

# **BALLARD MIDDLE SCHOOL**

**2022 - 2023**

## **Student/Parent Handbook**



### **Ballard Community Schools Vision Statement:**

"Ballard empowers all learners."

### **Ballard Community Schools Vision Statement:**

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

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

# Ballard Virtues

At Ballard we will:

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

Dear Students,

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

Do your part to make the 2022-2023 school year be the best yet!

Sincerely,  
Mr. Tom Maher  
Ballard Middle School Principal



## Table of Contents

<b>SECTION I</b>	<b>DISTRICT INFORMATION</b>	<b>PAGE</b>
	Middle School Staff	6-7
	School Cancellation	8
<b>SECTION II</b>	<b>STUDENT RULES/ REGULATIONS</b>	
	Attendance/Absences /Tardies	9-14
	Student Behavior Expectations	15-18
	Eligibility Code/Code of Conduct	18-30
	Tobacco / Drugs / Vaping / Vandalism	30
<b>SECTION III</b>	<b>BUILDING PROCEDURES &amp; ROUTINES</b>	
	Before School Expectations	33
	Lockers/Bags/Bicycles & Mopeds	33-34
	Lunchroom Expectations / Break	35-37
	Food / Water Bottles	37
	Office Procedures/ Announcements/ Visitors	38
	Classroom Expectations / Electronic Devices/ Cell Phones	39-40
	Counselor / Nurse Information /Medication Expectations	40-42
	Student Activities	42-43
	Dismissal from School Procedures/ Transportation Information	43-45
	Dress Code / Chromebooks / Internet Agreement	45-49
<b>SECTION IV</b>	<b>ACADEMIC INFORMATION</b>	
	Student Courses/ Grading	49-50
	Test Retakes / Make-up Work / Academic Dishonesty	51-52
	Reporting to Families	53
	Testing	54

**SECTION V****EMERGENCY DRILL PROCEDURES**

Tornado Drill	55
Fire / Intruder	56-57
Procedures for Special Needs Students	57

**SECTION VI****LEGAL NOTIFICATIONS**

Title 1 / ELL	58-59
ELP / Accelerations	59-60
Sexual Abuse/ Harrassment/ Rehabilitation Act, Homelessness	61-63

**SECTION VII****SCHOOL INFORMATION**

School Map	64
Regular class schedule	65
Early out Class schedule	66
Late Start Class Schedule	67

**BALLARD MIDDLE SCHOOL**  
**509 Main St.**  
**Huxley IA 50124**

**Phone:** 515-597-2815

**Fax:** 515-597-2818

**Website:** <http://ballard.k12.ia.us>

All staff email addresses for the Ballard School District can be found on the website.

**OFFICE HOURS:** 7:30-3:45

**SCHOOL HOURS:** 8:00-3:00

**BREAKFAST TIME:** 7:15-7:55

**SCHOOL DAY**

Classes begin at 8:00 a.m. daily. Students are asked to not enter the building until 7:15 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.

**Superintendent / District Special Education Director**

Ottie Maxey

**PRINCIPAL**

Tom Maher

**ASSISTANT PRINCIPAL**

Crystal Reinertson

**SECRETARY**

Megan Pingel

**COUNSELOR**

Hailie Carlson

*Helpful Numbers to assist you:*

Amber Jungst District Registrar 597-2811 EXT 1002	Susie Livesay 597-2811
Attendance Line 597-2815	Transportation 597-2979
Middle School Kitchen 597-2815 EXT. 3214	Jenny Horness Activities Secretary 597-2971 EXT 2138

## **Ballard Middle School Staff**

### **6<sup>th</sup> Grade Teachers**

Kelvin Adams (Social Studies)  
Holly Larkin (Math)  
Amy Richardson (Math)  
Sara Prins (Literacy)  
Amanda Auffert (Literacy)  
Bryant Corkins (Science)

### **7<sup>th</sup> Grade Teachers**

Taylor Hadaway (Literacy)  
Christi Ersland (Literacy)  
Lori Deason (Social Studies)  
Cassandra Netza (Math)  
Jenna Levendusky (Math)  
Ashley Mahannah (Science)

### **8<sup>th</sup> Grade Teachers**

---

Heather Dabney (Literacy)  
Kendra Christiansen (Literacy)  
Ashley Rosenstiel (Math)  
Tess Reiter (Math)  
Rachel Vespestad (Science)  
Travis Thein (Civics)

### **Resource Teachers**

Halley Busse  
Kevin Rasmussen  
Kayla Hokel  
Preston Ade  
Kayla McNew

**Associates:** Deb Osterhout, Autumn Miller, Cynthia Lovett, Susan Lucken, Kari Beaty, Ashley Webster

### **Exploratory**

Kora Burke - Art  
Kaily Walsh - Band  
Derrick Hawks - Band  
Thomas Sparks - Band  
Jeff Edwards - Ag  
Misty Renze - Choir  
Noah Hoffman - Spanish  
Nikki Kallal - FCS  
Hailie Carlson - Guidance  
Andy Richardson - P.E.  
Al Christian - P.E.  
Bryce Shutt - Vocal Music

### **Intervention Specialist**

Jamee Adams

### **District ESL Coordinator**

Lissa Fulkerson

### **Instructional Coach**

Scott Barth

### **School Cancellation**

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

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

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

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

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

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

**\*\*Please do not arrive at school prior to 7:15. If you must arrive earlier than 7:15 the doors will be locked.**

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

### **Handbook Subject to Change**

Although every effort will be made to update the handbook on a timely basis, the district reserves the right, and has the sole discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The district reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time. *Considering the COVID-19 Pandemic, the administration maintains the ability to make changes to the handbook as needed. This will allow the district to maintain flexibility as public health guidance changes.*



## Section II

### **Student Rules/Regulations**

#### **BMS RATIONALE**

*Part i.:* Research shows a correlation between attendance and student achievement. Students who attend school on a regular basis are more likely to achieve at higher levels than students who do not have regular attendance; be engaged; have a positive attitude about their education; be more satisfied with their experiences at school; and be more successful in college, and the workplace. Any absence, whether excused or not, denies students the opportunity to learn in accordance with the school's instructional program.

#### **BMS ATTENDANCE EXPECTATIONS**

##### **Notification of Absence:**

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

1. Parents and guardians must notify the school prior to any planned absence.

**Parents and guardians must also telephone the school no later than 9:00 a.m. to notify the school of the absence of a student due to illness or other emergency. (phone 597-2815)** If the parent or guardian fails to contact the school, the administration may count the absence as unexcused.

2. Send a note with another son or daughter or another student.
3. When you know your son or daughter will be absent, inform the school office of when they will be absent and when they will return to class.

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

1. Call home.
2. Call the parent or guardian at work.
3. If we have not heard from a parent/guardian on a student's absence for 3 consecutive days, we may reach out to Huxley PD for a wellness check.

##### **FALSIFYING ABSENCES**

Only parents/guardians (or other valid Emergency Contacts) are permitted to call and excuse a student. If non-parents/guardians such as siblings and friends of a student

call them in, the absence will not be excused. Furthermore, should a student-through a sibling, friend, or other person- attempt to falsify an absence by impersonating an approved parent, guardian, or emergency contact, will face disciplinary action and if they are absent, the absent will be marked as “unexcused”.

## **TRUANCY**

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

Ballard Middle School is a mandatory reporting attendance center. Students who violate the state’s truancy and compulsory education laws may be reported to the Story County Attorney’s office. In order for the staff to properly prepare and educate the students, regular attendance is important. A successful educational experience requires the cooperation of the parents/guardians, the student and the staff. Regular attendance is very important. A student can’t learn and a teacher can not teach if the student isn’t present.

### *Part ii.*

**EXCUSED ABSENCES:** When it is necessary for a student to be absent from school an excuse from the parent/guardian is required. When a parent says a student isn’t coming in and does not give a reason, that is deemed unexcused. Although it is up to the parent/guardian to determine what is a “necessary” absence the following **may not be considered “necessary” and may be marked as unexcused and fall under the unexcused section:**

1. Shopping or pleasure trips
2. Haircuts or hair appointments
3. Oversleeping or sleeping in
4. Staying home to study or work on an assignment
5. Car trouble (more than twice)
6. Getting a driving permit

**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 the doctor may be requested for documentation.
2. Funerals - with a note from a parent/guardian

3. School activities and field trips
4. Legal appointments
  - a. A student must present note from court system upon return to school
  - b. Getting a driver's permit will not be considered a legal appointment and will count toward the students' 10 excused absences.
5. Chronic medical conditions
  - a. Student must provide note from doctor
  - b. At the discretion of the school administration
6. The first five (5) days of a family trip (per year)
  - a. Must be approved by school administration in advance
  - b. Student must collect work in advance
  - c. Non-family members may be included in a family trip
7. In-School or Out-of-school suspensions
8. Other, based on administrative discretion

## ATTENDANCE COMMUNICATION

Student attendance reports will be reviewed bi-weekly. The following procedures will be used to ensure that students do not develop excessive absences:

1. On the fifth (5th) absence **from any class** per semester, **an attendance email will be sent home** to communicate to parents.
2. On the eighth (8th) absence **from any class** per semester, **an attendance email will be sent home** to communicate to parents, a school administrator or designee may meet with the student.
3. On the tenth (10th) day absent **from any class** per semester **a letter will be sent home**, a school administrator or designee may conference with the student, and **parents will be communicated with to determine intervention options.**

**UNEXCUSED ABSENCES:** An unexcused absence is an absence of which the parent/guardian is unaware of *or has not been approved and excused by administration*; and skipping a class.

- **Consequences**
  - Unexcused to class during the day (**more than 15 minutes late**) **will result in time served with the teacher.** Teachers can refer to the administration if the problem continues.
  - 30 minutes of detention for unexcused to 1st hour (more than 15 minutes late) & 30 minutes per period after 1st hour served with the teacher.
  - When a student is unexcused an automated phone call may notify parents/guardians of the period(s) unexcused.

- If a student has **two unexcused absences** from a class **during the semester**, parents/guardians will be notified and a meeting may take place.
- **Detentions not served will result in an In-School- Suspension.**

**\*\*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.**

## **STUDENT ILLNESS**

We want our students to be safe. The following guidelines are a recommendation to decrease the chance of spreading illness to others at school. Students displaying any of the following symptoms should not attend school.

- Has had a temperature of 100 degrees or more in the past 24 hours
- Has vomited in the past 8 hours
- Has had diarrhea in the past 8 hours
- Has a bacterial infection (strep throat, etc.) that has not been treated with antibiotic for 24 hour
- Has a communicable disease (chicken pox, impetigo, pink eye, etc. ) and has not received written authorization from a doctor or school nurse for readmission to the classroom
- Has an ailment that would override the student' ability to learn.

***Students who are absent for three or more consecutive days for illness may be required to turn in a doctor's note to school administration.*** This helps with our documentation for we are a mandatory attendance center. A doctor's note will also be required for students absent more than 12 cumulative days a semester.

- ***Students that feel ill at school are to report it to the teacher and see the school nurse. Once the student is at the nurse, the nurse will determine if she needs to call the parents and send the student home based on her examination of the student symptoms. Parents, if you receive a phone call from your child, not a school staff member, to come pick them up because they don't feel well please call the school to speak with the nurse for verification they were seen by the nurse. Students are not to call parents to come pick them up from school from their cell phone. Parents will be notified by the nurse or office staff.***

## **SIGN IN / SIGN OUT SHEET**

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

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

- **Students that have older siblings in high school coming to pick them up will need to be verified by parents otherwise the student will not be allowed to leave with them.**

## **ATTENDANCE-TAKING EXPECTATIONS**

- Staff is required to take attendance in a timely manner every period.
- Student attendance is checked every period by the Main Office to monitor the whereabouts of every student in BMS.
- Staff are able to “update” their class attendance record any time during or after the class as needed.
- Calls to parents regarding absent students will be made from the office starting at 8:30 am and then every period thereafter, as needed, should a student become absent/leave the building.



## **FIRST PERIOD**

- If a student is late to 1st period, they must report to the office if they do not have a pass.

- Office staff will write them a pass. A yellow pass is excused. This does not count against the student not being to class on time. A pink pass is unexcused. The office will mark the student “Tardy”. The unexcused tardy will count towards the tardy expectation and will be communicated with the first period teacher.
- If the student was with another staff member prior to 1st Period, they will need a pass from the staff member they were with, not the office. **The teacher will then need to change the absent mark to the tardy excused (tdyx) mark on attendance for they were excused.**

## PERIODS 2-8

- If a student is not present in class, staff will mark them “Absent”
- If student comes in late without a pass, staff will mark student “Tardy”, (tdy mark)
- If a student was with another staff member, the student is excused as long as they have a pass from that staff member. **The teacher will then need to mark the student as tardy excused (tdyx) on attendance.**
  - **All unexcused tardies will result in the consequences following our tardy expectations.**



## TARDY EXPECTATION

Attendance is taken every class period. Students are expected to be on time to class. We want to promote the life skill of promptness. The students have 3 minutes for passing time. **The classroom teacher will address tardies with students and will involve parent/guardian notification once the student reaches 3 tardies to the same class.** This communication is to inform families there is a consistent problem with the student not getting to class on time. At 5 tardies the student will need to serve a 20 minutes detention with the classroom teacher. For each sequential tardy after the 5 the student will serve 20 minutes with the teacher. At 8 tardies, administrator or designee may conference with student and parents and the student will make up the time in the office either over a lunch detention or after school. The process restarts over at the start of each trimester.

# **BALLARD MIDDLE SCHOOL STUDENTS BEHAVIOR EXPECTATIONS**

## **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.

## **“Bomber 3”**

**BE RESPECTFUL:** Students who use appropriate language in class, have positive interactions with peers and adults, follow directions in a timely manner to support instructional pacing, and contribute positively to the learning environment.

**BE RESPONSIBLE:** Students who make responsible choices by using technology appropriately when needed for instruction, talking with peers at appropriate times that are focused on the learning task, being prepared for class with work completed, and materials with them, and on time to class remaining present during instruction.

**HAVE SELF-CONTROL:** Students who are on-task, collaborate, give effort, and complete tasks with the purpose of learning at high levels.

## **STUDENT DISCIPLINE, DETENTION, ELIGIBILITY**

Student conduct and behavior is a choice that first starts with making good decisions. At BMS, the staff is collectively committed to acknowledging positive, appropriate behavior while also handling less-than-suitable conduct in four main ways

- Firm, fair, and consistent
- Provide students with choices
- Hold students accountable
- Communicate with parents/guardians regarding behaviors which are documented as Student Discipline Referrals in Infinite Campus

The majority of student behavioral choices and decisions are categorized as either:

**MINOR** - Managed and addressed by teachers, support staff, etc.

**MAJOR** - Involve administrators as they are either more serious than a Minor level offense or are repeated Minor behaviors.

#### Removal From Class

Teachers may send students from class when the continued presence of the student interferes with the ability of other students to learn. This disruption could be for excessive talking, insubordination, as well as other reasons. Upon being sent from class, students should go directly to the office. The student will meet with the assistant principal, principal, or counselor and remain in the office for the remainder of the class period. A second removal from class that same day may result in the student being kept in the office for the remainder of the day.

#### Communication:

Parents/guardians will be notified **about student behavior** from classroom teacher, Mrs. Reinertson, Mrs. Carlson, or Mr. Maher.

Parents/guardians will be notified **about student academics** from the classroom teacher.



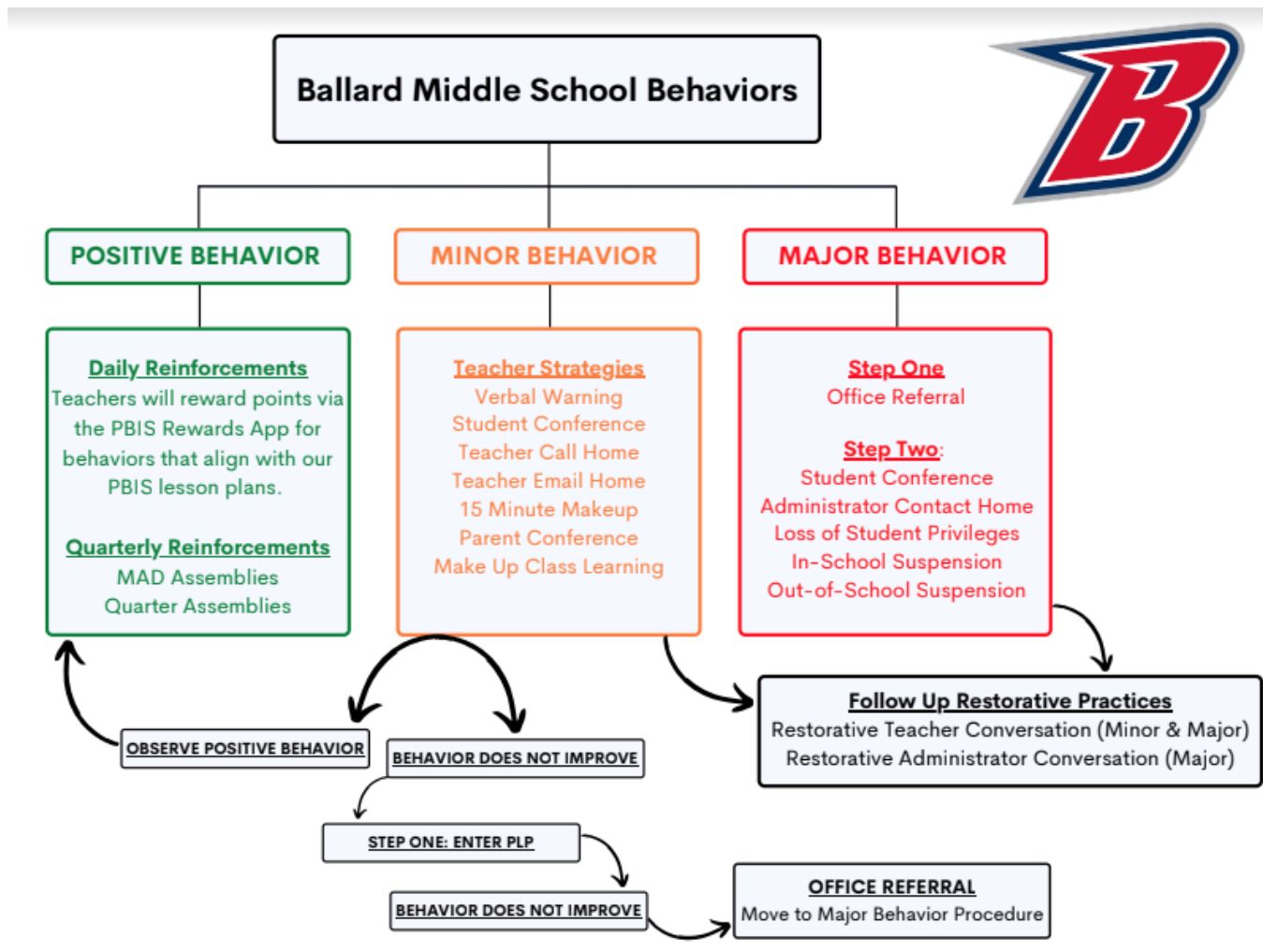
#### DETENTION

Detentions may be assigned to students for unexcused absences, tardies, and other discipline infractions. *The student does not get to choose when he/she serves the detention. It will be decided by staff and/or parents of what time works best.* When a student receives a detention, **he/she must report to the appropriate room that day for the assignment of the detention.** Detention periods will be from 7:00 a.m. - 8:00 a.m., during the lunch period, or 3:00 p.m. - 4:00 p.m. Monday - Thursday and Friday a.m. or during the lunch period. If a student does not serve the detention assigned within 2 days, the student will be assigned in-school suspension.

- Students kept (either before/during/after school) **will be supervised by the assigning staff member.**
  - **Assigning staff members are responsible for documenting and notifying parents via phone or email of reasons for student serving time before/during/after school.**
- Lunch detentions are to be served during lunch with the staff member who assigned the detention or in the office.
  - Students will always be provided the opportunity to eat.
- Other reasonable staff-assigned consequences could include:



- 1:1 meeting for reflection, having students be responsible for a mess they caused, etc.
- Removal from activity to take a break outside the room with the ability to return after a conference with the teacher to reset self before entering the room.



**\*Major behavior offenses will be addressed accordingly by administration**

### **PUBLIC DISPLAYS OF AFFECTION (PDA)**

BMS is an academic institution and therefore students shall not engage in physical displays of affection inappropriate for a public setting. PDA include, but are not limited to: disruptive, distracting, inappropriate or indecent behavior including inappropriate or

sexually explicit dancing. As well, PDA also includes embracing, kissing, and otherwise engaging in inappropriate behaviors that make others uncomfortable. PDA will not be tolerated in school or on school property and may result in disciplinary measures.

### **VERBAL ABUSE & PROFANITY**

Verbal abuse which includes “name calling” and the use of profanity is not appropriate for a school setting and absolutely will not be tolerated. Students who choose to verbally abuse and/or use profanity directed towards other students or staff members will face appropriate disciplinary actions.

Code No. 509

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

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

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

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

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

**E. Scope of School Rules.** Rules relating to student behavior and discipline shall apply to all students while they are on school premises or vehicles, while attending or

participating in school-sponsored events, and while students are away from school if their conduct directly affects the good order and management of the District.

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

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

- (17) **Truancy** (See Policy 508).
- (18) **Trespassing on school property: entering upon or into school property without the permission of school officials or remaining on school property after being notified to leave.**
- (19) Malicious use of the telephone, Internet, or electronic mail: annoying, threatening, or harassing a person using these or similar devices.
- (20) **Abusing, physically or verbally, a school employee or official, either on or off school grounds, or vandalizing real or personal property of a school employee or official.**

#### Disciplinary Action - Suspension Definitions

Suspension means; either an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten consecutive school days. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

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

- (1) Denial of extra-curricular activities or other privileges.
- (2) Temporary removal from class to the office of the principal or his/her designee for a period not to exceed one day when the principal or designee reviews with the student and the classroom teacher the misconduct of the student and determines the conditions for readmission to class or for further disciplinary action.
- (3) Probation: conditional attendance during a trial period.
- (4) Detention: a requirement that a student remain after school, come to school early, or remain in the office during the lunch period. The student shall be required to do school work during a detention period. In the event work is completed, the student may be asked to write a reflection on how to change their behavior so the incident isn't repeated or read and respond to a related incident on how to solve the problem.
- (5) In-school suspension: the temporary isolation of a student from one or more classes, while under supervision. The student shall be required to do school work during an in-school suspension.
- (6) Removal from class for the remainder of a semester: the isolation of a student from a specific class for the remainder of a semester while under supervision.

- (7) Short-term suspension: the student is prohibited from attending classes or participating in school activities for a temporary period of time, not to exceed ten (10) consecutive school days.
- (8) Long-term suspension: the student is prohibited from attending classes or attending or participating in school activities for a designated period of time, which may be for longer than the balance of a school year, as determined by the Board of Directors. The student may continue to earn school credit during the period of suspension. A student who is eligible for special education shall continue to receive a free appropriate public education.
- (9) Expulsion: the student is prohibited from attending classes or attending or participating in school activities for a period of time set by the Board, which may be for longer than the balance of a school year. The student will not continue to earn credit during the period of expulsion unless an alternative program is offered. A student who is eligible for special education shall continue to receive a free appropriate public education.
- (10) Referral to other agencies. In particular, possession of weapons and the use or possession of alcoholic liquor, wine, beer or any controlled substance on school property shall be reported to local law enforcement officials.
- (11) Restitution for damaged or destroyed property.
- (12) Removal of bus privileges.

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

**H. Assaults Against Employees.** A student who commits an assault against an employee shall be suspended by the principal, and may be recommended for expulsion. Requirements of federal and state law for students requiring special education shall be adhered to. The principal shall determine whether the suspension shall be an in-school suspension or an out-of-school suspension based upon consideration of the seriousness of the assault, extenuating circumstances, and the student's prior disciplinary record. Notice of the suspension shall be provided to the superintendent and to the Board President. The Board of Directors shall review the suspension to determine whether to hold a disciplinary hearing to determine whether or not to impose further sanctions against the student, which may be expulsion.

*"Assault"* for purposes of this section includes:

- 1. any act, physical or verbal, which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
- 2. any act, physical or verbal, which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or

3. intentionally pointing any firearm toward another or displaying in a threatening manner any dangerous weapon toward another.

#### **I. Weapons.**

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

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

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

##### *Elementary Students:*

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

##### *Students in Grades 6-12:*

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

**Firearms.** Any student who is determined to have brought a firearm to school will be expelled from school for a period of not less than one calendar year. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this policy, the term "firearm" includes any weapon which is designed or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a

muffler or silencer for such a weapon, or any explosive, incendiary device, or poison gas.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

**3. School Attendance.** Students in grades 7-12 must be in school at the start of fourth (4<sup>th</sup>) period class through the end of the school day to participate in

activities that day or evening. Exceptions to this rule are to be pre-approved by the school administration.

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

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

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

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

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

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

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

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

**FIRST VIOLATION:**

- a. The student will be declared ineligible for (2) performances or events. If the student is not currently involved in an activity, the sanction will be carried into the next season of participation, provided that the sanction shall not be carried over for longer than twelve (12) months. If the total number of performances or events to be missed have not been satisfied in the season of participation, the ineligibility will be carried proportionally into the next season of participation, provided that the sanction shall not be carried over for longer than twelve (12) months. If a student drops out of or is removed from an activity prior to completion of the activity, the sanction will begin anew when the student next participates in an activity subject to the twelve (12) month limitation.
- b. Ten (10) hours of community service as approved by the administration must be performed and verified prior to regaining eligibility. The student will have thirty (30) days to perform the community service.
- c. If the violation is for possession or use of alcoholic liquor, wine, beer, or a controlled substance, a referral will be made for counseling and education. If further evaluation from a recognized substance abuse facility is recommended, the family must make a good faith effort (two weeks) to complete this task (at the student's

or parent's/guardian's expense) and to follow the recommendations of the evaluation before eligibility is regained.

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

**SECOND VIOLATION:**

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

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

**THIRD VIOLATION AND EACH SUBSEQUENT VIOLATION:**

- a. The student will be declared ineligible for one half (50%) of the performances or events during the season of participation (any fractions will be rounded up). If the student is not currently involved in an activity, the sanction will be carried into the next season of participation, provided that the sanction shall not be carried over for longer than twelve (12) months. If the total number of performances or

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

- b. Thirty (30) hours of community service as approved by the administration must be performed and verified prior to regaining eligibility. The student will have sixty (60) days to perform the community service.
- c. If the violation is for possession or use of alcoholic liquor, wine, beer, or a controlled substance, the student will be required to have a professional evaluation completed (at the student's or parent's/guardian's expense) by a recognized substance abuse facility. The family must make a good faith effort (two weeks) to complete this task and to follow the recommendations of the evaluation before eligibility is regained.

***Consecutive Periods of Ineligibility.*** If a student violates the Eligibility Code at a time when he or she is ineligible to participate in extracurricular 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.

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
Cheerleading		¼ of season	⅓ of season	½ of season
Club/Organization		1	⅓ of season	½ of season
Cross Country		3	⅓ of season	½ of season
Drama**		1 production	⅓ of season	½ of season
Football		2	⅓ of season	½ of season
Softball		7	⅓ of season	½ of season
Student Council		3 meetings	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		¼ of season	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 of Community Service

**\*Band and 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.**

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

**11. Transfer.** A student who has been declared ineligible for participation in extracurricular activities by another school district who then enrolls in the Ballard Community School District shall be ineligible for participation in extracurricular activities in the Ballard District for the balance of the period of ineligibility as if the student were still enrolled in the former district, except that the student shall generally be allowed to participate in practices regardless of the former district's policy on practices during periods of ineligibility. The student may file a written request with the building principal to have the term of ineligibility imposed by the former district reconsidered. The administration may shorten the period of ineligibility if it is determined that the student would have received a shorter

period of ineligibility if the student had been enrolled at Ballard at the time ineligibility was imposed by the former district. The number of periods of ineligibility imposed by former districts shall be considered when imposing sanctions for a violation of the Ballard Eligibility Code after enrollment in the Ballard Community School District (E.g., if the student had one period of ineligibility in grades 9-12 prior to enrolling in Ballard, a violation of the Ballard Eligibility Code shall be treated as a second offense.)

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

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

- a. Within seven (7) calendar days after the date on which the principal mails or delivers to the student's parent or guardian the Notice of Violation of Eligibility Code, and not later, the student or the student's parent or other representative shall deliver to the secretary of the Board of Directors of the Ballard Community School District a written notice of appeal stating the student's objections to the principal's determination and requesting an oral hearing before the Board of Directors.
- b. The president of the Board shall schedule a meeting of the Board of Directors for a time within ten (10) school days after receipt of the written notice of appeal and shall give not less than three (3) calendar days' written notice of the time, date and place of such meeting to the student's parents or guardians.
- c. The hearing procedures specified for long-term suspensions and expulsions shall be followed, and the Board shall provide written findings.
- d. An appeal by the student from the principal's determination shall not stay the operation of the punishment imposed in the Notice of Violation of Eligibility Code while the appeal is pending.
- e. If the student is dissatisfied with the decision of the Board of Directors, an appeal may be made to the Iowa Department of Education in accordance with its rules.

**N. Reasonable Physical Restraint.** School personnel may exercise reasonable and appropriate physical restraint to quell a disturbance or to prevent an act that threatens physical harm to any persons, to obtain possession of a weapon or other dangerous object within a student's control, to protect property, or to remove a disruptive student from class, from school premises or from school-sponsored activities.

Reasonable force is that force and no more which a reasonable person, in like circumstances, would judge to be necessary to prevent an injury or loss. In determining the reasonableness of the force used, the following factors shall be considered:

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

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

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

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

Date of Revision: October 9, 2006

## **TOBACCO / DRUGS / VAPING**

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, smoking, or vaping 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.

**Students' Rights**  
See Code 503.04

## **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.**

## **DISPLAY OF POSTERS**

Students wishing to display posters within the school building must have these posters approved in the office prior to their being displayed. Posters should be restricted to providing factual information and may be limited in size, quantity, and location of posting. Posters that have not been approved will be removed. A limit of three posters may be posted in the middle school building.



## **SECTION III**

### **BUILDING PROCEDURES & ROUTINES**

#### **MORNING WAITING AREAS**

- Our doors do not open before 7:00 am. Students are not allowed in the building before 7:00 unless a student is under the direct supervision of a teacher or coach. **When doors are unlocked students are only allowed to report to the cafeteria or to the gym in the bleachers.**
- Students will be dismissed from these areas at 7:50. Students are not to go to their lockers prior to dismissal.

#### **CAFETERIA BEFORE SCHOOL EXPECTATION**

- Students need to stay seated at the tables until dismissal.
- One student per seat
- Students getting breakfast need to follow the same procedures they do for lunch. Once finished, pick up after themselves and push in chairs when dismissed.

##### **Dismissal from Cafeteria (Commons) area**

- NO food or drink leaves the Cafeteria
- Students will quietly walk from Cafeteria to their lockers / class
  - 6th grade will exit down the South hall (by weight room) to enter 6th grade pod.
  - 7th grade will exit by main doors and go down the middle hall (across from the office) to enter the 7th grade pod.
  - 8th grade will exit by main doors to enter 8th grade pod

#### **GYM BLEACHERS BEFORE SCHOOL EXPECTATION**

- Students may enter from any of the three entrances and proceed to their designated area on the bleachers.
- No food or drinks allowed in the gym.
- Students are expected to sit and talk quietly or appropriately use their technology, read, etc... until dismissal.

##### **Dismissal from Gym**

- 6th graders will use the South doors (by weight room) to exit and head to their pod.
- 7th graders will use the North doors (by girls locker room) to exit and head to their pod.

- 8th graders will use the East doors (by main entrance) to exit and head to their pod.

## **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 are issued a padlock to be used on their lockers. The student is responsible for returning the same padlock they were issued at the end of the school year.** If they lose their padlock they need to let the office know and they will be reissued one and charged for the lost padlock. Students may not buy their own padlocks to use on the lockers. Pad locks must be school issued.

*P.E. lockers will be assigned by the teacher. Students are encouraged to use a padlock to keep their belongings locked up. Students are responsible for getting their own padlocks for the locker room.*

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.**

## **BACKPACKS / BAGS / COATS**

For safety and the elimination of non-educational items in classrooms, backpacks, bags, and coats are **not** allowed in classrooms. Backpacks, bags, and coats are to remain in lockers during the school day with the exception of PE class.

## **BICYCLES AND MOPEDS**

Riding a bicycle to and parking it at the student's attendance center is a privilege. Students who fail to follow the regulations set by the principal of their attendance center or the school district will be subject to withdrawal of their privilege to ride a bicycle to their attendance center and may also be subject to other disciplinary action.

Students riding bicycles or mopeds are to enter and leave school using the southeast driveway (front entrance). Bicycles and mopeds are to be parked in the appropriate areas. Bicycles are not allowed in the back parking lot.

## **SKATEBOARDS/ ROLLER BLADES / WHEELIE SHOES**

Skateboards, Roller blades, and wheelie shoes are not allowed on school property at any time unless prior approval is granted by administration.



## LUNCH

Each student will have an individual or family meal account. Deposits can be made daily before first period classes begin. Students will not be allowed to purchase extras at lunch if they have a negative balance. Students may also pay cash for their lunches. All students will be required to stay at school during the lunch period.

Each grade level lunch block is 20 minutes with a 10 minute break.

## STUDENT FEE WAIVER AND REDUCTION PROCEDURES

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

## ARRIVAL TO THE LUNCHROOM

- Form two (2) lines as you enter the kitchen. When you check out, form 2 lines and then find a seat.
- “Cutting” which is a form of bullying/intimidation is **absolutely not allowed**
  - Students who “cut” will be sent to the end of the lunch line and repeat offenders will face more additional consequences.
- Students are able to sit wherever they wish within each designated area. There are **NO** “reserved” seats and once a student selects a seat, that seat is theirs for that lunch period.
- One student per seat.



## LUNCH CONDUCT

- Students are to use appropriate voice levels for conversation
- Excessive noise-making will not be tolerated and includes:
  - yelling / screaming / singing
  - clapping
  - flipping coins or bottles
  - pounding tables
  - Absolutely no throwing food
- When students are finished eating their lunch, they are to return trays to the Tray return window
- All trash and leftovers are to be thrown in garbage cans
- Students are to return to their chosen seat of the day after returning trays and discarding trash.
- At the appropriate time, students will be dismissed to break.
- Students must ask permission from a supervisor to leave the cafeteria including going to the restroom, lockers, or office.
- Stay seated during the lunch time until dismissed. Supervisors - not the bell - will dismiss students by tables.
  - Prior to a table being dismissed, the area including under the table must be clean
  - No food or drink leaves the cafeteria

**LOSS OF PRIVILEGES / CONSEQUENCES:** Students who choose to violate or repeatedly not follow the above expectations and procedures (or any other school-related rules, etc.) during Lunch Break time will be held accountable including, but not limited to, loss of privileges, lunch detentions, isolated lunch, etc.

## FOOD AND BEVERAGES

1. The lunchroom is the only place where students may eat unless directed by staff.
2. No food or beverage may be consumed in the classrooms, gymnasium, hallways, or other parts of the school buildings without permission.
3. **Open beverage containers are not allowed in hallways or lockers.**
4. **Students with food and open beverage containers will be asked to dispose of in a garbage can.**

**WATER BOTTLES:** Although BMS has ample water fountains with filling stations, students are allowed to have water bottles with them during the school day but only according to the following guidelines:

1. Water only is allowed.
2. Containers must have a lid and on during non-use.

***\*Teachers, at their discretion, may allow or disallow water/containers in their classroom if either behavioral, safety, or other like-issues or concerns arise.***

## OFFICE PROCEDURES

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

## ANNOUNCEMENTS

Daily announcements will be posted on the tv's in the pod areas and cafeteria. Daily announcements are also posted on Infinite Campus. Emergency announcements are posted on the main Ballard webpage. Changes to the announcements on the day will be announced over the speaker.

## TELEPHONE

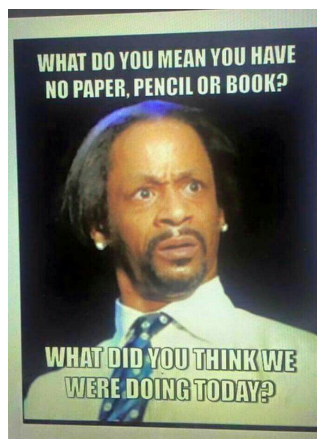
The telephones in the office are business phones. There is a phone students can use if they need to. Students are to receive permission to use the **student phone** located on the east wall of the middle school office. Students are not to use the telephone unless the student has special permission from the office staff. Students receiving telephone calls will have a message forwarded to the student.

Students will not have their cell phones on them all day (see cell phone expectations); if you need to get a message to your child please call the main office and we will see that your child gets the information they need.

## **VISITORS/GUESTS**

Parents are welcomed and encouraged to visit at any time and students especially enjoy having parents join them for lunch. Parents wishing to attend class with their child should make arrangements prior to the visit. Non-parental visitors may **not** attend classes with students including students or same-age relatives from other schools. All visitors need to stop in the office upon entering the building.

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



## **CLASSROOM - BEING PREPARED FOR CLASS**

- Students need to have a pencil, free read book, and their chromebook (charged)

with them to every class.

- **Gadgets/toys/non-educational material are not allowed and include anything else that disrupts the educational environment.**
- Dismissal from class - Staff, not the bell, will dismiss students from class in a fashion they see fit.
- Dismissal for activities: Students are to check announcements for the time they are allowed to leave for their activity. Students will exit the building from the “Athletic Doors, #9). Students are not to engage in disruptive or loud behavior to detract from ongoing classes.

## **ENTERING CLASSROOMS**

BMS is first and foremost an academic institution which means maximizing instructional time is of the utmost importance. This means that learning begins upon the arrival of each student to the class. Therefore, the following procedures for each and every class are in place:

**TEACHERS:** It is the expectation of BMS that teachers greet students at the door where they are not only able to supervise the area outside of their classroom but also inside their classroom.

**STUDENTS:** It is the expectation that BMS students will directly report from one class to the next; once they enter a classroom, learning begins as established by the instructional routines of each instructor which may include:

- Sitting in assigned seat
- Beginning the “bell ringer”
- Doing other assigned academic activities

## **STUDENT PLANNERS**

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



## **CELLPHONES & OTHER ELECTRONIC DEVICES AND ACCESSORIES INCLUDING EARBUDS, HEADPHONES, ETC.**

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

1. Cell phones will be put into the classroom pocket holder as they enter the classroom.
2. Remain in the “off” position during the instructional school day.
3. All devices are strictly prohibited for use in restrooms, locker rooms, during Assemblies, the Library, or any area where a reasonable expectation of privacy exists.
4. Taking photographs, recording video, and other such activities are strictly prohibited unless it is for an educational purpose approved/assigned by a class/teacher.

***\*Teachers have the right to restrict electronic devices from their classroom and may confiscate the items if they become disruptive. Confiscated items will be returned to the student by the end of the day from the staff member that confiscated it. If the student continues to not comply with BMS expectations or refuses the request of a staff member the student will be directed to the office and the student’s non-compliance will be addressed accordingly.***

***\*Cell phone misuse can result in checking a student's phone into the office at the start of the school day and returning it at the end of the school day for 4 weeks. Parents will be notified when your child has lost their phone privileges at school and are required to turn it into the office.***

\*Students who choose to bring technology devices to school do so at their own risk. Ballard Middle is not responsible for broken, lost, or stolen property including technology devices and cell phones.

\*Exceptions to the above will be based on student’s individual educational needs including medical, 504 and Individual Education Plans (IEP’S) and those in Alternative Educational Placement (AEP)

## **LIBRARY**

The school library is available to students during school hours. The school library is located on the second floor of the 3 C’s Center. **Students will be allowed to access the library ONLY with their entire class.** The classroom teacher will be assisting the students to and from. Vending machines in the 3C’s area are off limits during school hours.

## **SCHOOL COUNSELING SERVICES**

All students are eligible for school counseling services including but not limited to individual counseling, classroom lessons, group counseling etc. If you have any questions or concerns please reach out to the Middle School counselor.

## **NURSE / MEDICINE EXPECTATION**

A medication permission form signed by a parent or guardian is required for all



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

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

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

## **HEALTH RECORDS**

By maintaining adequate health histories, the staff is better able to evaluate, understand, and be responsive to students' individual needs. Parents are asked to send a note or call the nurse regarding any developments concerning a student's health. This would include hospitalizations, medications, allergies, injuries, surgeries, medical conditions, as well as any other information that would be pertinent to the student's attendance and performance.

### **● 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.

### **● HEALTH SCREENINGS**

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

- **IMMUNIZATIONS**

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

- **INSURANCE**

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

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

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

School Time-Sports - \$79.00 for all 7-12 grade students except 9-12 football.

Full Time Sports - \$154.00 for all 7-12 grade students except 9-12 football.

Extended Dental - \$9.00 for all 7-12 grade students.

Football Only - \$189.00 for grades 9-12.

Major Expense Ben. - \$27.00 for School-Time Coverage only.

Major Expense Ben - \$330.00 football only.

Major Expense Ben -\$173.00 for grades 7-12 for full time coverage, no sports

Major Expense Ben. - \$238.00 for full time coverage with sports, except football

## **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.

## **STUDENT SECTION EXPECTATIONS**

- Students are ambassadors of the school district and must conduct themselves in the same manner as required in the regular school day. All expectations during the school day are also enforced during school events. Students will be allowed to cheer for our team, not against our team. The following will not be tolerated and students will be warned and then asked to leave the event if continued:
  1. Chants directed towards a specific player or number
  2. Harassing the umpire or referees
  3. Dress Code violation

4. Throwing objects onto court, field, or in stands
5. Physical contact in stands (pushing, shoving, jumping on others, etc.)

We want our students to support one another and do it with Bomber Pride. Support for each other in our activities program helps build school spirit and pride among our students.

- **ACTIVITY PASSES**

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

- **EXTRA-CURRICULAR BUSES**

All students are expected to ride the extra-curricular buses to and from activities unless prior arrangements have been made with the coach/sponsor.

- **STUDENT GOVERNMENT**

For grades 6-8 there will be an executive council elected to represent students in grades six through eight. This group will be responsible for creating committees.

**M.A.D. (Making a Difference) Team**

The purpose of this group is to improve the culture and climate of the middle school. We have amazing students that do awesome things both in the classroom and in our community. Those students that carry great character traits should be recognized for their efforts in ***Making a Difference***.

*“Be the change you want to see in the world!”*

This is a group of 6th, 7th, and 8th graders that have been selected by the teachers for representing Ballard with integrity on a daily basis. We model great character traits in the classroom, run our quarterly assemblies, and help recognize all the great deeds and accomplishments the student body has done throughout the year.

- **DANCES**

The Student Council puts on dances throughout the year. **These dances are for Ballard students only. Non-BMS students or guests will not be allowed to enter the dance.** Students are to comply with our school dress code as well as our behavior expectations. Students that choose not to comply will be asked to leave.

- **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.

## **ASSEMBLIES**

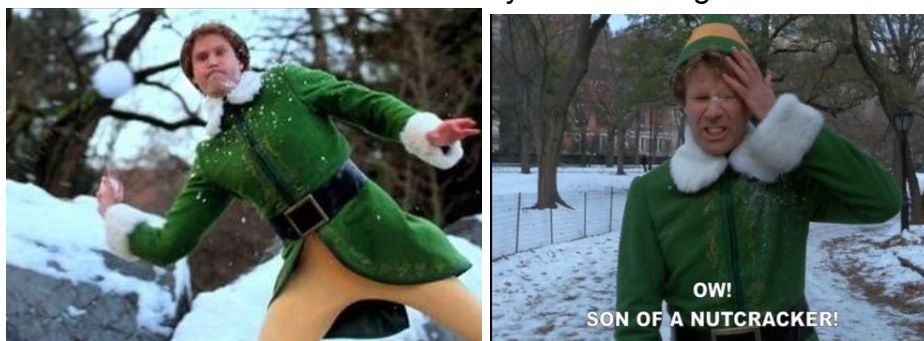
- Whenever there is a scheduled assembly, students will always be dismissed to the assembly from a class after attendance has been taken.
- Assemblies will be held in the auditorium. Each classroom teacher has a designated area for their class to sit. Students are to walk down with their classroom teacher and sit in the designated area of that teacher.
- No electronics, food, or drinks are allowed in the auditorium.
- Behavior Expectation: Listen and pay attention to speakers, honor people being recognized, positive interactions with others, be quiet while the speaker(s) are talking.

## **DISMISSAL FROM SCHOOL**

Staff-not the bell- will dismiss students from class in a fashion they see fit. Students are to exit the building to the designated areas for parent pick up or bus riders.

## **BUS STUDENTS**

- Students need to clear the hallways and pods and head to the bus area.
- Students are to wait outside in the back of the building in the designated bus waiting areas.
- Students are not allowed to be on the softball field, in the bleachers, or dugouts, as well as on the dirt pile by the outside concession stand.
- Winter time can cause some issues with cold temperatures and snow piles.
  - Students are not allowed to be on snow piles or pick up snow. Students will need to be on hard surfaces only while waiting for their bus.



- If temperatures are too cold to wait outside, students can wait in the vestibules inside doors 13,14, and 15. Students are not to be roaming the school building or waiting in the pod areas for the buses.

## **PARENT PICK-UP STUDENTS**

Students whose parents pick them up will wait at door 13 or on the sidewalk just outside of door 13 in the parent pick up zone.

## **BUS CONDUCT - TRANSPORTATION DEPARTMENT**

In order to provide safe and efficient transportation for all students riding school vehicles, students must conduct themselves in a responsible manner at all times. No student shall obstruct the aisles or doors, harass the driver or other passengers, move

about the vehicle, eat or drink in the vehicle, push or shove getting on or off, throw items from the vehicle, or engage in any other misconduct. Students are to obey orders and directives of the driver. The following penalties will be used for misconduct:

1. The driver will attempt to stop the misconduct by directing the student to act in a responsible manner.
2. The driver will notify the Director of Transportation and the principal of any serious misconduct or if the student is habitually disruptive. The principal will notify the parents or guardians.
3. **If the misconduct is serious, or if the student continues to be disruptive, the principal will notify the parents that bus privileges are suspended for a period of time.** If bus privileges are suspended for ten (10) days or fewer, the procedures for short-term suspensions shall apply; if bus privileges are to be suspended for more than ten (10) days, the procedures for long-term suspensions and expulsions shall apply.
4. In extreme cases, the driver, after consulting with the Director of Transportation or an administrator, may stop the bus and call for assistance from the Director of Transportation or administrator. The parents or guardians shall be notified.
5. Pupils must cross roads in accordance with instructions and the provisions of Section 321, 372, Code of Iowa.



## STUDENT DRESS CODE

Students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment.

### Head Wear:

1. Ball caps, bucket hats and stocking caps are permitted. The hats must be worn to show your ears and not cover the face.
2. Hoodies are not to be worn on the head.
3. Head bands, bandanas, and do-rags are permitted.
4. Sunglasses are not permitted.

Special dress days may allow for sunglasses. You may be asked to remove your head wear during class if it becomes a distraction.

### **Clothing:**

1. Shorts shall be worn to not expose the buttocks. Fitted shorts that cup the buttocks are not permitted(example: spandex volleyball shorts).
2. Pants that expose underwear or are lower than the waist are not permitted. Pants will not have holes or tears above the palm when arms are resting at sides.
3. Skirts will come to rest at mid thigh while standing.
4. Pants, shorts, and skirts will be worn so as to not expose any undergarments.
5. Shirts that cover shorts to appear as to not wearing anything underneath are not permitted.
6. Leggings must not be see-through.
7. Midriffs are permitted as long as the belly button will not be visible. Shirts will come to rest at or near the waistline of the pants with arms at sides.
8. Spaghetti strap tank tops are permitted as long as undergarments are not showing.
  - a. Only bralette or sport bra straps are the exception.
9. Shirts and tops will fully cover the entire chest area. Shirts or tops that expose cleavage will not be permitted. (Hand width from collar bone)
10. Clothing advertising or promoting items illegal for use by minors including, but not limited to alcohol or tobacco will not be permitted.
11. Clothing displaying obscenity, profanity, vulgarity, racial and/or sexual remarks, making reference to prohibited conduct or similar displays or that creates a disruptive educational environment will not be permitted.
12. Shirts that support **local (Ballard School District)** business are permitted.  
Example: Fence Line
13. Shirts that support our armed forces are permitted.

### **Students inappropriately dressed:**

1. Students may be asked to change and given a warning.
2. Students will be given clothing from the office to wear if they do not have something to change into and parents will be notified.

**\*Mr. Maher or Mrs. Reinertson makes the final determination of the appropriateness of the student's appearance.**

### **● Textbook Fines**

Students will be assessed a textbook fine if the student loses or damages a school property textbook. If the student loses the textbook, the cost to replace the textbook will

be assessed. Book damage assessment will be determined by the severity of the damage. Students are responsible for all textbook fines assessed and these fines must be paid before check-out at the end of the year.

## **CHROMEBOOKS**

Chromebooks are issued to 6th graders at the start of the year. They get to keep the chromebook through 8th grade. At the end of their 8th grade school year they will turn the chromebook and charger back into the district. The chromebooks are the responsibility of the student. Students and parents sign a chromebook contract when the student receives his/her chromebook.

Students are to be responsible with their chromebook. Any misuse of their chromebook may cause limited use of their chromebook. The following are examples of misuse.

- Gaming during work or instruction time.
- Researching inappropriate sites
- Using browsers that aren't google chrome or adding apps that are not approved by the teacher.
- Mistreating: throwing, kicking, dropping it



### **Mistreating Chromebooks can result in:**

- Student's may be charged for replacement parts for excessive damages.
  - **Parents will be notified of damages** to the chromebook and the costs to fix them.
- Chromebook being taken by the teacher and alternative assignment given paper pencil format.
- Leaving chromebook at school only
- Leaving chromebook in the designated area and only being allowed to use it with permission and returned to the designated area after the class it was needed in.

## **Internet Independent Use Agreement**

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

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

- The Internet will be available to all students and staff. The amount of time will depend on the number of available terminals and the curricular demand on each terminal.
- Before a student can access the Internet, this agreement form signed by both the student and the parent/guardian must be on file at the individual school building.
- Students will not be provided individual e-mail addresses through the school district unless approved by the building principal for a specific class or club. If a student has a personal e-mail address, the terminals may be used to access their personal e-mail account. The student must adhere to this policy when using the account at school.
- Material accessed must be educationally appropriate. Material or language that is threatening, obscene, vulgar, sexually explicit, or otherwise inappropriate for an educational setting is strictly prohibited for all users.
- Real-time conference features such as instant messaging/ talk/chat/Internet Relay Chat are to be used only as approved by a supervising teacher.
- All users must adhere to current copyright and license agreements when using material found on the Internet. Information given over the Internet is not confidential. Disclosure of personal information (name, phone number, address) of the user or of other people is prohibited for students.
- Students may not download files without permission of the supervising teacher.
- If a user gains access to any service that has a cost involved, Ballard Community School District is not responsible for that cost. The individual user will be responsible for any costs incurred.
- Ballard Community School District makes no guarantees as to the accuracy of information received over the Internet.
- All illegal activity is prohibited.
- Security on any computer system is a high priority, especially when the system involves many users. If you believe you can identify a security problem on the Internet, you are to notify the building principal. Do not demonstrate the problem to other users. Do not use another individual's account. Do not give your password to any other individual. Attempts to log in to the system as any other user may result in cancellation of user privileges. Any user identified as a security risk or having a



history of problems with other computer systems may be denied access to the Internet.

**Consequences:**

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

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

**SECTION IV**

**MIDDLE SCHOOL ACADEMIC INFORMATION**

Success in academics is the number one priority. Students are expected to complete all formative and summative work assigned in classes. Teachers will officially post/update progress reports for students on Infinite Campus approximately every two weeks. Teachers provide help to students in a variety of ways and we recommend students make use of the assistance available. Please visit directly with the classroom teacher to make arrangements for academics.

**TEACHER REQUEST**

BMS is fortunate to have an excellent team of qualified and certified teachers. Courses taught by more than one instructor use the same curriculum and assessments as well as grade book reports. The process to create BMS' schedule including assigning students to classes is a comprehensive one. As a staff, we take the responsibility of class placement very serious and many factors are considered in the process of placing every student including:

- The program needs of the student
- A balance of achievement levels in reading and math
- The social needs of students
- The compatibility of students with each other
- Other data and evidence as it applies to each student, class, and teacher

Therefore, because BMS' focus is on improving student achievement by meeting each student's needs and forming well-balanced classes across all contents, we generally do not honor requests for specific teachers as BMS is committed to providing quality education in every classroom to every student.

## STUDENT COURSES

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

### **6<sup>th</sup> Grade**

Math  
Science  
Literacy  
Social Studies  
WIN  
PE  
Art  
Spanish  
Gen. Music  
Guidance  
Band  
Choir

### **7<sup>th</sup> Grade**

Math  
Science  
Literacy  
Social Studies  
WIN  
PE/Health  
Art  
Spanish  
FCS  
Band  
Choir  
Ag

### **8<sup>th</sup> Grade**

Math  
Science  
Literacy  
Social Studies  
WIN  
PE/Health  
Art  
Spanish  
FCS  
Band  
Choir  
Ag

## **WIN**

BMS has a built-in academic help period in reading called WIN (What I Need) which occurs every day of the week for 30 minutes that consists of targeted intervention for students who need additional support as an extension of their learning in reading and or math. WIN is mandatory for all students regardless of their ability as it is the belief of all BMS staff that students should always be challenged to continuously grow.

## **GRADING PROCEDURES AND PRACTICES**

Ballard Middle School uses a standards-based grading philosophy that focuses instruction, assessment, and learning on established learning standards. Teachers will focus on evidence of student learning of key learning standards. Behavior standards will also be assessed and shared. The following link gives more information.

### **[Standards Reference Grading](#)**

Purpose of grades at BMS are a current reflection of an individual student's assessed academic skills and knowledge in a specific content area. Group projects will include a graded component to represent individual student learning. Behavior as well as attendance is not part of grading procedures.

**Students can drop a self-selected course, Band and/or Choir, within the first 6 weeks. After 6 weeks a drop becomes an "F" on their report card/transcript.**

- Parental permission is required to drop the self-selected course
- To not receive a failing grade the student must wait until the end of the semester/term.
- Parental permission is also required to add a self-selected course
- The request to drop or add is generally honored immediately

## **TEST RETAKES**

Retakes are another opportunity to show proficiency or growth in a learning target. The following guidelines will be used for retakes as based on a student's needs:

- Open to all students within a timeframe designated by the teacher.
- Additional learning and/or reteaching determined by the teacher, is required.
- The retake assessment may not be the exact same original test.
- The highest score of a retake will be recorded in the grade book.

## **LATE WORK**

Academic Practice: All work is expected to be turned in by the assigned due date. Efforts will be made to hold students accountable for completing all late work which is accepted without penalty.

Academic Assessments: Students are expected to take the assessment on the date scheduled by the teacher. Any student who misses the assessment must complete it without penalty. If the student has not completed all assessments for the semester, the student will be given a course grade of "Incomplete" until the assessment(s) are complete.

## **MAKE UP WORK**

Students who have been absent will be expected to make up the missed work. For each day a student has been absent, he/she will be allowed two days in which to complete the work. This time may be extended by the teacher. It is the student's responsibility to check with teachers for make-up assignments on the day they return. Students who have advance notice of an absence should notify the office prior to the absence.

## **CHEATING AND PLAGIARISM**

Any time a person uses someone else's words, ideas, pictures, music, or graphics without giving credit to the source those words ideas, pictures, music or graphics came from, that person is committing plagiarism. Yes, this does mean that any time you use words or pictures or music from the Internet or out of a book or from the paper of the person sitting next to you in class, you are committing plagiarism- unless you give credit to the source. It is important to remember that plagiarism is cheating. It is also illegal. There are basically two kinds of plagiarism. The first kind is blatant. This means that the cheating is totally obvious.

Examples

- Looking at the test or worksheet or quiz of another student and claiming that person's answer(s) as your own (even if you change some of the words).
- Making a copy of someone else's essay or poem or project and claiming it as your own (even if you change some of the words.)
- Downloading a paper or poem or project off of the internet and claiming it as your own (even if you change some of the words).

- Taking something word-for-word from a textbook, Internet source, novel, or other resource and not using quotation marks.
- Taking ideas from the Internet or from a newspaper or magazine article or from a book or encyclopedia, paraphrasing them (putting them into your own words), and not giving the source credit.
- “Borrowing” pictures or graphics or ideas or music from the internet to include in your own project and not giving the source credit.
- Cutting and pasting from anywhere and not giving the source credit.
- letting someone else do all of the work on a group project and then putting your name on the project.

Why is it wrong? It’s dishonest. You are claiming something is your when it really is not. It gets in the way of learning. Your teachers cannot assess your true capabilities when you hand in work that is not honestly yours. It is illegal. This is a big one. If it doesn’t bother you to cheat and to be told that you are being dishonest, maybe you will think twice about plagiarism if you are aware of the “real life” consequences. Colleges kick people out for plagiarism. In The business world, people lose their jobs over it. Lawsuits arise when people feel their ideas have been stolen.

### **ACADEMIC DISHONESTY**

Students who engage in academic dishonesty, at the discretion of the teacher, may earn zeros and/or no credit for an assignment, not be allowed to retake or make up assessment, may be given alternative assignment to complete, loss of privileges, and may be subject to an office referral.

### **• SCHOOL COUNSELING PROGRAM**

The Middle School Counseling Office is located in the office. Due to the counselor teaching a guidance program to all students, please be sure to schedule an appointment if you wish to meet with the school counselor. The school district counseling program will assist students with their personal, educational, and career development. The program shall be designed to coordinate with the educational program and shall involve other staff, students, parents and community members. Facilities offering both visual and auditory privacy for counseling shall be provided. Confidentiality is maintained by the employees involved in the school counseling program. Students needing to visit with the counselor must obtain a pass from the counselor or fill out a meeting request form. For same day meetings, students may send an email or communicate their request to the counselor. There are no guarantees that a same day appointment will be available. No students should be in the office without a pass.

### **• HONOR ROLL**

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

computing grade point averages.

- **STUDENT LED PARENT-TEACHER CONFERENCES**

Student led parent-teacher conferences are held twice a year. The conferences follow the first and third nine-week periods. These conferences are intended to better acquaint the parents and teachers with the individual needs of the students.

- **PROGRESS REPORTS**

Parents will be notified when mid-term grades are posted and can check student progress on Infinite Campus. Contact Megan Pingel in the middle school office at 597-2815 ext. 3100 or at [mpingel@ballard.k12.ia.us](mailto:mpingel@ballard.k12.ia.us) to get instructions for accessing Infinite Campus or to be added to the mailing list if you don't have access to a computer at home or work. The purpose of the reports is to inform the parents of student difficulties so that both the parents and the teaching staff can help individual students to improve their situations.

- **RECORDS**

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

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

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

- **REPORT CARDS**

Grades will be posted at the end of each semester. The grades on the semester report become a part of each student's permanent record. You can check Infinite Campus for

first semester grades. Parents will be notified when semester grades are posted and can check student grades on Infinite Campus. Contact Megan Pingel in the middle school office at 597-2815 ext. 3100 or at [mpingel@ballard.k12.ia.us](mailto:mpingel@ballard.k12.ia.us) to get instructions for accessing Infinite Campus or to be added to the mailing list if you don't have access to a computer at home or work. **Generally, grades will be posted and available for viewing report cards one week after the end of the quarter or semester grading period.**

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

- **SEMESTER TESTS**

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

- **STANDARDIZED TESTS**

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

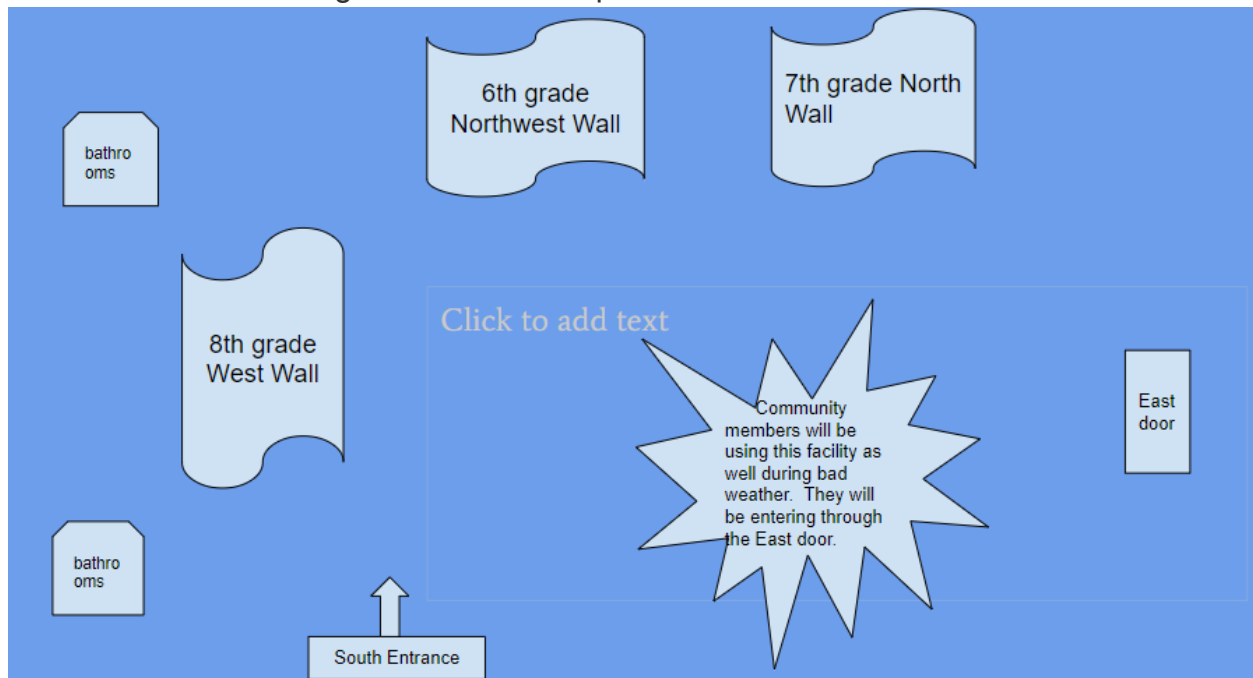
## **SECTION V**

### **EMERGENCY DRILL PROCEDURES INCLUDING INTRUDER, FIRE, TORNADO, AND NON-EMERGENCY LOCKDOWNS**

Procedures to be followed in the event of fire or tornado are posted in each classroom. At least two fire and two tornado drills will be conducted each fall and spring semester while one Intruder drill will be practiced in the fall and spring semester. Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, will be reported to law enforcement officials.

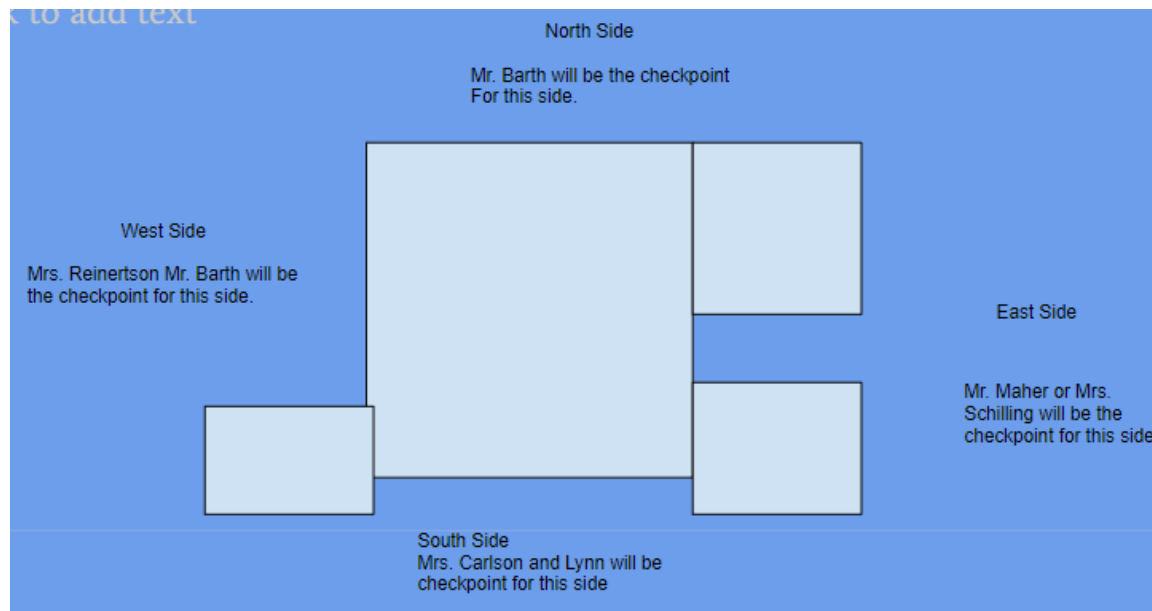
#### **TORNADO DRILL PROCEDURE**

Students and staff will proceed to the Safe Room located at the 3C's building. Once students are in the building there are specific areas for each grade level to go. This Safe Room is also shared with Huxley community members that will be sent there in case of an actual emergency. Students knowing where to go in case of an emergency is pertinent to have accountability of our students. The following is a map of the Safe Room and where each grade level is to report.



## **FIRE DRILL PROCEDURE**

Students are to exit the building at the nearest EXIT. Students are to find their classroom teacher to report to. If they are not with their class they are to report to a teacher and the Checkpoint Staff will report to others that the student(s) is accounted for.



## **INTRUDER (A.L.I.C.E)**

Students need to be aware and knowledgeable of what to do incase of an intruder in the building. At least one drill will be conducted in the spring and one in the spring that will involve our Safety Director, Huxley P.D., and Story County Sheriff's office. Drill will involve educating students of what to do if they can't exit the building and where to go when they exit the building.

Students will exit the building to Fjeldberg Lutheran Church on 3rd Street in Huxley. Parents will be notified of any emergency and where to pick up their child.

## **EMERGENCY PROCEDURES FOR SPECIAL NEEDS STUDENTS**

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

1. Students will be told to get under their desk or table. They must not bunch up. Students who are unable to comply because of a disability will be assisted by their classroom teacher. In classrooms where there is one or more staff members to assist students with disabilities, assignments for assisting individual students will be made by the classroom teacher.
2. Shut your lights off.



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

**EVACUATION PLAN:** The need for an evacuation plan would be the result of chemical spills, etc. Directions would be given to you on a situational basis. Office personnel will contact the necessary authorities and inform them of the emergency. Students who are hearing impaired or who otherwise cannot comply with the intent of the signal will be given these directions through the appropriate alternative form of communication. Students who are unable to comply with the directions because of a disability will be assisted by their classroom teacher. In classrooms where there is one or more staff members to assist students with disabilities, assignments for assisting individual students will be made by the classroom teacher.

## **SECTION IV**

### **LEGAL NOTIFICATION**

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

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

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

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

- **Ballard ELL Program**

1. Identification
  - a. Home survey completed
2. Assessment and Evaluation
  - a. Assess English proficiency level
    - i. Ballard & Tighe IPT Oral Proficiency Test
  - b. Assess Academic Skills in English
    - i. Ballard & Tighe IPT Reading and Writing Test
  - c. Informal Assessment
    - i. Sight word recognition
    - ii. Vocabulary
    - iii. Comprehension skills (Specific Skills at instructional level)
    - iv. Fluency Rate (DIBELS)
3. Program
  - a. Program Goals

- i. To help ensure that English language learners (ELLs)
    1. Attain English proficiency
    2. Develop high levels of academic competence in English
    3. Meet the same challenging academic content and student academic achievement standards that all children are expected to meet
4. Program Model
  - a. Inclusion in the mainstream classroom with accommodations (SIOP Model)
  - b. Paraprofessional contribute to the development of lessons in a small group
  - c. Peer assistance and cooperative groups
  - d. Interactive Guided Reading
  - e. Bilingual books to enhance comprehension of materials
  - f. Pull out for language development for beginning English learners
5. Staff
  - a. Regular Education Teacher
  - b. Para Educator
  - c. ESL teacher
6. Exit Criteria
  - a. Meet English Proficiency as measured by a standardized test (I-ELDA)
  - b. Meet academic proficiency levels in core courses
7. Program Evaluation
  - a. Trimester meetings with parents to check student's progress
  - b. Three-year review of program using AEA evaluation forms

- **Ballard Talented and Gifted Definition**

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

Ballard strives to identify and 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 on one or more subjects
- High task commitment (motivation)
- High levels of creativity

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

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

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

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

Examples:

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

second semester.

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

Examples:

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

**Criteria:**

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

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

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

**Procedure:**

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

The team will recommend that:

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

• **Healthy Kids Act**

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

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

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

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

participate in physical activity for a minimum of one hundred twenty minutes per week is exempt from the requirements of this subparagraph.

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

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

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

#### **CODE 501 STUDENTS**

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

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

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

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

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

- Places the student in reasonable fear of harm to the student's person or property; or
- Has a substantially detrimental effect on the student's physical or mental health; or
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from District services, activities, or privileges.

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

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

### **Sexual Harassment.**

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

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

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

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

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

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

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

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

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

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

Date of Revision: January 10, 2006

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

**CHRIS DEASON**                      **OFFICE:**              **515-597-2971**

**Alternate Investigators:**

**LISA DOLAND**                      **OFFICE:**              **515-597-2971**

**Jennifer Johnson**                **OFFICE:**              **515-228-3890**

**TOM MAHER**                      **OFFICE:**              **515-597-2815**

**HOME:**                **515-597-2119**

**MICHAEL MANOCK**               **OFFICE:**              **515-597-2971**

**HOME:**                **515-238-5223**

**Ottie Maxey**                      **OFFICE:**              **515-597-2811**

**HOME:**                **515-597-2700**

Policy Title - Code 504 of The Rehabilitation Act of 1973.

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, the Ballard Community School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the program and practices of the school system.

The Ballard Community School District has the responsibilities under Section 504, which include the obligations to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

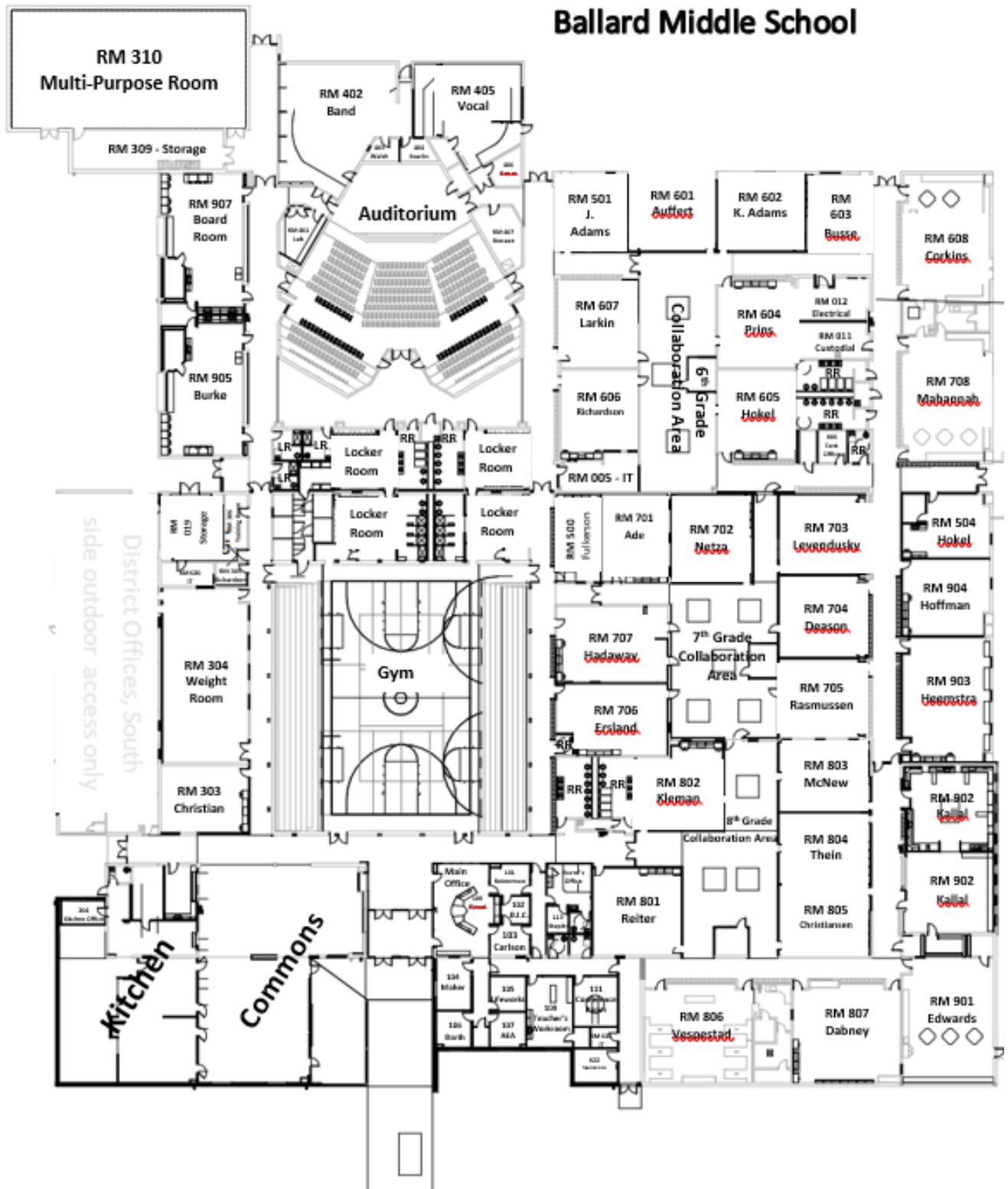
The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of the individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

● **Ballard Statement Regarding the Homeless**

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

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

# Ballard Middle School





<b>6th Grade</b>	
1st	8:00-8:42
2nd	8:45-9:27
3rd	9:30-10:12
4th	10:15-10:57
Lunch	10:58-11:18
Break	11:18-11:28
WIN	11:31-12:01
5th (B/C/IDM)	12:04 - 12:46
6th	12:49-1:31
7th	1:34-2:16
8th	2:19-3:00

<b>7th Grade</b>	
1st	8:00-8:42
2nd	8:45-9:27
3rd	9:30-10:12
4th	10:15-10:57
5th	11:00-11:42
6th	11:45-12:27
Lunch	12:28-12:48
Break	12:48-12:58
WIN	1:01-1:31
7th	1:34-2:16
8th (B/C/IDM)	2:19-3:00

## 3:00 Dismissal Schedule

<b>8th Grade</b>	
1st	8:00-8:42
2nd	8:45-9:27
3rd	9:30-10:12
4th	10:15-10:57
WIN	11:00-11:30
Lunch	11:31-11:51
Break	11:51-12:01
5th	12:04-12:46
6th	12:49-1:31
7th (B/C/IDM)	1:34-2:16
8th	2:19-3:00

6th Grade	
1st	8:00-8:31
2nd	8:34-9:05
3rd	9:08-9:39
4th	9:42-10:13
5th	10:16-10:47
6th	10:50-11:21
7th	11:24-11:55
Lunch	11:56-12:26
8th	12:29-1:00
WIN	1:03-1:30

7th Grade	
1st	8:00-8:31
2nd	8:34-9:05
3rd	9:08-9:39
4th	9:42-10:13
5th	10:16-10:47
Lunch	10:48-11:18
6th	11:21-11:52
7th	11:55-12:26
8th B/C/IDM	12:29-1:00
WIN	1:03-1:30

1:30 Early  
Dismissal Schedule  
On Wednesdays

8th Grade	
1st	8:00-8:31
2nd	8:34-9:05
3rd	9:08-9:39
4th	9:42-10:13
5th	10:16-10:47
6th	10:50-11:21
Lunch	11:22-11:52
7th B/C/IDM	11:55-12:26
8th	12:29-1:00
WIN	1:03-1:30

6th Grade	
1st	10:00-10:32
2nd	10:35-11:07
3rd	11:10-11:42
4th	11:45-12:17
Lunch	12:18-12:38
5th B/C/IDM	12:41-1:13
6th	1:16-1:48
7th	1:51-2:23
8th	2:26-3:00

7th Grade	
1st	10:00-10:32
2nd	10:35-11:07
3rd	11:10-11:42
Lunch	11:43-12:03
4th	12:06-12:38
5th	12:41-1:13
6th	1:16-1:48
7th	1:51-2:23
8th B/C/IDM	2:26-3:00

## 2 Hour Late Start Schedule 2021-2022

8th Grade	
1st	10:00-10:32
2nd	10:35-11:07
Lunch	11:08-11:28
3rd	11:31-12:03
4th	12:06-12:38
5th	12:41-1:13
6th	1:16-1:48
7th B/C/IDM	1:51-2:23
8th	2:26-3:00