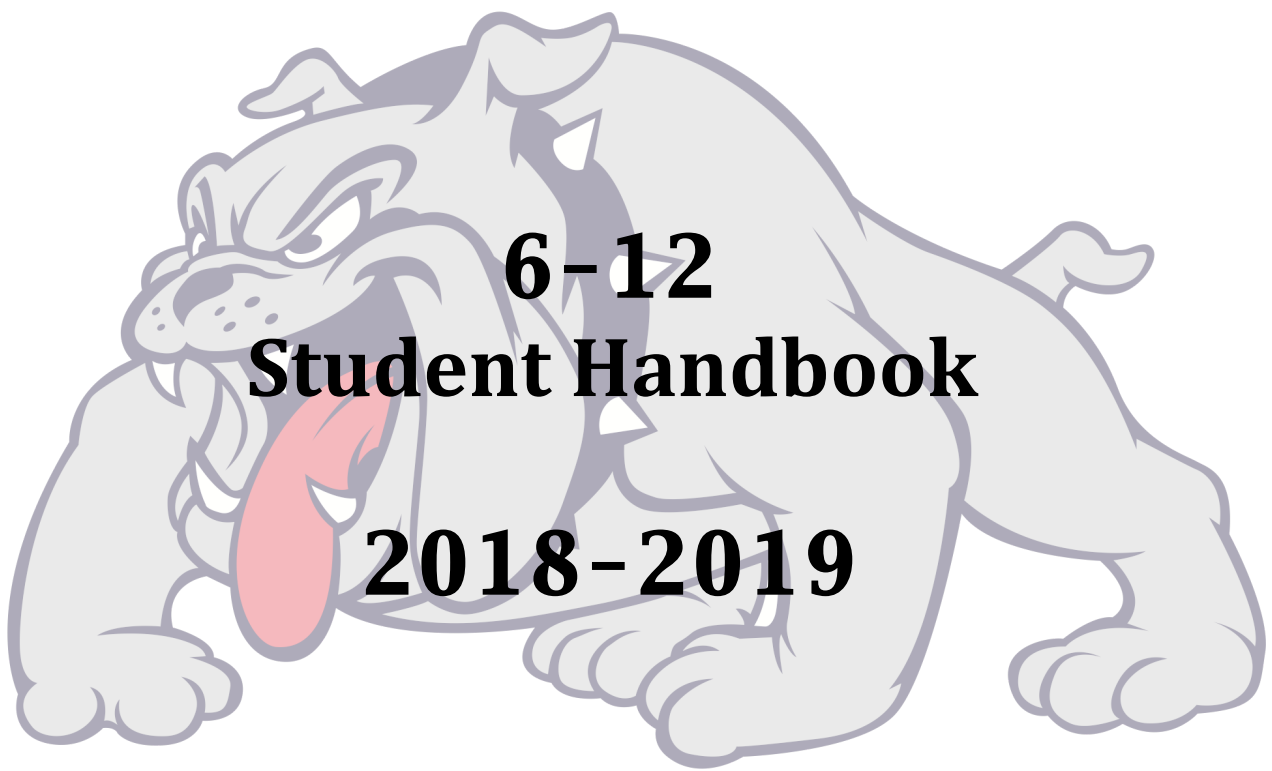


BEDFORD COMMUNITY SCHOOL DISTRICT



Michael Irvin- Principal

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BEDFORD COMMUNITY SCHOOL DISTRICT MISSION STATEMENT

The mission of the Bedford Community School District is to provide each student a quality education through programs, opportunities and experiences to become productive citizens and lifelong learners.



SCHOOL FIGHT SONG

Fight, fight, navy and white, bring us a victory,
For Bedford's teams their fame they have made,
Never let that glory fade. Bedford High School to thee,
Ever loyal be. Let song and cheer ring loud and clear for Bedford
A victory...Rah...Rah...Rah

SCHOOL COLORS

Navy & White

MASCOT

Bulldog

BEDFORD MIDDLE SCHOOL/HIGH SCHOOL ADMINISTRATION, FACULTY, & STAFF

| | |
|--------------------------|--|
| Mr. Joe Drake | Superintendent |
| Mr. Michael Irvin | Secondary Principal |
| Mr. Matt Ambrose | Activities Director/Mathematics (Room 122) |
| Mrs. Melissa Peterman | Guidance Counselor |
| Mrs. Destiny Drake | Secondary Secretary |
| Mrs. Vicky Beemer | MS Special Education (Room 206) |
| Mrs. Deb Bonde | MS L.A./Special Services Director (Room 204) |
| Mr. Mikel Brandhorst | HS Science (Room 219) |
| Mrs. Reasa Bredensteiner | MS Science (Room 201) |
| Mrs. Jennifer Burn | HS Science/Math (Room 220) |
| Ms. Jessica Coppock | HS English (Room 225) |
| Mrs. Renee Davison | Business (Room 228) |
| Mrs. Diana Fisher | Art (Room 127) |
| Mr. Tim Gallagher | HS Social Studies/9-12 TAG (Room 120) |
| Mrs. Angie Robey-Stream | Media Center |
| Ms. Erin McLaughlin | MS Language Arts (Room 205) |
| Mrs. Carolyn Morris | Art (Room 128) |
| Mr. Dan Musich | Special Education/Health (Room 227) |
| Mr. Jeremy Nally | Secondary Resource/ PE (Room 222) |
| Mr. Clint Powell | Industrial Technology (Shop Building 301) |
| Mr. Carl Rankin | Instructional Coach (Room 230) |
| Mrs. Deb Ritchie | HS English (Room 223) |
| Mrs. Peggy Roed | Instrumental Music (Room 129) |
| Mr. Bill Ruttenberg | MS/HS Social Studies (Room 203) |
| Mr. Greg Sleep | Social Studies/Special Education (Room 124) |
| Mr. John Standerford | MS Technology/Vocal Music (Room 129) |
| Ms. Emma Sunderman | Voc. Ag (Shop Building 309) |
| Mrs. Brittany Thornton | MS Math/Technology (Room 208) |
| Mr. Donnie Weed | Special Education (Room 123) |
| Mr. Kenny Weed | Secondary Resource (Room 231) |
| Mr. Martin Jones | Technology Coordinator – Media Center |
| Mrs. Teri Pope | Media Center/Technology Assistant |
| Salena Matheny | PreK-12 Nurse |
| Mrs. Theresa Ewart | Paraprofessional |
| Mrs. Vonn Kettle | Paraprofessional |
| Mrs. Carmen Perdew | Paraprofessional |
| Mrs. Kim Stockwell | Paraprofessional |
| Mrs. Deb Smith | Paraprofessional |
| Mr. Dan Walston | Maintenance/Transportation Director |
| Mr. Terry Dougherty | Custodian |

| | |
|-----------------------|-----------------------|
| Mr. Matt Rucker | Custodian |
| Mr. Jeff Russell | Custodian |
| Mrs. Beth Schrodtt | Food Service Director |
| Mrs. Andrea Schrodtt | Cook |
| Mrs. Christy Green | Cook |
| Mrs. Kerri Rickabough | Cook |
| Mrs. Sandy Wilson | Cook |

BOARD OF DIRECTORS

Mr. Jack Spencer - President
 Mr. James Johnson - Vice-President
 Mr. Mike Irvin
 Mr. Rodger Ritchie
 Mr. Joe Murphy

COACHES & ACTIVITY SPONSORS

| | |
|------------------------------------|--|
| Mr. Matt Ambrose/ Mr. Jeremy Nally | Football |
| Mr. Tim Gallagher | Cross Country |
| Mrs. Deb Bonde | Volleyball |
| Mr. Derick Weller | Wrestling |
| Mr. Frank Sefrit | Boys Basketball |
| Mr. Kenny Weed | Girls Basketball |
| Mr. Donnie Weed | Boys & Girls Golf |
| Mr. Matt Ambrose | Boys Track |
| Mr. Tim Gallagher | Girls Track |
| Mr. Frank Sefrit | Baseball |
| Mr. Dan Musich | Softball |
| Mrs. Debbie Powell | Cheerleader |
| Mrs. Peggy Roed | Band |
| Mr. John Standerford | Chorus |
| Mr. Carl Rankin | Speech |
| Ms. Jessica Coppock | Yearbook |
| Mrs. Dee Rankin | School Plays |
| Mrs. Destiny Drake | Student Government |
| Ms. Emma Sunderman | FFA |
| Mrs. Renee Davison | National Honor Society |
| Mr. Greg Sleep/Mr. Bill Ruttenberg | MS Football |
| Mrs. Tracy Sleep | MS Volleyball |
| Mrs. Faith Murphy | MS Girls Basketball |
| Mr. Jason Bucher | MS Boys Basketball |
| Mr. Bill Ruttenberg | MS Softball |
| Mr. Jason Bucher | MS Boys Baseball |
| Mr. Kenny Weed | MS Boys Track |
| Mr. Bill Ruttenberg | MS Girls Track |
| Mr. Chris Lock | MS Wrestling |
| Mr. Tim Gallagher | Mock Trial/Problem Solve/Academic Bowl |

Mrs. Carolyn Morris
Mrs. Renee Davison

Art Club
BPA

EQUAL EDUCATION OPPORTUNITY

It is the policy of the Bedford Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinator, Michael Irvin, Secondary Principal, 906 Pennsylvania Street, Bedford, IA 50833, 712-523-2114, mirvin@bedford.k12.ia.us.

Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, (816) 268-0550, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, (515) 281-5294. The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The secondary principal is responsible for this process. Representatives from the Area Education Agency may also assist the school district in this process. Parents wanting access to this process should contact Michael Irvin at 712-523-2114.

JURISDICTIONAL & BEHAVIORAL EXPECTATIONS

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy so that all may be safe within the school environment. Students may not use abusive language, profanity or obscene gestures or language. Appropriate classroom behavior allows teachers to communicate more effectively with students.

This handbook and school district policies, rules, and regulations are in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves student or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule, regulation or student handbook may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations and student handbook may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include,

but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the Secondary Principal's Office for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

DEFINITIONS

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings and vehicles. The term "school activities," means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

SCHOOL FEES & FINES

Board Policy 503.3

The board believes students should respect school district property and assist in its preservation for future use by others. Students may be assessed fines, charges, or fees for the materials needed in a course, for overdue school materials, for participating in activities, or for misuse of school property. Students may also be charged fees for certain items, such as textbook rental.

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), transportation assistance under open enrollment, or students 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 Superintendent Secretary, Vicki Streebin during registration for a waiver form. This waiver does not carry over from year to year and must be completed annually.

EMERGENCY FORMS

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the

school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the Secondary Principal's Office if the information on the emergency form changes during the school year.

LEGAL STATUS OF STUDENT

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district.

The school district needs to know when these changes occur to ensure that the school district has a current student record.

CHANGE OF ADDRESS & TELEPHONE NUMBERS

If at any time during the school year a student moves to a new address, they will notify the principal's office. This also applies to a change in the telephone number where a student or their parents or guardian may be reached.

VISITORS

Parents are encouraged to visit school. It is recommended that the teacher's class or classes that you would like to visit be notified in advance so that arrangements may be made for your visit.

Students not enrolled in Bedford School will not be able to visit our classrooms without first obtaining permission from the principal's office. Students may possibly be allowed to visit half of a day.

We ask that all visitors please check in to the secondary office, receive a visitor's pass, and sign in. This assist us in assuring the safety of our students and staff. Unauthorized guests may be asked to leave or return to the secondary office.

AEA

Bedford Community School District strives to make every student's educational experience a successful one. To ensure success of all students we sometimes must make accommodations and/or modifications for particular students. These modifications and accommodations are referred to as general education interventions. They involve attempts to correct a student's academic or behavior difficulties in a systematic fashion in a student's regular classroom. Teachers, sometimes working with a team of teachers from their building, develop interventions to correct a student's difficulties. If initial interventions are ineffective at correcting the difficulty, further interventions may be attempted or a child's parent(s) may be contacted about the possibility of a full and individual evaluation for their child.

At times, we enlist the support of professional staff from Green Valley Area Education Agency to assist in developing these accommodations and modifications. Professional staff from GVAEA consists of Speech-Language Pathologists, Itinerant Hearing and Vision Teachers, Occupational Therapists, Transition/Work Experience Instructors, School Social Workers, and School Psychologists. If involved, staff from GVAEA may assist through their work with our team of teachers in a particular building,

through observations of a child in the child's classroom, and through review of a student's educational record. Prior to any direct involvement (i.e., talking with a student) of the GVAEA staff with a particular student, a parent's permission must be secured through their signing of an "Informed Consent" form. Regardless of the type of involvement, direct or indirect, GVAEA staff are to keep the length of their

involvement brief (i.e., through indirect contact on no more than two occasions for a particular child.)

STUDENT ATTENDANCE

ATTENDANCE POLICY

MS/HS classes begin at 8:25 a.m. A warning bell rings at 8:20 a.m. 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. Participating 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.

EXCUSED ABSENCES

Board Policy 501.9

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the Principal of their attendance center.

Student absences approved by the principal shall be excused absences. Excused absences shall count as days in attendance for purposes of the truancy law. These absences include, but are not limited to, illness, family emergencies, medical and dental appointments, funerals, accidents, required church attendance, school-sponsored or approved activities, and any merited cases where prior arrangements have been made with the Principal. Personal business will not be an acceptable excuse, a specific reason is needed. The school makes the final determination of whether an absence is excused or unexcused.

Students who need to leave school during the school day must receive permission from the office and have a note signed by the student's parents, have their parents telephone the office or have their parents pick them up. Students who return to class or arrive after the school day has begun must present a signed note from their parents to the office for readmission. Students are not released to anyone other than their parents during the school day unless the office has a note signed by the student's parents. Students are not allowed to go to their vehicles during the school day unless permission from the office is obtained.

Students who know they will be absent should notify the office prior to the absence. If advance notification is not possible, parents are expected to notify the office at **712-523-2114 by 9:00 a.m. on the day of the absence**. Students absent for doctor, dental, attorney or other appointments are asked to furnish an appointment card. All absences must be excused within 24 hours of the students' return to school. Parents are required to provide the reason for the absence. **Failure to report an absence within 24 hours will result in the absence being unexcused. School officials make the final determination on whether an absence is excused or unexcused.**

If a parent sends written notification for the student absence, it needs to include the following:

- name of student
- the date the student missed school or class
- the reason for the absence
- name of parent/guardian providing notification

If a student knows ahead of time that he/she is going to be absent, they it is the student's responsibility to pick up a Pre-absent Assignment Sheet in the office. A note /phone call from the parent stating the reason for the absence will be required before a Pre-absent Assignment Sheet is given out from the office. The Pre-Absent Assignment Sheet must be turned into the office before leaving school. Failure to obtain a Pre-absent Assignment Sheet and/or failure to return it to the office before the absence may result in the absence being counted unexcused and the student may not have the opportunity to complete assignments for credit. Failure to complete work as requested from individual teachers before the absence, may result in a grade penalty.

Students whose absences are approved/excused shall make up the work missed and receive full credit for their missed work. Students will have 2 days for every excused absence to make up work. It shall be the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed.

Students who wish to participate in school-sponsored activities or leave school early to travel with the team must attend school all day in order to participate. This includes attending school on the Friday before a Saturday event. In cases of extenuating circumstances that can be verified, the building principal or designee may waive this rule.

Students who are 18 years old and/or no longer living at home are not exempt from the policies governing attendance and tardies.

EXCESSIVE ABSENCES

A student should not exceed seven absences from regularly scheduled classes during a semester. An absence for reasons other than (1) illness that can be verified by a doctor or school nurse and/or (2) verifiable family emergencies shall be considered excessive. Any student missing more than seven days per semester may be subject to appropriate consequences. Excessive absences are at the discretion of the building principal.

UNEXCUSED ABSENCES (TRUANCY)

Board Policy 501.10

Daily, punctual attendance is an integral part of the learning experience and is required of all students to receive the maximum benefit of the educational program. The habit of good attendance established early is one, which helps a person be successful throughout his or her lifetime. More and more, employers, colleges and vocational schools expect good attendance and are checking attendance records for absences and tardies. They are aware that good and prompt attendance indicates dependability in a student.

The education that goes on in the classroom builds from day to day and as a result, absences always cause some disruption in the educational progress of the absent student. Students who are absent may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current and making up missed work. In order to maintain interest and understanding in the instructional program, students should not expect to be absent any more than is absolutely necessary. Irregular attendance or tardiness by students not only hinders their own studies, but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and school.

Truancy is the failure to attend school for the minimum number of days established in the school calendar

by the board. Truancy is the act of being absent without a reasonable excuse. These absences shall include, but not be limited to, tardiness, shopping, hunting, concerts, preparation or participation in parties and other celebrations and employment. Truancy will not be tolerated by the board. Students who are found to be absent without reasonable excuse may be subject to the following disciplinary measures: *(See Behavior & Disciplinary Consequences for discipline action)*

When a student has an unexcused absence or is truant, the teacher is under no obligation to provide make-up work, reschedule a test or give a test that was given on the day of the absence, or accept work that was due.

TARDIES

A student is considered tardy if not in his/her classroom when the bell rings to begin class. If a student is more than 10 minutes tardy, it will be considered an absence. Tardies will be accumulated on a year-to-year basis. *(See Behavior & Disciplinary Consequences for discipline action.)*

Students with 3 or more tardies to school may not participate in extracurricular events for that day/evening.

Excessive tardies could become a truancy issue and could be turned over to the County Attorney. Tardies will be handled accordingly:

- 1 tardy-** student is learning to be punctual (warning).
- 2 tardies-** parent will be notified of the students tardiness and told the next tardy will result in detention and no participation in extra-curricular activities/practices on the day of the detention.
- 3-4 tardies-** 30-minute detentions for each/ student will not be allowed to participate in Bulldog Time for remainder of the school year.
- 5-6 tardies-** 1 hour detention per tardy.
- 7+ tardies-** 1 day ISS per tardy

COLLEGE VISITS

Students are encouraged to make college visitations during periods of time when regularly scheduled courses are not being held at the high school (e.g.: Thanksgiving, Christmas, Spring vacations, parent/teacher conference days, and workshop days). If a student needs to visit a campus on a school day, the following steps should be taken:

1. Prior arrangements should be made through the guidance office and principal's office.
2. Advance notice should be given to the attendance secretary.
3. The student must return with documented proof of visitation from a college official.
4. Make up assignments will be the responsibility of the student with a preabsence form.

JUNIORS WILL BE ALLOWED ONE DAY AND SENIORS TWO DAYS

Failure to make arrangements in advance through the High School Office will result in an unexcused absence.

CLOSED NOON PERIOD

High School Students who live in the town of Bedford may leave during their scheduled lunchtime to eat

lunch at their home. An authorization form must be completed and returned to the office. The student must walk home or ride with parents. This is for high school students only and to eat lunch at their home only. Students who abuse this policy (returning late, driving car, no signed authorization form, etc.) will have the following consequences.

1st Offense – Students will lose home lunch privilege for up to 2 weeks. Parent will be notified.

2nd Offense - Student will lose home lunch privilege for up to 4 weeks. Conference with student, parent and principal.

3rd Offense – Students will lose home lunch privileges for the remainder of the year.

STUDENT RELEASE

Board Policy 501.11

Students will be allowed to leave the school district facilities during school hours only with prior authorization from their parents, unless the parent appears personally at the student's attendance center to arrange for the release of the student during school hours, or with the permission of the principal.

Approved reasons for release of a student during the school day shall include, but not be limited to, illness, family emergencies, medical appointments, religious instruction, classes outside the student's attendance center, employment for which the student has been issued a work permit and other reasons determined appropriate by the principal.

1. No matter what the reason for leaving school, all students must sign out in the office. To leave the school building, a student should have written permission from a parent/guardian for anticipated absences. **Any student leaving school grounds without signing out or without required permission may be placed in ISS.**
2. During the school day, students are not allowed to leave the building to go to automobiles without permission of the secondary office.

INCLEMENT WEATHER

As soon as a decision is made to cancel school because of weather conditions, the following radio stations will be advised: KSIB, Creston; KMA, Shenandoah; KKBZ, Shenandoah. You may also check the school website for cancellations and to also sign up for text message and/or e-mail alerts.

STATE TOURNAMENTS

Fortunately, Bedford athletes have consistently qualified to participate in state tournament competition. Often, because of the schedule for those events, classes may be interrupted. While the schedules cannot be predicted in advance of the competition, some general guidelines do exist. Students participating in the event will be excused in accordance with arrangements made with the activities director, principal, and coach prior to the event. Members of a team will be excused to attend the event. In some instances, team members may travel with coaches to watch the event. Students that are not members of the team wishing to attend will be excused at the time designated by the building principal.

STUDENT HEALTH, WELL-BEING, & SAFETY

SCHOOL DAY

Students may be present on school grounds before 8:00 a.m. or after 4:00 p.m. only when they are under the supervision of an employee or an extracurricular activity sponsor. If school is dismissed early, students are expected to leave the school grounds within 30 minutes of dismissal. Students may not be on school grounds unless supervised by an employee or parent.

HAWK-I INSURANCE

Board Policy 507.6

Students shall have the opportunity to participate in the health and accident insurance plan selected by the school district. The cost of the insurance program shall be borne by the student. Participation in the insurance health and accident plan is not a contract with the school district, but rather, a contract between the insurance company and the student.

Students participating in intramural or extracurricular athletics shall be required to have health and accident insurance. The student shall bring written proof of insurance or participate in the health and accident insurance program selected by the school district.

Parents can apply for low-or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll free) or go to the web site at www.hawk-i.org for more information.

IMMUNIZATIONS

Board Policy 507.1

Students desiring to participate in athletic activities in the school district shall have a physical examination by a licensed physician and provide proof of such an examination to the school district.

Students enrolling for the first time in the school district shall also submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, rubella, and other immunizations required by law. The student may be admitted conditionally to the attendance center if the student has not yet completed the immunization process but is in the process of doing so. Failure to meet the immunization requirement will be grounds for suspension, expulsion or denial of admission. Upon recommendation of the Iowa Department of Education and Iowa Department of Public Health, students entering the district for the first time may be required to pass a TB test prior to admission. The district may conduct TB tests of current students.

Exemptions from the immunization requirement in this policy will be allowed only for medical or religious reasons recognized under the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this policy.

PHYSICAL EXAMS & PROOF OF INSURANCE

Students participating in athletics are required to provide a school district physical examination form signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination and proof of insurance makes the student ineligible.

EMERGENCY DRILLS

Board Policy 507.5

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

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, may be reported to law enforcement officials.

ADMINISTRATION OF MEDICATION

Board Policy 507.2

Some students may need prescription and nonprescription medication to participate in their educational program. Medication shall be administered when the student's parent or guardian (hereafter "parent") provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container.

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

Persons administering medication shall include the licensed registered nurse, physicians, persons who have successfully completed a medication administration course, or be an authorized practitioner, including parents. A medication administration course and periodic update shall be conducted by a registered nurse or licensed pharmacist, and a record of course completion kept on file at the agency.

A written medication administration record shall be on file including: date, students' name, prescriber or person authorizing administration, medication, medication dosage, administration time, administration method, signature and title of the person administering medication, and any unusual circumstances, actions, or omissions. Medication must be in the original container.

Medications shall be stored in a secured area unless an alternate provision is documented. Emergency protocols for medication-related relations shall be posted. Medication information shall be confidential information.

STUDENT ILLNESS OR INJURY AT SCHOOL

Board Policy 507.4

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. The student then needs to see the school nurse, if available, before going home. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student will be released to the student's parents or, with parental permission, to another person directed by the parents.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents where the student has been transported for treatment.

HEARING TESTS

Audiologists and audiometrists from the Area Education Agency will be working in our school this year screening students for hearing problems and conducting hearing evaluations. This is being done, as in past years, to identify students that have hearing losses or problems of educational or medical significance. If you do not want your child to participate in this program, please let the school secretary/nurse know and they will notify the appropriate AEA staff. If the school is not notified, it will be assumed that permission is given for this screening and routine hearing testing. Parents will be notified of test results.

COMMUNICABLE & INFECTIOUS DISEASES

Board Policy 507.3

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval.

A student shall notify the superintendent or school nurse when the student learns the student has a communicable disease. See board policy for a listing of communicable and infectious diseases.

HEALTH SCREENING

Periodically, throughout the year, the school district sponsors health screening for vision, hearing, scoliosis and height and weight measurements as needed for students. Students are automatically screened unless the parent submits a note asking the student be excused from the screening. The nurse would determine who is screened based upon need, teacher and/or parent referral. If your child is screened, information will be sent home with the student.

SEXUAL ABUSE & HARASSMENT OF STUDENTS BY EMPLOYEES

Board Policy 402.3

The school district does not tolerate employees physically or sexually abusing or harassing students.

Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, counselor, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees.

That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Dana Nally, PK-5 Principal, as its Level I Investigator and Michael Irvin, 6-12 Principal, as the Alternate- Level I Investigator. Both can be reached at 712-523-2114 or 712-523-2116.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

STUDENT ACTIVITIES

ASSEMBLIES

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away. Students who are not attending assemblies shall report to an assigned room (determined at a later date) during assemblies.

- When assemblies are held in the gymnasium or auditorium students may have specified sections in which to sit.
- ALL assemblies should be attended by ALL students unless informed otherwise.
- No whistling or booing at any time or on any occasion.
- No one is allowed to leave the gymnasium or auditorium following a program until officially dismissed by a faculty member.
- All guest speakers should be applauded when introduced.
- While in the auditorium and waiting for a program to start, all students are to remain seated and are to talk in a low tone. Once a person appears to be on stage, there should be absolute quiet and attention without having to be told.
- The personnel presenting the program are to be given the utmost respect.

FIELD TRIPS

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is

required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences.

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy.

Prior to attending a field trip, students must return a note signed by the student's parents and fill out a pre-absence slip.

SCHOOL SPONSORED STUDENT ORGANIZATIONS

Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach or sponsor's rules as well as for violation of school district policies, rules or regulations.

ACTIVITY CARDS

The large majority of the students of BCS take advantage of the activity card program offered by the school. Activity cards are purchased at the beginning of the school year. You can purchase these cards in the high school office. Activity cards cannot be used for tournament competition sponsored by the state athletic association.

STUDENT FUNDS & FUND RAISING

Board Policy 504.5

Students may raise funds for school-sponsored events with the permission of the principal. Fund raising by students for events other than school-sponsored events is not allowed. Collection boxes for school fund raising must have prior approval from the principal before being placed on school property.

USE OF SCHOOL DISTRICT FACILITIES BY STUDENT ORGANIZATIONS

School district facilities are available during non-school hours to school-sponsored and non school-sponsored student organizations for the purpose of meetings or activities. Students wishing to use the school district facilities should contact their sponsor or the principal to reserve a room. School district policies, rules and regulations are in effect during these meetings. In order to use the facilities, a facility request needs to be completed and turned in to the AD Secretary. You can request a facility request in the secondary office.

DANCES

School-sponsored dances must be approved by the principal at least two weeks prior to the dance. School district policies rules and regulations apply to students as well as non-students at school dances. Students and non-students violating school district policies, rules or regulations will be asked to leave the dance and school grounds.

1. The organization sponsoring the dance must have proper supervision at the dance. There must be at least one staff member present; a parent may substitute for one staff member.
2. Once a student enters the dance, he or she must remain at the dance. If the student leaves the dance, he or she may not return to the dance.

3. Students from other schools may attend high school dances only if they are a guest of a high school student from this district. No middle school students allowed at high school dances.
4. Any organization wishing to sponsor a dance must make their request four weeks in advance.
5. Anyone causing a disturbance at the dance will be asked to leave by the sponsors. Anyone asked to leave will not be allowed to attend a dance for the remainder of the year. Those students refusing to leave will be suspended from school for a period of not more than five days. The police will be called and the student will be charged with "criminal trespass."
6. Anyone who has been drinking will not be allowed to attend the dance. Those caught drinking at the dance will be turned over to the parents and law enforcement will be notified. Suspicion of drinking is enough for the sponsor of the dance to ask a student to leave. Parents will be notified and disciplinary measures will occur the first following school day.
7. If students are on the ineligible list they cannot attend dances.
8. Prom Guidelines: Middle school students are not allowed at Prom. Students who have dropped out of Bedford Community School District are not permitted to attend prom.
9. Middle School dances are for middle school students only.

STUDENT GOVERNMENT

Board Policy 504.1

The student government provides for student activities, serves as a training experience for student leaders, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise.

The Student Government of BCS was reorganized to provide common ground for the dialogue between students. Student government allows interested students to be an active participant in the decision making process.

These students meet once per month with their faculty sponsor to discuss and work out problems that concern the welfare of the high school.

SCHOOL SPIRIT & SPORTSMANSHIP

The tradition and standards of BCS have been upheld by many loyal pupils down through the decades. This loyalty has developed a school spirit that has contributed much to bring Bedford its reputation as an outstanding high school in southwest Iowa. Each student is expected to conduct him/herself properly and to be a loyal citizen of his/her school and community. Sportsmanship is of utmost importance and will be displayed at all athletic and school events.

DISTRICT ACADEMIC REQUIREMENTS (this includes **all** extracurricular activities)

Statement of Philosophy: The Bedford School District believes in the importance of academics and co-curricular activities. We believe that a student's performance in the classroom is as important as a student's performance during an extracurricular activity.

The rules governing academic eligibility for sports and extracurricular activities will be:

- A. The student must be a full time student.

- (1) The grades in ALL classes taken by a student counts toward eligibility. (P.E. is now included)
 - (2) Should a student fail one class at the end of a preliminary grading period (approximately four weeks) he/she will be eligible to participate in activities as long as he/she attends three sessions per week for approximately four weeks of a morning study table. Study table will be held Monday through Friday. **Students must attend the entire four weeks or until the next grade check to be eligible for any event during that time.**
 - (3) If a student fails two classes during the grading period, they are automatically ineligible for approximately four weeks or until the next grade check. Ineligibility dates will be published, but may be adjusted due to calendar changes. Students are encouraged to attend study table but that will not affect eligibility.
 - (4) Should a student fail any classes at the end of the semester (official grading period), he/she is ineligible for 30 consecutive days. (Department of Education Rule 36.15)
 - (5) If a student's only sport is softball or baseball, the period of ineligibility is 30 consecutive calendar days, starting immediately upon release of the report cards. Refer to: Rules of Eligibility DE, May 9, 2006.
 - (6) A letter will be sent to the student's guardian or parent notifying them of the ineligibility.
 - (7) Students that are ineligible and participating in events that leave during the academic day may not travel with the team. If the team leaves after the academic day has ended they may travel with the team, but cannot dress in uniform.
- B. This academic ineligibility policy is in addition to, but does not replace the Iowa High School Athletic Association Eligibility Rule, which remains in force where applicable.
 - C. Students involved in co-curricular activities are to hand assignments, take tests, and fulfill all other responsibilities before departing for these events.
 - D. A student must be in attendance all day in order to participate in a scheduled school activity. The student must be in attendance on the Friday prior to a Saturday activity. In cases of extenuating circumstances, which can be verified, the building Principal or designee may waive this rule.
 - E. Dates of eligibility will be based on the yearly school calendar.
 - F. Eligibility periods include all extracurricular activities (**THIS INCLUDES DANCES, WINTER HOMECOMING, FALL HOMECOMING, PROM**) or other activities that are held.
 - G. Students must practice during ineligibility.
 - H. If activity departure time happens during the school day, ineligible students may not travel with the team.

STATE SCHOLARSHIP RULE 36.15

Effective 7/1/08

This is directly from the State and applies to athletics only. See Iowa Department of Education; Academic Eligibility for more information, www.iowa.gov/educate

- A. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.
- B. All contestants must be under 20 years of age.
- C. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or "hour" or the equivalent thereof, at all times.

To qualify under this rule, a “subject” must meet the requirements of 281 - Chapter 12. Coursework taken under the provisions of Iowa Code chapter 261C, post secondary enrollment options, for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. No student shall be denied eligibility if the student’s school program deviates from the traditional two-semester school year.

(1.) Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this sub rule, “grading period” shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades.

(2.) If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days. Study table is recommended but not required.

(3.) At the end of a grading period that is the final grading period in a school year, a bona fide contestant in interscholastic baseball or softball who receives a failing grade in any course for which credit is awarded is ineligible to dress for and compete in interscholastic baseball or softball for the four consecutive weeks following the end of the final grading period.

- D. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student’s individualized education program.
- E. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances, such as health, may be the basis for an appeal to the executive board, which may extend the eligibility of a student when the executive board finds that the interests of the student and interscholastic athletics will be benefited.
- F. All member schools shall provide appropriate interventions and necessary academic supports for students who fail or who are at risk to fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan.
- G. A student is academically eligible upon entering the ninth grade. No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.
- H. No student who has been a member of a college squad or who has trained with a college squad or participated in a college contest shall be eligible for any athletic contest.
- I. A student who is eligible at the close of a semester is academically eligible until the beginning of the subsequent semester.
- J. The local superintendent of schools, with the approval of the local board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.
- K. Remediation of a failing grade by way of summer school or other means shall not affect the student’s ineligibility. All failing grades shall be reported to any school to which the student transfers.
- L. “Compete” means participating in an interscholastic contest or competition, and includes dressing in full team uniform for the interscholastic contest or competition, as well as participating in pre-game

warm-up exercises with team members. “Compete” does not include any managerial, record keeping, or other non-competitor functions by a student on behalf of a member or associate member school.

- M. A member or associate member school shall not allow any student, including any transfer student, to compete until such time as the school has reasonably reliable proof that the student is eligible to compete for the member or associate member school under these rules.

WHAT DAYS ARE INCLUDED IN THE “30 CONSECUTIVE DAYS?” (STATE SCHOLARSHIP RULE)

A day of school is defined in 281 - Iowa Administrative Code rule 12.1 (8) as a “day during which school is in session and students are under the guidance and instruction of the instructional professional staff,” and includes parent-teacher conferences and field trips. This is the definition used in the scholarship rule also. Therefore, the ineligibility period includes any day included in a school’s 180 instructional days. If a day counts as one of the 180 instructional days, it counts as one of the 30 days for the purposes of this rule. NOTE: Ineligibility applied under this rule also includes non-school days (e.g., Saturday, Sunday, holidays) occurring during the 30 school day period of ineligibility. These non-school days are not deducted from the period of ineligibility.

If the season ends before 30 consecutive calendar days expire, the extra days carry over to the next sport in which the student competes.

WHEN DOES THE INELIGIBILITY PERIOD OF 30 DAYS START? (STATE SCHOLARSHIP RULE)

The period of ineligibility starts with the first day on which the state allows competition, not practice. If the grading period is in the middle of an affected student’s season, the period of ineligibility starts with the first school day after final grades are issued.

STARTING DATES 2018–2019 (STATE SCHOLARSHIP RULE)

The first date listed after each sport is the first date on which competition is allowed (eligibility period starts). Eligibility resumes at 12:01 a.m. **on the 31st day.**

| <u>IHSAA Sports</u> | <u>1st competition date</u> | <u>Eligibility resumes at 12:01 a.m. on THIS date.</u> |
|---------------------|--|--|
| Cross Country | August 20 | September 19 |
| Football | August 23 | September 22 |
| Wrestling | November 26 | December 26 |
| Basketball | November 26 | December 26 |
| Track/Field | March 11* | April 10 |
| Spring Golf | March 25 | April 24 |
| Baseball | May 20 | June 19 |

| <u>IGHSAU Sports</u> | <u>1st competition date</u> | <u>Eligibility resumes at 12:01 a.m. on THIS date.</u> |
|----------------------|--|--|
| Cross Country | August 20 | September 19 |
| Volleyball | August 20 | September 19 |
| Basketball | November 16 | December 16 |
| Track/Field | March 11* | April 10 |
| Golf | March 20 | April 19 |
| Softball | May 20 | June 19 |

* First allowable competition date for track and field is earlier than March 11. However, per agreement between DE, IHSAA, and IGHSAU, the March 11 date is when academic ineligibility commences.

GOOD CONDUCT RULE EXTRA-CURRICULAR & CO-CURRICULAR ACTIVITIES

*Board Policy 503. 4
Statement of Philosophy- Revised February, 2005*

In striving to help the student to become a good citizen and recognizing that obeying state and local laws is part of being a good citizen, it is hoped that the Good Conduct Policy and its application will give the student more incentive to resist behavior that violates these rules.

It is also believed that certain standards of behavior are accepted by the students and community as a whole, and that students can be expected to function within these behavior standards during the school day, at school activities, and as ambassadors of the Bedford School District.

Education is the right of a student. Extra-cocurricular activities are a privilege for a student. Violation of the Good Conduct Policy will result in these privileges being withheld from the student.

Any student who violates the Good Conduct Policy either in or out of school during the school year and/or during the summer months shall be ineligible and it shall be the duty of the building principal or activities director to exclude the student from extra-cocurricular activities until reinstated to eligibility by the local school administration.

The following are defined as either extracurricular or co-curricular activities:

Athletics: Baseball, Boys Basketball, Girls Basketball, Cross Country, Football, Boys Golf, Girls Golf, Softball, Volleyball, Wrestling, Cheerleading, Boys Track, Girls Track

Music: Instrumental (Honor Bands, Pit Orchestra, Small Group Competition) Vocal (Show Choir, Honor Choir, Small Group Competition) Musicals.

Dramatic: All-School Play, Speech Group Competition,

Clubs: FFA, FCCLA, SADOBS, JEL

Other: National Honor Society, Student Council, Class Officer, Art Club, BPA, TAG, Mock Trial, Future Problem Solving, Prom, dances, fall homecoming, winter homecoming, etc.

Other after-school activities may be added during a school year.

The following will be considered violations of the Good Conduct Policy:

- Possession, use, sale, manufacture, purchase, or distribution of tobacco products, regardless of the student's age;
- Possession, use, sale, manufacture, purchase or distribution of illegal drugs or the unauthorized possession, use, or purchase of otherwise lawful drugs;
- Possession, use, sale, manufacture, purchase or distribution of alcoholic beverages, including beer and wine.
- 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).

- Inappropriate or offensive conduct such as, but not limited to: fighting with staff or students insubordination (talking back or refusing to cooperate with authorities), hazing or harassment of others (Note: this could include group conduct),
- Repeated violations of rules and regulations established by the Bedford Community School District and/or the Board of Education.

The following actions and/or criteria will be used to determine whether a student has violated the Good Conduct Policy:

- Admission by the student to a school administrator, staff member, or law enforcement official
- The student is observed using and reported by a staff member as engaging in behavior in violation of the policy, or is observed or ticketed by law enforcement official/or officials
- Student is determined to be guilty of conduct in violation of the Good Conduct Policy after an administrative (i.e.: Department of Transportation) or judicial hearing (i.e.: juvenile court)
- Student, after an investigation by the administration, and after being notified of the allegations and given an opportunity to tell the student's side is found by the school administration to have violated the school's Good Conduct Policy will be deemed ineligible for a period of time as described in *Consequences of Prohibited Conduct*.

Transfer students:

Any student declared ineligible under his or her prior school district's Good Conduct Rule must complete the prior school district's period of suspension or the Bedford Community School period of suspension, whichever is longer, before becoming eligible for extracurricular or co-curricular activities.

If a student drops out of an activity prior to completion of the period of ineligibility they will be placed under Section D of the Consequences of Prohibited Conduct section of the Good Conduct Rule. Other eligibility rules as defined by IHSA or IGHS AU will be enforced as applicable.

CONSEQUENCES OF PROHIBITED CONDUCT (GOOD CONDUCT RULE)

Any student who has engaged in prohibited conduct shall immediately be ineligible to participate in any extracurricular and/or co-curricular performance, scheduled contest, program, or trip until reinstated. Students will be allowed to practice during their period of ineligibility. Students will not be allowed to leave school early for any extracurricular activity.

A. Minimum lengths of ineligibility shall be as follows:

- (1.) First offense within the students' school career: restitution contract signed by all parties involved with the contract and a parent/student visit with the activities director must both be completed before the student can be reinstated. The student will be ineligible for 50% of the scheduled contests of an athletic season; and/or one major fine arts activity. If a student is not involved in athletics or fine arts, they are ineligible for 10 weeks (5% per week).
 - (a.) A restitution contract must include the following:
 - Description of present prohibited conduct.
 - Description of any past prohibited conduct.

- Description of three projects.
 - A project which will improve or benefit the student's community or school. (9 hours approximately)
 - A project which will improve or benefit the student's team or activity.
 - A project, which will improve or benefit the student.
- Date by which each project will be completed.
- Number of hours anticipated to complete each project.
- Approval of contract by student's parent or guardian.
- Designation and signature of individual who will supervise and verify completion of each project.
 - It is the responsibility of the student to create the projects proposed in the contract. The school guidance counselor will assist students in creating projects and preparing the restitution contract by making suggestions. Each student will be required to decide himself/herself what to include in the contract.
 - If a proposed restitution contract is approved by the Building Principal, Dean of Students, and Activities Director (or administrative designee if they are unavailable), the student's eligibility will be reinstated as long as the student is making satisfactory progress towards completing the contract.
 - Coaches or activity sponsors may impose penalties in addition to the restitution contract commensurate with the violation. The penalties should be clarified in their preseason handouts.

(2.) Second offense within the students' school career: The student will be ineligible for 75% of the scheduled contests of an athletic season and/or two major fine arts activities.

(3.) Third & subsequent offenses within the students' school career: The student will be ineligible for 12 calendar months from the date of violation.

- If the prohibited conduct involved alcoholic beverages or controlled substances, there must be participation and compliance with recommended treatment at an agency approved by the school. It is the responsibility of the parent/guardian for any expenses incurred for services.

- B. In addition to the minimum consequences, a longer period of suspension commensurate with the offense up to and including permanent suspension may be imposed by the Building Principal, and Activities Director (or administrative designees if they are unavailable).
- C. Any student suspended from school will remain ineligible until he/she is readmitted to school and reinstated to participate. The period during which a student is suspended from school will not be considered in calculating the period of ineligibility imposed.
- D. The period of ineligibility attaches immediately upon a finding of a violation if the student is currently engaged in an extracurricular activity and, if not, or 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. However, if the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation. An ineligible student will be expected to practice but may not participate in games or contests. He or she may not travel with the team or group depending on what the individual coach decides is appropriate for their

individual sport or activity. In situations where the Good Conduct Policy has been violated and the consequence is not completely served during the season the consequence will be carried over in this manner. The percentage of the consequence that is not served during the season will be carried over to the time between seasons at the rate of 5% each week of the consequence left. For example if after basketball season the student has 20% of the consequence left he/she will have 4 weeks left to serve. Then if the student goes out for track and it starts 2 weeks after basketball, the student has 10% of the consequence left, which would be figured from the track meets that are scheduled. A meeting will be held with the principal, dean of students, head coach, student and parents to discuss the consequence.

- E. A student must be actively participating in a sport to use up their Good Conduct violation ineligibility. They cannot go out for a sport that has already started for the purpose of using up their ineligibility period. The full sport season must be completed in order to complete the ineligibility. If the season is not completed, ineligibility returns to 5% per week and any prior eligibility served during the season not completed will not count towards reinstatement of eligibility.

APPEALS (GOOD CONDUCT)

Any student who is found by the administration to have violated the Good Conduct Rule may appeal this determination to the superintendent by contacting the superintendent within 3 days of being advised of the violation. The penalty will be in effect pending the superintendent's decision. If the student is still dissatisfied, he or she may appeal to the school board by filing a written appeal with the board secretary at least 24 hours prior to the next 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 review by the Board will be run like a hearing and the student, the student's representative and administration will all have an opportunity to present their respective case to the board. The grounds for appeal to 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.

DUTY TO NOTIFY (GOOD CONDUCT)

It is the duty of each student to notify his/her building principal/dean of students or his/her designee if the student has engaged in prohibited conduct.

HONESTY PROVISION (GOOD CONDUCT)

The principal or designee may impose a lesser period of ineligibility when the secondary student voluntarily reports the violation of the Good Conduct Rule within twenty-four (24) hours of the commission of the violation. This applies to the **first offense only**. The number of contests may be reduced to 30% of the contests.

- A. A student who is charged with prohibited conduct, or referred to Juvenile Court for alleged prohibited conduct, by a law enforcement office, must notify his/her building principal/dean of students or the principal's designee on the next working school day. The student must notify the Superintendent's office if the violation occurs in July when the secondary office is closed.

- (1.) This notification will not be considered an admission to prohibited conduct by the student or

determination of guilt.

(2.) An administrative investigation may be commenced on the basis of the notification.

B. A student who has entered a guilty plea or been found guilty in a court of law, or who has been adjudicated delinquent or entered into an informal adjustment agreement in Juvenile Court, must notify his/her building principal on the next working school day. The student must notify the Superintendent's office if the violation occurs in July when the secondary office is closed.

C. Ineligibility - Transfer Students

(1). Any student who enrolls from another district will be ineligible for extracurricular or co-curricular activity in this district until the student has completed at least the minimum length of ineligibility, which would apply, had the student's conduct occurred while enrolled in this district. In calculating the period of ineligibility to be imposed, the student shall be given credit for any time of ineligibility served in compliance with the previous districts rules.

STUDENT CONDUCT & BEHAVIORS

STUDENT CONDUCT

Board Policy 503.1

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations and student handbook may be disciplined for conduct, which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion.

The board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises. Appropriate classroom behavior allows teachers to communicate more effectively with students.

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

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. This could include, but is not limited to, being disrespectful to staff or school through social networking sites, text messages, blogs, iChat, *etc.* Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, technology suspension, probation, and expulsion.

Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students and parents with questions or concerns may contact the secondary principal's office for information about the current enforcement of the policies, rules, regulations, or student handbook of the school district.

Nuisance Items- students may not possess radios, televisions, beepers, water guns, toys, bouncy balls, and other similar items during the school day. These items may be taken from students during school or school-sponsored activities if they are causing a disruption. The items taken from students will be returned at a later time.

NOTE: Students who participate in extracurricular activities at BHS and are reported to the office in violation of the policies listed below may jeopardize their eligibility (see eligibility guidelines). ***A student in ISS or detention will not participate in extracurricular activities/practices on the day(s) they are in ISS or detention.***

BEHAVIOR & DISCIPLINARY CONSEQUENCES

| VIOLATION | CONSEQUENCE |
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| <ul style="list-style-type: none"> • Profanity, inappropriate language/behavior • Littering* • Displays of Affection | <p>1st offense: Conference with principal and 30 minutes detention. Parent/guardian will be notified.</p> <p>2nd offense: Conference with principal, parent/guardian, and 60 minutes detention.</p> <p>3rd offense: up to 3 days ISS. Conference with principal and parent/guardian.</p> <p>Additional offenses: can result in OSS and possible recommendation to the Board of Directors for expulsion.</p> <p>* Will also assist in cleaning around the school.</p> |
| <ul style="list-style-type: none"> • Forging of notes or passes • Violations of pass privileges | <p>1st offense: Pass privileges will be removed for 2 weeks. Parent/guardian will be notified.</p> <p>2nd offense: Up to 3 days ISS, pass privileges removed for 4 weeks, and parent/guardian will be notified.</p> <p>3rd offense: Up to 5 days ISS, parent/guardian will be notified, and pass privileges removed for 9 weeks.</p> |
| <ul style="list-style-type: none"> • Electronic Device Violation - this includes, but is not limited to using the electronic device at times other than before/after school, meal times & between classes. • Electronic device capable of sending/receiving images | <p>1st offense: Device checked in/out of office for 2 days.</p> <p>2nd offense: Device checked in/out of office for 3 days.</p> <p>3rd offense: Device taken, check the device in/out of office for 1 week.</p> <p>Further offenses: Device taken, check the device in/out of office for the remainder of the year.</p> <p><i>*If a student claims to not have a device at school but is later found with a device at school, 30 minutes detention will be earned.</i></p> |

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| are banned from locker rooms/rest rooms at all times | <p><i>* If the phone is taken on a Friday, the phone will be turned in on the following Monday to check in/out.</i></p> <p><i>* This includes cell phones, iPods, iPads, Kindles, Nooks, etc.</i></p> |
| <ul style="list-style-type: none"> Cheating/Plagiarism <p><i>* if cheating occurs with the use of the laptop, then the AUP violations/consequences may also apply.</i></p> | <p>1st offense: A grade of zero will be given for altered work, conference with the principal, and teacher, and parent/guardian will be notified.</p> <p>2nd offense: A grade of zero will be given for altered work, up to 3 days ISS, and conference with parent/guardian, teacher, student, and principal.</p> <p>3rd offense: Dropped from the class receiving a grade of “F” and placed in ISS for up to 5 days. Parent/guardian will be notified.</p> |
| <ul style="list-style-type: none"> Computer Violations- Minor Infractions, include but not limited to: repetitive classroom infractions, misuse of iTunes, iChat, liquid damage to laptop, & using another students’ MacBook /account, etc. | <p>1st violation: iTunes, iChat, and Google Hangouts privileges taken away for 4 weeks. Written notice will be given to parents.</p> <p>2nd violation: iTunes, iChat, and Google Hangouts taken away for 12 weeks. Written notice will be given to parents.</p> <p>3rd violation: Loss of iTunes, iChat, and Google Hangouts for the remainder of the year. Written notice will be given to parents.</p> <p><i>* cost of repairs may be applicable for the liquid damage.</i></p> |
| <ul style="list-style-type: none"> Gaming Violation- Minor Infractions- gaming and/or downloaded games. Video Sharing sites- (YouTube, Vimeo, Vevo, Veoh, Flickr, Metacafe, DailyMotion, etc.) during the school day are for educational purposes only. All other videos during the school day are prohibited. <p><i>This includes, but is not limited to, laptops, Kindles, Nooks, iPods, iPads, etc.</i></p> | <p>LAPTOP:</p> <p>1st violation: No outside Internet, iChat, iTunes, or Google Hangouts for 4 weeks. The student will only have access to the “white list” for 4 weeks. Written notice will be given to parents.</p> <p>2nd violation: No outside Internet, iChat, iTunes, or Google Hangouts for 12 weeks. The student will only have access to the “white list” for 12 weeks. Written notice will be given to parents.</p> <p>3rd violation: No outside Internet, iChat, iTunes, or Google Hangouts for the remainder of the year. The student will only have access to the “white list” for the remainder of the year. Written notice will be given to parents.</p> <p><i>(See p.42 for further details regarding the “white list”)</i></p> <p>KINDLES/NOOKS/I-PODS/I-PADS, etc.:</p> <p>1st violation: check device in/out of office for 2 days</p> <p>2nd violation: check device in/out of office for 3 days.</p> <p>3rd violation: check device in/out of office for 1 week</p> <p>Further violations: check device in/out of office for remainder of school year or not allowed in school.</p> |
| <ul style="list-style-type: none"> Computer Violations- Major Infractions, include but are not limited to anything illegal, file sharing, changing configuration of | <p>1st violation: A verbal & written notice will be issued to the student/parent. The student will lose out of school Internet access and/or be put on the “white list” in addition to the loss of iTunes, iChat, and Google Hangouts privileges for a period of 8 weeks.</p> |

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| laptop, installing or removing software/hardware w/out consent, cheating, cyber bullying, recording others w/out their consent, hacking, accessing restricted materials, & any other violation of the school's AUP. | <p>2nd violation: A verbal & written notice will be issued to the student/parent. The student will forfeit all out of school Internet privileges and/or be put on the "white list" in addition to loss of iTunes, iChat, and Google Hangouts privileges for a period of 12 weeks.</p> <p>3rd violation: A verbal & written notice will be issued to the student/parent. The student will forfeit all Internet privileges, "white list" access, as well as iTunes, iChat, and Google Hangouts privileges for the remainder of the school year.</p> <p><i>(See p. 42 for further details regarding the "white list")</i></p> |
| • Skipping a class period. | <p>1st offense: verbal warning, a 30-minute detention, conference with the student, teacher, and principal, parent/guardian will be notified.</p> <p>2nd offense: Up to a 60-minute detention, conference with the student, counselor, and principal. Parent/guardian will be notified.</p> <p>3rd offense: 1-3 days ISS, conference with student, teacher counselor, principal, and parent/guardian.</p> <p>Additional offenses: Student may be suspended ISS or OSS for up to 5 days, with the possibility of turning the trancies over to the County Attorney.</p> |
| • Tardiness (to school) | <p>1 tardy- student is learning to be punctual (warning).</p> <p>2 tardies- parent will be notified of the students tardiness and told the next tardy will result in detention and no participation in extra-curricular activities/practices on the day of the detention.</p> <p>3-4 tardies- 30-minute detentions for each/ student will not be allowed to participate in Bulldog Time for remainder of the school year.</p> <p>5-6 tardies- 1 hour detention per tardy.</p> <p>7+ tardies- 1 day ISS per tardy</p> |
| • Bus Infraction- violating any of the passenger rules (p. 55) | <p>1st- Call to parent/guardian</p> <p>2nd- suspension of bus privileges for 3 days.</p> <p>3rd- suspension of bus privileges for 5 days.</p> <p>4th- suspension of bus privileges for 30 days.</p> <p>5th- suspension of bus privileges for the remainder of the school year.</p> <p><i>* Depending on the severity of the infraction, corrective action may be more or suspensions could be immediate.</i></p> |

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| <ul style="list-style-type: none"> • Classroom disruption • Insubordination • Leaving the building without permission. | <p>1st offense: 60-minute detention, conference with the student, teacher/counselor, and principal, and parent/guardian will be notified.</p> <p>2nd offense: Student will be given 1-3 days ISS, conference with the student, teacher/counselor, principal, and parent/guardian will be notified.</p> <p>3rd offense: Up to 5 days ISS, conference with student, teacher/counselor, principal, and parent.</p> <p>4th offense: Student will receive at least 5 days ISS with the possibility of OSS and may be referred to the Board of Directors for expulsion. Parents will be notified.</p> <p>Additional offenses: Student will be suspended (out of school) for up to 10 days and may be referred to the Board of Directors for expulsion.</p> |
| <ul style="list-style-type: none"> • Harassment* • Bullying, threats, and/or intimidation* • Gross insubordination & threats* <p><i>* If bullying/harassment occurs with the use of the laptop, then AUP violations/consequences may also apply.</i></p> | <p>1st offense: Letter of warning sent to parents and a review of the district policy and future consequences will be done with the student. Up to 3 days ISS, conference with student, parent, and principal.</p> <p>2nd offense: Up to 5 days ISS, conference with student, parent, and principal. Possible placement on the Good Conduct Policy.</p> <p>3rd offense: Student is given an out of school suspension and may be referred to the Board of Directors for expulsion.</p> <p><i>* All consequences may be adjusted beyond the stated parameters depending on the severity of the situation.</i></p> |
| <ul style="list-style-type: none"> • School disruption * • Disorderly conduct * • Theft* • Fighting * • Physical attacks or threats* • False Alarms* • Vandalism* • Skipping School* | <p>1st offense: Up to 5 days ISS or OSS and conference with student, parent/guardian, principal, and any other necessary individual** Legal authorities may be contacted.</p> <p>2nd offense: Student is given ISS or OSS for a minimum of 5 days and will possibly be referred to the Board of Directors for expulsion or placement on the Good Conduct Policy. Parent/guardian will be notified. Legal authorities may be contacted.</p> <p>Additional offenses: Parent/guardian notified, student is given OSS for up to 10 days, and possible referral to the Board of Education for expulsion or special school placement.</p> <p>** Depending on the severity of the action, the student may be suspended longer and/or referred to the Board of Directors for expulsion at this point. Students will not return to school until a meeting is held with their parent/guardian(s).</p> <p><i>* If a student admits to the theft/damage and full restitution is made immediately, the consequences could be less severe.</i></p> |
| <ul style="list-style-type: none"> • Drug & alcohol violations • Tobacco violations <p><i>* The Good Conduct Rules goes into effect with these violations.</i></p> | <p>1st offense: Students will be given up to 5 day ISS or OSS. Parent/guardian will be notified, legal authorities may be contacted, and all contraband will be confiscated and turned over to authorities.**</p> <p>2nd offense: Up to 10 day ISS or OSS, Parent/guardian will be notified, legal authorities may be contacted and all contraband will be confiscated and turned over to</p> |

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| | <p>authorities.**</p> <p>3rd offense: Parent/guardian will be notified along with the legal authorities. Student may be referred to the Board of Directors for expulsion.</p> <p><i>**Depending on the severity of the action, the student may be suspended longer and/or referred to the Board of Directors for expulsion at this point. Students will not return to school until a meeting is held with their parent/guardian(s).</i></p> |
| *Bomb threats or threats to destroy, kill, or maim the school, student body, or staff | <p>Students may be subject to expulsion for violation of the policy and legal authorities will be contacted. Lesser action may be taken if the circumstances warrant a less severe sanction. Guidelines are suspension of 5 -10 days OSS for threats and suspension with possible referral for expulsion for displaying in a threatening manner or for use to inflict harm or injury or placing others in imminent danger.</p> |
| * Weapons violations | See Board Policy 502.6 listed below. |

WEAPONS

Board Policy 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 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 incidents. 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 and expulsion.

In cases where students bring “look-a-like” weapons that look like real weapons, the administrator will recommend action based on the following:

1. The student’s use and intent for the toy weapon.
2. Other individuals’ perception of the students intended use of the toy weapon.
3. Number of times this student has been dealt with regarding weapons and or look-a-like weapons.

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 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, or any explosive, incendiary device 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, or 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.

BEHAVIOR VIOLATION DEFINITIONS

Profanity and Inappropriate Language/Behavior- Students are expected to speak in a civil manner using a civil tone of voice when in attendance at school and school events. Profanity, vulgar language and references, innuendo, and inappropriate tone will not be tolerated. Inappropriate displays of affections and wearing hats inside the building are the type of behaviors included in this category.

Littering- Students are expected to maintain a clean, well-kept environment at school both in and out of the building. They are to pick up after themselves and use appropriate receptacles for their trash.

Forging of Notes or Passes- Notes and other documents are to be written by parents or guardians, or other responsible adults. Passes are to be signed by teachers, office personnel, or administrators.

False Alarms- Pulling the fire alarm when there is no fire. Reporting emergencies at the school when there is no emergency.

Violations of Pass Privilege- Students are required to have in their possession their own pass whenever they leave a classroom. Using another student's or allowing another student to use one's own pass is considered violations. Not having the pass appropriately signed, going to some place in the building rather than the destination agreed upon with the original teacher, or being gone for an excessive time are also considered violations.

Cheating- Students are expected to maintain honesty and integrity in completing their assigned work. Copying, unauthorized sharing of work, plagiarism, representing someone else's work as one's own are among, but not inclusive of cheating acts.

Classroom Disruption- Students are expected to act in a civil manner and follow the established rules of the classroom. Rules and expectations are established by the classroom teacher. Students are to be informed of those rules and violators will be referred to the office if necessary. Teachers may issue consequences rather than refer students to the office.

Insubordination- Students are expected to follow the rules of the school, those established by the classroom teachers, as well as the personal directives of staff. Failure to follow a rule or directive is considered insubordination.

Leaving the Building Without Signing Out- Students who leave the building without signing out or without permission from the office are considered to be skipping school. Students are to report to the office any time they are to leave the building and follow the sign out procedures.

Unexcused Absences or Skipping School- Students who are absent from school or class without reasonable excuses shall be subject to disciplinary measures. More specific information is in the attendance section of this handbook.

Harassment- It is the goal the Bedford Community School District to maintain learning and working environment free of harassment. It shall be a violation for students to harass other students or staff through conduct that is belittling and degrading, that is designed to reduce the dignity of that individual

with respect to race, color, creed, religion, national origin, gender, age, disability, marital status, sexual preference or any other aspect of that person's being. Harassment of a sexual nature will not be tolerated as well. Students who believe they have suffered harassment shall report such matters in a timely fashion to a teacher, counselor, or administrator. They shall complete a harassment complaint, which will initiate the investigation. Further information and explanation is in the district harassment policies.

Bullying, Threats, and/or Intimidation- Any such behavior that puts a person in a position of power over another person in which the second is denied sense of safety will result in a violation of the school's behavior policy.

School Disruption- A student who disrupts or interrupts in any way the school program or school day, or causes disruption in the hallways, commons, or other areas of the building will result in a violation of the school's behavior policy.

Gross Insubordination and Threats- A student who refuses to obey a school rule, regulation, or directive of a school official, or who is disrespectful in speech or conduct with the school faculty/staff, and/or acts in a belligerent or threatening manner will result in a violation of the school's behavior policy.

Theft- Theft of school property or property belonging to others while on school property is a violation of the student code of conduct.

Vandalism- Any unnecessary or intentional damage to school property.

Fighting- Fighting on school property, which is defined as in the building, on all school activity grounds, and at school activities, is subject to action under this policy.

Physical Attack or Threats- In the event that any employee, student, or agent of the district is attacked or threatened by a student or group of students, the school employee or student shall immediately report the incident to the building principal/dean of students. Such threats need to be ones which, in the opinion of the building principal/dean of students, puts a person in imminent danger.

Tobacco Violations- Students are not to use or possess tobacco products on school property regardless of their age. Students who have evidence of packaged tobacco will surrender such articles to school faculty members or administrator upon request. All contraband will be turned over to legal authorities.

Drug and Alcohol Violations- Students in the possession of drugs, drug paraphernalia, or alcohol and/or under the influence of drugs or alcohol in the school building or on school property during school hours or at school events are violation of this policy.

Weapons Violations- The Bedford Community School District prohibits the possession, display or use of weapons by any person on school premises or vehicles or while the person is participating in or attending district events and activities. The district also prohibits the possession, display or use of weapons by any person 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 suspension, expulsion, or other consequences. Weapons shall be taken from students and others who try to bring them on school premises, in vehicles or to school activities. Weapons under the control of law enforcement officers shall be exempt from this policy. The principal may allow authorized persons to display weapons for educational purposes on a limited basis. Any object that could be used to threaten or inflict injury on another person will be considered a weapon. Weapons include, but are not limited to, knives of all types, guns, firearms, metal pipes, chains, metal knuckles, fireworks, explosives or other chemicals and simulated (including toy) weapons.

DETENTION

Board Policy 503.1

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day, or on a non-school day. Whether a student will serve detention, and the length of detention, is within the discretion of the licensed employee disciplining the student or the building principal/dean of students. Students may not attend practices / play on the day they serve detention.

SUSPENSION & EXPULSION

Board Policy 503.1 & 503.2

The superintendent or principal may temporarily suspend, for up to ten days, any student for violation of the regulations and rules, and discipline policies of the school district or when the presence of the student will cause interference with the maintenance of the educational environment or the operation of the school. The principal may suspend students after conducting an investigation of the charges against the student, giving the student:

- oral or written notice of the allegations against the student and
- the opportunity to respond to those charges.

Notice of out-of-school suspension will be mailed no later than the end of the school day following the suspension to the student's parents and the superintendent. A reasonable effort shall be made to personally notify the student's parents and such effort shall be documented by the person making or attempting to make the contact. Written notice to the parents shall include the circumstances that led to the suspension and a copy of the board policy and rules pertaining to the suspension. A student placed on out of school suspension will have the opportunity to make up all homework assignments while on OSS. Those assignments can be picked up in the high school office. All assignments are to be completed and turned in when the student returns to school. No extensions will be given. Assignments that are not handed in upon the students return can receive a zero. Tests that have been missed must be taken upon the students return to school after the suspension is served. The student will not receive credit for in-class activities and quizzes.

Students are not allowed to be on school property or attend any school events during the length of their OSS.

An out of school suspended student cannot participate in any school activities or attend as a spectator for any school event during the length of the OSS.

Students serving ISS (In School Suspension) cannot participate in any school event (including practices) during the length of their ISS.

Only the Bedford Community Board of Directors may expel a student and readmit them. Students may be expelled for violations of board policy, school rules, or the law. It shall be the discretion of the board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense.

It shall be within the discretion of the superintendent to recommend to the board the expulsion of a student for disciplinary purposes. Only the board may take action to expel a student and to readmit the

student. The principal shall keep records of expulsions in addition to the board's records.

SUSPENSIONS & SPECIAL EDUCATION STUDENTS

Board Policy 503.1

Students who have been identified as special education students may be referred for a review of the students' Individual Education Program (IEP). The IEP may be revised to include a continuum of intervention strategies and programming to change the behavior.

Students who have not been identified as special education may be referred for evaluation after the students' suspension to determine whether the student has a disability and is need of special education.

Following the suspension of a special education student, an informal evaluation of the student's placement will take place. The Individual Education Program (IEP) is evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension.

If a special education student's suspensions, either in or out of school, equal ten days on a cumulative basis, a staffing team will meet to determine whether the IEP is appropriate.

SUSPENSION AND EXPULSION - DUE PROCESS PROCEDURES

1. The superintendent or principal may temporarily suspend, for up to ten days any student for violation of the regulations and rules and discipline policies of the school district.
2. Prior to suspension, a hearing shall be held with the student at which the student is given oral or written notice of what he/she is accused of doing. An explanation of the evidence shall be given. It may be advisable to have the person who observed the misconduct present when this accusation and explanation is given.
3. The student shall be given an opportunity during the hearing to present his/her side of the accusation if the student denies the charge.
4. The hearing may be held immediately following the notification of alleged misconduct.
5. A student may be immediately removed from school when the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. In the case of immediate removal from school, the necessary notice and hearing shall be followed as soon as practicable.
6. Immediately following the suspension of a student, his/her parents shall be notified in writing that the suspension has occurred and the reason(s) therefore. A copy of the written notification shall be sent to the superintendent.
7. Whenever a student is recommended for expulsion, the student shall be provided with a hearing before the Board. The hearing shall be held on a date not later than ten school days subsequent to the date of suspension. The parents and/or student shall be provided with notification of the time and location of the hearing.
8. All relevant evidence shall be presented at the hearing by both the student or his/her counsel and the administration of their counsel. The Bedford Community Board of Directors shall consider all relevant evidence introduced at the hearing.
9. Within three days after the hearing, the Bedford Community Board of Directors shall consider the relevant evidence and determine such disciplinary action, as it deems appropriate.
10. The Bedford Community Board of Directors shall properly notify the student, as well as the administration, concerning the Board's findings of fact and determination.

DRUG, ALCOHOL, & TOBACCO POLICY

Board Policy 502.7

The board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or “look alike” substances that appear to be tobacco, beer, wine, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered 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.

The board believes such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees or visitors.

Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase or being in possession of cigarettes, tobacco or tobacco products for those under the age of eighteen, may be reported to the local law enforcement authorities. Possession, use or being under the influence of beer, wine, alcohol and/or of a controlled substance may also be reported to the local law enforcement authorities.

Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the school board. If such student fails to satisfactorily complete such a program, the student may be subject to discipline including suspension or expulsion.

The board believes the substance abuse prevention program shall include:

Age-appropriate, develop mentally-based drug and alcohol curriculum for students in grades kindergarten through twelve, which address the legal, social, and health consequences of tobacco, drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use tobacco, drugs or alcohol;

A statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful; Standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use, being under the influence of or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities.

CORPORAL PUNISHMENT, RESTRAINT, & PHYSICAL CONFINEMENT & DETENTION

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees’ abilities to restrain or confine and detain a student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and provide notice to the child’s parent.

ANTI-BULLYING & HARASSMENT

Board Policy 104

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, who have direct contact with students, will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property, within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic (includes but is not limited to communication via e-mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies), written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

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

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;

- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

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

BULLYING/HARASSMENT INVESTIGATION PROCEDURES

Board Policy 104.R1

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - tell a teacher, counselor or principal; and
 - write down exactly what happened, keep a copy and give another copy to the teacher,

counselor, or principal including;

- what, when and where it happened;
- who was involved;
- exactly what was said or what the harasser did;
- witnesses to the harassment;
- what the student said or did, either at the time or later;
- how the student felt; and
- how the harasser responded.

COMPLAINT PROCEDURES

An individual who believes that the individual has been harassed or bullied will notify Michael Irvin, the Secondary Principal, the designated investigator. The alternative investigator is Dana Nally, PK-5 Principal. The investigator may request that the student complete the Harassment/Bullying Complaint form and turn over evidence of the harassment/bullying, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The investigator has the authority to initiate a harassment investigation in the absence of a written complaint.

INVESTIGATION PROCEDURES

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

RESOLUTION OF THE COMPLAINT

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment. Following the investigation, the superintendent may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline, up to and including, suspension and expulsion.

Prior to the determination of the appropriate remedial action, the superintendent may interview the complainant and the alleged harasser. The principal/superintendent will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with the Iowa Department of Education reporting procedures.

POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

CONFLICTS

If the investigator is a witness to the incident, the alternative investigator shall investigate.

OLWEUS BULLYING PREVENTION PROGRAM

The OLWEUS Bullying Prevention Program will be implemented K-12 in the Bedford Community School District. The OLWEUS Bullying Prevention Program prevents and/or reduces bullying in elementary, middle, and high schools. This program deals with bullying at the school wide, classroom, individual, and community levels. The definition of bullying according to OLWEUS is: ***Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself.***

The rules that will be followed and enforced within the Bedford Community School District are as follows:

Bedford Bulldogs Believe...

Rule 1: We will respect all others (we will not bully others).

Rule 2: We will try to help students who are not being respected.

Rule 3: We will try to include students who are left out.

Rule 4: If we know that somebody is being bullied, we will tell an adult at school and adult at home.

Teachers and staff are trained to use the program and deal with bullying problems. The above four anti-bullying rules will be taught in all classrooms. Class meetings will be held at designated advisory times where students talk about what bullying is. Students will learn why bullying should not happen. They will also learn to ask an adult for help if they see or experience bullying. Teachers will use positive and negative consequences for following and not following the four anti-bullying rules. Teachers will work to make the classroom a positive place for students.

Numerous resources will be provided for the teachers and staff to fully implement the Olweus Bullying Prevention program in our school.

PHYSICAL ATTACKS

Board Policy 503.1

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered vehicles; while attending or engaged in school district activities will be suspended by the principal. Notice of the suspension is sent to the board president. The board will review the suspension to determine whether to impose further sanctions against the student, which may include expulsion. Assault for purposes of this section of this policy is defined as:

- an act 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
- any act, which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
- intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntarily

participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

TECHNOLOGY: 1-T0-1 LAPTOP PROGRAM

INTERNET USE POLICY

Board Policy 605.6

INTERNET - APPROPRIATE USE

The Bedford School District is pleased to make available to students and staff access to interconnected computer systems within the District and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means during the course of the school year only.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network, which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the school network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Students Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. (The school district will use technology protection measure to protect students from inappropriate access. However, it is nearly impossible to block all such sites, therefore parent/teacher supervision is vital to keep our students safe.)

Employees and students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations and understand the consequences for violation of the policy or regulations.

INTERNET - APPROPRIATE USE REGULATION

I. Responsibility for Internet Appropriate Use

- A. The authority for appropriate use of electronic Internet resources is delegated the licensed employees. For the purpose of this policy, Internet is defined as:
A collection of more than 20,000 interconnected computer networks involving an estimated 1.5 million computers and 25 million users around the world. It is a collaboration of private, public, educational, governmental and industrial sponsored networks whose operators cooperate to maintain the network infrastructure.
- B. Instruction in the proper use of the Internet system will be available to employees who will then provide similar instruction to their students.
- C. Employees are expected to practice appropriate use of the Internet, and violations may result in discipline up to, and including, discharge.

II. Internet Access.

- A. Access to the Internet is available to teachers and students as a source of information and a

vehicle of communication.

- B. Students will be able to access the Internet in classrooms with teacher permission. Individual student accounts and electronic mail addresses may be issued to students at this time.

1. Making Internet access available to students carries with it the potential that some students might encounter information that may not be appropriate for students. However, on a global network, it is impossible to control all materials. Because information on the Internet appears, disappears and changes, it is not possible to predict or control what students may locate.
2. It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material.
3. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines, which require efficient, ethical and legal utilization of network resources.
4. To reduce unnecessary system traffic, users may use real-time conference features such as talk/chat/Internet relay chat only as approved by the supervising teacher.
5. Transmission of material, information or software in violation of any board policy or regulation is prohibited.
6. System users will perform a virus check on downloaded files to avoid spreading computer viruses. However, system users are not allowed to download files at any time.
7. The school district makes no guarantees as to the accuracy of information received on the Internet.

- III. Permission to Use Internet - Annually, parents will grant permission for their student to use the Internet using the prescribed form.

IV. Student Use of Internet.

- A. Equal Opportunity - The Internet is available to all students within the school district.

B. On-line Etiquette.

1. The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.
2. Students should adhere to on-line protocol:
 - a. Respect all copyright and license agreements.
 - b. Cite all quotes, references and sources.
 - c. Remain on the system long enough to get needed information, then exit the system.
 - d. Apply the same privacy, ethical and educational considerations utilized in other forms of communication.
3. Student access for electronic mail will be through their own school account. If a student already has an electronic mail address, the student will not be permitted to use the address to send and receive mail at school. Students should adhere to the following guidelines:
 - a. Others may be able to read or access the mail so private messages should not be sent.
 - b. Delete unwanted messages immediately.
 - c. Use of objectionable language is prohibited.

- d. Always sign messages.
- e. Always acknowledge receipt of a document or file.
- C. **Restricted Material** - Students will not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- D. **Unauthorized Costs** - If a student gains access to any service via the Internet, which has a cost involved, or if a student incurs other types of costs, such as personal printing, the student accessing such a service will be responsible for those costs.
- E. **Gaming**- all games are prohibited during the school day. If a student engages in games, they will lose Internet access for a period of time or have to check device in/out, such as Kindles, Nooks, iPads, iPods. (*see p. 29*).
- V. Student Violations--Consequences and Notifications.

The use of the School District's computer network and Internet access is a privilege, not a right. Students who access restricted items on the Internet are subject to the appropriate action described in board policy or regulations or the following consequences:

Minor Infractions which can be but not limited to, repetitive classroom infractions, misuse of iTunes, iChat, using another students' MacBook/account, etc.

- First Violation - iTunes, iChat, Google Hangouts, Photo Booth, etc. privileges taken away for 4 weeks. Written notice will be given to parents.
- Second Violation - iTunes, iChat, Google Hangouts, Photo Booth, etc. privileges taken away for 12 weeks. Written notice will be given to parents.
- Third Violation - Loss of iTunes, iChat, Google Hangouts, Photo Booth, etc. privileges for the remainder of the year. Written notice will be given to parents.

Minor Infraction of games (online and/or downloaded)

- First Violation- No outside Internet, iChat, iTunes, or Google Hangouts for 4 weeks. The student will only have access to the "white list"* for 4 weeks. Written notice will be given to parents.
- Second Violation- No outside Internet, iChat, iTunes, or Google Hangouts for 12 weeks. The student will only have access to the "white list"* for 12 weeks. Written notice will be given to parents.
- Third Violation- No outside Internet, iChat, iTunes, or Google Hangouts for 12 the remainder of the year. The student will only have access to the "white list"* for the remainder of the year. Written notice will be given to parents.

White List= students will only have access to a limited number of websites, which will be approved by building principal. This access will only be provided at school; therefore the student with white list access only will not have Internet outside of the school.

Major Infraction which can be but not limited to anything illegal, file sharing of any sort, changing configuration of laptop, installing or removing software/hardware without consent, cheating, cyber bullying, recording others without their permission, inappropriate use/sharing of passwords, hacking,

accessing restricted materials, and any other violation of the School's Acceptable Use Policy.

First Violation - A verbal and written notice will be issued to the student and parent. The student will lose out of school Internet access and/or be put on the "white list" in addition to the loss of iTunes, iChat, and Google Hangouts privileges for a period of 8 weeks.

Second Violation - A verbal and written "Second Violation" notice will be issued to the student and parent. The student will forfeit all out of school Internet privileges and/or be put on the "white list" in addition to loss of iTunes, iChat, and Google Hangouts privileges for a period of 12 weeks.

Third Violation - A verbal and written "Third Violation" notice will be issued to the student and parent. The student will forfeit all Internet privileges, "white list" access, as well as iTunes, iChat, and Google Hangouts privileges for the balance of the school year.

Failing Grades- When the laptop becomes a distraction instead of an educational tool and grades are adversely affected, the laptop privileges may be partially suspended or revoked at the discretion of the building principal. This includes but is not limited to the loss of iTunes, iChat, white list access, check-in/check-out privileges, etc. The following guidelines will be used:

2 F's- Loss of iChat/iTunes until the next grade check and grades are raised.

3 or more F's- Possible no outside Internet if a check shows no homework/class work is being completed outside of school. Not returned until scheduled grade check shows grades are raised.

Excessive Damage to Laptops- excessive damage is repeated damage and neglect in care of the students' laptop. When a laptop is damaged payment for the repairs will follow the procedures below:

1st Offense- District pays cost of repairs, student loses deposit. Conference between parent, student, and Superintendent.

2nd & Additional Offenses- Conference between parent, student, and Superintendent will take place to determine payment plan for computer repair. Laptops may be checked in and out.

CHECKING LAPTOPS IN/OUT

There may be times when the privilege of having the school-issued laptop 24/7 is taken away. The loss of laptop privileges will be a decision made by the principal. A student may be required to check their laptop in /out daily for the following reasons, but not limited to, excessive computer violations, physical damage of laptops, & failing grades. The principal/dean of students will determine if the student is issued a "loaner" laptop while their laptop is being repaired.

LOANER COMPUTERS

A loaner computer will be provided to students to use during the school day when the students' MacBook is being sent in for repairs. If a student has damage to their computer that is not covered by AppleCare, the use of a loaner computer will be determined by the principal on a case-by-case basis. Loaner computers given to students because of damage caused by students will have restricted privileges.

The school library is open from 8:00 a.m.-4:30 p.m. if a student needs to gain computer and/or Internet access.

LAPTOP DEPOSIT

A laptop deposit of \$35/year will be part of the lease agreement that must be paid prior to the laptop being issued to the student. This deposit will go into a pool of funds to help cover the costs of insurance

premiums and deductibles on the laptops. The fee is fully refundable when the student graduates or moves from the district, assuming no claims have been made against the student's computer. The deposit will be carried forward to the next school year if no claims have been made against the laptop.

SOCIAL NETWORKING

Social networking sites are not accessible during the school day on the school laptops/computers. However, if the students choose, this is allowed outside of the school day on the school laptops. Students must be 13 years of age to have an account on many of the social networking sites. Students who choose to use the social networking sites in a negative way during the school day on any electronic device will have the same consequences as a cell phone violation, other electronic device violation, or laptop violation (see *Behavior & Disciplinary Consequences* p. 28) depending on which mode of technology was utilized during the school day. If negative and/or disrespectful comments are made on social media inside/outside of school, regarding a staff/faculty member, discipline measures can be taken.

STUDENT RIGHTS & RESPONSIBILITIES

STUDENT SEARCHES

Board Policy 502.8

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there is reasonable suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules or regulations affecting school order.

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students, student lockers, personal effects, desks, work areas, or student vehicles 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, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered 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 may be reported to the 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.

SEARCH AND SEIZURE REGULATION

Board Policy 502.8R1

A. Searches

(1). Reasonable and Articulable Suspicion: A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order. Reasonable suspicion may be formed by considering factors such as the following:

- eyewitness observations by employees;
- information received from reliable sources;
- suspicious behavior by the student; or
- the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

(2). Reasonable Scope: A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- the age of the student;
- the sex of the student;
- the nature of the infraction; and
- the emergency exigency requiring the search without delay.

B. Types of Searches

(1). Personal searches

- A student's person and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, regulations or the law affecting school order.
- Personally intrusive searches will require more compelling circumstances to be considered reasonable.
- Pat-Down Search: If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible.
- A more intrusive search, short of a strip search, of the student's person, handbags, book bags, etc., is permissible in emergency situations when the health and safety of student employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

(2). Locker and Desk Inspections

- Inspections: Although school lockers and desks are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers and desks are properly maintained. For

this reason, lockers and desks are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker or desk. For this reason, periodic inspections of lockers are permissible to check for cleanliness and vandalism. Periodic inspections of all or a random selection of lockers or desks may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

- Searches: The contents of a student's locker or desk and its contents (coat, backpack, etc.) may be searched when a school official has reasonable and articulable suspicion that the locker contents contain illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

(3.) Automobile Searches

- Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

STUDENT LOCKERS, DESKS, ETC.

Board Policy 502.5

Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It is the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. The expenses to repair damage done to a student's locker and desk are charged to the student.

Although school lockers, desks and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers; desks and other spaces are properly maintained. For this reason, lockers, desks and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk or other space. Periodic inspections of all or a random selection of lockers, desks or other space may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker, desk or other space (coat, backpack, purse, etc.) may be searched when a school official has a reasonable and articulable suspicion that the contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches must be conducted in the presence of another adult witness.

DRESS CODE/ STUDENT APPEARANCE

Board Policy 502.1

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment

or present a threat to the health and safety of students, employees and visitors on school grounds.

Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; from wearing shoes with cleats except for outdoor athletic practices; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate, and students must comply with the stricter requirement. The principal/dean of students makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school. Inappropriate dress includes but not limited to:

- Students are expected to adhere to reasonable levels of cleanliness and modesty.
- Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment.
- Articles and clothing, which display double-meaning slogans, are not acceptable.
- Students are prohibited from wearing clothing displaying obscenity, profanity, vulgarity, racial, sexual, alcohol or drug remarks making reference to prohibited conduct or similar display.
- Students may not wear hats, hoods, kerchiefs, or head coverings of any kind inside the school building.
- Students are to wear shirts that cover undergarments, stomach, midriff and lower back.
- Students are to wear shorts, dresses and skirts that are appropriate length.
- Students may not wear spaghetti straps, low cut garments, garments with halter straps, under the shoulder tops, tube tops or tank like tops with less than 1" straps, or see through garments.
- No trench coats worn in/to classrooms.

While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of the principal/dean of students, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

CARE OF SCHOOL PROPERTY

Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school

property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials. (See Student Behavior & Consequences).

DRIVING/PARKING REGULATIONS

Board Policy 502.11

The board recognizes the convenience to families and students of having students drive to and park at their school attendance center. Driving a motor vehicle to and parking it at the student's attendance center is a privilege.

Students who drive to and park at their school attendance center shall only drive to and park at their designated attendance center. **Students may not loiter around or be in their vehicle during the school day without permission from the principal.** Students shall leave their attendance center when there is no longer a legitimate reason for them to be at their attendance center. Students who drive shall enter and leave the parking lot by the routes designated by the principal/dean of students.

Students who wish to drive to and park at their school attendance center shall comply with the rules and regulations established by the building principal. Failure to comply with this policy or the school district rules shall be reason for revocation of school driving and parking privileges as well as other disciplinary action including suspension and expulsion.

It is important that all students driving to school obey all regulations and operate their vehicles safely in our parking lot. The following rules need to be observed by students driving/parking at school:

- A. Observe one-way signs.
- B. Park properly in the parking lot
- C. No parking in fire lanes
- D. No reckless driving on school property

Detentions, suspensions, or loss of school permit can be issued for failure to observe the above regulations (see *Behavior & Consequences*).

HALL PASSES

Students must have a hall pass to be in the halls when classes are in session. Students may obtain a hall pass from their teacher or the principal/dean of students. Failure to have a hall pass may result in the issuance of a detention.

DUAL ENROLLMENT STUDENTS

Board Policy 604.7

The parent, guardian, or custodian of a student receiving competent private instruction may also enroll the student in the school district. The student shall be considered under dual enrollment. The parent, guardian, or custodian requesting dual enrollment for the student should notify the board secretary prior to the third Friday of September each year on forms provided by the school district. On the form, they shall indicate the extracurricular and academic activities in which the student is interested in participating. The forms are available in the central administration office.

A dual enrollment student is eligible to participate in the school district's extracurricular and academic activities in the same manner as other students enrolled in the school district. The policies and administrative rules of the school district shall apply to the dual enrollment students in the same manner as the other students enrolled in the school district. These policies and administrative rules shall include, but not limited to, athletic eligibility requirements, the good conduct rule, academic eligibility requirements, and payment of the fees required for participation.

Dual enrollment students interested in participating in school activities or enrolling in classes should contact the secondary principal.

ELECTRONIC DEVICES

The Board recognizes the need to provide access to technological resources. For the purposes of this policy, "Remotely Activated or Activating Communication Devices" are defined to include portable two-way telecommunications devices, including but not limited to cellular telephones with or without cameras, beepers, pagers, other hand-held computing devices used as a communication device, any portable electronic device capable of storing and; transmitting or receiving images and/or auditory, such as cameras, as well as any new technology developed for similar purposes.

The Board of Education extends to students the privilege to possess, display and use "Remotely Activated or Activating Communication Devices" at meal times, between classes, and before or after school, provided such "Remotely Activated or Activating Communication Devices" are NOT displayed, activated or used during class time, unless the classroom teacher is encouraging the use of such devices as part of instruction. All such devices must be turned off and in a locker, back pack or similar enclosure during class time. Exceptions will be made for students: with specific needs that require such devices as per their Individualized Education Program (IEP); and during a medical or security emergency if a supervising school official is not in communication with emergency responders, or the student is unaware that a supervising school official is in communication with emergency responders.

Cell phones with cameras and other Handheld Technology Devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and rest rooms at ALL times. Students will be disciplined for any use of Handheld Technology Devices in school locker rooms or restrooms. At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include vehicles), or at school activities (unless recording a public performance, such as a game, honor assembly, concert, contest, etc.), without the consent of a teacher, coach, or school administrator. Students violating this rule shall be subject to reasonable discipline and the device shall be confiscated and not returned until a parent conference has been held.

No device is permitted which allows students to send or receive personal messages that would contribute to cheating, access the Internet, or take pictures, without the permission of the classroom teacher. Students found in violation of this policy may be subject to discipline, and in cases where a law may be violated, law enforcement will be contacted. **Students need to remember that whatever they put on a personal electronic device could end up anywhere, so they need to ensure the devices are used appropriately.**

Personal Kindles, Nooks, iPads, iPods, etc. will be allowed in the school for reading and instructional purposes. No games are allowed on these personal devices during school time. Internet access will be given by the Technology Coordinator.

Cell Phones, Pagers, Beepers, Kindles, NOOKs, iPods, iPads, etc.:

1st offense: Device checked in/out of office for 2 days.

2nd offense: Device checked in/out of office for 3 days.

3rd offense: Device taken, check the device in/out of office for 1 week.

Further offenses: Device taken, check the device in/out of office for the remainder of the year or Not allowed in school.

**If a student claims to not have a device at school but is later found with a device at school, 30 minutes detention will be earned.*

** If the device is taken on a Friday, the device will be turned in on the following Monday to check in/out.*

The school district will not be responsible for loss, damage, destruction, or theft of any electronic device brought to school or a school field trip or extracurricular activity.

STUDENT PUBLICATIONS

Board Policy 504.3

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newspaper and yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. The school district, the board and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression.

A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. No student shall express, publish or distribute in an official school district publication material, which is:

- obscene;
- libelous;
- slanderous; or
- encourages students to:
 - ✓ commit unlawful acts;
 - ✓ violate school district policies, rules or regulations;
 - ✓ cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
 - ✓ disrupt or interfere with the education program;
 - ✓ interrupt the maintenance of a disciplined atmosphere; or
 - ✓ infringe on the rights of others.

Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should follow the complaint procedures outlined in board policy 502.4.

STUDENT GRIEVANCES

Board Policy 502.4

Student complaints and grievances regarding board policy or administrative regulations and other matters should be addressed to the (1) student's teacher or another licensed employee, rather than the

administration for resolution of the complaint. It is the goal of the board to resolve student complaints at the lowest organizational level.

If the complaint cannot be resolved by a licensed employee, (2) the student may discuss the matter with the principal within **five school days** of the employee's decision.

If the matter cannot be resolved by the principal, (3) the student may discuss it with the superintendent within **two school days** after speaking to the principal.

If the matter is not satisfactorily resolved by the superintendent, (4) the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy.

Refer to board policy 502.4R1 for a formal grievance procedure.

CHARGING FOR COPIES

There will be a charge of \$.20 per sheet for personal copy request prepared in the middle school/high school office. The library copy machine should not be used for personal copy needs.

STUDENT SCHOLASTIC ACHIEVEMENT **GRADUATION REQUIREMENTS**

Board Policy 505.5

Students who are in good standing and who meet the graduation requirements set by the Board are allowed to participate in the graduation ceremony. It is possible that students who are serving discipline at the time of the graduation ceremony will not be allowed to participate. Students are not required to participate in the graduation ceremony.

Students must successfully complete the courses required by the board and Iowa Department of Education in order to graduate.

26.50 (twenty-six point five) units are required prior to graduation. The following credits will be required:

| | |
|----------------|--|
| Language Arts | 4 units (to include 1 unit of English 1 and 1 unit of English 2) |
| Math | 3 units |
| Science | 3 units |
| Social Studies | 3 units (to include 1 unit of American History, 1 unit of American Government) |
| Health/PE | 1 unit (only 1 credit earned) |
| Electives | 12.50 units (to include 1 semester of Personal Finance and 1 semester of Public Speaking/Communication) |
| Total | 26.50 units |

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individual Education Program (IEP). Prior to the special education student's graduation, the IEP team shall determine whether the graduation requirements have been met.

GRADE REPORTS

Board Policy 505.1

Parents may view student progress on line by contacting the secondary office. Grades are updated every two weeks.

Students receive progress reports in the form of grade reports at the end of approximately four weeks and each semester. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance. Students taking college classes will have grade checks for those classes at midterm and end of semester. Study table could be required after the midterm grade check.

Students who receive an incomplete in a class must complete the class within one week after the start of the next semester. There will be no incompletes issued at the end of the second semester. Extensions may be granted by the teacher with the permission of the principal. Failure to finish an incomplete may result in a failing grade and loss of credit.

Student grades will be calculated each eighteen weeks. Grades at the end of approximately 4-week periods are considered progress reports only. These grades are not calculated into a student cumulative grade point average. Semester grades ONLY will count toward credit and grade point average.

Parent-Teacher conferences will be held twice yearly to assist in keeping the parents informed. Parents, teachers, or principal may request a conference for students in addition to the scheduled conference time. Parents and students are encouraged to discuss the student's progress or other matters with the student's teacher.

GRADING SCALE

Grades will be issued for completed work by utilizing the following grading scale:

| | |
|---------------|----|
| 93-100 | A |
| 90-92 | A- |
| 87-89 | B+ |
| 83-86 | B |
| 80-82 | B- |
| 77-79 | C+ |
| 73-76 | C |
| 70-72 | C- |
| 67-69 | D+ |
| 63-66 | D |
| 60-62 | D- |
| 59.9 or lower | F |

HOMEWORK

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make-up incomplete class work. Students are expected to complete homework on time. Failure to complete homework may result in loss of class credit and a failing grade in the class.

STANDARDIZED TESTS

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students, for the school district and to comply with state law.

No student is required, as part of a program funded by the United States Department of Education (USDE), to submit, without prior written consent from the student's parent, to surveys, analysis or evaluation which reveals information concerning:

- political affiliations or beliefs of the student or student's parent;
- mental or psychological problems of the student or the student's family;
- sex behavior or attitudes;
- illegal, antisocial, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom respondents family relationships;
- legally recognized, privileged or analogous relationships; such as those of lawyers, physicians and ministers;
- religious practices, affiliations, or beliefs of the student or student's parent; or
- income, (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)

HUMAN GROWTH & DEVELOPMENT

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal and/or school nurse if they wish to review the curriculum or to excuse their child from human growth and development instruction.

OPEN ENROLLMENT

Board Policy 501.14 & 501.15

Iowa's open enrollment law allows students residing in one district to request transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll unless there is good cause as defined by the law. Open enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in loss of athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact the Superintendent for information and forms.

ADDING/DROPPING COURSES

- Class schedule changes must be approved by a guidance counselor.
- A student will have three (3) days after the semester has started to drop a course.
- A student may not enter a class after three (3) days of a semester have elapsed.
- Any student that enrolls in a year course is expected to complete the course. Any exceptions to this rule will be considered on an individual basis, with parental approval.
- All independent studies, and special projects must be approved by the principal.

NATIONAL HONOR SOCIETY

Membership in local chapters is an honor bestowed upon a student. Selection for membership is by a faculty council and is based on a cumulative GPA of 3.50 (starting with the class of 2017, 3.00 GPA will be used for the class of 2016), outstanding scholarship, character, leadership and service. Once selected, members have the responsibility to continue to demonstrate the qualities of scholarship, leadership, service, and character. Membership shall be known as active and graduate. Active members shall become graduate members at graduation. Graduate members shall have no voice or vote in chapter affairs.

New members shall be inducted at a special ceremony, which will be held during the first part of second semester. Members who are seniors in good standing are eligible to be nominated by their chapters to compete in the National Honor Society Scholarship Program.

A National Honor Society member who transfers from another school and brings a letter from the former principal or chapter advisor to the new school advisor shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership. Members who resign or are dismissed are never again eligible for membership or its benefits.

The process will be posted in newspapers, school paper and in the counselor's office.

CTE (CAREER & TECHNICAL EDUCATION)

CTE courses are available through the school district in the areas of Agriculture, Industrial Technology, Business, and Marketing. Our CTE department has articulation agreements with both SWCC and IWCC. The four CTE areas also have a program of study completed and drawing boards of suggested coursework in place to help the student make appropriate course selections when scheduling classes.

POST-SECONDARY ENROLLMENT OPTION

Board Policy 604.6

Students in grades nine through twelve may receive academic or vocational-technical credits that count toward the graduation requirements set by the Board for courses successfully completed in post secondary educational institutions. The student may receive academic or vocational-technical credits through an agreement between a post secondary educational institution and the Board of Directors.

Students in grades nine through twelve who successfully complete courses in post secondary educational institutions under an agreement between the school district and the post secondary educational institution shall receive academic or vocational-technical credits in accordance with the agreement.

Students in grades eleven and twelve may enroll in a post-secondary educational institution for academic or vocational-technical credits. Students who intend to enroll in a post secondary educational institution shall notify the school district during the course scheduling process prior to each semester. Students may attend courses at a post secondary educational institution only after the school district certifies that the student is eligible to attend under this policy.

Students in grades eleven and twelve who are not enrolled full-time in the school district shall receive academic or vocational-technical credits toward the graduation requirements set by the Board for successful completion of courses at a post secondary educational institution. A student attending credit-bearing courses in a high school for the available hours of instruction is a full-time student. The Board

shall have complete discretion to determine the academic credit to be awarded to the student.

Students who have completed the eleventh grade but who have not completed the graduation requirements set by the Board may take up to seven semester hours of credit at a post secondary educational institution during the summer months when school is not in session. Upon successful completion of these summer courses, the student shall receive academic or vocational-technical credit toward the graduation requirements set by the Board. Successful completion of the course shall be determined by the post secondary educational institution. The Board shall have complete discretion to determine the academic credit to be awarded to the student for the summer courses.

The following factors shall be considered in the determination of whether a student will receive academic or vocational-technical credit toward the graduation requirements set by the Board for a course at a post secondary educational institution:

- the course is taken from a public or accredited private post secondary educational instruction;
- a comparable course is not offered in the school district. A comparable course is one in which the subject matter or the purposes and objectives of the course are similar, in the judgment of the Principal or his/her designee to a course offered in the school district;
- the course is in the discipline areas of mathematics, science, social sciences, humanities, vocational-technical education, or a course offered in the community college career options program;
- the course is a credit-bearing course that leads to a degree;
- the course is not religious or sectarian; and
- the course meets any other requirements set by the Board.

Students in grades eleven and twelve who take courses under an agreement between the school district and the post secondary educational institution shall be responsible for transportation without reimbursement to and from the location where the course is offered.

Ninth and tenth grade talented and gifted students and all students in grades eleven and twelve enrolling in an approved post secondary course shall have tuition and other directly related costs, up to \$250, paid by the district. Students who take courses during the summer months when school is not in session shall be responsible for the costs of attendance for the courses.

For PSEO Courses only, if a student fails to complete the course and is not eligible for a waiver, the student or his /her parent or guardian may be required to pay the district's costs. Prior to registering for the course, students under age eighteen shall have a parent sign a form indicating that the parent is responsible for the costs of the course should the student fail the course and fail to receive credit for the course. Students who fail the course and fail to receive credit for the course for reasons beyond their control, including, but not limited to, the student's incapacity, death in the family or a move to another district, may not be responsible for the costs of the course. The school board may waive reimbursement of costs to the school district for the previously listed reasons. Students dissatisfied with a school board's decision shall appeal to the AEA for a waiver of reimbursement.

Students that wish to participate in Senior Year Plus coursework, must be proficient on their Iowa Assessments and complete preparatory classes for the college course they are choosing to take.

The Secondary Principal shall be responsible to annually notify students and parents of the opportunity to take courses at post secondary educational institutions in accordance with this policy. The High School

Principal shall also be responsible for developing the appropriate forms and procedures for implementing this policy.

POST-SECONDARY OPTION (STUDENT INFORMATION)

The Post-Secondary Enrollment Options Act provides students with the opportunity to pursue academic interests in subject matters beyond that offered at BCHS. In essence, by participating within this act, students are being given the opportunity to have extended academic interests and needs met.

This program will offer students several challenges. Students will be challenged by college level materials and activities. They will be challenged to establish an effective work ethic to complete independent study materials. Finally, students will take on the additional responsibilities for their own success. Students will be responsible for identifying needs, resource contacts, etc.

To participate within this program, students will need to meet requirements. In addition to maintaining a “B” average in all classes and maintaining a 3.0 or better grade point average, students will be responsible for fulfilling all post-secondary course requirements. If students choose to participate in this program, they will be required to complete all course requirements (within the Post-Secondary Enrollment Options Act Program) by May 15. If students do not complete course requirements, they will be billed the costs that BCHS paid to the university for the course taken. This requirement is necessary to assure course completion. When students have completed the class, they will receive one credit from BCHS (possibly only a 1/2 credit, depending upon the number of credit hours taken as well as the college credit. The grade the student will receive on the BCHS transcript will represent the grade earned from the cooperating university. Applications need to be completed by the end of April.

Students wishing to take Advanced Placement courses may be able to do so through the Iowa Online AP Academy. Courses available through the Online Academy include:

- AP Calculus AB
- AP Chemistry
- AP English Language & Composition
- AP English Literature & Composition
- AP Physics B
- AP Statistics
- AP U.S. History

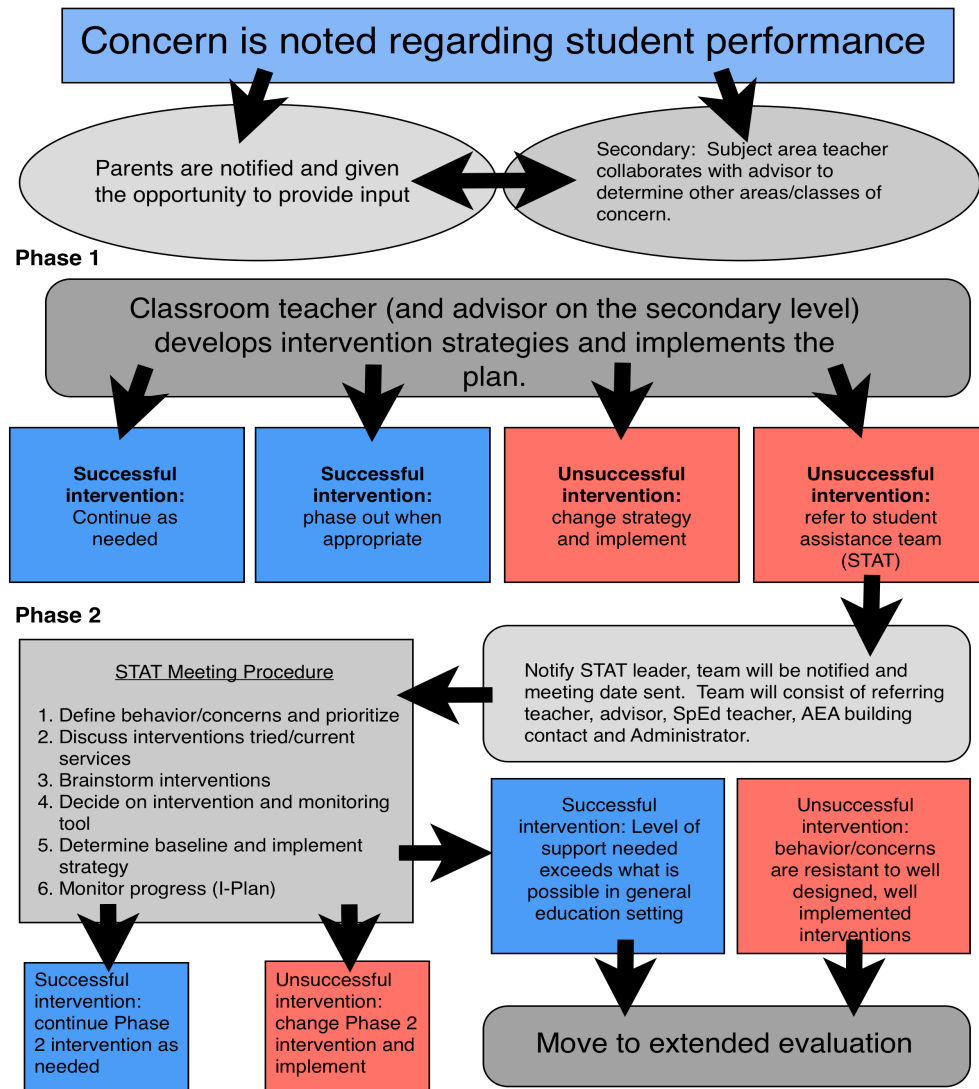
Students wishing to take these courses must be identified into the TAG program and demonstrate independent (autonomous) learning skills as determined by their regular classroom instructors or they must have achieved a 3.5 cumulative GPA during their freshman & sophomore years at BCHS plus have at least two recommendations from core teachers.

Deadline for consideration for AP classes will be the last school day in April prior to when the course will be taken. If interested, contact your building principal, guidance counselor, or TAG coordinator.

AT-RISK SERVICES

At-Risk services, both academically and socially, are provided for all MS/HS students through the district Guidance Counselors and/or at-risk teachers. The following process will be followed for students who are at-risk:

STAT Process



WIN-WHAT I NEED

Interventions for literacy and math will be provided to students Tuesday-Thursday's from 11:25-11:55. Students that score not proficient on the Iowa Assessments will be required to attend interventions for the area they are not proficient in. Intervention time is not homework completion time. An academic intervention is a strategy used to teach a new skill, build fluency in a skill, or encourage a student to apply an existing skill to situations or settings. Students that are proficient on their Iowa Assessments will go Bulldog Time or Study Halls, depending on their grades in their coursework. Guidelines for being in the WIN program & receive interventions:

- Iowa Assessments – Non-Proficient in reading and/or math.
- If a student falls 0-10 points above proficiency on IA Assessments- a student has the option of participating in the WIN program.
- Interventions are for the entire school year- groups will not change.

Guidelines for Study Hall:

- D's and F's (HS)
- C's, D's & F's (MS)
- Grades will be checked at the time of eligibility checks (approximately every 4 weeks).
- Tardies: **1 tardy**(warning), **2 tardies** (contact parent and notify the next tardy will result in a detention & no extra-curricular activities/practice on the day of detention, **3-4 tardies** (30 minute detention for each/ student will not be allowed to participate in Bulldog Time for remainder of the school year, **5-6 tardies**- 1 hour detention per tardy, **7+ tardies**- 1 day ISS per tardy

* Students proficient and not participating in interventions and have grades high enough to not be required to attend a study hall, will have the privilege of going to Bulldog Time (gym or MS commons)- students can listen to music with headphones, read a book, talk with a neighbor, etc. They will not be able to play basketball, ping-pong, talk on cell phones, etc.

TRANSFER/WITHDRAWAL & DROPOUT PROCEDURES

Board Policy 501.7

If the student's parents/guardians wish to withdraw or transfer the student from school prior to completing and graduating from the education program, they shall notify the principal in writing as soon as possible of the decision to withdraw or transfer the student from the education program. The student or parent should present this written notice at the office and receive instructions regarding the return of textbooks, library books, locker equipment, hot lunch tickets, etc.

The procedure for withdrawal or transfer is as follows:

- Secure authorization withdrawal or transfer note from parent or guardian.
- Report to the guidance office.
- Obtain appropriate forms from the principal's office.
- Complete individual class withdrawal such as returning all school books and property, securing teachers signatures, and making certain all fees are paid.
- Return all completed forms to the office for final clearance.

Students indicating that they are dropping out of school must make arrangements with the guidance counselor. The student will be issued a drop slip. No transcript will be forwarded to another school until the student has properly checked out of this school.

STUDENT PROMOTION/RETENTION/ACCELERATION

Board Policy 505.2

HIGH SCHOOL:

Students will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment.

The retention of a student will be determined based upon the judgment of the licensed employee, principal, and the dean of students. When it becomes evident a student in grades kindergarten through eight may be retained in a grade level for an additional year, the parents will be informed. It shall be within the sole discretion of the principal to retain students in their current grade level.

Students in grade nine through twelve will be informed of the required course work necessary to be

promoted each year. When it becomes evident a student in these grades will be unable to meet the minimum credit requirements for the year, the student and parents will be informed. It shall be within the sole discretion of the principal to retain students in their current grade level and to deny promotion to a student.

Students in grades kindergarten through twelve with exceptional talents may, with the permission of the principal and parents, take classes beyond their current grade level. Enrichment opportunities outside the school district may be allowed when they do not conflict with the school district's graduation requirements.

MIDDLE SCHOOL:

It is the philosophy of the middle school that all students can succeed. Many safeguards are built into the system that notify parents, students and other staff members about student progress.

The middle school staff feels that ALL classes are important in the development of the "whole" child, therefore, all classes will be counted towards measuring success.

In order to be promoted to the next grade, students must pass 14 of the 16 courses offered during a school year. Students may fail a maximum of two (2) classes per year. Parents of students who fail a class or classes at the end of each semester will be notified by mail.

A meeting with the child, parent, principal, dean of students, counselor and staff will be held concerning the child's progress. (At the end of each semester, if a child receives a failing grade.) A plan will be developed by those in attendance to promote the success of the student.

A student in danger of being retained - grades will be checked the second week in May and a meeting will be held with the parents, guidance counselor, principal, and classroom teachers.

EARLY GRADUATION

Board Policy 505.6

Generally, students will be required to complete the necessary course work and graduate from high school at the end of grade twelve. Students may graduate prior to this time if they meet the minimum graduation requirements stated in board policy.

Students must make formal application to the principal one trimester before they wish to graduate stating the reason for graduation. An early graduation form must be completed before requests will be considered.

A student who graduates early will no longer be considered a student and will become an alumnus of the school district. Students who graduate early will not be eligible to attend prom and/or senior trip. However, the student who graduates early may participate in commencement exercises.

EDUCATIONAL RECORDS/ANNUAL NOTICE

Board Policy 506.1

Student records containing personally identifiable information, except for directory information, are confidential. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the central administration office.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

- A. The right to inspect and review the student’s education records within 45 days of receipt of the request.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- B. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- C. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff law enforcement unit personnel and certain volunteers); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- D. The right to inform the school district the parent does not want directory information, as defined below, to be released. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by August 31 of the current school year to the principal. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, E-MAIL ADDRESS, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three director information categories - names, addresses, and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior consent.

- E. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC, 20202-4605 or visit their web site at <http://www.ed.gov/offices/OII/fpco/> for more information.

The School District may share any information with the Taylor County Law Enforcement and Probation Services contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication, information contained in the permanent record may be disclosed by the school district to the parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the school district to the parties after adjudication only with parental consent or a court order. Information shared pursuant to the agreement shall be used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family. Information shared under the agreement is not admissible in any school disciplinary proceeding or court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian. This agreement only governs a school district's ability to share information and the purposes for which that information can be used.

The purpose for the sharing of information prior to a student's adjudication is to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education. Information shared will not be used in a school disciplinary proceeding.

TRANSPORTATION

BUS RULES

Adopted November 2004

Video systems are used to monitor student behavior on school buses. The video can be used as evidence. The tapes are considered student records, subject to school district confidentiality, board policy and administrative regulations. The following are rules for bus passengers:

- A. Students are to sit in their seats facing forward with nothing in aisle.
- B. Noise on the bus is to be kept at a reasonable level.
- C. Bus riders shall be at designated loading point before the bus arrival time.
- D. Bus riders shall wait until the bus comes to a complete stop before attempting to enter.
- E. Riders must not extend arms or heads out of the windows at any time.
- F. Aisles must be kept cleared at all times.
- G. All bus riders shall load and unload through the right front door. The emergency door is for

- emergencies only.
- H. A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
 - I. A rider may be assigned a seat by the driver
 - J. Riders who damage seats or other equipment will reimburse the district for the repair or replacement.
 - K. Riders are not permitted to leave their seats while the vehicle is in motion.
 - L. Waste containers are provided on all buses for bus riders use.
 - M. Permission to open windows must be obtained from the driver.
 - N. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
 - O. The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly.
 - P. Students shall assist in looking after the safety and comfort of younger students.
 - Q. A bus rider who must cross the roadway to board or depart from the bus shall pass in front of the bus (no closer than 10 feet), Look in both directions and proceed to cross the road or highway only on signal from the driver.
 - R. Students shall not throw objects about the vehicle nor out through the windows.
 - S. Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
 - T. Students shall keep feet off the seats.
 - U. Roughhousing in the vehicle is prohibited.
 - V. Students shall refrain from crowding or pushing.
 - W. The use or possession of alcohol, tobacco or look-alike substances is prohibited in the vehicle.
 - X. The good conduct rule is in effect.

CONSEQUENCES:

Infractions of the rules result in the following actions:

- 1st Infraction** - phone call to student's parents or guardians
- 2nd Infraction** - suspension of bus privileges for three days
- 3rd Infraction** - suspension of bus privileges for five days
- 4th Infraction** - suspension of bus privileges for thirty days
- 5th Infraction** - suspension of bus privileges for rest of school year

Depending on the severity of the infraction, corrective action may be more severe or suspensions could immediately take place.

* Discipline may carry over to next school year.

The following procedures shall be followed for more serious infractions:

- The driver reports the incident immediately to the principal/dean of students or transportation director. If the incident happens on the trip home, bring student(s) to school the next morning unless otherwise directed by principal/dean of students or transportation director.
- The principal, transportation director and driver meet to discuss the incident.
- The principal meets with the student, calls parents, sends a letter to parent/superintendent/transportation director/board president.
- The Good Conduct Policy could go in to effect, depending on the circumstances.

Transportation service may be immediately suspended for severe bus conduct infractions for a minimum of three days. Services can be suspended for the entire school year, depending on the severity of the incident and number of previous discipline infractions the student has had. The student's principal/dean

of students and the transportation director determine the extent of the corrective action.

These infractions include but are not limited to:

- Fighting or threatening others on bus
- Using profanity or obscene gestures toward the bus driver or others on bus
- Throwing or shooting items in the bus or out windows
- Igniting fires, smoking, or use of a controlled substance on the bus
- Putting hands or any part of body outside of windows
- Any activity on the bus that could severely jeopardize the safety of the students on the bus
- Vandalism
- Harassing behavior
- Insubordination

CO-CURRICULAR/EXTRA CURRICULAR BUS

Students participating in school-related activities shall report to the school at the time designated by the advisor/coach.

Students must use the school provided transportation to and from events. A student may ride home with **parents** or another designated **parent** PROVIDED the parent calls the office or contacts the sponsor and provides a written note at the time they take the students. **A signed, handwritten note from the parent, or the parent personally speaking to the sponsor at the event, is required or the student must ride the school provided transportation home from away activities.** For the protection of our students:

1. It is required that the sponsor or activities director personally release the student to the parent or designee.
2. A standard form will be used by all activity sponsors for parents to sign their child out of the event.

Students must notify parents of the activity transportation policy. Students are not allowed to go with someone else unless they have it cleared through the administration/designee.

NOTIFICATION & POLICIES

DIRECTORY INFORMATION

Board Policy 506.2

Student directory information is designed to be used internally within the school district. Directory information shall be defined in the annual notice. It may include the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

STUDENT PHOTOGRAPHS

Board Policy 506.3

The board will permit student "portrait" photographs to be taken on school premises by a commercial photographer as a service to the students and their families.

Students or commercial photographers may take pictures of students upon consent for such things as the

yearbook or student newspaper.

HOMELESS CHILDREN & YOUTH

Board Policy 501.16

The board will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving an education, which may exist in district policies or practices. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is Elementary Guidance Counselor.

A homeless child is defined as a child or youth between the ages of 5 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent, or abandoned building or some other form of shelter not designed as a permanent home; who is living in a community shelter facility; or who is living with non-nuclear family members or with friends, who may or may not have legal guardianship over the child or youth of school age.

So that enrollment of homeless children and youth of school age may be facilitated, the following policy areas are modified as follows:

School Records: For students transferring out of the district, records may be provided directly to the student or the student's parents. In addition, students transferring into the school district may provide cumulative records directly to the district. The school district will not require that such records be forwarded from another school district before that student may enroll. The school will then request the official records from the previous school.

Immunization Requirements: Homeless students will not be denied enrollment for lack of immunization records if:

- (1) they have a statement signed by a physician stating that immunization would be injurious to the student.
- (2) they provide an affidavit stating such immunization would conflict with their religious beliefs;
- (3) they are in the process of being immunized; or
- (4) they are a transfer student from another school.

The school district will make a reasonable effort to locate immunization records from the information provided or will arrange for the student to receive immunizations.

Waiver of Fees and Charges: Fees and charges which may present a barrier to the enrollment or transfer of a homeless child or youth may be waived at the discretion of the superintendent.

Enrollment Requirements/Placement: Enrollment requirements, which may constitute a barrier to the education of the homeless child or youth may be waived in the discretion of the superintendent. If the school district is unable to determine the grade level of the student because of missing or incomplete records, the school district will administer tests or utilize other reasonable means to determine the appropriate grade level for the child.

Residency: For purposes of a homeless child or youth, residence for the purpose of attending school is where the child actually resides or the child's school district of origin. A child's school district of origin is the school district where the child was last enrolled. The deciding factor is the welfare of the child. As much as possible, the child will not be required to change attendance centers within the school district every time the child changes residence unless that change results in the child no longer being classified as homeless.

Transportation: Policies or practices regarding transportation of students, which might cause a barrier to the attendance of a homeless child or youth, may be waived by the superintendent.

Special Services: All services, which are available to resident students, are made available to homeless children or youths enrolled in the school district. Services include special education, talented and gifted programs, vocational education, English as a second language programs, health services and food and nutrition programs.

ASBESTOS NOTIFICATION

Board Policy 804.4

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the superintendent's office.

DISTRIBUTION OF MATERIALS REGULATION

Board Policy 903.5R1

A. Guidelines

Individuals, including students, may have the right to distribute on school premises, at reasonable times and places, unofficial written material, petitions, buttons, badges or other insignia, except expression which:

1. is obscene to minors;
2. is libelous;
3. contains indecent, vulgar, profane or lewd language;
4. advertises any product or service not permitted to minors by law;
5. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, gender, disability, age or ethnic origin);
6. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Distribution on school premises of material in categories (a) through (d) to any student is prohibited. Distribution on school premises of material in categories (e) and (f) to a substantial number of students is prohibited.

B. Procedures

Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the building principal at least twenty-four hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting request and, if a student, the homeroom number;
2. Date(s) and time(s) of day of intended display or distribution;
3. Location where material will be displayed or distributed;
4. The grade(s) of students to whom the display or distribution is intended.

Within twenty-four hours of submission, the principal will render a decision whether the material violates the guidelines in subsection I or the time, place and manner restrictions in subsection III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial. Permission to distribute material does not imply approval of its contents by either the school, the administration, the board or the individual reviewing the material submitted.

If the person submitting the request does not receive a response within twenty-four hours of submission, the person will contact the building principal's office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three school days of submitting the appeal, the person will contact the superintendent to verify that the lack of response is not due to an inability to locate the person. If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

At every level of the process the person submitting the request will have the right to appear and present the reasons, supported by relevant witnesses and material, as to why distribution of the written material is appropriate.

Permission to distribute material does not imply approval of its contents by either the school district, the board, the administration or the individual reviewing the material submitted.

C. Time, place and manner of distribution

The distribution of written material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school or otherwise disrupts school activities. The distribution of unofficial material is limited to a reasonable time, place and manner as follows:

1. The material will be distributed from a table set up for the purpose in a location designated by the principal, which location will not block the safe flow of traffic or block the corridors or entrance ways, but which will give reasonable access to students.
2. The material will be distributed either before and/or after the regular instructional day.
3. No written material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.

D. Definitions

The following definitions apply to the following terms used in this policy:

1. "Obscene to minors" is defined as:
 - (a) The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 - (b) The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
 - (c) The material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
2. "Minor" means any person under the age of eighteen.
3. "Material and substantial disruption" of a normal school activity is defined as follows:
 - (a) Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption, which interferes with or impedes the implementation of that program.
 - (b) Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecasted including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

4. "School activities" means any activity of students sponsored by the school and includes, by way of example but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and in-school lunch periods.
5. "Unofficial" written material includes all written material except school newspapers, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, placards and underground newspapers, whether written by students or others.
6. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him/her in the esteem of the community.
7. "Distribution" means circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school, which are generally frequented by students.

E. Disciplinary action

Distribution by any student of unofficial written material prohibited in subsection I or in violation of subsection III may be halted, and students may be subject to discipline including suspension and expulsion. Any other party violating this policy may be requested to leave the school property immediately and, if necessary, local law enforcement officials will be called.

F. Notice of policy to students

A copy of this policy will be published in student handbooks and posted conspicuously in school buildings.

INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

Board Policy 502.9

Generally, students may not be interviewed during the school day by persons other than parents and school district officials and employees.

Requests from law enforcement officers and from persons other than parents, school district officials, and employees to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal/dean of students to determine whether the request will be granted. Generally, prior to granting a request, the principal/dean of students shall attempt to contact the parents to inform them of the request and to ask them to be present.

If a child abuse investigator wishes to interview a student, the principal/dean of students will defer to the investigator's judgment as to whether the student should be interviewed independently from the student's parents, whether the school is the most appropriate setting for the interview, and who will be present during the interview.

Students will not be taken from school without the consent of the principal/dean of students and without proper warrant.

OPEN NIGHT

Board Policy 508.2

In keeping with good community relations, student school activities will not be scheduled on Wednesday night's beyond 6:30 p.m. whenever possible. It shall be the responsibility of the principal to oversee the scheduling of school activities for compliance with this policy.

FEES & FINES

Fees:

| | |
|------------------|---------|
| Driver Education | \$250 |
| Laptop Deposit | \$35.00 |

6-12 Library Policy (fines):

Any student who has outstanding book fines from previous years will not be allowed to check out books until the fines are paid or the books are returned to the library.

The library will not refund money to anyone who has paid for a lost book and then finds the book. The book will become the property of the person who has paid for the book. However, if you do not want to keep this book it may be returned to the library.

Book Fines:

Please take care of school textbooks as they represent a large investment in tax dollars. Normally, a book should last five years. At the end of the school year students will be assessed a fine if the textbooks in their possession are damaged beyond normal wear. Book fines will be as follows:

| | |
|---------------------|------------------|
| Lost Book | Replacement Cost |
| Excessively Damaged | Replacement Cost |
| Broken Binding | \$2.00 |
| Torn Covers | \$2.00 |
| Excessive Writing | \$.25 per page |
| Torn Pages | \$.25 per page |

MEAL INFORMATION

Meal Prices:

Student Breakfast \$1.50

Student Lunches PK-12 \$2.30

Meal Charges:

In accordance with state and federal law, the Bedford Community School District adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

Payment of Meals:

Students have use of a meal account. When the balance reaches \$0.00 a student may charge no more than \$5.00 to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. Families may add money to student accounts via online electronic payment or at the school office.

Negative Account Balances:

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of account balances once the balance reaches \$5.00 for single student accounts, or \$10 for family accounts. Families will be notified by the TextCaster notification system, text message, or paper note sent home with the student. Any negative balances not paid prior to the end of each month will be turned over to the superintendent or superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

NO CHILD LEFT BEHIND- PARENT NOTIFICATION

The No Child Left Behind Act (NCBLA) requires schools to give parents many different kinds of information and notices in a uniform and understandable format, and to the extent practicable, in a language that the parents can understand. Listed below are some of the requirements that are in addition to the district's annual report card. (It includes only those notices that must be made to parents by school districts or individual public schools.)

1. At the beginning of each school year, school districts that receive Title I funds must notify parents (of each student attending every school receiving Title I funds) that they may request, and the district will provide parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including the following:

- whether the teacher has met state licensing criteria for the grade level(s) and subject area(s) taught whether the teacher is teaching under emergency or provisional status through which state licensing criteria have been waived.
- the undergraduate degree major of the teacher, and any graduate certification or degree held by the teacher, including the field of discipline of the certification or degree.
- if the child is provided services by paraprofessionals, their qualifications

2. *A school that receives Title I funds must provide each parent information on the achievement level of their child on each of the state academic assessments as soon as is practicably possible after the test is taken. Such a school must also give timely notice that the parent's child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.*

3. A school district that uses federal funds to provide a language instruction education program for children with limited English proficiency must, no later than 30 days after the beginning of the school year, give the parent(s) of each child identified for participation or participating in such a program the following information: why the

child is placed in the program; the child's level of English proficiency, how that level was determined and the status of the child's academic achievement; methods of instruction in the program in which their child is placed and those of other available programs; how the program will meet the educational needs of their child; how the program will help their child learn English and meet age appropriate academic achievement standards for grade promotion and graduation; the specific exit requirements for the program; in the case of a child with a disability, how the program meets the child's IEP objectives; and information about parental rights. For a child not identified as limited English proficient prior to the beginning of the school year, the district must notify parents within the first two weeks of the child being placed in such a program.

4. A school district receiving Title 1 funds must promptly notify parents of each student enrolled in an elementary or secondary school identified for improvement, corrective action or restructuring that the school has been so identified.

The notification should also include:

- an explanation of what the identification means
- how the school compares in terms of academic achievement with other schools in the district and in the state
- the reasons for the identification
- what the school is doing to address low achievement
- what the district and state will do to help the school
- *how the parents can become involved in addressing the school's academic issues*

If a school is subject to restructuring, the district must promptly notify the teachers and parents and provide them an opportunity to comment before any action is taken and to participate in developing any restructuring plan.

5. If a school fails to make adequate yearly progress according to certain statutory timetables, the district must make supplemental educational services available to eligible children in the school. The district must

provide annual notice to parents of the availability of these services, the identity of approved providers of these services and a brief description of the services, qualifications and demonstrated effectiveness of each provider.

6. A district receiving Title I funds and each school served under Title I must jointly develop with and distribute to parents of children participating in Title I programs a written parental involvement policy. If a school or district has a parental involvement policy that applies to all parents, it may amend the policy to meet the requirements under the NCLBA.

Schools must:

- hold at least one annual meeting for Title I parents
- offer a flexible number of meetings
- involve parents in an ongoing manner in the planning, review and improvement of Title I programs
- provide Title I parents with information about the programs, a description and explanation of the curriculum, forms of academic assessment
- if requested, opportunities for regular meetings to discuss the education of their children
- develop a school-parent compact that outlines the responsibilities of each party for improved student academic achievement

7. *A district receiving safe and drug-free school program funds must inform and involve parents in violence and drug prevention efforts. The district must make reasonable efforts to inform parents of the content of safe and drug free school programs and activities other than classroom instruction. If a parent objects in writing, the district must withdraw the student from the program or activity.*

1. A district must make reasonable efforts to inform parents and the public about their right to access to all assessment data (except personally identifiable information), questions and current assessment instruments. Districts, schools and students may voluntarily participate in the National Assessment of Educational Progress. Parents of children selected to participate in any NAEP assessment must be informed before the assessment is administered that their child may be excused from participation for any reason, is not required to finish any assessment and is not required to answer any test question.

9. Districts receiving federal education funds must notify parents of secondary school students that they have a right to request that their child's name, address and telephone number not be released to a military recruiter without their prior written consent. Districts must comply with any such request.

10. To be eligible for federal funds for programs assisting the education of homeless children, a district must provide written notice to the parents of each child enrolled in a separate school for homeless children of the choice of schools that homeless children are eligible to attend. They should also be notified that no homeless child is required to attend a separate school, and that homeless children must be provided transportation services, educational services and meals through school meal programs comparable to those offered to other children in the school attended. The notice must also include contact information for the local liaison for homeless children and the state coordinator for education of homeless children.

11. *A district must develop and adopt policies regarding the rights of parents to inspect third party surveys before they are distributed to students and take measures to protect student privacy when surveys ask for certain sensitive information; parental right to inspect any instructional materials; administration of physical examinations or screening of students; collection, disclosure or use of personal information from students for the purpose of marketing or selling that information; and the parental right to inspect any instrument used to collect personal information before it is distributed to students. Districts must give parents annual notice of adoption, substantive changes in, or continued use of such policies.*

12. Districts must give parents annual notice at the beginning of the school year of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- *activities involving the collection, disclosure or use of personal student information for the purpose of marketing or selling that information*
- administration of surveys that contain requests for certain types of sensitive information
- any non-emergency, invasive physical examination that is required as a condition of attendance, administered by the school, scheduled in advance, and not necessary to protect the immediate health and safety of students.

13. If a school district requests the U.S. Secretary of Education to waive any provision or regulation of the NCLBA, it must provide notice and information about the waiver to the public in the manner in which it customarily provides public notice.

14. Parents must receive timely notice that their child has been assigned, or has been taught for 4 or more consecutive weeks by a teacher who is not highly qualified.
