

# BCLUW

Middle School / High School  
Parent - Student Handbook

2014 - 2015

*Providing a Learning Environment for Educational Excellence and  
Motivation to Continue a Lifetime of Learning*

|  |       |  |       |
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# GENERAL INFORMATION

## TELEPHONE NUMBERS

Superintendent: 641-366-2819  
Elementary School: 641-366-2811  
Middle School: 641-486-5371  
High School Office: 641-366-2810

## EMAIL ADDRESSES

Ben Petty, Superintendent [bpetty@bcluw.org](mailto:bpetty@bcluw.org)  
Cari Teske, HS Principal [cteske@bcluw.org](mailto:cteske@bcluw.org)  
Dirk Borgman, MS Principal [dborgman@bcluw.org](mailto:dborgman@bcluw.org)  
Mitchell Parker, Elem Principal [mparker@bcluw.org](mailto:mparker@bcluw.org)

## TIME SCHEDULE

School hours are from 8:30 AM to 3:30 PM each day. As a general rule, students are not to be in the buildings before 7:45 A.M. or after 3:45 P.M. unless they are under the direct supervision of a teacher, activity sponsor / coach, or are present for extracurricular school activities.

## EARLY DISMISSAL OF CLASSES BECAUSE OF BAD WEATHER

On days school is dismissed early because of bad weather, it is done so only after careful consideration of existing and expected conditions. In order for an early dismissal to be declared, it will have been determined that those conditions are severe and present a danger to the safety of the students. In order to protect the student's safety and the school district's liability, it is therefore necessary that every student leave the building and be sent home at the earliest dismissal time.

For information on school cancellation, dismissal, or general information on the school calendar, call 366-2819. School cancellations will be announced on the following radio stations: KDAO-99.5 FM and 1190 AM, KFJB-1230 AM, KXIA - 101.1 FM, and TV stations - WHO-13 and KWWL-7. School cancellations will be also be posted on the school web page ([www.bcluw.k12.ia.us](http://www.bcluw.k12.ia.us)), [Facebook \(BCLUW Community School\)](#), or Twitter ([@BCLUWCSD](#)). You may also sign up for alerts at the following web sites: [KWWL](#), WHOTV, KCCI and <http://schoolalerts.iowa.gov>.

## **FAMILY NIGHT**

Wednesday evening has been set aside as “Family Night.” No school activities will take place after 6:00 PM (excluding parent-teacher conferences and state activities). Exceptions may be approved by the Board.

## **LUNCH/BREAKFAST**

### **Breakfast and Lunch Policy - Staff and Students**

It is recommended that parents or guardians strive to maintain a positive balance in the child/children’s food service account. Positive balances at the end of the school year are rolled over to the child’s account for the next school year. If the child moves or graduates, a refund check will be issued for any remaining positive balance. If at any time a parent/guardian believes they may qualify for free or reduced lunches under federal guidelines, they should contact the Superintendent’s Secretary for the necessary paperwork.

Upon the first negative balance of any amount incurred, the food service department will contact the parent/guardian by phone, email, or a written letter indicating to the parent/guardian the balance owed. This will be done at a minimum of once weekly.

If a negative balance of **\$25.00** or greater is reached, a letter will be sent home by the food service department/building secretary to the parent/guardian stating that his/her child has a negative balance and that, if the total family’s account reaches a debt of **\$50.00** or more, -for an elementary or middle school student: he/she will be required to bring a sack lunch, or the child will receive an alternate meal, such as a cheese or peanut butter sandwich, fruit, and milk instead of the regular hot lunch menu items. A fee for the cost of these alternate lunches will be charged to the student’s account.

-for a high school student: he/she will not be allowed to accumulate an additional negative balance for meals, and the student will need to bring a sack lunch from home if he/she plans to eat at the school.

If a negative balance of **\$75** or greater is reached for any family, the parent will be sent notice from the business office stating that payment must be made within five business days of the date on the notice, or further collection procedures (small claims) could be pursued for payment on the account. If a parent/guardian begins good faith efforts to make regular payments, as determined by the superintendent and food services director, towards eliminating the negative balance, the district may postpone additional collection procedures. Payment on the account should cover the negative balance and create a positive balance of at least \$10 in the child’s account.

Please note that money needs to be available in a child’s lunch account in order for extra meals, extra milks or snacks to be purchased. This applies to all students, including students from families participating in the free and reduced program.

## **CELLULAR PHONES / ELECTRONIC DEVICES**

Cell phones, MP3 players, electronic games, video cameras and other electronic devices may be used with permission in the classroom. Cell phones and electronic devices are to be turned off or placed on silent/vibrate mode in class. In respect of others please refrain from the use of cameras (including phones) without permission. The use of cameras is strictly prohibited in private areas, such as bathrooms, locker rooms, dressing areas, classrooms and offices at any time. Unauthorized use of these devices is a violation of the policy and will be subject to disciplinary action.

## **APPROPRIATE DRESS AND APPEARANCE**

Student dress and personal appearance should be safe, healthful, and in accordance with current acceptable standards of the community. Dress and appearance shall not interfere with or distract from classroom procedures.

This includes but is not restricted to:

- A. Dress must be appropriate for school as determined by administration.
- B. No obscene or vulgar slogans or pictures on any clothing especially any which are sexually explicit and/or demeaning. No alcohol, tobacco, or drug slogan clothing is to be worn or any clothing depicting pictures of such and/or implying their sale or distribution.
- C. No halters, crop tops, bare mid-riff tops on either boys or girls, swimsuits or swimsuit tops.
- D. Shorts need to be worn to an appropriate length as designated by administration.
- E. No head coverings without the principal's approval.

These rules apply for all areas of the school day, including physical education classes and athletic practices in the school building. If students do not follow these rules, they will be asked to get a change of clothes, or they may be suspended in or out of school for the day.

## **SAFETY (Code No. 507.5)**

In the event of an emergency, BCLUW has building plans in place to ensure the safety of all students and staff. These plans are evaluated and reviewed on a regular basis.

**FIRE PROCEDURES:** The alarm will be one continuous sound. Students will quietly follow teacher instructions to evacuate the building.

**TORNADO PROCEDURES:** The alarm will be an intermittent sound or an announcement over the intercom. Students will quietly follow teacher directions to take shelter.

## **LIBRARY**

Library materials must be checked out at the circulation desk. Students are responsible for returning materials they have checked out under their name and will be charged the replacement cost of the material if it is lost or not returned.

## **FINES**

Fines are charged for lost or damaged textbooks and equipment. The amount of the fine is dependent upon the condition of the item and the degree of damage.

## **STUDENT VEHICLES / PARKING**

All students driving to school must park in the designated student parking areas. Reckless driving on school grounds will not be tolerated. If these school rules, all driving laws, or any special warnings from the administration are not adhered to, student vehicles will not be allowed to use the parking facilities and a complaint may be filed with local authorities.

## **USE OF BUILDING AND EQUIPMENT**

Any group requesting use of the facilities must make arrangements through the activities office at the high school. (641-366-2810 ext. 3009)

## **LOST AND FOUND**

Lost and found articles may be claimed at the Principal's office. The school cannot be responsible for valuables or money brought to school by students.

## **NEWSLETTER**

A school newsletter is published monthly from August through June and is available on the [school web page](#).

## **SCHOOL VISITATIONS**

Visits by parents and alumni are always welcome. Classroom visitation requests for non-parents need to be approved by the building principal. All visitors are required to check in at the office.

## **INSURANCE**

A low-cost accident policy is offered by the school. Complete details of this insurance including its coverage and cost will be given to each student at registration. It is the student's responsibility to report all injuries immediately. It is the parent's responsibility to see that claims are filed appropriately. The school nurse has information on HAWK-I and other health resources available.

## **POSTERS AND ANNOUNCEMENTS**

School groups and organizations may display posters and announcements relating to their organization or activity providing they first obtain permission. It will be the responsibility of the group putting them up to also take them down. Posters or announcements concerning events not directly relating to this school are not to be displayed without first obtaining permission from the principal.

# ACADEMICS

## HIGH SCHOOL CREDITS

Each student is asked to consider the following points when planning his/her course of study:

- A. The courses already taken.(Any deviation from the normal sequence will require Principal approval.)
- B. The courses required.
- C. Each student is required to be scheduled for a minimum of six classes each week plus P.E.
- D. Plans for the future, needs and interests.
- E. The administration has ultimate authority over the scheduling of any student.

### Basis of Classification

|            |                      |
|------------|----------------------|
| Graduation | 52 credits           |
| Seniors    | 38 credits           |
| Juniors    | 26 credits           |
| Sophomores | 13 credits           |
| Freshmen   | Less than 13 credits |

One credit is received after attending and passing satisfactorily a subject in which the class meets daily for one semester. One unit is equivalent to two credits. Driver education is 0.6 credit and counts towards your high school cumulative GPA. Physical education is a required course awarding a .5 credit for 44 days per cycle.

### Minimum Graduation Requirements

|                      |  |            |            |
|----------------------|--|------------|------------|
| English / Lang. Arts | 8 credits                                  | Vocational | 1 credit   |
| Social Studies       | 8 credits                                  | Fine arts  | 1 credit   |
| Science              | 6 credits                                  | Health     | 1 credit   |
| Math                 | 6 credits                                  | Electives  | 17 credits |
| Physical Education   | 8 semesters (4 credits)                    |            |            |
| Financial Literacy   | 1 credit (Starting with the class of 2018) |            |            |

Total Credits Needed for Graduation      52

## **COLLEGE CLASSES**

Junior and seniors (and formally identified TAG 9th/10th grade students) are eligible to take college courses each semester (on-campus or online) if they meet the following conditions:

- i. One College Course - Minimum 3.0 GPA & permission from the principal
- ii. Two College Course - Minimum 3.5 GPA & permission from the principal

*No student may take more than 2 online classes each semester.*

If a student withdraws from a college class after the deadline or fails the class he/she will be academically ineligible. Students who withdraw before the deadline and receive a 'W' on their transcript will still be academically eligible.

There is a \$30 college textbook/processing fee for each college course taken during the school year.

## **MARKING SYSTEM**

The school year is divided into two semesters for assigning credit. There are four marking periods of approximately nine weeks each. During the week following the end of the period a report will be given to the student. Other reports will be sent at such times as necessary to parents of students doing unsatisfactory or failing work.

Following is the grading system and description of achievement level. Pluses and minuses will be used.

GRADE POINT

|    |      |    |      |
|----|------|----|------|
| A  | 4.00 | C  | 2.00 |
| A- | 3.67 | C- | 1.67 |
| B+ | 3.33 | D+ | 1.33 |
| B  | 3.00 | D  | 1.00 |
| B- | 2.67 | D- | 0.67 |
| C+ | 2.33 | F  | 0.00 |

|      |                                       |
|------|---------------------------------------|
| In.  | Work Incomplete                       |
| Drop | No credit or grade                    |
| Cr.  | Credit (by Principal permission only) |
| Au.  | Audit (by Principal permission only)  |

**ADDING / DROPPING A CLASS**

Students wishing to add / drop a class may be allowed to do so during the first 5 days of a semester by taking an add / drop class form to the appropriate teachers. Between the 6th and 7th day of a semester, students may only add / drop for highly unusual circumstances, and this request must first be made to the building principal. No student will be allowed to add a class after

the 7th day of the semester, or drop after the 7th day of the semester without taking an “F” for that class. The building principal has the right to alter these requirements on an individual basis for highly unusual or special circumstances.

**INCOMPLETE WORK**

“Incomplete work” is defined as work missed because of an absence or extenuating circumstances acceptable to the teacher. Arrangements for assignments past due for reasons other than absence are to be made with the individual teachers involved. Except in those courses organized on a continuous-progress basis, students will have a maximum of two weeks to complete work past due at the end of the quarter reporting period. Failure to do so would necessitate a failing grade for that work. This policy applies to incompletes for the first three quarters reporting periods. Incomplete work existing at the close of the second semester will be recorded as a failing mark unless special arrangements are made with the teacher and principal.

**PARENT-TEACHER CONFERENCES**

Regular parent-conferences will be held each semester. Please check the school calendar for dates. Additional conferences between the teacher and parent may be arranged at the request of either.



## **SCHOLASTIC HONOR ROLL**

Middle School Honor Roll students must have a grade point average of 3.20 or above in all subjects. The "A" Honor Roll requires a letter grade of "A" in all classes including PE and Band.

High School Honor Roll students must have a grade point average of 3.5 or above in all subjects for the A Honor Roll, and 3.0 for the B Honor Roll.

A Honor Roll = 3.5 - 4.0

B Honor Roll = 3.0 - 3.499

## **ACADEMIC AWARD POLICY (HS Only)**

Requirements:

- A. Minimum grade point average is 3.67.
- B. The minimum grade accepted for each academic course is B+ (3.33). Semester grades are used.
- C. Grade point will be calculated over the current year.
- D. Enrolled in a minimum of 5 academic courses (4 if enrolled in 6 or more periods of music per week)

Students will receive a BCLUW chenille letter for the first year and an academic award/pin for each year after that.

Seniors with a cumulative GPA of 3.75 beginning with the class of 2017 will be considered an 'honor' graduate and will be recognized at graduation.

## **SELECTION OF FILMS**

The classroom instructor and the building principal shall be jointly responsible for the decision to show instructional films in academic classes. The building principal shall be responsible for the screening process to be used for movies which are shown for entertainment value.

## **FIELD TRIPS**

Field trips are provided for educational purposes. A permission slip signed by the parents or guardian is provided at registration for all field trips.

## **JMC - ONLINE PARENT ACCESS - MONITORING A STUDENT'S GRADES ONLINE**

Parents can log into JMC Parent Access to view attendance, report cards, current progress reports, parent information, and lunch accounts. You may log into the JMC Parent Access module by visiting the following link: [bcluw.onlinejmc.com/Parent](http://bcluw.onlinejmc.com/Parent). Contact the high school or

middle school offices for more information or to establish an account. The parent's last name is the user name and a password must be provided to establish the account.

## **STUDENT SERVICES**

### **GUIDANCE PROGRAM**

The counselor is available to help students deal with issues. Discussions with the counselor will be confidential, with the exception of life-threatening situations, and cases where the counselor is legally responsible to make reports to the Department of Human Services or the principal.

### **STUDENT RECORDS**

An accurate record shall be maintained for each student. Records shall be reasonably accessible to parents or to students 18 years of age or older. All student records shall remain confidential. Records may include reports from teachers, test results, discipline complaints, pictures, scholastic records, and any other relevant materials.

### **ADDITIONAL SERVICES**

BCLUW Community School provides services to the students on a system-wide basis. These services include:

#### At-Risk Program

The District has a program to identify and provide special assistance to students who have difficulty mastering the language, academic, cultural, and social skills necessary to reach the educational levels of which they are capable. The program serves students whose aspirations and achievement may be negatively affected by stereotypes linked to race, national origin, language background, gender, income, family status, parental status, and disability.

#### Speech Clinician

The clinician will work with the student in speech improvement or correction and work with parents and outside agencies to correct severe problems.

#### School Social Worker

This individual assists the school in providing home visits to help determine reasons for attendance problems, academic problems, and school adjustment or behavior problems.

#### Talented and Gifted (TAG)

Students who have been identified as talented or gifted may participate in special activities designed to encourage intellectual and creative growth. Specialists, teachers and parent volunteers provide services to gifted and talented students.

### Special Education

Special Education services are broad in scope to provide individual instruction for children with unique learning difficulties. Teachers in each building provide resource services for students who are learning disabled.

### School Psychologist

A specialist will be available for testing, test interpretation, and counseling for students.

### Nurse

The school nurse provides health services and health education for students and staff. The school nurse develops and implements Individual Health Plans for students with special health needs.

## **ATTENDANCE**

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participation in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood. Students that is absent for reasons not deemed valid by the building administrator will be subject to disciplinary action. Juniors and Seniors are exempt for two days (per year) for college visits. These require an advanced make-up.

### Tardiness-Absenteeism

Absenteeism shall be defined as: (a) half day (1/2) - a student arriving after 10:00 AM or leaving before 2:00 PM; (b) full day - leaving before 10:00 AM or arriving after 2:00 PM. This pertains to a regular school day. These items will be adjusted on days when the schedule has been altered. Any student who is absent for 1 1/2 hours or less during the school day and has a written excuse from a medical practitioner will not be counted tardy or absent.

### Passes

Students late to school will need a pass obtained from the office to enter the first class of the day. When leaving school during the day, students must have permission from the office.

To be excused from P.E., a student must have a written excuse from his/her doctor which should be presented to the teacher.

### Tardiness

Three tardies will be allowed each semester to 1st period. Each tardy beyond this allowed limit will result in a 30 minute detention. Teachers of any classes after 1st period may issue a detention for any unexcused tardy.

Any unexcused tardy beyond 15 minutes into the class period will be counted as an absence. If a student has 8 or more unexcused tardies to a class during the semester, they may be withdrawn from class, given no credit, and placed into study hall for the remainder of the semester. (HS only)

### Truancy

Truancy is defined as the act of being absent from classes without a reasonable excuse. They will be subject to disciplinary action. The officials of the school will judge each absence on its individual merits in arriving at a classification as to excused, unexcused, or truancy. Excessive truancy could result in legal action through the county attorney.

### Make-Up Work

Students will be given two school days to turn in their make-up work for the "first" day of their excused absence and one school day for each successive day to receive full credit. If the student is absent more than one week, other arrangements are to be made by the student and teachers involved. Make-up work does not include previously announced tests, quizzes, etc. These must be taken upon returning.

### Reporting Procedure for Absence

Parents/guardians must notify the office on the day of the absence prior to 9:30 A.M. If notification is not received, the office will attempt to contact parents/guardians. If a student is aware of an upcoming absence, we request that they obtain an advanced make-up slip. Upon a student returning to school after an unplanned absence, the student must either bring a note signed by a parent/guardian OR have their parent/guardian contact the office explaining the reason for the absence. If the school does not receive verification from a parent/guardian to excuse an absence upon the student returning to school, the absence will become UNEXCUSED.

### Extra-Curricular Participation

Any student who is to participate in a practice or a performance or any other school sponsored activity on a regular school day must be in attendance by 11:00 a.m. of that same day if the student has missed due to illness. This includes all extra-curricular activities----practice or performance. The principal or his/her designee will determine any absent student's eligibility.

### Attendance Recognition

At the end of the year, students in each class with perfect and outstanding (4 days or less) attendance will be recognized. Seniors with fewer than 10 days of absence in grades 9-12 will be recognized at the Senior Awards Ceremony.

# STUDENT BEHAVIOR

## MIDDLE SCHOOL PARENT NOTIFICATION FORMS

These forms are used routinely by teachers to communicate good conduct and misconduct information. When used to communicate misconduct, they are to be signed by the parents and returned to the school personnel issuing the form within two school days of receipt, or a detention may be assigned. Receiving good conduct forms will earn rewards for an individual, a section, a grade or entire building. The students and staff will plan a reward activity for the students who have not received two or more misconducts in a month.

## SKATEBOARDS / ROLLERBLADES / SCOOTERS

NO skateboards, rollerblades, or scooters are allowed on school property. If brought onto school grounds, these items may be confiscated.

## LAPTOP PROGRAM & STUDENT BEHAVIOR

BCLUW High School and Middle School have 1:1 learning environments. Every student has an opportunity to use a school issued laptop. Student access to a district-owned laptop is a privilege that must be taken very seriously. Any highly irresponsible / lack of trust behaviors, whether related to technology or not, may result in loss of access to the laptop computer.

## PUBLIC DISPLAY OF AFFECTION (PDA) / HANDS OFF

Students will be expected to demonstrate responsible, mature behavior at school and school activities. Students should not engage in inappropriate public displays of affection. This includes kissing, prolonged embraces, or other inappropriate physical contact. If inappropriate behavior is observed, a staff member will address the behavior and refer the student to the office.

## DETENTION

A detention period of 30 minutes is set aside before school or at the end of the school day as a disciplinary measure for students who violate regulations. If a student is assigned to detention, it is his/her responsibility to arrange for transportation home. If a student does not stay when he/she is assigned and has not made arrangements with the school, the detention time is doubled and two detentions will have to be served rather than one. If either of these detentions isn't served when due, a day of Saturday school will be assigned.

It is up to the student to remember that he/she has detention. The teacher shall either notify the respective parents/guardians by telephone or mail for each detention assigned. At that time, a conference shall be scheduled if either the teacher or parents feel it is necessary. Detentions take priority over any after-school activity. It is the parents'/guardians' responsibility to arrange for transportation after a detention.

All students will begin each semester of the current school year with zero tardies, Saturday Schools, and in-school suspensions.

- A. Students assigned a first detention will serve 30 minutes.
- B. Students assigned a second detention will serve 30 minutes.
- C. Students assigned a third detention will serve 30 minutes. In addition, a letter or a phone call will be made to these students' parents informing them of their students' status (offering an opportunity to meet with school team members.)
- D. Students assigned a fourth detention will serve 30 minutes. A mandatory meeting involving the parents, student, At-Risk counselor and any involved staff members will be arranged.
- E. Students assigned a fifth detention or more will be assigned Saturday School.
- F. Once the student has received his sixth detention, he/she may be summoned before the BCLUW Board of Education to consider their possible expulsion from our school.

## **SUSPENSION**

- A. Suspension is the removal of a student from regular school activities, and may be either out of school or in-school, at the principal's discretion. Factors such as severity and frequency of the student behavior and staffing issues will play a role in determination of location of the suspension.
- B. Any student that is suspended on 3 or more occasions during one school year may be removed from school until a hearing before the Board of Education. The hearing may be used to consider possible re-admittance or expulsion from school.
- C. Any suspension for an offense related to tobacco, alcohol, or any other controlled substance, violence or threats of violence will also result in a referral to law enforcement.

### Consequences of Suspension

- 1. An excused absence will be recorded by each classroom teacher.
- 2. The work must be made up acceptably. Failure to make up work will result in a failing grade for the work missed.
- 3. A second three-day suspension may require the student to appear before the Board of Education in order to seek re-admittance to school.

## **SATURDAY SCHOOL**

Saturday School will be used as an alternative means of discipline as well as be available as a tutorial option to interested students. It will be utilized as an option by the principal, or may be requested by parents as an alternative to serving detentions and/or suspensions from school. The principal may assign two Saturday schools instead of one day of suspension (in-school or out-of-school) at the principal's discretion.

Saturday School time may be assigned automatically to students who fail to serve detentions which have been doubled due to failure in serving the detention(s) originally as per assigned date. Students may choose to attend Saturday School as a tutorial aid at their convenience. Saturday school will be from 8:00 - 11:00 a.m. with no student admitted after 8:00 a.m. Part or all of the time may be required as community service to the school as can be worked out with head custodian. During the time in Saturday School, a student shall be totally obedient in regard to

reasonable requests on the part of the teacher in charge or the student will be requested to leave for the remainder of the Saturday School time with no credit being given for time served on that particular morning.

Any student who misses an assigned Saturday School or who is sent home for disobedience from a Saturday school will be assigned two days of Saturday School, at the discretion of the principal. *This lack of responsibility will also result in the student losing full access to a district laptop. Any student exceeding five days of Saturday School for a semester may be likewise suspended from school pending a hearing with the Board of Education for re-entry to school or possible expulsion.*

## **SERIOUS STUDENT MISCONDUCT**

### **1. DISRUPTION OF SCHOOL**

A student shall not by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school if such a disruption or obstruction is reasonably certain to result. Neither shall the student urge other students to engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school if a substantial and material disruption or obstruction is reasonably certain to result from the student's urging.

While this list is not intended to be exclusive the following acts (when done for the purpose of causing a substantial and material disruption or obstruction of any lawful mission process or function of the school) illustrates the kinds and types of offenses encompassed here:

- A. Setting fire to or damaging any school building or property.
- B. Causing to discharge, displaying or threatening use of firearms, explosives, or other weapons on the school premises.
- C. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school, class, or activity or of any lawful meeting or assembly on the school campus.
- D. Continuously or intentionally making noise or acting in a manner so as to interfere with the teacher's ability to conduct class or perform any other professional duties.

### **2. DAMAGE OR THEFT OF PROPERTY**

A student shall not intentionally cause or attempt to damage or steal property on the school grounds during a school activity, function or event off the school grounds. A student shall not cause damage to any property owned by any employee of the school district whether it be on or off the school grounds.

### **3. ASSAULT ON A SCHOOL DISTRICT EMPLOYEE**

A student shall not cause or attempt to cause physical injury to a school district employee. Nor shall any student attempt to harass or intimidate any school district employee as a result of that

employee's relationship with the school. Neither self defense, nor action taken in the reasonable belief that the action was necessary to defend or protect another person, shall be considered an "intentional act".

#### 4. PHYSICAL ABUSE OF A STUDENT OR OTHER PERSON NOT EMPLOYED BY THE SCHOOL DISTRICT

A student shall not intentionally cause or attempt to cause serious bodily injury to any person:

- A. On the school grounds during and immediately before and immediately after school hours.
- B. On the school grounds at any other time when the school is being used by a school group.
- C. Off the school grounds at a school activity, function or event, or
- D. In any building or area owned or leased or borrowed by the school district. Neither self-defense, nor action taken in the reasonable belief that action was necessary to defend or protect another person, shall be considered an "intentional act".

#### 5. WEAPONS AND DANGEROUS INSTRUMENTS

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon:

- A. On the school grounds.
- B. On the school grounds at any other time when the school is being used by a school group.
- C. Off the school grounds at a school activity, function or event, or
- D. In any building or area owned or leased or borrowed by the school district.

#### 6. ALCOHOL, TOBACCO and OTHER CONTROLLED SUBSTANCES

The use, possession, sale, or attempted sale of tobacco and other controlled substances (such as illegal drugs or unauthorized medications) or alcoholic beverages on the school grounds, in school vehicles, and at all school activities is prohibited, regardless of student age. Students will be subject to discipline at the discretion of school administration. Students involved with the sale or attempted sale of a controlled substance will be dealt with more severely. Students present at school or school related activities (i.e., dances, plays, athletic events, etc.) whose abuse of illegal or controlled substances is evident, as determined by school staff, will be subject to suspension from school and/or removal from that activity. Students involved in extra-curricular activities may also be subject to the "Good Conduct" policy. Periodic searches of lockers and grounds may be conducted by the administration and police.

#### 7. REPEATED SCHOOL VIOLATIONS

A student shall not repeatedly fail to comply with the directions of teachers, student teachers, substitute teachers, teacher aides, principals or other authorized school district personnel during any period of time when the student is properly under the authority of school personnel.

*The administrators of any given building in the BCLUW Community School District reserve the right to call in local police authorities whenever deemed necessary in any of the above listed violations.*

## **PROCEDURAL CODE FOR DEALING WITH ALLEGED VIOLATIONS**

1. Coverage: Alleged misconduct of students shall be dealt with by the Principal or the Principal's designee. (Future reference to "principal" will also refer to any other school administrator to whom authority has been delegated.)
  - A. *Whenever a teacher considers a problem of classroom discipline to be so serious as to warrant the Principal's attention, or*
  - B. *Whenever the alleged misconduct constitutes a violation of the rules that govern serious misconduct, or,*
  - C. *Whenever the Principal deems it appropriate.*
  
2. Principal's Investigation: The Principal shall investigate the incident and hear all available accounts of it. The student shall be encouraged to present any defense he/she thinks relevant. If the student requests that other witnesses be questioned, the principal should talk to them if possible. If the student makes a reasonable claim of other defensive matter that, if true, would free him/her from blame but is not immediately available, the principal should postpone disciplinary action for a reasonable time until such evidence may be presented.
  
3. Limitations of the Principal's Power to Suspend: If the Principal investigates an incident of a student's misconduct and decides to take disciplinary action, the most serious action that the principal can take is up to 10 days suspension. If the Principal thinks that additional penalties are appropriate, the Principal may seek the approval of the Superintendent as outlined in No. 9.
  
4. Summary Suspensions: If the Principal witnesses, or has reported to the principal any serious student misconduct and if, in the Principal's professional judgment, the removal of the student or students is necessary to prevent material disruption of school or to restore order or to protect persons in the school or on the school grounds, he may immediately suspend the student for 3 days. In such cases the Principal is not required to conduct the investigation described in No. 2 before suspension. However, the Principal shall carry out such investigation and decide on any additional disciplinary action, if any, by the end of the school day which follows a summary suspension.
  
5. Short Term Suspension: A short term suspension is a denial to the student of the right to attend classes and to take part in school sponsored activities for any period of time up to and including 5 school days. The principal may invoke a short term suspension after investigating the misconduct and only for the following reasons:
  - A. A violation of the school board rules prohibiting serious student misconduct as defined in Part I of this policy.
  - B. Misconduct of the same type as prohibited in Part I but which is not, in the principal's professional judgment, as serious as the stated misconduct.

- C. Misconduct that is prescribed by rules adopted by the school board covering minor misconduct.
6. Sending a Suspended Student Home During the School Day.
- When a student is suspended, the principal shall attempt to reach the student's parent or legal guardian (if the student is under the age of 18) to inform them of the school's action and to request that they either come to school for the student or otherwise provide for the student's departure from school and school grounds. If the principal cannot reach the parents or legal guardian, the student must stay in the school or on the school grounds in a place designated by the principal until the close of the school day. If in the professional judgment of the principal, the continued presence of the student in the school or on the school grounds presents a danger to others or would substantially disrupt the operation of the school the principal may cause a student to leave the school, and due consideration shall be given to the age of the student as well as the distance to the home.
7. Notice of Suspension and Provision for Conference.
- A. A statement will be sent to the student's parents or legal guardian, the superintendent and the president of the school board, describing the student's misconduct, the action taken and the reason for the action.
  - B. A conference with the student's parents or legal guardians must be held before or at the time the student returns to school.
  - C. The principal will secure and file written documentation of the misconduct.
8. Participation/attendance at extra-curricular activities during suspension or expulsion:
- A. On the day a student is on suspension/expulsion, he/she may not attend any extra-curricular activities as a spectator.
  - B. On the days a student is on suspension, he/she may not attend practices, or attend events as a member of the team/group, nor participate in the activity.
  - C. If all days of a suspension/expulsion have been served before a Saturday event, the student may attend and/or participate at the coach's discretion.
9. Initiating Long Term Suspension or Expulsion:
- A. A decision to seek suspension for a period of time over 10 days or expulsion, shall be a recommendation to the Superintendent.
  - B. Written notice of the request for long term suspension or expulsion shall be given to the Superintendent and President of the School Board. Such notice shall contain the findings of the principal's investigation, his recommendations and the prior discipline record of the student.
10. Chronic Offenders: The principal may refer a student to the superintendent for recommendation to the Board of Education for expulsion.

# STUDENT ACTIVITIES

## EXTRA-CURRICULAR ACTIVITIES

Extra-curricular programs at BCLUW are an important part of the total educational program. A policy for receiving a "letter" for a specific high school activity will be determined by the sponsor, coach or director of that activity and the activity director. When practices are scheduled, music has priority before school, athletics after school, and drama, FCCLA, etc. after 6:30 PM.

## CLASS MEETINGS & OFFICERS

All students are required to attend. Class officers will be elected. They will be as follows:

President - Conducts business meetings.

Vice-President - Conducts meetings in the absence of the president.

Secretary/Treasurer - Takes attendance and keeps minutes of each meeting, keeps a record of the finances. (May be 2 separate offices)

Student Council Representatives - 2 from each class. Serve as representatives of their class on the Student Council.

## FINES

Fines that are assessed to a student via class rules pertaining to failure of student to work at an assigned concession stand, bake sale, etc. are to be collected by the class treasurer before the end of the year. The office takes no responsibility in the collection and/or assessment of these fines.

## PEP MEETINGS

The cheerleading captain/coach must obtain permission from the activity office in advance for a pep meeting. Exception: Tournaments

## STUDENT GROUPS AND ORGANIZATIONS

A. All events and projects undertaken by any club or other student organization must be specifically approved first by the sponsors and then the principal.

B. Meetings, other than class meetings, are to be held before or after school hours unless permission is granted by the principal.

C. Class meetings will be held on the first Friday of each month.

D. The officers of each group are responsible for organizing the meetings and maintaining order through parliamentary procedure. Accurate records of formal motions, results of the votes on those motions, general minutes of the meeting will be kept by the class secretary. Financial transactions are to be kept in the superintendent's office.

E. No sponsor of any group or event, nor any student, should keep overnight any money

collected. All money should be put in a school deposit bag and brought to the office.

F. Any group using a school concession stand is responsible for seeing that it is cleaned within one day following its use. Groups using the concession stands outside are also responsible for cleaning up the entire area served by the stand.

G. Each organization should have its sponsor present whenever it meets.

H. Social Events (Dances, Parties, etc.)

1. Middle school students are not allowed to attend senior high social events unless the event has been open to the general public, nor may high school students attend middle school events unless they are open to the public.
2. If a student once leaves an event, they will not be allowed to return.
3. Unless special permission is given, all social events must be chaperoned by teachers and parents of students involved in the event. Chaperones are to be obtained prior to the event.
4. Students will not be permitted entrance to a social event if they are later than the specified time, unless arrangements have been made in advance.
5. High School students may invite a guest to most social events. All guests must be registered in the office prior to the event.

School policies apply to guests in the same manner as students. Any student inviting a guest is responsible for informing the guest about these policies.

## **ELIGIBILITY FOR ACTIVITIES**

The Board of Directors of the BCLUW Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The principal shall keep records of violations of the Good Conduct Rule.

The following activities are covered by the board's policy and these rules:

Athletics, instrumental and vocal music performances, drama productions, speech contests, FFA, FHA, National Honor Society, all co-curricular clubs (e.g., Art Club, FCCLA, Spanish Club), all honorary and elected offices (e.g., Homecoming King/Queen/court, class officer, student government officer or representative), state contests and performances for cheerleading and drill team, mock trial, Academic Decathlon, or any other activity where the student represents the school outside the classroom. Activities that are graded as part of a curricular class are not

subject to this policy. A student is considered in high school for the purpose of this policy either: 1.) the last day of school for 8th graders or 2.) when they participate in a HS activity.

## **STUDENT ELIGIBILITY REQUIREMENTS**

To be eligible for an activity, students participating must

- be enrolled or dual-enrolled in school;
- be passing at least 5 full-time classes at the mid-term or end of 1st or 3rd quarter  
(Students remain ineligible until passing 5 full-time classes, and must sit out a minimum of two weeks (14 calendar days) from the time mid-term or quarter grades are issued)
- be passing ALL classes at the end of a final grading period (semester grade), per state rules  
(They are ineligible for a period of 30 calendar days from the date of first competition in the next activity in which they participate)
- for students in athletics, music, or speech activities, be under 20 years of age;
- for students in athletics, music, or speech activities, be enrolled in high school for eight semesters or less;
- for students in athletics, have not been a member of a college squad nor trained with a college squad, nor participated in a college contest nor engaged in that sport professionally;
- have met all transfer requirements, if the student is a transfer student, or be eligible under state law and regulations if the student is an open enrollment student.

Special education students or students covered by a Section 504 plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the student's team, towards the goals and objectives on the student's IEP or 504 plan.

## **GOOD CONDUCT POLICY**

To retain eligibility for participation in BCLUW High/Middle School extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

Any student who, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time, as described below. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- \*possession, use, or purchase of tobacco products, regardless of the student's age ;
- \*possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use"; "possession" has been defined by the Iowa Supreme Court as being within reach of or in "close proximity to" the contraband [e.g., alcohol or other drugs]).
- \*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. (Mere Presence)
- \*possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs;
- \*engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing, violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- \*exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), serious hazing or harassment of others. NOTE: This could include group conduct!

If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school, the student shall be ineligible if the administration has knowledge of the violation.

## **PENALTIES**

Any student who, after a hearing before the administration, is found to have violated the Good Conduct Rule, during the school year or summer, is subject to a loss of eligibility as follows:

First Offense Within the Student's High School Career- (30) calendar days of ineligibility. (For "mere presence" violations, see item 5 under "Reduction in Penalty.")

Second Offense Within the Student's High School Career - (60) calendar days of ineligibility. (For "mere presence" violations, see item 5, "Reduction in Penalty.")

Third or More Offense Within the Student's High School Career - (365) calendar days of ineligibility. (For "mere presence" violations, see item 5 under "Reduction in Penalty" section below.)

Notes:

1. The period of ineligibility attaches immediately after the student misses his/her first scheduled activity performance (this does not include a scrimmage). If not completed during the current activity, is begun or carried over to the time the student seeks to go out for the next activity or contest.
2. However, if the period of time between a violation and an activity is 365 calendar days or more, the student shall not serve an ineligibility period for the violation.
3. An ineligible student shall attend all practices or rehearsals but may not "suit up" nor perform/participate.

4. If a student drops out of an activity prior to completion of the ineligibility period, the full penalty or the remainder of the penalty, at the administration's discretion, will attach when the student next seeks to go out for an activity, subject to the 365 day limitation above.

5. If a student violates the Good Conduct Rule while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty.

### **Reduction in Penalty**

1. Evaluation and Treatment: A student who has a second violation of the alcohol or drug provision of the Good Conduct Rule may elect to seek an evaluation and, if recommended, treatment from a recognized substance abuse facility at the student's or student's family's expense. If the student seeks the evaluation and agrees to waive confidentiality to allow the evaluating facility to report back to the superintendent or designee regarding recommendations for treatment or follow-up care, the student's penalty for the second violation may be reduced by (15) days. This reduction is not available for first or third violations.

2. Admission Prior to Determination : If a student self reports to an administrator (Principal or Activity Director) a violation of the Good Conduct Rule prior to a finding of guilt by the administration, the student's penalty may be reduced by one-fourth.

3. Items 1. and 2. of this section may not be combined.

4. A student who has been found to have violated one or both of the provisions described above prohibiting conduct that would be grounds for arrest or citation, or conduct that is grossly inappropriate or offensive, may seek to reduce the penalty by entering into a Behavior Agreement. The Agreement shall be in writing and shall include, but not be limited to, an oral apology for the student's behavior to affected parties, restitution where appropriate, and a presentation before students in the elementary and middle schools regarding the inappropriateness of the student's behavior. The degree of reduction of the penalty in such situations shall rest with the administrator, but in no event shall the reduction exceed one-fourth of the penalty.

5. A student who violates the "mere presence" provision of this policy shall serve no more than one-half of the established penalty for the first, second, or third/subsequent violation.

6. A student's penalty may be reduced by completing 30 hours of community service by one third for a first violation; or one-fourth for a second or third violation within the student's high school career. (This may not be combined with any other reduction.)

### **Violations Occurring During Ineligibility**

If a student is ineligible at the time of a violation of the Good Conduct Rule, the penalty for the violation will not begin until the student regains eligibility. Example: A student academically ineligible for a quarter [or "semester"] is found to have been in possession of tobacco, a Good Conduct Rule violation. When the student is again academically eligible, the penalty attaches. Example: A student violates the Good Conduct Rule and is ruled ineligible for three weeks. While ineligible, the student again violates the Rule. The second penalty attaches when the first penalty is completed.

### **Academic Consequences**

There will be no academic consequences for the violation (e.g., detention, suspension, expulsion from school, or grade reduction/withholding) unless the violation of the Good Conduct Rule occurred (a) on school grounds, (b) at a school event regardless of location, or (c) the violation has a direct and immediate negative impact on the efficient operation of the school despite occurring off school grounds/time.

### **Appeals**

Any student who is found by the administration to have violated the Good Conduct Rule may obtain review of this determination to the superintendent by contacting the superintendent within 3 days of being advised of the violation. The penalty will be in effect until reversed. If the student is still dissatisfied, he or she may seek further review by the school board by filing a written appeal with the board secretary at least 24 hours prior to the next regularly scheduled board meeting. The review by the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for review by the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board.

If the school board reverses the decision of the administration the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

The Administration reserves the right to interpret special circumstances in order to protect the interest of both students and the school.

## **TRANSPORTATION**

### **ACTIVITY SHUTTLE BUS**

If a student has created a discipline problem while riding the shuttle bus, he/she will lose the privilege of riding that bus for a length of time to be determined by the bus driver and the principal. No open beverages will be allowed on the shuttles.

### **STUDENT TRANSPORTATION TO ACTIVITIES**

The student will ride the school furnished transportation to and from events unless the student's parent/guardian is driving the student and has contacted the sponsor. If an adult other than the

student's parent/guardian is to drive the student, the parent must have contacted the office or sponsor in advance by phone or in person. The adult must come in person to the authorized school personnel prior to the student leaving. A student driver may be authorized only by the principal and with parental consent.

## **TRANSPORTATION TO AND FROM PRACTICE CENTERS**

All participants are to ride the school-furnished transportation, if provided, to the practice center and back, except for the following:

1. If a participant requests to drive to a practice center, written parental permission must be given to the authorized school personnel.
2. Any passenger riding with a student must have written permission listing by name with whom they may ride. Drivers must also have parental permission listing by name who may ride with them.

## **BUS REGULATIONS**

In order for a middle school student to ride a school bus other than the regularly assigned route bus, a note must be given to the driver of the bus the student wishes to ride. If parents wish for their child to be dismissed to another adult, a note must be sent with the child or they will be required to use the scheduled means of transportation.

Riding a school bus is a privilege which may be taken away. These regulations have been made in an attempt to insure student safety to and from school. **BUS VIDEO CAMERAS MAY BE IN OPERATION ON ANY BUS AT ANY TIME.**

1. The driver is in complete charge of the bus and riders.
2. The buses have a schedule to keep; please be punctual.
3. Riders will not leave their seat or stand while the bus is moving.
4. Riders will not distract the driver's attention from the road.
5. The driver will not stop at unscheduled stops.
6. The driver is not responsible for items left on the bus. Items found on the bus will be placed in the lost and found in each building.
7. Skateboards, rollerblades and scooters are not allowed on school busses without prior written permission from the Principal.
8. Open beverages are not allowed on regular or shuttle buses.
9. All rules of the student conduct policy apply to students riding on school buses.

## **BUS DISCIPLINE POLICY**

The bus driver will make an attempt to call or notify parents of all major and minor violations. Violations will accumulate throughout the year.

### **MINOR VIOLATIONS**

May include but are not limited to—

1. Standing up while bus is in motion
2. Indirect profanity or vulgarity
3. Throwing objects
4. Arms or head outside window
5. Yelling or loud talking
6. Riding an unassigned bus without a note.
7. Having an open beverage on a regular or shuttle bus
8. Any other negative action which is identified by the driver and the Superintendent or his/her designee as a minor violation.

### **MINOR VIOLATION PROCEDURE**

#### **FIRST OFFENSE**

The driver may issue either a misconduct form, a detention, or send the parent a written notice indicating that the student has received a warning and another incident will result in one day off the bus. The driver gives the principal a copy of the written notice and records it in the bus log.

#### **SECOND OFFENSE**

The driver mails the parent a written notice indicating that the student is off the bus for one day and indicates which day the student may not ride. The driver gives the principal a copy of the written notice and records it in the bus log.

#### **THIRD OFFENSE**

Student is off bus two days, same procedure.

#### **FOURTH OFFENSE**

First major violation.

### **MAJOR VIOLATIONS**

May include but are not limited to—

1. Throwing objects which cause damage, harm, or interfere with the driver
2. Fighting
3. Directed profanity or vulgarity
4. Insubordination
5. Smoking
6. Physical damage to a bus
7. Alcoholic beverage on bus

8. Any other negative action which is identified by the driver and the superintendent or his/her designee as a major violation

## MAJOR VIOLATION PROCEDURES

### FIRST OFFENSE

Driver mails a written notice home to parent indicating that the student is off the bus for five days and which days it will be; driver informs principal, driver records in bus log.

### SECOND OFFENSE

Same as first offense, except off bus 10 days.

### THIRD OFFENSE

Same as first offense, except off bus for as long as the transportation director/principal deem appropriate.

## ADDITIONAL STIPULATIONS

1. Any student responsible for physical damage to a bus will be held responsible for restitution including labor needed for repair.
2. Law enforcement will be brought in for any violation that the transportation director or principal determine necessary.
3. In extreme circumstances, the transportation director or principal may consider any offense as the third major violation.
4. Once a student has had a major violation, any subsequent minor or major violation will be treated as a major violation.

## **BUS DISCIPLINE DUE PROCESS PROCEDURES**

Students and or parents have the right to meet with the building principal, discuss and or contest the consequences within three days of the violation and before the consequences take effect.

# SUMMARY OF REQUIRED NOTIFICATIONS

A complete listing of District Policies may be viewed at the Superintendent's office.

## STUDENT DIRECTORY INFORMATION (Code 506.2)

Student directory information will be provided to the public without parents' consent unless the parents have notified the administration within the deadline set in the annual notice that they do not want directory information or portions of it to be released without their consent.

## INJURY AND HEALTH POLICY

### GENERAL INFORMATION

- The school employs a school nurse.
- A health form shall be completed and updated annually by the parent.

### HEALTH & IMMUNIZATION CERTIFICATES (Code 507.1)

- Physical examinations are required for students enrolling in the school district for the first time and for students participating in athletic activities.
- Immunization certificates are required for all students, including home schooled students.

### MEDICATIONS (Code 507.2)

- Arrangements for medication at school must be made with the school nurse or office.
- The school nurse or a medication certified staff member will administer medications.
- Written authorization from parents is required.
- All medications and medication records are kept in a secure location.

### COMMUNICABLE DISEASES

- All suspected cases of communicable disease should be reported to the school nurse or office immediately.
- Recommendations of the Iowa Department of Health and the Center for Disease Control will be followed. Certain diseases require a physician release before returning to school.

### ILLNESS OR INJURY

- When a student becomes ill or is injured, the parent will be notified as soon as possible. (Code 507.4)
- The school nurse and school staff will administer first aid, but not diagnose, prescribe, or treat. Emergency treatment will be obtained if necessary. (Code 507.4)
- A card is kept on file in the office which includes: student name, address, parents, physician, consent for alternative contact persons, and consent to obtain emergency care if needed. This information is available to all staff. It is the parents' responsibility to keep this information current. (Code 507.4)

- Injuries must be promptly reported to the office. Accident reports will be completed for students who are sent home as a result of the injury, require medical attention, or are injured due to faulty equipment.
- The school nurse will not transport students.  
To be excused from physical education, students must have a written excuse from their doctor or the school nurse.

HEALTH SCREENINGS (Code 607.2)

- The following health screenings will be done as recommended by the National Association of School Nurses: vision, hearing, scoliosis, height and weight, dental, blood pressure.

HEALTH RECORDS

- Health information and health records will comply with FERPA and HIPPA regulations.

SPECIAL HEALTH SERVICES

- Students who require special health services to participate in the educational program may have an Individual Health Plan developed by a licensed RN.

**STUDENT RECORD POLICY (Code 506.1)**

All educational records collected, maintained and used by the school district shall be available for parental inspection and review within a reasonable length of time. Parents shall have a listing of the types and location of all records, have a right to a copy of any record for a nominal fee, and have an explanation and interpretation of all reports by appropriate personnel. Parents shall have the right to request an amendment of any record which they feel contains inaccurate or misleading information, or which violates the privacy or other rights of their child.

A person shall be designated in each school building to insure that records of students are in a locked file and records will be carefully monitored, allowing access only to persons authorized. The school district is obligated to post for public review a listing of all people who will have exposure to the record.

It is suggested that the list include the following:

- |                                 |   |
|---------------------------------|---|
| 1. Superintendent               | 10. Director of Special Education             |
| 2. Principal                    | 11. Assistant Director of Special Education   |
| 3. Assigned Secretaries         | 12. Work Experience Instructors               |
| 4. Child's Teachers             | 13. Vocational Rehab. Counselor               |
| 5. School Psychologist          | 14. Counselor                                 |
| 6. Special Education Consultant | 15. Nurse                                     |
| 7. Speech Clinician             | 16. Others specified by the LEA administrator |
| 8. Hearing Clinician            | 17. Truancy Officer                           |
| 9. School Social Worker         |   |

Persons not authorized to review student records without parental permission:

1. Custodians
2. Secretaries not assigned
3. Practice Teachers
4. Interns
5. Teachers not assigned
6. Aides

Federal regulations also require that a record be maintained concerning the use of each file. The school shall identify the (1) person who used the file, (2) the date it was used, (3) position of individual using the file, (4) purpose for which the file was reviewed. Records will automatically be forwarded to a school district if the school receives an official request for records from the receiving school.

### **STUDENT EXERCISE OF FREE EXPRESSION (Code 502.3)**

1. Except as limited by this section, students of the public schools have the right to exercise freedom of speech, including the right of expression in official school publications.
2. Students shall not express, publish, or distribute any of the following:
  - a. Materials which are obscene.
  - b. Materials which are libelous or slanderous under Chapter 659 of the Iowa Code.
  - c. Materials which encourage students to do any of the following:
    - (1) Commit unlawful acts.
    - (2) Violate lawful school regulations.
    - (3) Cause the material and substantial disruption of the orderly operation of the school.
3. There shall be no prior restraint of material prepared for official school publications except when the material violates this section.
4. Any expression made by students in the exercise of free speech, including student expression in official school publications, shall not be deemed to be an expression of school policy, and the public school district and school employees or officials shall not be liable in any civil or criminal action for any student expression made or published by students, unless the school employees or officials have interfered with or altered the content of the student speech or expression, and then only to the extent of the interference or alteration of the speech or expression.
5. "Official school publications" means material produced by students in the journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee.
6. This section does not prohibit a board of directors of a public school from adopting otherwise valid rules relating to oral communications by students upon the premise of each school.

## TECHNOLOGY USE

### **BCLUW CSD Technology Acceptable Use and Safety Policy (Reviewed April, 2014)**

Technology resources, including network and Internet access, are available to students and employees in the BCLUW Community School District. Our goal in providing these resources is to promote educational excellence by facilitating resource sharing, access to information, innovation and communication. The use of the network and other technology resources is a privilege, not a right; inappropriate use will be determined by the school administration on a case-by-case basis, and may lead to penalties ranging from verbal reprimand to disciplinary action. Due process will be followed in any disciplinary action.

To ensure that the use of the school technology resources is consistent with the educational objectives of the district, authorized representatives of the district may monitor and record the use of district equipment from time to time. Individual user responsibilities include, but are not limited to, the following areas:

#### **Federal Laws**

Users will abide by copyright laws when using information, pictures and other items obtained electronically.

Users will be held accountable for any activity or communication transmitted over district resources.

Users will not use district resources to hack, stalk, harass, or bully, as determined by school administration.

#### **Privacy**

Users will access only files and information for which they have authorized access/legitimate use.

Users will maintain their password(s) in the strictest of confidence.

Users will not knowingly allow others to use their account.

Users will be responsible for any activity that is accessed through their account.

Users understand that information stored on and communication sent over district resources should not be considered private.

#### **Software**

Users will use only copies of software that have been legally installed on district equipment by district employees or an authorized representative.

#### **Hardware**

Technology hardware is intended to be used only for educational purposes. Business use is prohibited.

Staff will supervise student use of equipment.

Users will treat district technology with care and respect.

Internet/Email\*

BCLUW prohibits the downloading, transmitting and/or possession of illegal, profane,

sexually explicit or other objectionable materials obtained through any school owned technology. BCLUW further prohibits all persons from bringing any of these materials obtained from any source on to school property and/or providing them to any school personnel and/or students. Users will use only school based email accounts. These accounts are the property of BCLUW Community School. Personal or confidential information should not be shared via Internet or email. Users will conserve limited district and network resources. Curriculum activities will have priority.

\*(An internet filter is used to track Internet usage and document violations. Problem sites are blocked as needed; however, no child safety system is 100% effective.)

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Any and all violations of this policy may result in loss of access to school technology, the Internet, and other disciplinary action; at the discretion of BCLUW School Administration.

Parent/Guardian Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **ADULT TOBACCO USE (Code 905.2)**

School district facilities and grounds, including school vehicles, are off limits for tobacco use. This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored and nonschool-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco product or leave the school district premises immediately. It is the responsibility of the administration to enforce this policy. **Note: According to Iowa law, all school grounds are smoke free. Boards have the authority to expand the policy to make the school facilities and grounds tobacco free as well.**

### **MULTI-CULTURAL & GENDER FAIR (Code 603.4)**

Enrolled children in the school district community shall have an equal opportunity for a quality public education without discrimination regardless of their race, color, creed, gender, marital status, national origin, religion, age, gender identity, socioeconomic status, sexual orientation, or disability

The education program shall be free of such discrimination and provide equal opportunity for the participants. The education program shall foster knowledge of respect and appreciation for, the

historical and contemporary contributions of the wide variety of roles open to both men and women and provide equal opportunities to both sexes.

Inquiries regarding compliance with equal education opportunity shall be directed to the superintendent by writing to Central Administration Office, Title IX Compliance Officer, or telephoning the school office.

### **HUMAN GROWTH & DEVELOPMENT (Code 603.5)**

According to Senate File 2094, human sexuality must be taught in school with certain specific areas. This curriculum must be made available to the parents for viewing and parents may sign a waiver in the office for their students to be excluded from all or parts of this curriculum.

### **STUDENT LOCKERS (Code 502.5)**

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.

To ensure students are properly maintaining their assigned lockers, the principal 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 lockers. Student lockers may also be searched, at any time and without advance notice, in compliance with board policy regulating search and seizure.

### **SEARCH AND SEIZURE (Code 502.8)**

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

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, non-prescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property.

Such

items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and will be reported and turned over to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and

substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district. The use of a drug dog may be employed at any time.

### **HARASSMENT (Code 502.10)**

The BCLUW School Board has adopted Policy #502.10 prohibiting harassment of any kind by students or staff. This includes but is not limited to sexual harassment, physical harassment such as hitting, pushing, etc., and verbal harassment such as name-calling, notes, etc. If you as a parent or student feel harassment is taking place, report this to your building principal. Anyone wishing a copy of this policy may pick one up at the central office or any building level office.

### **CORPORAL PUNISHMENT (Code 503.5)**

Corporal punishment may not be used to discipline students. However, reasonable physical force may be used upon a student with or without advance notice when the use of such force is deemed essential by a reasonable person for the purposes of self-defense, the preservation of order, to quell a disturbance threatening others, to protect school district property, or for the protection of others located on the school district property.

Reasonable physical force used should be commensurate with the circumstances of the situation and it should be moderate so as not to cause permanent physical harm to the student. The following factors should be considered in using reasonable physical force for the reasons stated in this policy:

- Seriousness of the offense
- Attitude and past behavior of the child
- Nature and severity of the punishment
- Motivation of the teacher
- Age and strength of the child
- Availability of less severe but equally effective means of dealing with the situation.

The student's parents shall be given an explanation of the reasonable physical force upon request. It shall be the responsibility of the superintendent to develop administrative regulations regarding this policy.

### **WEAPONS/DANGEROUS OBJECTS (Code 502.6)**

The board believes weapons, other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons, dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes will be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess weapons, dangerous objects or look-a-likes on school

property are notified of the incident. Possession or confiscation of weapons or dangerous objects will be reported to law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed 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 or poison gas.

Weapons under the control of law enforcement officials are exempt from this policy. The principal may allow authorized persons to display weapons, other dangerous objects or look-a-likes for educational purposes. Such a display will also be exempt from this policy. It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

### **CITIZENS' COMPLAINTS ABOUT SCHOOL PERSONNEL (Code 402.5)**

Whenever a citizen has a complaint about the action of any employee, the citizen should first be directed to consult with the individual employee concerning the complaint. Next the citizen may give information to the employee's immediate supervisor. If the matter is not resolved, the appeal process will follow this order:

1. Other supervisory or administrators in the line of responsibility;
2. Superintendent of schools;
3. Board of Directors.

The Board of Directors shall strongly encourage citizens to follow this chain of appeal. No appeal will be heard by the Board of Directors, and no charges against the employees will be investigated or acted upon by the Board, unless they are reduced to writing, signed by the party bringing them, and presented to the Board through the superintendent of schools.

### **OPEN ENROLLMENT (Code 501.14-501.15)**

For information on open enrollment, contact the business manager.

### **CHILD ABUSE REPORTING PROCEDURES**

Code 402.2: ALL teachers, administrators and employees of this facility are by law considered mandatory reporters of child abuse that occurs in the home environment or a care provider. The three definitions of child abuse are namely: Physical abuse, sexual abuse, and neglect, and are directed to the "person responsible for the care of a child."

Code 402.3 For alleged child abuse by school district employees, the building principal is the initial investigator.

PRIMARY INVESTIGATORS:

|                |             |          |
|----------------|-------------|----------|
| ELEMENTARY :   | Mr. Parker  | 366-2811 |
| MIDDLE SCHOOL: | Mr. Borgman | 486-5371 |
| HIGH SCHOOL:   | Mrs. Teske  | 366-2810 |

ALTERNATE INVESTIGATORS:

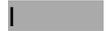
|                |             |          |
|----------------|-------------|----------|
| ELEMENTARY:    | Mr. Borgman | 486-5371 |
| MIDDLE SCHOOL: | Mrs. Teske  | 366-2810 |
| HIGH SCHOOL:   | Mr. Parker  | 366-2811 |

### **NOTICE OF NONDISCRIMINATION (Code 500)**

The BCLUW Community School District does not discriminate on the basis of race, color, creed, gender, marital status, national origin, religion, age, gender identity, socioeconomic status, sexual orientation, or disability in its educational programs, services, or employment practices. Students, parents of students, applicants for employment, and employees of BCLUW shall have the right to file a formal complaint alleging non-compliance with equity regulations.

Inquiries or grievances concerning application of this statement should be addressed to:

Ben Petty, Equity Coordinator  
BCLUW Community School District  
PO Box 670  
Conrad, IA, 50621  
(641) 366-2819

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Any person having inquiries concerning BCLUW School District compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact the superintendent; Box 670; Conrad, Iowa 50621; Phone 641-366-2819. The superintendent has been designated by the BCLUW School District to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504.