00
1 st Period	8:00 – 8:48
2 nd Period	8:52 – 9:40
ADV	9:44 – 10:09
3 rd Period	10:13 – 11:01
4 th Period/Lunch	11:05 – 12:22
A Lunch	
Lunch	11:05 – 11:30
Class	11:34 – 12:22
B Lunch	
Class	11:05 – 11:53
Lunch	11:57 – 12:22
5 th Period	12:26 – 1:14
6 th Period	1:18 – 2:07
7 th Period	2:11 – 3:00

1 ½ Hour Early Dismissal

Early Bird	7:05 – 7:50
1 st Period	8:00 – 8:37
2 nd Period	8:41 – 9:18
3 rd Period	9:22 – 9:59
ADV	10:03-10:18
4 th Period	10:22 – 10:59
5 th Period/Lunch	11:03 – 12:07
A Lunch	
Lunch	11:03 – 11:26
Class	11:30– 12:07
B Lunch	
Class	11:30 – 11:40
Lunch	11:44– 12:07
6 th Period	12:11 – 12:48
7 th Period	12:52 – 1:30

2 Hour Late Start

1 st Period	10:00 – 10:35
2 nd Period	10:39 – 11:14
3 rd Period/Lunch	11:18 – 12:23
A Lunch	
Lunch	11:18 – 11:48
Class	11:48 – 12:23
B Lunch	
Class	11:18 – 11:53
Lunch	11:53 – 12:23
4 th Period	12:27 – 1:02
5 th Period	1:06 – 1:41
6 th Period	1:45 – 2:20
7 th Period	2:24 – 3:00

GENERAL INFORMATION

● Student Planner

We are not ordering student planners this year. You will need to purchase a planner on your own if you would like to use one.

STUDENT ACADEMIC ACHIEVEMENT

● Academic Course Policy

The minimum class load for high school students (9-12) is six academic classes per semester plus physical education or engaged in educational activities for six class periods plus physical education. Ballard High School encourages students to enroll in challenging courses. If students need to change from one academic course to another, they may do so during the first two weeks of each semester. To make a change, a student must talk to the high school counselor and have written permission from a parent or guardian. **Students can drop a course within the first 6 weeks. After 6 weeks a drop becomes an "F" on their report card/transcript.**

● Academic Eligibility For Extra-Curricular Activities

The State Board of Education passed new Academic Eligibility standards for students participating in athletic competitions sponsored by the Iowa High School Boys Athletic Association or the Iowa Girls High School Athletic Union. The Music and Speech Associations created similar policies with slightly different periods of ineligibility that will apply to students participating in activities sponsored by their organizations.

This rule will require all high school students (grades 9-12) to have passing grades in all of their classes (this includes dual credit courses, reduced credit courses, and non-academic courses) at the end of each semester in order to avoid a period of ineligibility. A student must receive credit in at least 4 subjects at all times. Students who receive an "F" in any course will be ineligible for a period of time (see below) depending on the type of activity in which they participate.

- **Athletics:** If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days.
- **Music/Speech:** 30 school days immediately following issuance of grades.
- **Cheer/Dance:** 30 school days immediately following issuance of grades.

Under this state policy, it would be possible for a student who is involved in multiple activities to serve up to three periods of ineligibility in three different extra-curricular activities during the course of a 12-month period. Examples can be found on the Iowa Department of Education website, Iowa High School Athletic Association website, or the Iowa Girls High School Athletic Union website.

The most important thing to remember is this: we must all remind our student-athletes that they are students first and academics should never take a backseat to athletics or any other extra-curricular activity. Students who work hard in the classroom, take advantage of support programs offered by the school, and pass all of their classes will never be affected by this new policy. Students need to be eager beavers to earn all passing grades. Because Withdrawals and Incompletes are considered "failing" by the State, the student needs to govern himself/herself accordingly. (A "W" on your report card from DMACC will not be considered a failing grade for 2018-2019 school year) **PLEASE READ BOARD POLICY CODE NO. 509.**

● Advanced Graduation

Students who feel they need to graduate early may do so only if they follow the program adopted by the Board of Education. The student must schedule classes that will fulfill the graduation requirements before the time of termination. Before the start of their last year of school, the student must arrange a meeting with his/her parents, the counselor, and the principal. At this meeting, the student presents his/her reasons for wanting early graduation and his/her record, and available opportunities. A report from this group will be presented to the Board of Education.

● Commencement

Students who have successfully completed graduation requirements in the District shall be granted District diplomas. Appropriate commencement ceremonies will be held annually.

● 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).

● **Secondary Enrollment Option/Career Academy/Dual Credit Course Student Eligibility**

Students must demonstrate proficiency, using ITED test scores, in math, reading, and/or science or be deemed proficient through an alternative assessment process, to enroll in Career Academy and/or concurrent enrolled courses.

The alternative assessment process will consist of three components:

1. Academic standing – All eligible students who are in good academic standing as defined by their home district and high school principal.
2. Graduation Progress – All eligible students who are on pace to successfully graduate as defined by their home district and high school principal.
3. A recommendation from their high school principal.

Any student not meeting proficiency requirements through ITED scores in math, reading, and/or science, but who meet both academic standards outlined in 1 and 2 above, and who is recommended by their building principal will be eligible to enroll in Career Academy and/or concurrent enrolled courses.

● **Post-Secondary Enrollment Options Act**

The Post-Secondary Enrollment Options Act is intended to promote rigorous academic pursuits and provide a wider variety of options to high school students. Students regularly enrolled in the Ballard Community School District in the 9th or 10th grade (who have been identified by the District as gifted and talented) and students in the 11th or 12th grades are eligible to participate in the post-secondary enrollment plan. The students must be enrolled only part-time in the post-secondary institution and must continue to be enrolled in courses (including physical education unless properly excused from P.E.) at the Ballard High School. A comparable course must not be available at the Ballard High School. The course must be a credit-bearing course and must be taken for credit. The course must be in the discipline area of mathematics, science, social sciences, or humanities, vocational-technical education, or must be a course in the career options program offered by an area community college. The course must be offered during Ballard's normal school year.

An eligible student wishing to enroll in an eligible course pursuant to this policy must submit an approved application form to the District and must apply at the post-secondary institution. The District must certify eligibility before the provisions of this policy relating to payment of fees and credit are applicable. The student is responsible for applying and enrolling in the post-secondary institution and for informing the institution that enrollment is pursuant to the Post-Secondary Enrollment Options Act. The District shall pay for each eligible course directly to the post-secondary institution the lesser of the actual and customary costs (excluding transportation) of tuition, textbooks, materials and fees charged by the post-secondary institution or up to \$250.00. **However, if the student fails to complete and receive credit for the course, and the student does not receive a hardship waiver from Heartland Area Education Agency, the student is responsible for the costs of the course.**

● **Progress Reports/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. **Generally, grades will be posted and available for viewing report cards one week after the end of the quarter or semester grading period.**

● **Required Graduation Credits For a Ballard Diploma for 2018-2019**

To graduate from Ballard High School during the 2015-2016 school year, a senior must earn 44 credits. To graduate from Ballard with a CORE diploma, a student must earn 32 credits.

8 English - 8 Social Studies - 6 Math - 6 Science - 14 Electives - 2 P.E.

(FOR ADDITIONAL ELECTIVE CREDIT OPTIONS - SEE COURSE DESCRIPTION GUIDE.)

Any changes or variation from the above requirements must be made with the approval of the administration and will be allowed only under the most unusual circumstances. High school students are responsible for knowledge of their total number of credits accumulated toward graduation. Students may check on this information with the guidance office. *Board Policy Code #625 allows students in grades 9-12 to be excused from physical education in order to enroll in academic courses not otherwise available to the student and 12th grade students may be excused from P. E. to enroll in a cooperative, work study, or other educational program authorized by the district.

● Required Graduation Credits For a Ballard Honors Diploma

In addition to the two diploma types that may be achieved by a Ballard high school student: Ballard Diploma and CORE Diploma, students may attain the status of graduating with an Honors Diploma if they graduate with at least 50 credits. The extra 6 credits, above and beyond the 44 credits required for a Ballard Diploma would come from students taking certain upper level challenges in decided curricular areas, while maintaining a G.P.A. at least 3.33.

● Semester Tests

Semester tests will be given by each teacher to students in grades 9-12. The last two days preceding the end of each semester will be set aside for semester tests. During semester testing, students may be present only when they have a scheduled test. If a student does not have an exam scheduled during a particular class period, they may choose to be off campus.

● Service hours for credit and silver cord guidelines:

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All service hours will be handed in to Jeriann McLaughlin by September 1st of the following school year.

Service hours will only be applied toward service credit if turned in on this due date, no service hours will be allowed to carry from year to year. There are no exceptions to this due date. Any service hours earned after this date will be applied to the following year.

To receive a Silver cord and 2 credits you will need to accumulate 300 hours of service. 1 credit is given for 150 hours of service but there is no cord awarded.

Seniors, your senior year service hours will need to be turned in to Jeriann McLaughlin by May 1st of your senior year to get credit for a Silver cord during graduation. If you turn hours in after this due date they will not be accumulated toward the award.

● Success Center

The Success Center at Ballard High School is a unique credit recovery program* that allows students to earn credits to meet graduation requirements. Most courses are available through PLATO, an instructional program that offers a variety of computer-based tutorials, applications, and mastery testing. Students enrolled in the Success Center are able to work at their own pace and are supervised by a licensed teacher. They are able to practice skills and then use their knowledge on applications and tests.

*Credit recovery means that a course will be applied toward graduation credits; however, **the “F” received previously will remain on the student’s transcript.** Students who take courses through the Success Center will receive a pass/fail grade instead of a letter grade.

QUALIFICATIONS FOR THE SUCCESS CENTER:

For credit recovery:

1. The student must have previously taken and failed a course in the regular classroom.
2. The student meets with the high school guidance counselor to schedule a Success Center course.

COURSES: PLATO (computer based) core subjects English, mathematics, science, and social science

*****Notice:** Any student who wishes to improve their grade in any course that was not a “failed” course must do so in the regular classroom within a year following when the course was first taken.

Ballard High School Attendance Policy

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. Work for pay
7. Car trouble (more than twice)
8. Senior pictures

9. 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 must be presented when student returns from the appointment

2 - Funerals—with a note from a parent/guardian

3 - School activities and field trips

4 - Legal appointments

- a) Student must present note from court system upon return to school
- b) Getting a driver's license 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 - College visits—Juniors and Seniors only

- a) Must be within the guidelines of college visits through the guidance office. Independent college visits will count toward students' 10 excused absences.

8 - In-school or Out-of-school suspensions

9 - 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, a school administrator will meet with the student and notify the parent of the concern.

2 - On the eighth (8th) absence from any class per semester, a school administrator will meet with the student and notify the parent of the concern. A conference with the student and parents may take place.

3 - On the tenth (10th) absence from any class per semester, a school administrator will meet with the student and notify the parent. Every subsequent absence from the class period must be made up in order for the student to receive credit for the class.

a. On the 11th, and every subsequent, absence the student will make-up time based on how many classes were missed. Ex. 11th absence in one class will be a 20 minute detention; 11th absence in two classes on the same day will be a 40 minute detention. This will not exceed two hours for an 11th absence for an entire day.

b. All make-up time for excessive absences in the fall semester must be completed within five (5) days of the completion of the semester in order to receive credit. Make-up time for the spring semester must be completed by the last day of school in order to receive credit.

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. Any student who is absent without approval will make up time for the absence in Saturday School.

If a student has two unexcused absences from a class during a semester, his/her parents/guardians will be notified and a meeting may take place. In the event that a student has four unexcused absences from a class during a semester, the parent/guardian will be notified that on the fifth unexcused absence the county attorney will be contacted and the student may be dropped from the class without credit. **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.

● **Notification of Absence**

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 #597-2971 ext. 2173 or ext. 2170) If the parent or guardian fails to contact the school as stated above, the administration may count the absence as unexcused.

● **Sign-In/Sign-Out Sheets**

ANY student entering or leaving the building MUST sign in/out in the office. Students who arrive after the start of school or who must leave school during school hours must check in or out with the office secretary or the absences will be considered unexcused. A sign-in/sign-out sheet will be

located in the high school guidance office/front 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 at 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.

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.

- **Activity Trips**

Pep buses will be scheduled for selected varsity athletic events if enough students indicate interest. Students must sign up in advance and ride the bus designated for them both to and from the event.

- **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.

- **Student Government**

For grades 9-12 there will be an executive council elected to represent students in grades nine through twelve. The council will be comprised of a president, elected by the student council body; a vice president, a secretary, and a treasurer, elected at large from students in grades nine through twelve.

STUDENT HEALTH, WELL-BEING, AND SAFETY

TORNADO DRILL PROCEDURE - In case of a tornado, each teacher is to take his or her group of students to the assigned areas and be responsible for them. Have the students stand and place their hands behind their heads. The assigned areas have been designated the safest in our building according to the Story County Civil Defense Agency.

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 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.

BUILDING MAP: A map is provided to each staff member to assist with the locations given for exits and rooms. The map includes arrows for evacuation. Color coordinated maps are posted in each room for emergency evacuations.

- **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.**

- **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.

STUDENT RESPONSIBILITIES AND RIGHTS

- **Announcements**

Students are responsible for knowing the content of daily announcements. The announcements will also be posted daily in the commons, scroll on the TV, posted on the school web page and on Infinite Campus. Only emergency announcements will be made over the intercom system.

- **Bell System**

Bells will ring for the high school seven period schedule. Students are responsible for arriving to their classes on time. A bell will ring at the end of each school period and a bell rings four (4) minutes later which is the beginning of the next class.

- **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. Teachers will use the following protocol when dealing with electronics:

1st Offense - Warning

2nd Offense - Taken for the rest of the class period

3rd Offense - Taken for the rest of the day

4th Offense - Taken for the rest of the day - parent must pick up

- a. 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.
- b. All cell phones, cameras, and other recording devices are strictly prohibited at any time in a locker room or restroom.
- c. The school is not responsible for loss, damage, or theft of any electronic device brought to school.

- d. Not to be used in a way that will cause disruption to the instructional process.

- **Internet Use**

- The Internet will be available to all students and staff.
- Material accessed must be educationally appropriate.
- Real-time conference features such as talk/char/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.
- 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.

- **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.

- **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. **STUDENTS SHOULD NEVER GIVE THEIR COMBINATION TO ANYONE!** 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.

- **Motor Vehicles**

All students who drive motor vehicles to school are required to do the following:

1. Register vehicles with the office. Fill out vehicle form (**\$2 parking fee**)
2. Park in the student parking lot only.
3. The school reserves the right to refuse to allow a student who does not abide by school driving regulations to park at the school.
4. Students will maintain proper control and speed of their vehicle at all times when on school property.

- **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**

The High School Office is a business office. No student shall enter the 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.**

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

EQUAL EDUCATIONAL OPPORTUNITIES; PROHIBITION OF HARASSMENT AND BULLYING OF STUDENTS

Non-discrimination. 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.

- **School Day**

Classes begin at 8:00 a.m. daily with early bird classes beginning at 7:05 a.m. Students are asked to not enter the building until 7:00 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.

- **Student Dress**

Students are to maintain a high degree of personal grooming and wear clothing conducive to an educational atmosphere. 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. **DRESS CODE POLICY** (Fall 2016) **1)** NO hats, hoods or other headgear that covers the head will be worn in the school, unless a special dress day has been noted. Headbands are permitted. Bandannas are not permitted. Sunglasses are not permitted unless medically necessary. **2)** Shirts or tops will FULLY cover the ENTIRE chest area. If a top has spaghetti straps, no undergarments will be visible. Shirts or tops that expose any cleavage will not be permitted. Strapless dresses will need to have a cover up. **3)** Pants and jeans will not have holes or tears above the 3.5" inseam mark. Pants, shorts and skirts will be worn as to NOT expose any undergarments or pockets. Pants will be worn on the hip, not around the buttocks. (students whose undergarments or pockets are exposed will be required to change) **4)** Leggings and tights must not be see through! Short/Skirts must have a 3.5" inseam. We DO allow athletic shorts as long as they are not folded over at the waist. **5)** No clothing that depicts illegal substances, sexual innuendo, degrading slogans, etc will be tolerated. **EXCEPTIONS:** Any exceptions to this policy will be made only by Mr. Ronca or his designee.

- **Students' Rights**

See Code 509. Section D.

- **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.

- **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 visitor tags while visiting our building.
2. Each attendance center will have designated doors for entry during school hours, other doors will be locked.

3. We are asking that students not arrive at school before 7:00 a.m. unless they are scheduled in a supervised educational activity. Students who must arrive earlier than 7:00 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.

STUDENT DISCIPLINE, DETENTION, ELIGIBILITY

• Detention Policy

Tardies

Students arriving between 8:00 am and 8:30 am will receive one free pass per semester. Once the free pass is used they will receive a 20 minute detention.

The student will then agree upon a time to serve the detention and their parents and/or guardians will be notified via email.

The options are as follows:

Monday-Friday 7:30AM-4:00PM-Mr. Deason's office

Students who fail to show up for an agreed upon detention time will be then assigned a time by Mr. Deason. (Parents and/or guardians will be notified via email)

Students who fail to show up for an assigned detention time will get their detention time doubled to 40 minutes, and they will be assigned to serve it Wednesday at 1:30 PM. (Parents and/or guardian will be notified)

Students who fail to show up for an assigned time on Wednesday at 1:30 PM will be assigned a half day In School Suspension (ISS). (Mr. Deason will call parents and/or guardians to inform them)

Missing Class

If a student arrives at school, unexcused, after 8:30 AM, they will need to make up 40 minutes in detention to make up for missing the class. The same procedure as above will be followed.

If a student skips a class during the school day, they will be required to make up 40 minutes in detention for each class period missed using the same procedures as above.

• Student Behavior and Discipline/Eligibility Code **Code No. 509**

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, attend on a non-student contact day, or remain in class during recess periods. The student shall be required to do school work during a detention period.
- (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 with loss of any credit for the class.
- (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. "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.

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.

Sanction- Students in Grades 7-12:

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. 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. 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.

● **Eligibility Code for Extra-Curricular Activities**

A student must attend school 3.5 hours per day to be eligible to participate in practice/contests that day. Special situations can be approved by an administrator. 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 the number of performances or events listed in the chart on page 27. 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.
- 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.

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.
- 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.

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
- 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.

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.

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.

• **Eligibility Code for Extra-Curricular Activities including fine arts:**

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.

New Conduct Code for FIRST OFFENSE:

Previously has been 2 events-changes are reflected in the chart below. Second and Third offenses will not change from previous policy.

(Number of contests or performance dates)

Activity	First Offense	Second Offense	Third Offense
Band*	¼ of season	(⅓ of season)	(½ of season)
Baseball	7	(⅓ of season)	(½ of season)
Basketball	5	(⅓ of season)	(½ of season)
Cheerleading	¼ of season	(⅓ of season)	(½ of season)
Class Officers	5 weeks	(⅓ of season)	(½ of season)
Club/Organizations	1	(⅓ of season)	(½ of season)
Cross Country	3	(⅓ of season)	(½ of season)
Dance	3	(⅓ of season)	(½ of season)
Drama **	1 production	(⅓ of season)	(½ of season)
Flag Corps	1	(⅓ of season)	(½ of season)
Football	2	(⅓ of season)	(½ of season)
Golf	3	(⅓ of season)	(½ of season)
NHS	1	(⅓ of season)	(½ of season)
Royalty	1	(⅓ of season)	(½ of season)
Soccer	3	(⅓ of season)	(½ of season)
Softball	7	(⅓ of season)	(½ of season)
Speech **	1	(⅓ of season)	(½ of season)
Student Council	3 meetings	(⅓ of season)	(½ of season)
Tennis	3	(⅓ of season)	(½ of season)
Track	3	(⅓ of season)	(½ of season)

Vocal *	¼ of season	(⅓ of season)	(½ of season)
Volleyball	4	(⅓ of season)	(½ of season)
Wrestling	4	(⅓ of season)	(½ of season)
All Activities	10 hours Community Service	20 hours Community Service	30 hours Community Service

*Band & Vocal are considered to consist of three season (Fall, Winter, and Spring)

**1 performance or double community service hours based on timing of incident (Principal/AD discretion)

The Ballard Board of Education adopted the attached Eligibility Code for all students who participate in extra-curricular activities at the Junior and Senior High School. Because this Code affects all of the young people of our District who participate in extra-curricular activities, we encourage parents and students to read the Code found in the student/parent handbook.

We hope you will take the time to review the Code. If you have any questions or need a clarification of any part, feel free to contact the Principal. We are asking parents and participating students to sign the form at spring parent/teacher conferences to verify they understand the Eligibility Code. Students and parents will be required to sign this eligibility form on a yearly basis.

It is the policy of Ballard Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (Employment only), marital status, sexual orientation, gender identity and socioeconomic status (Students/program only) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Ottie Maxey, Superintendent, 509 N. Main, Huxley, IA, 50124, 515-597-2811, omaxey@ballard.k12.ia.us

SCHOOL PERMIT PROVISIONS

THIS LICENSE IS COMMONLY REFERRED TO AS A MINOR'S SCHOOL LICENSE OR PERMIT. MANY QUESTIONS ON ITS USE HAVE BEEN RAISED AND THE FOLLOWING PROVISIONS ARE REVIEWED AS THEY ARE CONTAINED IN THE CODE OF IOWA, SECTION 321.194, THE IOWA ADMINISTRATIVE CODE, CHAPTER 26 AND AS INTERPRETED BY THE IOWA ATTORNEY GENERAL'S OFFICE.

1. Age requirement = 14 - 17 years. (Ballard's age guideline is 15-16 years.)
2. School transportation is not available to activity.
3. Distance of at least one mile between school and residence.
4. Successful completion of driver education unless exempted because of hardship.
5. Need for license must be verified by high school principal.
6. Valid for attending courses of instruction and/or extra-curricular activities.
7. Valid for traversing the most direct and accessible route between residence and school/s of attendance.
8. Valid for attending school/s in district of parents' or guardians' residence or a contiguous school district if attending because of open enrollment or shared program.
9. Valid for use only between 6:00 a.m. and 10:00 p.m.
10. Valid for transporting other students from licensee's residence to same school. Stopping on the way to pick up or discharge other students is a violation.
11. Valid for attending extra-curricular activities at the school/s of attendance. This includes attending as a participant or as a spectator.
12. Extra-curricular activities must be at the school/s of attendance. This would include practice fields or facilities located on the school grounds within the district. Attending elsewhere would be a violation.
13. Suspension of license could result upon a single moving violation conviction.
14. Revocation of license would result if two or more moving violation convictions occurred.
15. Subsequent to license revocation the department shall not grant an application for a new motor vehicle license until the expiration of one year or until the licensee's sixteenth birthday, whichever is the longer period.

State and/or Federal Laws

Name and contact information for district's Level One investigator	281—IAC chapter 102	School boards must designate at least one Level One investigator annually to look into allegations of abuse of students by school employees
Physical restraint and physical confinement	281—IAC 103.7	Notice of provisions of chapter 103 and additional district/nonpublic school's policy and procedures on physical restraint and physical confinement; DE has a sample at https://www.educateiowa.gov/pk-12/learner-supports/timeout-seclusion-restraint
Name of investigator of allegations of bullying and harassment	SF 61 (2007 Iowa Acts), which created new Iowa Code section 280.28	How to file a complaint must be included in the policy also
Nondiscrimination policy, grievance procedures, name and contact information for equity coordinator	Federal Titles VI and IX of Civil Rights Act; Section 504 of the federal Rehabilitation Act; Iowa Code section 216.9	A student or employee or any person who feels discriminated against by the district must have information about how to pursue a grievance with the district
Written publication code regarding student exercise of free expression available to students and their parents (280.22(4)).	Student Handbook	As published
Names or positions and phone numbers or other contact information of designated investigator and alternate for abuse investigation (IAC 281--102.5(3)).	Annually published in the student handbook, newspaper, in district, and posting in all buildings operated by the district	One