



# Elementary Handbook

## **Mission**

“Ballard empowers all learners.”

## **Vision**

“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.”

# **Contacts**

Information is also available on the District website:

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

## **Administration**

Superintendent	Mr. Ottie Maxey	515-597-2811
Director of Teaching and Learning	Ms. Katie Claeys	515-597-2811
Director of Special Programs	Mrs. Audra Watson	515-597-2811
District 504 Coordinator	Mrs. Audra Watson	515-597-2811
Business Office Manager	Mr. Jeff Boeding	515-597-2811
Director of Technology	Mr. Dave McGill	515-597-2811
Registrar	Ms. Amber Jungst	515-597-2811
Transportation Director/Bus Barn	Mr. Nathan Renz	515-597-2979
LSI - Food Service	Mrs. Stephanie Mullin	515-597-2811

## **Elementary Principals**

West Elementary (PK-2)	Mrs. Jennifer Johnson	515-228-3890
East Elementary (3-5)	Mr. Mike Manock	515-220-4306

## **Elementary Teachers and Staff**

Please find information regarding teaching staff at the District website under the “Staff Directory” tab.

## **School Board**

Please find information about the Ballard Community School District Board of Directors on the District website.

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## General Information

<b>Ballard West Elementary</b> Grades PK-2 105 East Main Street Slater, Iowa 50244  Phone: 515-228-3890 Fax: 515-228-3892  Attendance/Transportation Reporting: <a href="mailto:attend-bus@ballard.k12.ia.us">attend-bus@ballard.k12.ia.us</a>	<b>Ballard East Elementary</b> Grades 3-5 505 West 4th Street Cambridge, Iowa 50046  Phone: 515-220-4306 Fax: 515-220-4310  Attendance/Transportation Reporting: <a href="mailto:attend-bus@ballard.k12.ia.us">attend-bus@ballard.k12.ia.us</a>
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## School Hours

Elementary hours are consistent between both East and West Elementary. School hours are as follows:

Monday, Tuesday, Thursday, Friday:  
Wednesday:

8:00-3:00pm  
8:00-1:30pm

## Arrival Time

Doors will open at 7:40 am. Students eating breakfast will report directly to the cafeteria. All other students will report to classrooms or designated areas. Please arrive between 7:45-7:50 to allow students time to get to class on-time.

## Breakfast

Breakfast will be served from 7:40-7:55 am.

## Student Check-In and Check-Out Procedures

Students arriving after 8:00am or leaving prior to dismissal time must be signed in or out by using the intercom system at the front door. Students must leave school with a parent or guardian or with another adult for whom the parent or guardian provides verified permission. A parent needs to send an e-mail to [attend-bus@ballard.k12.ia.us](mailto:attend-bus@ballard.k12.ia.us) or call the bus barn if a student will not be following their typical transportation routine.

# Attendance

## Student Attendance

Ballard Community Schools value consistent and punctual attendance as a prerequisite for a complete education. Parents and guardians are responsible under Iowa law to make sure the children in their care receive an education. Attendance is a shared responsibility among students, parents, and the school which requires cooperation and clear communication. Students will be expected to attend school regularly and to be on time in order to maximize their learning opportunities and to develop important life habits of punctuality, self-discipline, and responsibility.

## Reporting an Absence

Parents should send an e-mail to [attend-bus@ballard.k12.ia.us](mailto:attend-bus@ballard.k12.ia.us) or call their child's school of attendance before 8:15 AM if their child will not be at school. E-mail is the preferred method of communicating absences because the information is automatically shared with the transportation department and building secretaries, but for your convenience you may also call anytime and leave a message with the building secretary. Your cooperation will be greatly appreciated.

## Excusing Children from School

Requests from parents or others for children to be taken from school must always be handled by the principal, or designee, (in advance when possible). Children are not allowed to leave the school grounds during the school day unless it is cleared through the office. A parent needs to send an e-mail to [attend-bus@ballard.k12.ia.us](mailto:attend-bus@ballard.k12.ia.us) or call the bus barn if a student will not be following their typical transportation routine.

## Partial Absences

Students arriving between 8:00 AM and 10:00 AM will be marked tardy.

Students arriving after 10:00 AM and before 11:30 AM will be marked absent for a half day.

Students leaving after 11:30 AM and before 2:30 PM will be marked absent for a half day.

## Excessive Absences

There is a strong correlation between attendance and success in reaching learning standards and benchmarks. Staff and families will work together to find solutions and possible assistance before absences become excessive. The following procedures will be used for absences (excused or unexcused)

#### After six accumulated absences:

- The principal/designee may make personal contact with the family notifying the parent/guardian of the number of absences the student has accumulated.
- An entry will be made in Infinite Campus under the Behavior Tab to note that the first contact has been made in regard to the student's absences.

#### After ten accumulated absences:

- A letter will be emailed or mailed to the guardian, at the principal's discretion upon review of attendance, regarding the number of absences the student has accumulated.
- The letter will be emailed or mailed to the guardian.
- An entry will be made in Infinite Campus under the Behavior Tab to note that contact has been made in regard to the student's absences.

#### After twelve accumulated absences:

- A letter will be sent home regarding the number of absences the student has accumulated.
- The letter will be emailed or mailed to the guardian
- The principal/designee will make contact with the parent/guardian to notify them that a letter has been sent regarding their student's absences and a meeting to discuss their student's excessive absences may be required. This student support meeting may include the student, parent, principal, guidance counselor, nurse, and/or truancy officer.
- An attendance contract will be developed by the team including a timeline, expectations, reasons for a truancy court referral and success indicators.
- An entry will be made in Infinite Campus under the Behavior Tab to note that contact has been made in regard to the student's absences.

In extreme or unusual circumstances of student absence, principals/designees may choose to adjust the above procedures.

## **Student Expectations**

### **School and Classroom Expectations**

Providing a safe school environment is a district focus. Students will be encouraged to use appropriate manners in and around the school facilities, both during school hours and at extracurricular events. Behavior Supports are implemented at Ballard East and Ballard West Elementary. We expect our students to:

Be Safe

Be Respectful

Be Caring/Kind

Be a problem solver

Be Responsible

Students are expected to demonstrate these attributes throughout the school. The staff will help students by teaching them the appropriate behaviors, re-teaching appropriate behaviors when needed, and monitor students.

## **Personal Appearance**

There is no specific dress code in the elementary schools, but we encourage children to dress in a manner consistent with standards of respect, good character, and reasonable levels of modesty that contribute to the learning environment. Clothing that promotes the use of alcohol, drugs, or tobacco is not permitted.

Adequate clothing is required for all students during cold weather conditions. This includes coats, gloves, hats and boots. It is strongly recommended that students wear enclosed shoes to protect their feet. Toe/foot injuries are common when students wear flip-flops or sandals during recess.

## **Playground/Recess Guidelines**

Playground rules and regulations are designed to assist the teacher/recess supervisor in designing and implementing a positive, safe, and orderly recess. Staff and students will develop rules appropriate for the students' age group.

Students go outdoors for recess unless the temperature/wind chill is 0 degrees or staff determines that rain, wind or other weather conditions are excessive. Recess supervisors have the authority to adjust procedures depending on the weather conditions. Please provide your children clothing appropriate for the weather. We require students to wear coats if the temperature is below 50 degrees.

## **Bus Behavior**

In the interest of safety, bus students are required to follow certain rules and regulations.

- Keep hands and feet to yourself.
- Stay seated at all times.
- Use conversation level voice.
- Follow your driver's directions.
- No food or drink on the bus

### **Guest riders are not allowed on the bus.**

The driver will notify the Director of Transportation and the principal of any serious misconduct or if the student is habitually disruptive. The principal or Transportation Director will notify the parents or guardians.

If the misconduct is serious or if the student continues to be disruptive, the director of transportation, principal or designee will notify the parents that bus privileges are suspended for a period of time. Bus privileges are suspended as per Board Policy 711.01

## **Treats and Birthdays**

Classrooms will celebrate birthdays by the teacher's discretion. Prepackaged treats are allowed.

## **Pets**

Due to multiple health concerns, pets are not allowed at school.

## **Electronic Devices and Toys**

Personal electronic devices and toys are not to be used during the school day without permission from a teacher.

The District would encourage students to leave such devices at home to prevent them from being lost or stolen. Leaving electronic devices or valuables of any kind in a backpack, jacket pocket, or locker while at school is not recommended.

## **Homework**

Homework may be assigned by classroom teachers and is intended to reinforce concepts that have been taught during the school day. We encourage parents to create a study space, study time, and study routine at home to help students develop good study habits.

# **Information for Parents and Community**

## **Instruction**

At all levels, the Ballard Community School District grounds its educational programs in recognized national and state standards, and enriches instruction to meet the needs of individual students. We devote the majority of each school day to reading, language arts, mathematics, science and social studies. We extend and enhance learning through music, art, physical education, and through the use of digital tools.

## **Student Registration and Contact Information**

Parents/Guardians must register online each school year regardless if students are new or returning to the district. [The district website](#) provides instructions for registration. If you need assistance, contact the District Registrar at 515-597-2811.

The District must keep up-to-date registration information on file for all students. The contact information on file is important so the school can notify parents/guardians or if unable to reach the parent or guardian, another responsible adult if there is an emergency, unplanned early dismissal or a need to check on a student's absence. Staff will call the emergency contact if unable to reach the parent or guardians.



*\*Please keep household information such as address, phone numbers, and emergency contacts up-to-date through the Infinite Campus Parent Portal.*

## **Infinite Campus/Parent Portal**

Infinite Campus is the district student information management database. The Infinite Campus Parent Portal allows parents and guardians to access basic student information, update their household information and emergency contacts, and set up options for messages and emergency notifications from the school. Infinite Campus provides options for email, voice and text messages. Please contact the District Registrar (515-597-2811) to set up an account.

## **Back-to-School Night**

The school will notify you when back to school night will be held.

## **Traffic for Pick-up/Drop-off of Students**

Parents who elect to pick up and drop off their children may do so at the east side of the building (please follow maps provided by the school). The driveway in front of the building will be reserved for bus traffic only. Other regulations may be added based on the needs of the school.

## **Report Cards and Parent Teacher Conferences**

Elementary schools provide parent-teacher conferences in the fall and the spring. Report cards are distributed near the end of each trimester and/or prior to conferences. Parents and guardians have the opportunity to sign up for a conference to review the student's progress. Parents and guardians receive a copy of the report that goes in the student's cumulative folder at the end of each school year. Parents and/or teachers may request additional conferences as needed.

## **Parent Teacher Organization (PTO)**

The PTO is a partnership between families and schools that strengthen communications between home and school. They promote social activities for families and support the school through fundraising events. Parents and guardians may serve as officers and volunteer in other ways. You can find more information regarding PTO on the school website.

## **School News**

We encourage parents and guardians to make a habit of checking for school news posted on the school's website and in the Dimensions. The principal or other staff may also send home digital and/or printed newsletters and other materials at various times. Messages will also be sent via Infinite Campus. Be sure to sign up for an Infinite Campus account through the District Registrar to receive information via text, phone call, or email.

## Calendars

The District maintains a calendar on its website: [www.ballard.k12.ia.us](http://www.ballard.k12.ia.us). The Web Calendar has the most up-to-date listing of school and District events. Please check your school newsletter, school web page, and the online school calendar for the most accurate and up-to-date information.

## Visitors to Schools

Visitors need to set up visits to classrooms with the teacher prior to coming. Please do not bring small children or pets. Visitors need to report to the office before entering the main building.

Visitors will be required to check in the office with a photo id and will be processed through the nationwide system. The Raptor® Visitor Management school security system screens for sex offenders, alerts staff of custody violations, and provides districtwide reporting for all visitors.

## Field Trips

Grade level field trips will occur throughout the school year. Families will be notified ahead of time regarding location and purpose.

Chaperones are sometimes needed to attend student's field trips. Classroom teachers will organize chaperones. No siblings will be permitted to attend field trips.

# Health, Well-Being, and Safety

## Health Services

If you have concerns about your child's health, we encourage you to contact your physician for their advice. Students should be kept home if he or she:

- Has a fever of 100 degrees or higher
- Has been vomiting within the last 24 hours
- Has had diarrhea within the last 24 hours
- If they are complaining of a severe sore throat and/or you see white spots in their throat. Please consult a doctor before returning to school as this indicates a need for medical intervention.

Before returning to school we ask that these students be without the above symptoms without the aid of fever reducing medication (such as Tylenol or Ibuprofen) for 24 hours. This will help us control the spread of illness to other students. When your child has an illness for more than three consecutive days a doctor's excuse will be needed when your child returns to school

## **Immunizations**

Iowa law requires a certificate documenting immunizations to be on file for each student enrolled in school. Parents can obtain their student's immunization records through their health care provider or the public health office. If a student is NOT immunized he/she must have a Certificate of Immunization Exemption on file.

## **Medications**

Most students taking medication can be adequately treated by taking the medication before and after school. However, some students' health and educational needs require them to take medication during the school day. For these students, the District will assist in administering medication under the direction of a legal prescriber if parents and guardians provide a written request. Medication must be sent in properly labeled prescription containers.

## **Screenings**

Vision and Hearing screenings will be conducted per the health office requirements. Parents will be notified of any concerns. Vision screening and physician documentation of vision screening is a requirement for kindergarten and third grade.

## **Accidents & Illnesses at School**

If your child becomes ill or has a serious accident at school, you will be notified as soon as possible. Parents should notify the school of any change in phone number, cell phone number, emergency numbers, or address immediately. No child is ever sent home until arrangements have been made with the parent or guardian.

## **Discipline** (Board Policy 503.01)

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for misconduct will be fair and developmentally appropriate in light of the circumstances.

## **Emergency Preparedness**

In each room of the school we post an emergency evacuation route to follow during an emergency. We hold fire drills, tornado drills and other safety drills regularly during the year. Please see **District Policy 507.05**.

## **School Closings or Delays**

Classes will be held as scheduled unless conditions such as severe weather pose danger to the health and safety of students and staff. The Superintendent will make the decision to cancel school, delay the start time or dismiss classes early. The District will report the announcement on its website, local media, and Infinite Campus to all subscribed parents and guardians.

## **Volunteering**

If you are interested in volunteering at your child's school, please contact your child's teacher or the main office. There may be volunteer opportunities in the classroom, Media Center, office and/or projects that may be done from home. Volunteers working with students must follow the procedures and school board policy for background checks.

## **Student Services**

### **Meal Program at School**

Breakfast and lunch are available to all students. Lunch purchasing and accounting will be conducted each morning. Lunch menus and any information concerning the lunch program can be accessed on the [school website](#).

Lunchtime Solution Inc. (LSI) will attempt to have a "peanut-free" menu for all Ballard Elementary Centers. LSI will do its best to not serve foods containing peanuts or peanut by-products in elementary lunches. LSI and Ballard Community Schools cannot mandate what students bring in sack lunches from home.

### **Financial Assistance: Meals and Fees**

Families meeting federal and state income requirements who complete the Iowa Eligibility Application may be eligible for free or reduced-price school meals and supply fees. Families must apply each year. [Application forms](#) are available on the District website.

### **Traffic Safety Measures**

Parents of town children are responsible for the safety of their children as they travel to and from school. Students are to use sidewalks and follow the directions of the crossing guard when coming/leaving school.

### **Transfer of Students**

Parents of students who are moving out of the district during the school year should notify the school prior to the last day so that the proper transfer forms can be completed. Fees for students entering or leaving school during the school year are prorated on a monthly basis and are refunded accordingly.

## **Student Pictures**

The District contracts with a photographer to take photos of all students in the fall. Parents and guardians have the opportunity to purchase their child's portrait. The district provides notice of the date, price list and order forms. Parents and guardians must make payment for the pictures in advance. Make-up dates are available in case a student is absent on picture day.

## **Lost and Found**

We house lost and found items on the school's lost and found table. All unclaimed articles will be donated. Please mark your child's clothing and other articles to help with identification.

# **Board Policies and Information**

## **Equal Educational Opportunities: Anti-Bullying/Anti-Harassment Policy**

(Board Policy 104.01)

The Ballard Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

### **Definitions**

For the purposes of this policy, the defined words shall have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual's actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:

1. Places the student in reasonable fear of harm to the student's person or property.
  2. Has a substantial detrimental effect on the student's physical or mental health.
  3. Has the effect of substantially interfering with a student's academic performance. Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- "Trait or characteristic of the student" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
  - "Volunteer" means an individual who has regular, significant contact with students.

#### Filing a Complaint

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent's designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

#### Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment. The superintendent or the superintendent's designee (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The superintendent or the superintendent's designee shall also be responsible for developing procedures regarding this policy.

#### Decision

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

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

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

#### Publication of Policy

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site

### **Discrimination based on Sex, Sexual Misconduct, and Interpersonal Misconduct: Notification of Complainant's Rights (Board Policy 104.02)**

#### **Policy**

The Ballard Community School District ("School District") prohibits discrimination on the basis of sex in its educational programs, activities, and in employment. This includes, but is not limited to, discrimination affecting students or employees or others in the form of sex-based harassment (including sexual harassment), sexual assault and sexual exploitation (collectively referred to herein as "Sexual Misconduct"). The Schools District also prohibits dating violence, domestic violence, and stalking (collectively referred to herein as "Interpersonal Misconduct") affecting students or employees or others. Finally, retaliation against anyone seeking guidance, filing a complaint, or participating in an investigation into Sexual Misconduct or Interpersonal Misconduct is strictly prohibited. The School District is committed to promptly addressing all allegations of Sexual Misconduct and Interpersonal Misconduct in order to maintain a safe environment for all students and employees.

## **Scope**

This policy governs the conduct of all School District students, employees and third parties whose actions impact the School District's educational and working environment. It applies to all school premises, to all school activities, and applies to conduct occurring elsewhere if the conduct will have an adverse impact on students or employees at school. This policy provides for interim and long-term protective measures and accommodations for students and employees affected by Sexual Misconduct or Interpersonal Misconduct. This policy applies regardless of sexual orientation or gender identity or whether an incident occurs on or off school premises.

## **Title IX Coordinator**

The School District has appointed Audra Watson as its Title IX Coordinator. The Title IX Coordinator has primary responsibility for coordinating the School District's efforts to comply with and carry out its responsibilities under Title IX, which prohibits sex discrimination in all the operations of this School District, as well as retaliation for the purpose of interfering with any right or privilege secured by Title IX. Audra Watson can be contacted at (515) 597-2811 or [awatson@ballard.k12.ia.us](mailto:awatson@ballard.k12.ia.us).

## **Reporting and Disciplinary Procedures**

To report an incident involving Discrimination based on Sex, Sexual Misconduct or Interpersonal Misconduct, any of the following individuals may be contacted:

- Ballard Community School District Title IX Coordinator: Audra Watson
- Ballard Community School District Superintendent: Ottie Maxey
- Ballard High School Principal: Chris Deason
- Ballard Middle School Principal: Tom Maher
- Ballard East Elementary School Principal: Mike Manock
- Ballard West Elementary School Principal: Jennifer Johnson

All School District employees who become aware of a possible instance of Sexual or Interpersonal Misconduct must report such information to the Title IX Coordinator. However, school counselors and nurses may need to exercise some additional discretion due to their positions and independent responsibilities to protect confidential student information.



The School District will conduct a prompt, fair, and impartial investigation and resolution process for every complaint or concern reported. For complaints against students, the appropriate building principal or designee will conduct the investigation. This policy and other policies relating to student conduct will govern the process. For complaints against faculty or staff, the Superintendent or designee will conduct the investigation and adjudication will follow procedures applicable to the accused. The anticipated timelines for the investigation, disciplinary procedures, and appeal rights will vary, but, in any event, the School District endeavors to complete the investigatory process within sixty (60) days.

A complaint may be filed under this Policy and will be investigated regardless of whether law enforcement is also involved in the matter or criminal charges are filed.

The following procedures apply in cases of alleged Sexual Misconduct or Interpersonal Misconduct:

1. The accuser and the accused each will have the opportunity to participate in the investigatory process. However, at no time will a mediation process be used and a complainant will never be required to sit face-to-face with an alleged perpetrator to work out an issue directly;
2. After the investigatory process is complete, the complaint will be determined to be founded or unfounded. If founded, the matter will proceed from investigation to discipline. The accuser and the accused each will be notified and have the opportunity to be heard in the disciplinary process. If unfounded, the accuser and the accused will be notified and will be allowed to appeal the determination to the superintendent.
3. Disciplinary decisions will be based on the preponderance of evidence standard. In other words, the decision maker will determine if it is more likely than not that the accused violated this policy or any other applicable policy;
4. The accuser and the accused will be notified in writing of the outcome of any disciplinary proceeding; and
5. If there is a right to appeal, the right is granted co-equally to the accuser and the accused. The accuser and the accused will be notified in writing of the final outcome of an appeal, if applicable.

School District sanctions may be imposed upon anyone determined to have engaged in Sexual Misconduct or Interpersonal Misconduct under applicable School District policies and procedures. For employees, sanctions could range from counseling to termination from employment and could include suspension, transfer, change in work assignment, or

reprimand. For students, possible sanctions include expulsion, suspension, probation, transfer, educational assignments, or a reprimand. For third parties, the School District may issue a no trespass order. The School District may also implement interim and/or long term protective remedial measures following a report of Sexual Misconduct or Interpersonal Misconduct, which may include no-contact orders and/or temporary or permanent changes in academic, transportation and working conditions, if requested and reasonably available.

## **Options for Persons affected by Sexual Misconduct or Interpersonal Misconduct**

### **Immediate Assistance**

The following individuals are available to help persons affected by Sexual Misconduct or Interpersonal Misconduct navigate the reporting process and obtain resources for medical care, counseling, or other needs. Please note that School District employees may be required under state mandatory reporting laws to report certain incidents to local law enforcement or child protection agencies.

- Erin Denker, West Elementary Counselor - (515) 228-3890
- Mike Macki, East Elementary Counselor - (515) 220-4306
- Hallie Carlson, Middle School Counselor - (515) 597-2815
- Lisa Doland, High School Counselor - (515) 597-2971
- Lexi Flaherty, High School Counselor - (515) 597-2971
- Kellie Boock, High School At-Risk Coordinator - (515) 597-2971

ACCESS- Assault Care Center Extending Shelter and Support

PO Box 1429

Ames, IA 50014

Office: 515-292-0500

Fax: 515-292-0505

Crisis Line: 888-983-2533

Dating/Domestic Violence and Stalking (24/7):

Domestic Violence Services- 515-243-6147

Iowa Domestic Violence Hotline-1-800-942-0333

Sexual Assault/Harassment (24/7):

Crisis Intervention Services-1-800-270-1620

Iowa Sexual Abuse Hotline-1-800-284-7821

A comprehensive list of resources that are available for victims of Sexual or Interpersonal Misconduct will be available at each school site and on the School District's website at <http://www.ballard.k12.ia.us/>.

### **Medical Attention**

Anyone experiencing a sexual assault should consider seeking medical attention as soon as possible. Prompt medical attention is also encouraged following any event that causes physical or emotional injury. Locally, medical attention is available at any of the following hospitals or clinics:

UnityPoint Clinic Family Medicine at Huxley - (515) 597-2600

Mary Greeley Medical Center - (515) 239-2011

Sexual assault victims have the right to have a certified Sexual Assault Nurse Examiner (SANE) provide a free, confidential medical examination at the expense of the state. The SANE can conduct a sexual assault evidence collection kit to preserve forensic evidence of the assault within 120 hours after its occurrence. In order to preserve as much evidence as possible, it is recommended that victims not bathe, wash, change clothing or clean bed linens/area where the assault occurred. However, even if victims have engaged in any or all of these activities, they can still proceed with an exam within the 120 hour time frame. Victims should consider having this exam done if they may want to pursue charges or if you are concerned about your physical health and well-being. This exam also provides screening for sexually transmitted diseases, HIV/AIDS and/or pregnancy prevention measures within or after the 120 hour time frame, and includes free follow-up exams if needed.

In addition, sexual assault victims may apply to have certain expenses related to follow-up medical care, counseling, or other accrued expenses related to the assault, covered through the Iowa Crime Victim Compensation Program. A victim advocate can help with this process as part of their free and ongoing services. For an application and other information related to this process, please visit:

<https://www.iowaattorneygeneral.gov/for-crime-victims/crime-victim-compensation-program/>

### **Ongoing Assistance**

- Erin Denker, West Elementary Counselor - (515) 228-3890
- Mike Macki, East Elementary Counselor - (515) 220-4306
- Hallie Carlson, Middle School Counselor - (515) 597-2815
- Lisa Doland, High School Counselor - (515) 597-2971
- Lexi Flaherty, High School Counselor - (515) 597-2971
- Kellie Boock, High School At-Risk Coordinator - (515) 597-2971

### **Accommodations and Interim Protective Measures**

The School District will work cooperatively with anyone affected by Sexual or Interpersonal Misconduct to promote his/her health, well-being and physical safety, and to make available accommodations within the educational and/or work environment after a report of Sexual Misconduct or Interpersonal Misconduct is made, regardless of whether the individual chooses to contact law enforcement. For example, changes to academic, transportation, and/or working situations may be requested and will be arranged if reasonably available. In addition, if requested, counseling, health services and assistance in notifying appropriate local law enforcement will also be provided. These measures may be adjusted as circumstances change. The following individuals will be available to provide assistance in seeking these accommodations and protective measures:

- Ballard Community School District Title IX Coordinator: Audra Watson - (515) 597-2811, [awatson@ballard.k12.ia.us](mailto:awatson@ballard.k12.ia.us)
- Ballard Community School District Superintendent: Ottie Maxey - (515) 597-2811, [omaxey@ballard.k12.ia.us](mailto:omaxey@ballard.k12.ia.us)
- Ballard High School Principal: Chris Deason - (515) 597-2971, [cdeason@ballard.k12.ia.us](mailto:cdeason@ballard.k12.ia.us)
- Ballard Middle School Principal: Tom Maher - (515) 597-2815, [tmaher@ballard.k12.ia.us](mailto:tmaher@ballard.k12.ia.us)

- Ballard East Elementary School Principal: Mike Manock - (515) 220-4306, mmanock@ballard.k12.ia.us
- Ballard West Elementary School Principal: Jennifer Johnson - (515) 228-3890, jjjohnson@ballard.k12.ia.us

## **Preservation of Evidence**

Those affected by Sexual or Interpersonal Misconduct are encouraged to preserve any and all evidence. For example, save text messages, instant messages, social networking pages, other communications, and keep pictures, logs, and any other relevant documents. Write down all the details about the incident and the person(s) involved as soon as possible.

## **Victim's Rights under Iowa Code § 709.22**

In Iowa, victims have the following rights pursuant to state statute:

1. The right to ask an Iowa court for help with any of the following on a temporary basis:
  - a. Keeping your attacker away from you, your home, and your place of work.
  - b. The right to stay at your home without interference from your attacker.
  - c. The right to seek a criminal no-contact order, if your attacker is arrested for sexual assault.
2. You have the right to register as a victim with the county attorney.
3. You have the right to file a complaint for threats, assaults, or other related crimes.
4. You have the right to seek restitution against your attacker for harm to you or your property.
5. You have the right to apply for victim compensation.
6. You have the right to contact the county attorney or local law enforcement to determine the status of your case.
7. If you are in need of medical treatment, you have the right to request that a law enforcement officer assist you in obtaining transportation to the nearest hospital or otherwise assist you.
8. You have the right to a sexual assault examination performed at state expense, as discussed above.
9. You have the right to request the presence of a victim counselor, as defined under law, at any proceeding related to an assault, including a medical examination.

10. If you believe that police protection is needed for your physical safety, you have the right to request that a law enforcement officer remain at the scene until you and other affected parties can leave or until safety is otherwise ensured.

## **Orders of Protection**

**School District No-Contact Orders:** The School District may issue a no-contact order upon a report or complaint of Sexual Misconduct or Interpersonal Misconduct. This type of no-contact order is enforced under School District policies and procedures and applies only to the premises and activities under the School District's jurisdiction.

**School District "No Trespass" Orders:** The School District has the right to ask a person to leave School District property if the person's conduct is aggressive or threatening, or is otherwise disruptive to the School District's educational or employment environment and/or School District activities. A no trespass order may be issued by the Superintendent. Violations of trespass orders may warrant arrest by local law enforcement.

**Criminal No-Contact Orders:** Criminal no-contact orders are available as part of a criminal proceeding for domestic abuse, harassment, stalking, sexual abuse, or assault. These orders are requested by the County Attorney's Office, and are granted by a judge in the course of criminal proceedings. These orders usually last upwards to 5 years and can be reauthorized.

**Civil Protective Orders:** There is a separate process for obtaining a civil protective order, which a victim of domestic abuse may seek even if there are no criminal charges. These orders apply to a spouse, ex-spouse, co-habitator, or former co-habitator within one year prior, persons who have a child together, or persons in an intimate relationship. Victims may go to the County Clerk of Court and request a protective order. Victims will appear before a judge for a temporary protective order, and a hearing will be scheduled. If a judge issues a civil protective order, the order will be effective for one year and subject to renewal if requested before expiration.

In compliance with Iowa law, the School District recognizes both criminal no-contact orders and civil protective orders. Anyone who obtains an order of protection from a court in Iowa should provide a copy to the Superintendent and the Title IX Coordinator who will develop a plan to reduce risk of harm while on school premises. This plan may include, for example: escorts, special parking arrangements, changing classroom location, allowing a student to complete assignments from home, etc.

## **Confidentiality**

Personally identifiable information will be treated confidentially and shared only with persons with a specific need to know who are investigating/adjudicating a complaint or delivering resources or support services. Any protective measures or accommodations provided by the School District will also be kept confidential to the extent reasonably practicable, and to the extent the confidentiality does not impair the School District's ability to provide the protective measures or accommodations. The School District will also keep personally identifiable information out of public recordkeeping. Parents and eligible students may request that student directory information on file be removed from public sources by calling the School Business Manager, Jeff Boeding at (515) 597-2811 .

If a complainant wishes to remain anonymous, the School District will still take reasonable measures to protect the complainant from any further harm. However, complete anonymity may hamper the School District's ability to fully investigate a complaint or take disciplinary action in a founded complaint. The School District must also consider the safety of all students when determining whether or not to honor a request for anonymity or confidentiality. Considerations will include, but are not limited to, whether or not the alleged perpetrator has a history of violence or sexual violence and whether or not the alleged perpetrator may commit additional acts of violence or sexual violence, whether or not the alleged perpetrator threatened the victim regarding reporting the incident, the nature of the alleged incident, the age and mental competency of the individuals involved, and the possible sources of evidence available. The School District will work with a complainant throughout the process regarding the Schools District's ability to respond to a complaint and protect complainant confidentiality and safety.

### **Options Regarding the Involvement of Law Enforcement**

Although the School District strongly encourages all members of its community to report Sexual Misconduct and Interpersonal Misconduct that constitutes a crime to law enforcement, it is each person's choice whether or not to make such a report. Victims and survivors have the right to decline involvement by the police. Persons wishing to contact law enforcement may do so directly or with assistance from the School District. For assistance, contact the following offices and individuals:

Ballard Community School District Title IX Coordinator: Audra Watson - (515) 597-2811, [awatson@ballard.k12.ia.us](mailto:awatson@ballard.k12.ia.us)

- Ballard Community School District Superintendent: Ottie Maxey - (515) 597-2811, [omaxey@ballard.k12.ia.us](mailto:omaxey@ballard.k12.ia.us)
- Huxley Police - (515) 597-2002
- Story County Sheriff - (515)382-6581

Criminal acts may subject the perpetrator to criminal and civil penalties under federal and/or state law.

### **Publication of Policy**

This policy shall be published in student and employee handbooks and shall be published on the School District's website in a manner which can be easily accessed by parents, students, employees and others.

### **Training and Education**

The Superintendent shall be responsible for ensuring that investigators and decision makers are trained in matters relating to Sexual Misconduct and Interpersonal Misconduct including the impact of trauma on victims of such misconduct. The Superintendent shall also be responsible for training on this policy and other non-discrimination and anti-bullying/harassment policies of the School District. The Superintendent shall also be responsible for educating all students in an age appropriate manner regarding this policy and all other non-discrimination and anti-bullying/harassment policies.

### **Definitions**

The following definitions apply to the words and phrases used in this policy:

**Sexual Misconduct:** The School District defines Sexual Misconduct as including Sexual Assault, Sexual Exploitation and Sex-Based Harassment (including Sexual Harassment) as each term is defined in this policy.

**Assault:** A person commits an assault when, without justification, the person does either of the following:

Any act which is intended to cause pain or injury to another, 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

Any act 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.

**Sexual Assault:** Sexual assault is an extreme form of sexual misconduct ranging from forcible rape to nonphysical forms of pressure that compel individuals to engage in sexual activity against their will. In Iowa, the terms "rape" and "sexual assault" fall under the legal definition of "sexual abuse," which includes any sex act done by force or against the will of another.



**Sexual Exploitation:** Sexual exploitation involves taking non-consensual sexual advantage of another person, even though the behavior might not constitute one of the other sexual misconduct offenses. Examples can include, but are not limited to, the following behaviors:

- Distribution or publication of sexual or intimate information about another person without consent
- Electronic recording, photographing, or transmitting sexual or intimate utterances, sounds, or images without knowledge and consent of all parties
- Engaging in indecent exposure
- Sexual intimidation - Sexual intimidation is an implied or actual threat to commit a sex act against another person, or behavior used to coerce participation in a sex act
- Stalking - Stalking may take many forms including persistent calling, texting, or Internet posting, as well as physical stalking, when the context of the communication or the nature of the stalking is of a sexual or intimate nature
- Voyeurism - Voyeurism involves either secretive observation of another's sexual activity or secretive observation of another for personal sexual pleasure

**Sex-Based Harassment (including Sexual Harassment):** Sex-based harassment is defined as unwelcome advances, requests for sexual favors, or other unwelcome verbal or physical conduct aimed at another because of sex when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a course, program or activity;
- Submission to or rejection of such conduct is used as a basis for an employment or educational decision affecting an individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or of creating an intimidating, hostile, or offensive environment for work or learning.

### Examples of Sex-Based Harassment

Sex-based harassment occurs in a variety of circumstances. Often, sex-based harassment involves elements of coercion as when compliance with requests for sexual favors becomes a condition of employment, work, education, attendance or study. Sex-based harassment may also involve unwelcome sexual advances or demeaning verbal or physical behaviors which have a harmful effect on a person's ability to study or work at school.

Examples of sex-based harassment include, but are not limited to, the following unwelcome behaviors:

- physical assault, indecent exposure, or physical contact of a sexual nature;
- direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades or letters of recommendation etc.;
- direct propositions of a sexual nature;
- a subtle pressure for sexual activity or a pattern of conduct intended to denigrate, distress or humiliate through sexual comments or sexually explicit statements, questions, jokes or anecdotes. This pattern of conduct may include unnecessary touching, unwanted staring, patting, hugging or brushing against a person's body; remarks of a sexual nature about a person's clothing or body; or remarks about sexual activity or speculations about previous sexual experience;
- a pattern of conduct that would denigrate, distress or humiliate a reasonable person of the same sex as the person at whom the conduct was directed. The pattern of conduct may, but need not, be of a sexual nature so long as it is directed at another because of sex. Examples include but are not limited to:
  1. name-calling jokes or negative comments about the person's sex/gender
  2. physical intimidation, vandalism or pranks
  3. displays of reading materials or pictures containing negative material about a particular sex, including electronic materials

Interpersonal Misconduct: The School District defines Interpersonal Misconduct as including Domestic Violence, Dating Violence, and Stalking as each term is defined within this policy.

Domestic Violence: An assault under any of the following circumstances:

1. The assault is between family or household members, who resided together at the time of the assault.
2. The assault is between separated spouses or persons divorced from each other and not residing together at the time of the assault.
3. The assault is between persons who are parents of the same minor child, regardless of whether they have been married or have lived together at any time.
4. The assault is between persons who have been family or household members residing together within the past year and are not residing together at the time of the assault.

Dating Violence: Violence committed by a person—

1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
2. where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - a. The length of the relationship.
  - b. The type of relationship.
  - c. The frequency of interaction between the persons involved in the relationship.

Stalking: A person commits stalking when all of the following occur:

1. The person purposefully engages in a course of conduct directed at a specific person that would cause a reasonable person to fear bodily injury to, or the death of, that specific person or a member of the specific person's immediate family.
2. The person has knowledge or should have knowledge that the specific person will be placed in reasonable fear of bodily injury to, or the death of, that specific person or a member of the specific person's immediate family by the course of conduct.
3. The person's course of conduct induces fear in the specific person of bodily injury to, or the death of, the specific person or a member of the specific person's immediate family.

("Course of Conduct" as used in the definition of "Stalking", means repeatedly maintaining a visual or physical proximity to a person without legitimate purpose or repeatedly conveying oral or written threats, threats implied by conduct, or a combination thereof, directed at or toward a person.)

Retaliation: Retaliation occurs when action is taken against another because they have sought guidance, filed complaint or participated in an investigation into Sexual or Interpersonal Misconduct. Examples of retaliation include, but are not limited to, any action that has an adverse impact on the complainant's employment, compensation or work assignments, or, in the case of students, grades, class selection or any other matter pertaining to student.

## **Student Searches** (Policy 502.08)

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search is in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, will not create a protected student area and will not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

It is the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy.

## **Medication Administered** (Policy 507.02)

The board is committed to the inclusion of all students in the education program and recognizes that some students may need prescription and nonprescription medication to participate in their educational program.

Medication shall be administered when the student's parent or guardian (hereafter "parent") provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container.

When administration of the medication requires ongoing professional health judgment, an individual health plan shall be developed by an authorized practitioner with the student and the student's parent. Students who have demonstrated competence in administering their own medications may self-administer their medication. A written statement by the student's parent shall be on file requesting co-administration of medication, when competence has been demonstrated. By law, students with asthma or other airway constricting diseases or students at risk of anaphylaxis who use epinephrine auto-injectors may self-administer their medication upon the written approval of the student's parents and prescribing licensed health care professional regardless of competency.

Persons administering medication shall include authorized practitioners, such as licensed registered nurses and physician, and persons to whom authorized practitioners have delegated the administration of medication (who have successfully completed a medication administration course). A medication administration course and periodic update shall be conducted by a registered nurse or licensed pharmacist, and a record of course completion shall be maintained by the school.

A written medication administration record shall be on file including:

- date;
- student's name;
- prescriber or person authorizing administration;
- medication;
- medication dosage;
- administration time;
- administration method;
- signature and title of the person administering medication; and
- any unusual circumstances, actions, or omissions.

Medication shall be stored in a secured area unless an alternate provision is documented. Emergency protocols for medication-related reactions shall be posted. Medication information shall be confidential information as provided by law.

Disposal of unused, discontinued/recalled, or expired medication shall be in compliance with federal and state law. Prior to disposal school personnel shall make a reasonable attempt to return medication by providing written notification that expired, discontinued, or unused medications needs to be picked up. If medication is not picked up by the date specified, disposal shall be in accordance with the disposal procedures for the specific category of medication.

## Statement Regarding Homeless (Policy 501.16)

The District believes all students should have access to a free, appropriate public education. The district will ensure that homeless children and youth have equal access to the same free, appropriate public education as other children and youth.

The term "homeless children and youth" means individuals who lack a fixed, regular, and adequate nighttime residence. The term includes:

- Children and youth who are:
  - Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as "doubled up");
  - Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
  - Living in emergency or transitional shelters; or
  - Abandoned in hospitals.
- Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.

To help ensure that homeless children and youth have a full opportunity to enroll, attend, and succeed at school, the board shall:

- Designate the At-Risk Coordinator or other appropriate staff member as the local homeless children and youth liaison;
- Provide training opportunities for staff so staff may help identify and meet the needs of homeless children and youth;
- Remove barriers, including those associated with fees, fines, and absences, to the identification, enrollment, retention, attendance and/or success in school for homeless children and youth;
- Ensure collaboration and coordination with other service providers;
- Ensure transportation is provided in accordance with legal requirements;

- Provide school stability in school assignment according to the child's best interests;
- Ensure the privacy of student records, as provided by applicable law, including information about a homeless child or youth's living situation;
- Engage in the dispute resolution process for decisions relating to the educational placement of homeless children and youth as provided by applicable law; and
- Prohibit the segregation of a homeless child or youth from other students enrolled in the district.

The superintendent may develop an administrative process or procedures to implement this policy.

## **504 Section 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 programs and practices of the school system.

The Ballard Community School District has the responsibility under Section 504, which includes the obligation to identify, evaluate, and, if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. See the Ballard 504 Handbook for more detailed information under the Parent Tab at the [district website](#).

## **Teaching about Religion** (Policy 603.08)

Since the contribution of religions to civilization is one of the crucial keys to understanding human history and development, the study of religious history and traditions should be part of the school curriculum and can play a vital role in enhancing an understanding among people of different religious backgrounds and beliefs. Such study should give neither preferential nor derogatory treatment to any single religion or to religion in general, and should not be introduced or utilized for devotional purposes. Furthermore, no religious belief or non-belief should be promoted by the District or its employees and none shall be disparaged. The District shall encourage all students and staff members to appreciate and respect each other's religious views and practices.

Criteria used to guide academic inquiry in the study of religion should seek the same objectivity and educational effectiveness expected in other areas of the curriculum. In

addition, materials and activities should be sensitive to America's pluralistic society and should educate rather than indoctrinate. All instructional and other school-sponsored activities should meet the three-part test established by the Supreme Court to determine constitutionality: (1) the activity must have a secular purpose; (2) the activity's principal or primary effect must be one that neither advances nor inhibits religion; and (3) the activity must not foster an excessive governmental entanglement with religion.

The historical and contemporary significance of religious holidays may be included in the program of education provided that such instruction is presented in an unbiased and objective manner. The selection of holidays to be recognized or studied shall take into account major celebrations of several world religions, not just those of a single religion. Holiday-related activities shall be educationally sound and sensitive to religious differences, and shall be selected carefully to avoid the excessive or unproductive use of school time. Teachers shall be especially discriminating in planning activities that are to take place immediately preceding or on a religious holiday.

Music, art, literature, and drama having religious themes (including traditional carols, seasonal songs, and classical music) shall be permitted if presented in an objective manner without sectarian indoctrination. The emphasis on religious themes shall be only as extensive as necessary for a balanced and comprehensive study or presentation. Religious content included in student performances shall be selected on the basis of its independent educational merit, and shall seek to give exposure to a variety of religious customs, beliefs, and forms of expression. Holiday programs, parties, or performances shall not become religious celebrations or be used as a forum for religious worship, such as the devotional reading of sacred writings, or the recitations of prayers. Student participation in a program or performance which involves personally offensive religious material or expression shall be voluntary.

The use of religious symbols (e.g. a cross, menorah, crescent, Star of David, lotus blossom, nativity scene, or other symbol that is part of a religious ceremony) shall be permitted as a teaching aid, but only when such symbols are used temporarily and objectively to give information about a heritage associated with a particular religion. The Christmas tree, Santa Claus, Easter eggs, and Easter bunnies are secular, seasonal symbols and as such can be displayed in a seasonal context.

Expressions of belief or non-belief initiated by individual students shall be permitted in composition, art forms, music, speech, and debate. However, teachers may not require projects or activities which are indoctrinational or force students to contradict their personal religious beliefs or non-beliefs.

District employees shall not participate in or arrange for religious invocations, benedictions or group-led prayers at school-sponsored activities.



## **Emergency Plans and Drills** (Policy 507.05)

Students will be informed of the appropriate action to take in an emergency. Emergency drills for fire, weather, and other disasters are conducted each school year. Fire and tornado drills are each conducted regularly during the academic school year with a minimum of two before December 31 and two after January 1.

Each attendance center will develop and maintain a written plan containing emergency and disaster procedures. The plan will be communicated to and reviewed with employees. Employees will participate in emergency drills. Licensed employees are responsible for instructing the proper techniques to be followed in the drill.

All emergency procedures will be evaluated by the district safety coordinator and building principal.

### **Evacuation Plan**

A district evacuation plan of action is available in each attendance center. Students and staff will review these procedures each semester.

### **Crisis Plan**

A district crisis plan of action is available in each attendance center. Students and staff will review these procedures each semester.

## **Tobacco/Nicotine-Free Environment** (Board Policy 905.02)

School district facilities and grounds, including school vehicles, are off limits for tobacco or nicotine use, including the use of look-a-likes where the original would include tobacco or nicotine. This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored and nonschool-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco, nicotine or other product or leave the school district premises immediately. It is the responsibility of the administration to enforce this policy.

## **Extended Learning Program**

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 empower 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 in math and/or Reading-Language Arts
- General intelligence
- High levels of creativity and leadership

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 Acceleration Guidelines**

Acceleration of a student is an individual matter, and the case of each student shall be considered on its own merits and with regard to the best interests of the student. These decisions shall be made by the principal(s) of the school the student is attending or will be attending, after consultation with the professional staff involved and with the parents or guardians. Acceleration requests must occur prior to May 1st, unless extenuating circumstances are present.

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-out 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.

Example:

- 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 for Acceleration should meet the following criteria:

- Student should demonstrate superior skills 2 grade levels above his/her current placement.
- 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 referred to the building principal by a parent or teacher using Acceleration Request form.
2. Building principal communicates request to ELP coordinator.
3. ELP coordinator organizes a child study team (which may include some or all of the following individuals—parent/guardian, principal, ELP coordinator, ELP teacher, classroom teacher, 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.
4. If yes, the Iowa Acceleration Scale will be used as an assessment tool.
  - A. Additional information collected and testing conducted by the ELP coordinator. Iowa Acceleration Scale process completed.
  - B. ELP coordinator schedules a follow-up meeting with child study team to make a determination on appropriate student placement.
  - C. If acceleration is not recommended, process complete. Documentation is filed. Student continues receiving the ELP services outlined in student Individual Extended Learning Plan (IELP).
5. If acceleration is recommended, a student's IELP is updated with an acceleration plan, including a timeline and schedule for implementation.
  - A. Student begins acceleration on a six-week trial basis.
  - B. ELP coordinator schedules child study team for a follow-up conference to monitor student progress.
  - C. The team will recommend one of the following options:
    - Student continues in the current placement
    - Student returns to previous classroom placement

## 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 support 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 district 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.
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 students 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.

## ELL Program

English Learners (ELL) Students who have identified English as a second language and demonstrate the need for language acquisition services may be eligible for English Learner (ELL) services. Initial referrals for this program are generated through completion of a Home Language Survey as a part of the enrollment process. Additional referrals can be initiated by contacting the building principal or the Director of Special Programs.

## Corporal Punishment (Board Policy 503.05)

Corporal punishment is defined as the intentional physical punishment of a student and is prohibited. It includes the use of unreasonable or unnecessary physical force or physical contact made with the intent to harm or cause pain. No employee is prohibited from:

- Using reasonable and necessary force, not designed or intended to cause pain, in order to accomplish any of the following:
  - To quell a disturbance or prevent an act that threatens physical harm to any person.
  - To obtain possession of a weapon or other dangerous object within a pupil's control.
  - For the purposes of self-defense or defense of others as provided for in Iowa Code section 704.3.
  - For the protection of property as provided for in Iowa Code section 704.4 or 704.5.
  - To remove a disruptive pupil from class or any area of school premises or from school-sponsored activities off school premises.
  - To protect a student from the self-infliction of harm.
  - To protect the safety of others.
- Using incidental, minor, or reasonable physical contact to maintain order and control.

Reasonable physical force should be commensurate with the circumstances of the situation. The following factors should be considered in using reasonable physical force for the reasons stated in this policy:

1. The size and physical, mental, and psychological condition of the student;
2. The nature of the student's behavior or misconduct provoking the use of physical force;
3. The instrumentality used in applying the physical force;
4. The extent and nature of resulting injury to the student, if any;

5. The motivation of the school employee using physical force.

Upon request, the student's parents are given an explanation of the reasons for physical force.

It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

## **Chapter 103 - Physical Restraint and Physical Confinement:**

An employee of a public school district, accredited nonpublic school, or area education agency shall not inflict, or cause to be inflicted, corporal punishment upon a student. "Corporal punishment" is defined to mean the intentional physical punishment of a student. It includes the use of unreasonable or unnecessary physical force, or physical contact made with the intent to harm or cause pain.

More information can be found at the following link:

<https://www.educateiowa.gov/pk-12/learner-supports/timeout-seclusion-restraint>