

STUDENT HANDBOOK BGM 2018-2019



HOME OF THE BEARS

**BROOKLYN-GUERNSEY-MALCOM
JUNIOR/SENIOR HIGH SCHOOL**

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Welcome to the home of the BGM Bears. Our goal is in building a tradition of academic excellence, a school in which the entire community has pride. We strive for a learning environment in which the students work hard, do the best they can, and develop a sense of satisfaction in their efforts.

At BGM we are developing a community of first-class citizens, where the major responsibility is developing respect. That respect will be extended to fellow students, teachers, staff, and the building and grounds of the district. Respect is only given where it is earned, and no individual has the right to infringe on or the ability to deny the rights of any other individual.

This book has been prepared to help parents and students become familiar with the BGM school community. We all hope that you will take advantage of this opportunity and become familiar with the faculty, staff, facilities, curriculum, schedules, rules, and organizations – everything that is BGM. By participating, becoming an active and concerned partner in the school community, you will be a vital part in the legacy that is the BGM tradition of excellence.

Best wishes for a great year.

Rick Radcliffe, Secondary Principal

JURISDICTIONAL STATEMENT

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, employees, other students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity, obscene gestures or language.

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 students or staff. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extra-curricular activities.

Students are expected to comply with and abide by the school district's policies, rules, and regulations. Students who fail to abide by the school district's policies, rules and regulations 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 right of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of 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 extra-curricular activities. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

All threats of violence, whether oral, written, or symbolic, against students, staff, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening behavior: the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

Students and parents are expected to know the contents of the handbook and comply with it. Students and parents with questions or concerns may contact the high school office at 641-522-7058 for information about the current enforcement of the policies, rules and regulations of the school district.

School spirit is displayed through loyalty. A loyal student supports the participants and the activities of BGM. School spirit falls into three categories:

- **Courtesy** – displayed toward faculty and staff, fellow students, and guests to the school.
- **Pride** – in everything BGM stands for and seeks to achieve through competition, and in the accomplishments of the past.
- **Sportsmanship** – shown in the ability to win or lose with equal grace, perform to the best of your ability, and support for your fellow students in an appropriate fashion.

First and foremost, the obligation of a BGM student is to seek high academic achievement.

ACADEMICS

Graduation Requirements.

1. Every student in grades 9, 10, 11 and 12 are required to carry twelve credits each year, plus physical education.
2. Enrollment in both instrument and vocal music will constitute one of the required six academic courses.
3. The following are required for graduation:
 - A. Mathematics – 6 credits
 - B. Language Arts – 8 credits
English I is to be taken in 9th grade, English II in the 10th grade and English III in the 11th grade. Two additional semesters from electives are required.
 - C. Natural Science – 6 credits
Students should take Physical Science in the 9th grade and Biology in the 10th grade.
 - D. Social Studies – 8 credits
All students in 9th grade must take a semester of geography and a semester of consumer economics. In the 10th grade students will take two semesters of American History, in the 11th grade two semesters of World History and 12th grade students will take a semester of American Government, with an additional credit earned from an elective semester.
 - E. Physical Education – 2 credits
Successful completion of four years of physical education is required for all students.
 - F. Health – 1 credit
Each student must complete one semester of health before graduation.
 - G. Technology – 1 credit
Each student is required to take one semester of computer application to graduate.
4. Students must earn a total of **48** credits.
5. A student may receive 10 credits by correspondence courses to help meet graduation requirements. Registration and approval must be granted by the counselor and/or Principal. Students and/or parent/guardians will need to pay for the course(s).

Early Graduation. Students who plan to graduate early should plan carefully for credits and requirements. **Any senior who wishes to graduate early must notify the Secondary Principal no later than the end of the first nine week period of the school year in which they wish to graduate.** Parent/guardian approval is required before further consideration can be given. Students who select and are approved for early graduation shall forfeit their eligibility to participate in extra curricular activities after their graduation date. Students will be entitled to attend the Junior-Senior Prom and participate in the commencement program with their class if they so chose.

Honor Graduate. Graduating seniors who earn a cumulative GPA of 3.50 or higher are recognized as honor graduates at commencement.

College Prep Program. The college prep program is the recommended program for students who are preparing for a four-year college or university. Following are the minimum requirements:

All students should complete the following:

1. A minimum of four years of English (same as the general program with the addition of Principals of Writing and College Prep English).
2. Three years of mathematics (Algebra 1, Geometry, Algebra II).
3. Four years of social studies.

4. Two years of foreign language.
5. Three years of science (Physical Science, Biology, and Chemistry or Physics).
6. A class in computer applications.

Academic Patch. An academic patch will be awarded for the second semester that the cumulative GPA reaches 3.00 or higher. A bar will be awarded for each succeeding semester that the cumulative GPA remains at 3.00 or higher.

Student of the Month. Every month, September through May, a senior will be recognized as “Student of the Month.” The program is conducted in cooperation with the Brooklyn Kiwanis Club. Selections are made by the high school faculty and staff on the basis of scholarship, leadership, character, and service. Each month the student and their parent/guardians are invited to a Kiwanis Club meeting where a certificate is presented to the student. A picture and news article is also published.

Grading System. The grading system consists of letter grades used in all subjects. In calculating grade point averages, an “A” is worth 4 points, “B” is worth 3 points, “C” is worth 2 points, “D” is worth 1 point, and “F” is worth 0 points. “P” is for pass, when arrangements have been made for pass/fail credit, but no points are given. “I” indicates incomplete work. Students who maintain a 3.00 grade point average (B average) will be considered members of the honor roll.

Report Cards. Report cards are issued at the close of each nine week period to inform students and parent /guardians regarding academic progress in each class. They will be mailed to the family’s home address. In addition, on-line grading can be accessed by students and parents in order to check progress. Parents and students are to report to the principal if their grades are not updated.

Midterm Reports. Midterm reports notify parents of a student’s academic progress. Midterm progress reports can identify either an improvement or a deficiency. Midterm progress reports will be sent halfway through each nine week period. If the parent/guardian has questions or concerns about a midterm progress report, a conference with the teacher may be scheduled. Teachers may be contacted at school (641-522-7058) between 7:45 A.M. and 3:45 P.M.

Academic Honesty

The purpose of an academic honesty policy is threefold: to emphasize the value of the learning process, which is undercut by academic dishonesty; to uphold our school’s values of integrity and responsibility; and to teach students about ethics in academia in preparation for post-secondary education.

Definitions

Academic dishonesty can take many forms. Following are definitions of the most common types of academic honesty violations:

Plagiarism. Plagiarism occurs when one person presents another’s work in place of their own without crediting the original source. Plagiarism includes:

- Copying information word for word from a source, or reproducing non-text information such as a graph or proof, while neither using quotation marks nor giving proper acknowledgement of the source or providing a proper citation.
- Paraphrasing (putting in one’s own words) the text of a source without providing proper acknowledgement of the source, or paraphrasing extensive portions of a source, even with citation, to the extent that the source is presented as one’s own ideas and results in the student having contributed little or no original thought to the final product.

Misrepresentation. Misrepresentation is a false statement of fact, such as arranging for another student to complete one’s homework, taking credit for a group assignment without having contributed to the groups, or turning in the same substantially similar written work to satisfy more than one project or class without prior consent from all instructors involved.

Fabrication. Fabrication is falsifying or misusing data in any academic exercise, including falsifying data collected during a research activity or experiment, making up a source for a citation, or citing a source that was not used.

Cheating. Cheating is the use or attempted use of any unauthorized assistance in any academic exercise. Cheating may include copying from another's assignment or exam, using notes during an exam without permission, and communicating or attempting to communicate hints or answers during an exam.

Responsibilities

Administrators are responsible for fostering a culture of academic honesty within the building. This includes communicating with staff and students about expectations for academic honesty, assisting teachers in investigating claims of academic dishonesty, and addressing violations of the academic honesty policy by a student.

Teachers are responsible for modeling academic integrity for their students, educating students about the importance and practice of academic honesty principles, and providing students with the tools to follow those principles. Teachers are also responsible for clearly outlining the expectations for academic ethics in each class, as well as notifying students ahead of time of possible consequences for any breach of those expectations. Teachers are also responsible for differentiating academic honesty expectations by class if and when they deem it appropriate to do so; for instance, junior high classes may not be held to the same rigorous standards as high school classes. Again, a teacher's expectations for each class should be spelled out in the syllabus.

Students are responsible for learning about the standards or ethics and behavior in the academic community and adhering to those standards in all of their academic work. Students are expected to make a good faith effort to complete their own work as part of their own learning process, and to represent others' contributions to their work in accordance with teachers' communicated expectations.

Consequences

Consequences for violations of this academic honesty policy as outlined above are to be determined by each individual teacher at the beginning of the school year. Teachers should include possible consequences for academic dishonesty in their syllabi. Claims of academic dishonesty may result in a referral of the student(s) in question to administrators.

Grading Scale

GPA Point Scale

95-100	A	A+ - 4.000
93-94	A-	A - 4.000
91-92	B+	A- - 3.667
87-90	B	B+ - 3.333
85-86	B-	B - 3.000
83-84	C+	B- - 2.667
78-82	C	C+ - 2.333
76-77	C-	C - 2.000
74-75	D+	C- - 1.667
70-73	D	D+ - 1.333
68-69	D-	D - 1.000
F		D- - 0.667
		F - 0.000

National Honor Society. The criteria for selection of National Honor Society Students in the BGM Chapter are as follows:

1. Sophomores, juniors and seniors are eligible.
2. Students must have a minimum GPA of 3.00.
3. Each teacher is invited to nominate ten candidates from the list.
4. Students must be rated by at least five teachers to be considered for the final ballot.
5. Students are rated on the basis of contact with them in the classroom, in extra-curricular activities, through general activity in and out of school, but not on the basis of hearsay.
6. Below is the number system and an explanation of the three areas in which each individual is rated:
 - 4 – Exceptional, creative, unusual
 - 3 – Receptive, constructive, and productive
 - 2 – Cooperation
 - 1 – Negative

Leadership

- takes constructive lead in classroom, homeroom and school activities.
- promotes worthy and proper school activities.
- successfully holds school offices or positions of responsibility
- contributes constructive ideas which improve the school.
- definitely influences others for good.
- shows initiative in their studies.

Service

- puts service to others above self-interest; gives time, effort, talents, not for personal gain but for the class, school, or community as a whole.
- performs committee or staff work.
- shows courtesy to teachers, other students, and visitors.
- represents the school in various types of competition.
- renders service through the school to the community.

Character (not based on mere personality, or on minor incidents unless they are repeated so as to indicate a definite pattern of behavior; we must always be conscious of adolescent growth and development):

- meets promptly individual pledges and responsibilities to the school and teachers.
- demonstrates highest standards or attitude toward honesty, reliability, fairness and tolerance (seeing the other point of view).
- cooperates in a willing spirit with school regulations concerning property, books, attendance, halls, lockers, etc: actively helps rid the school of bad influences.
- upholds principles of morality and ethics.

ATTENDANCE/TRUANCY

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 their lifetime. More and more employers, colleges, and vocational schools expect good attendance and are checking attendance records for absences and tardiness.

Excessive Absences. Once a student goes over 7 non-exempt absences, they will be given an opportunity to make up the missed classroom time. This will be done with the teacher after or before school at the teacher's discretion or during Saturday school. Failure to make up the time within 10 school days may result in the loss of credit for the semester. Prior to imposing the loss of credit in one or more classes, the principal shall provide an opportunity for an informal hearing. Students will remain in class until the hearing panel makes a decision regarding loss or restoration of credit. Full credit shall be awarded for all assignments and tests submitted that meet the teacher's specification until a decision regarding credit has been made. If a student loses credit, that fact shall be recorded in the student's record as an AW (administrative withdrawal). The student will be placed in an equivalent E2020 class(es) to finish out the semester. After the 3rd and 5th absences in any class, the student and parents will be notified through the principal's office.

Appeals Procedure.

1. When notified of 8 absences resulting in an administrative withdrawal the student, parents/guardians may file a written appeal with the principal's office within 5 school days of receiving the notification.
2. Following a written appeal the student will remain in the class pending completion of the appeal process.
3. The appeals hearing will be held within 5 school days of the written appeal arriving in the principal's office. The hearing will include parents/guardians, student, and a hearing panel. The decision will be issued by school officials within one school day.
4. The hearing panel will consider the following in reaching a decision:
 - a. Absences caused by religious holidays, chronic or extended illness (verification is required), hospitalization, family death or other emergency, medical or dental appointments (verification is required), court appearances or other circumstances that would cause the student to miss school which are not caused by the student.
 - b. Attendance history of the student.
 - c. Extenuating circumstances.
 - d. Educational alternatives to removal from class or school.
 - e. The total education program of each individual student.

Students and parents seeking a review of the hearing panel's decision shall within 5 school days file a written appeal to the superintendent.

Exempt Absences. An exempt absence is automatically excused and does not count towards totals for excessive absences. **Appointments do not constitute reason for "full day" absences unless specified by the provided documentation.** All absences, including illness, not listed under exempt absences will be counted against a student's 7 day maximum per semester. Examples of exempt absences:

- school sponsored field trips (extracurricular)
- medical appointment (documentation from care provider is required)
- court appointments (documentation is required)
- family crisis (funeral, severe illness of family member)
- counselor approved campus visitation days
- Family trip providing assignments are made up or arranged ahead of time.

Truancy. A student will be considered truant when absent without approval or parent and/or school. No credit or makeup of work will be given for the time gone truant.

- 1st truancy-1 day of in-school suspension.
- 2nd truancy- 3 days of in-school suspension.
- 3rd truancy-5 days of out-of-school suspension.
- 4th truancy-recommendation for expulsion

Tardy. Students are expected to be in school and in classes on time. A little late is too late. Students who are late to class, but have a pass signed by a faculty member or member of the administration will be admitted to class and have the tardy excused. After a student receives his/her third tardy in a quarter, he/she will be assigned a one hour detention. After a fourth tardy he/she will be assigned a two hour detention. After a fifth tardy the student will be assigned a Saturday school for each tardy. Any tardy after nine will be an in-school suspension.

Extra-curricular Participation. Students in extra-curricular activities must be in school a minimum of four consecutive periods the afternoon of the day of the activity, unless prior approval for an absence has been received from the principal. If a student misses a day of school or leaves school due to illness, they may NOT attend practice or a ballgame on that same day.

Leaving School During School Hours. Students are not to leave the building without first obtaining permission from the office and signing out in the office. To be excused during the day, parents are to contact the office to arrange for their student's absence. No permission to leave will be granted without prior parental approval. A student who leaves the building without obtaining permission in advance will be considered truant and will be dealt with according to the truancy provision.

Make-up Work. In the event a student is absent from school for an exempt absence and/or absences up to 8 days per semester, the student will be allowed to make up work missed for full credit. The length of time to make up work will be based on the number of days absent plus one; (i.e., a student missed one day – they would be granted two consecutive days.) However, students who have been made aware of pre-announced assignments and/or tests will be expected to do this work immediately upon return to school.

Senior Leave. Students will be required to earn the privilege of senior leave. The 2015-2016 seniors will begin the school year with senior leave, but may lose the privilege if they exceed any of the following during the first semester:

Non-exempt absences:	5
Tardiness:	5
Detentions:	3
Suspensions:	0

After the first semester of 2015-2016, students will be allowed to earn senior leave if they passed all of their classes and did not exceed any of the above limits during the previous semester. The privilege of senior leave may also be revoked if any student exceeds the above limits during the semester of which they earn senior leave.

STUDENT CONDUCT

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.

Students shall 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 busses; 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.

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. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

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 buses; while attending or engaged in school district activities shall be suspended by the principal. Notice of the suspension shall be sent to the board president. The Board shall review the suspension to determine whether to impose further sanctions against the student, this 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 voluntary 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.

Removal from the Classroom means a student is sent to the building principal's office. It shall be within the discretion of the person in charge of the classroom to remove the student.

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 detentions, and the length of the detention, shall be within the discretion of the employee disciplining the student or the building principal.

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

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension shall mean the student must meet these conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms shall result in immediate reinstatement of the penalty.

Expulsion means an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board.

Following the suspension of a special education student, an informal evaluation of the student's placement shall take place. The Individual Education Program (IEP) shall be 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 shall meet to determine whether the IEP is appropriate.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Legal Reference: Gross v. Lopez, 419 U.S. 565 (1975).

Brands v. Sheldon Community School District, 671 F.Supp. 627 (N.D. Iowa 1987)

Sims v. Colfax Comm. School Dist., 307 F.Supp 485 (Iowa 1970).

Bunger v. Iowa High School Athletic Assn., 197 N.W.2d 555 (Iowa 1972).

Board of Directors of Ind. School Dist. of Waterloo v. Green, 259 Iowa 1260.

147 N.W.2d 854 (1967).

Iowa Code 279.8; 282.4; 708.1 (1997).

Bus. The BGM Community School District believes that all students can behave appropriately and safely while riding on a school bus. The district will not tolerate any student preventing bus operators from doing their job or preventing other students from safe transportation. It is a privilege, not a guarantee, to ride the bus. The driver, sponsor or chaperones are to follow the school bus discipline procedure for student violations of this policy. Video

cameras may be in operation on the school buses. Keeping in mind that **all school rules apply while on the bus**, the following guidelines need special emphasis to all students who ride a bus to and from school and on extra-curricular trips:

1. Bus riders shall be at the designated loading point before the bus arrival time.
2. Bus riders shall wait until the bus comes to a complete stop before attempting to enter.
3. Riders must not extend arms or heads out of the windows at any time.
4. Aisles must be kept cleared at all times.
5. All bus riders shall load and unload through the right front door. The emergency door is for emergencies only.
6. 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.
7. A rider may be assigned a seat by the driver.
8. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
9. Riders are not permitted to leave their seats while the vehicle is in motion.
10. Waste containers are provided on all buses for bus riders' use.
11. Permission to open windows must be obtained from the driver.
12. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
13. The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and cheerfully.
14. Students shall assist in looking after the safety and comfort of younger students.
15. 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.
16. Students shall not throw objects about the vehicle nor out through the windows.
17. Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
18. Students shall keep feet off the seats.
19. Roughhousing in the vehicle is prohibited.
20. Students shall refrain from crowding or pushing.
21. The use or possession of alcohol, tobacco or look-alike substances is prohibited in the vehicle.
22. The Good Conduct Rule is in effect.

The Brooklyn-Guernsey-Malcom Community School District Board of Directors has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses, to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.

The driver shall have the authority to maintain order on the school vehicle. It shall be the responsibility of the driver to report misconduct to the building administrator.

After two (2) warnings for bad conduct, the building principal shall have the authority to suspend transportation privileges of the student or impose other appropriate discipline.

Study Hall. The purpose of study hall is primarily academic: to do assignments, review for tests and quizzes, research, take care of make-up work, etc. Once the academic responsibilities are completed, then a student may read for pleasure, have band/choir lessons, etc. Each study hall monitor will have his/her own specific study hall management plan, but the following serve a general guidelines:

1. Students are to be on time and in their seats by the second bell. Students must come prepared with all necessary books and materials. Once school work is completed, reading books, newspapers, or magazines is acceptable. Games are not allowed in study hall. No sleeping or putting your head down.
2. Students may leave study hall by signing out and having an appropriate pass. Locker and restroom passes are for a maximum of four minutes. Students in the cafeteria use restrooms there but check with the study hall teacher for correct procedures. **When the student leaves the library or computer lab, he/she should go directly to study hall and not stop at the restroom or locker.**

3. Students may visit a teacher if they bring with them a pass issued by that teacher. You will not be allowed to leave study hall to go to that teacher to ask for the necessary pass.
4. Students must return to study hall before the end of the period and check in with the study hall teacher.
5. **Food/beverages are not allowed in study hall.** Gum will be allowed if it is not disruptive.
6. Disruptive behavior, such as talking, will result in an appropriate consequence (i.e., verbal warning, changed seating assignment, detention, removal from study hall, etc.). Any students who violate study hall rules may lose their privileges for a period of time as specified by the study hall teacher.
7. Privileges will be restricted if a student is on the D/F list at midterm. **A student on the midterm list will not be allowed to go to the library or computer room without a pass until proof has been provided to the study hall monitor that the deficient grade(s) has been raised. It is up to the student to get written proof to the study hall teacher that the grade(s) has/have improved enough to be removed from the midterm list.**
8. **At the end of a quarter, a student who fails a class will likewise be restricted. This restriction will last until the next midterm list is printed. (At the end of the semester, the semester grade in a class will be used instead of the grade for the second quarter.)**

Classroom. Good behavior is of major importance in every classroom. Each student is expected to cooperate and work with the teacher and fellow students. Each teacher will have his/her own specific classroom management plan, but the following serve as general guidelines:

1. All school rules, as set forth by the administration of the BGM Secondary Building will be enforced in the classroom.
2. Students will be expected to bring books and materials, as assigned by the instructor, to class each day. Allowing a student to return to his/her locker (and the assessing of any consequence) is left to the discretion of the instructor.
3. Students will be counted tardy if not in the classroom when the bell rings. (Passes from the appropriate school personnel will excuse a tardy.) The accumulation of three tardies per quarter shall result in the administration of a detention.
4. **Food, pop and candy are not allowed in the classroom.** Gum is allowed if it is used in an appropriate manner.
5. Unless directly related to the objectives of a class lesson, games (cards, chess, etc.) are not allowed in the classroom.
6. Cheating will result in a mark of no credit. A repeat offense will bring the grade for the quarter into question. Allowing others to copy work is considered to be cheating.
7. Disruptive behavior will result in an appropriate consequence (i.e. verbal warning, changed seating, brief time-out, detention, removal from classroom, etc.).
8. All safety procedures, as outlined by the teacher, will be followed.
9. All school owned property and materials are the responsibility of each student. Textbooks and materials issued must be returned by the end of the semester or a fine will be assessed. All materials must be turned in and all fines paid for the student to receive credit for the class.

Consequences for Removal from Classroom/Study Hall. When a student is disrupting the educational environment, it is the obligation of the teacher to either bring the student to a point of better behavior OR remove the student from the classroom. The following policy will be used in cases of a student being removed from the classroom by the teacher:

1st Removal: Detention

2nd Removal: Three day suspension from the classroom where the removal occurred.

3rd Removal: Expulsion from class – Student/Parents have **5 school days** to appeal to the teacher, through the principal for possible reinstatement to class.

The principal shall have the authority to modify this regulation as he/she deems appropriate.

Hallway. Good behavior is also important in the hallways – as they are an extension of the classrooms. Students are asked to follow these general guidelines for hallway behavior:

1. Close lockers quietly and completely.
2. Walk, avoiding horseplay with others.
3. Avoid congesting hallways before school, between classes, and after school.
4. Refrain from making loud and disruptive noise.

5. Help keep the hallways clean – use waste baskets.

Consequences for Inappropriate Hallway Activity.

- Detention.

Dress. Students will be expected to adhere to reasonable levels of cleanliness, modesty, and common sense about what is appropriate attire for the school environment. Examples of unacceptable school dress for students are as follows:

- Clothing which advertises or promotes items which are illegal for use or consumption by minors. (i.e. alcohol, tobacco, or similar products).
- Any garment which displays obscenity, profanity, vulgarity, racial or ethical remarks, makes reference to prohibited conduct or similar display.
- Shoes with cleats or spikes.
- Hats, bandannas or headbands.
- Clothing worn or torn in such a manner as to reveal undergarments.
- Bare midriff styles, halters, tube tops, muscle shirts, undershirts, or see-through and low cut blouses.

NOTE: A stricter code of dress may be appropriate at certain times. The principal makes the final determination of whether or not a student's garments are appropriate. A student with inappropriate garments is required to change the garment or leave the premises of the school. If the student decides to leave they will be assigned one day of out of-school suspension.

Fighting. Any student found guilty of fighting will be subject to the following:

Consequences:

- 1st Incident: Three day out-of-school suspension
- 2nd Incident: Five day out-of-school suspension
- 3rd Incident: Ten day out-of-school suspension
- The principal shall have the authority to modify this regulation as he/she deems appropriate.

Cafeteria. All students will remain in the building during the lunch periods, staying in the cafeteria until dismissed. Student behavior in the cafeteria will be based on courtesy and cleanliness.

Library/Media Center. Students will behave in a manner that does not interfere with the work of others; work to maintain a quiet atmosphere that respects the rights of others.

Sporting Events. BGM will be known as a school whose students participate with pride and poise. Students will respect the decisions of officials, even though they may disagree with the call. They will support their team and teammates throughout the contest. Further, all opponents deserve due respect and regard. The S.I.C.L. prohibits the use of posters, banners, and noisemakers at all games and contests. Students must wear shirts, shoes and pants at all contests.

Consequences:

- Those who display disrespect could forfeit their eligibility to attend future contests.

Riding to School Events. Students arriving at any activity by means other than school authorized transportation, are ineligible for that activity, and will not be allowed to participate. Each student is required to return from all activity trips by the same conveyance they used to arrive. Exception: a parent may, upon written request to the Activity Director or sponsor, secure permission for the student to return with their parent/guardian, or the parent/guardian of another student.

Alcohol, Controlled Substances, and Tobacco. Students are prohibited from using or selling alcohol, tobacco, or a controlled substance on school property and while attending school activities either at home or away. Students found to be using, selling, distributing, buying receiving, under the influence of, or illegally in possession of alcohol, tobacco, or controlled substance on school property or at any school activity (home or away) will be subject to suspension and possibly expulsion. Parents and law enforcement will be notified.

Dances. All dances must have prior approval of the Principal and faculty sponsors. A minimum of four faculty chaperones must be present at school sponsored dances. Musical groups must be approved by the Principal. Only BGM students and guests will be permitted to attend dances with the exception of homecoming where alumni will be permitted. Any student who brings a guest other than a BGM student will be held responsible for the actions and behavior of the person. Students will be required to sign in and out of dances. Once a student signs out, they will not be allowed to return. Students found to be using or selling alcohol, controlled substances, and/or tobacco will not be allowed to attend other dances, including prom. Parents and law enforcement will be notified of any policy infraction. Students will also be subject to the penalties of the good conduct rule for extra curricular activities. Students found to be using, selling, distributing, buying, receiving, under the influence of, or illegally in possession of alcohol, tobacco, or a controlled substance on school property or at any school activity (home or away) will be subject to suspension and possibly expulsion.

Care of School Property/Vandalism. Students shall treat school district property with the care and the respect they would treat their own property. Students found to have destroyed or otherwise harmed school district property may be required to reimburse the school district. They may be subject to discipline under board policy and the school district rules and regulations and may also be referred to local law enforcement authorities.

Weapons. Weapons are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials. Students bringing firearms to school or possessing firearms at school will be immediately suspended prior to expulsion. Other weapons (such as knives) will be dealt with through a suspension or expulsion. The seriousness of the situation will determine the consequences. Look-alike weapons could lead to a suspension or expulsion depending upon the situation. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

Theft. A student who unlawfully takes the property of another student will be subject to suspension, possibly expulsion, dependent on the degree of theft involved. All incidents will be referred to proper authority.

Leaving During School Hours. Students may not leave the school building without first obtaining permission from the principal. (This applies to the lunch period as well as to regular class periods.) Parents must contact the school office to request excused absence, either by written note or by telephone. An excuse to leave will not be granted without prior parental approval.

Consequences:

- See truancy provision.

Public Display of Affection. Students are expected to behave respectably in their relationships. Though hand-holding is acceptable behavior for high school students, other displays of affection (kissing, hugging, etc.) are considered “bad manners” and violators will be subject to the school discipline policy up to and including suspension or expulsion.

Consequences:

- Detention
- Repeat offenses may be subject to provisions under the policy for suspension

STUDENT-TO-STUDENT HARASSMENT INVESTIGATION PROCEDURES

Harassment of students by other students will not be tolerated in the school district. This policy is 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, 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.

Harassment prohibited by the school district includes, but is not limited to, harassment on the basis of race, national or ethnic origin, age, gender, marital status, religion, creed, or disability. Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, suspension and expulsion.

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

- submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities;
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- such conduct has the purpose or effect or unreasonably interfering with a student's performance or creating an intimidating, offensive or hostile learning environment.

Sexual harassment as set out above, may include, but is not limited to the following:

- verbal or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications;
- unwelcome touching;
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements, etc.

Harassment on the basis of race, national or ethnic origin, age, gender, marital status, religion, creed, or disability, means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble students when:

- submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities;
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- such conduct has the purpose or effect or unreasonably interfering with a student's performance or creating an intimidating, offensive or hostile learning environment.

Harassment as set forth above may include, but is not limited to the following:

- verbal, physical or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, achievements, etc.;
- demeaning jokes, stories, or activities directed at the student.

Harassment and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed should:

Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor or principal to help.

If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student 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 harassments;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser responded.

COMPLAINT PROCEDURE.

A student who believes that the student has been harassed shall notify the building principal and the designated investigator. The alternate investigator is the superintendent. The investigator may request that the student complete the Harassment Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. Information received during the investigation shall be kept confidential to the extent possible.

The investigator, with the approval of the principal, or the principal has the authority to initiate a harassment investigation in the absence of a written complaint.

INVESTIGATION PROCEDURE.

The investigator shall reasonably and promptly commence the investigation upon receipt of the complaint. The investigator shall interview the complainant and the alleged harasser. The alleged harasser may file a written statement refuting or explaining the behavior outlined in the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator shall make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will outline the findings of the investigation to the principal.

RESOLUTION OF THE COMPLAINT.

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of the appropriate next step which may include discipline, up to and including, suspension and expulsion.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal shall 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 shall receive notice as to the conclusion of the investigation.

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 alternate investigator shall be the investigator.

Approved: April 14, 1999

DISCIPLINE PLAN

DETENTION

Detention. Failure to follow a proper code of conduct while in school will result in the student being assigned to a period of DETENTION. 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 the detention, shall be within the discretion of the licensed employee disciplining the student or the building principal. The student is required to sign the detention form which serves as notification for the student. If student refuses to sign the form, the detention will automatically double. (Parents/Guardians must be notified through email, mail or via a phone call.) Students will be given the right to 23 hours notice to make arrangements for transportation and other obligations, unless the student wants it waived. Types of behavior for which detentions are given include, but not limited to:

- Horseplay in the hallways
- Use of profanity
- Unacceptable public displays of affection
- Tardiness
- Damage to property
- Misuse of hall passes
- Threats or bullying behavior
- Insubordinate behavior
- Breaking cell phone policy

Detention Plan.

Detentions will be held with the teacher giving the detention at the discretion of the teacher. Some teachers might hold detention for 2 hours, while others hold an hour segment, whereas, others only hold detention in 30 minute segments. Students will be given the option of two times, per detention segment, in which they can serve the detention. So if a teacher only holds detention in thirty minute segments and gives a two hour detention, there must be eight different time options of when to serve the detention.

Students that have a family/work conflict will be rescheduled to serve detention on another date on a one time basis. If a student continues to claim that they have a family/work conflict and cannot serve detention, after school, Mr. Radcliffe will require a phone call from either the parent or employer explaining why the student cannot serve detention during non-school hours. . If no phone call is made, the student will be required to serve the scheduled detention. Even if a parent/employer calls, Mr. Radcliffe may still require the student to serve the scheduled detention depending upon circumstances.

Mr. McWilliams will be in charge of all tardy detentions. He will have his detentions after school on Mondays and Wednesdays for thirty minutes or Tuesdays and Thursdays for an hour. The tardy policy will consist of an hour detention for the third tardy of the quarter, two hours of detention on the fourth and a Saturday School detention on the fifth tardy through the ninth tardy of the quarter. If a student receives 10 tardies or more, the student will have one day of in-school detention for the 10th tardy and anymore following. All Saturday School detentions will be from 8:00 AM until 11:00 AM when Mr. McWilliams schedules them.

Skipped or Removal from Detention.

Failure to serve a detention or being removed in the middle of a detention will result in the following:

- | | |
|---|--|
| • 1 st Offense | One day of In-School Suspension |
| • 2 nd Offense | Two Days of In-School Suspension plus a Saturday School |
| • 3 rd Offense | Three days of In-School Suspension plus two Saturday Schools |
| • 4 th Offense | Out of School Suspension |
| • The Principal shall have the authority to modify this regulation as he/she deems appropriate. | |

More than Seven Un-Exempt Absences.

All class time that needs to be made up for any student that has missed more than seven classes in a certain period, need to make them up with the classroom teacher before or after school. An exception will be allowed to be made up during a Saturday School if there are conflicts in schedules or too many hours need to be made up in the short period of time. Missed time can be made up in a 30 minute window before or after school on Monday, Tuesday or Thursday at the teacher's discretion.

Discipline Referrals.

All detentions, in/out of school suspensions, and Saturday schools will count on your discipline referral record. To assist all students in understanding the seriousness of a discipline referral every five discipline referrals is going to move you up the discipline plan ladder. Every fifth discipline referral most likely will result in a different consequence that what was handed out by the teacher, paraprofessional, and Mr. Radcliffe or Mr. McWilliams. This means that if another consequence is handed out the student will not have to serve both consequences. This is what the discipline plan ladder looks like:

5 th discipline referral	Saturday School
10 th discipline referral	In-School Suspension
15 th discipline referral	One day out of school suspension
20 th discipline referral	Three day out of school suspension
25 th discipline referral	Five day out of school suspension
30 th discipline referral	Ten day out of school suspension

Saturday Detention Plan. There will be at least one Saturday detention scheduled per month and it will run from 8 a.m.-11 a.m. During Saturday detention, Mr. McWilliams will have a school service activity scheduled for the student to complete. Violations that may require a student to serve Saturday detention may include but are not limited to: fifth discipline referral for the year, five tardies in a quarter, skipping detention twice, second removal from the classroom during the semester, second truancy during semester. If a student has a family/work conflict, Mr. Radcliffe or Mr. McWilliams may reschedule or assign four school service hours to be completed within a specified time. If a student skips Saturday detention or refuses to participate, they may be given a three day out of school suspension or can also be assigned up to ten hours of school service. This will be determined by Mr. Radcliffe or Mr. McWilliams and also may vary due to circumstances.

Schedule Conflicts. If unusual circumstances deem consideration for missing a detention session, the student is responsible for receiving permission from the principal prior to leaving school that day. Students are, however, encouraged to make necessary arrangements with employers, etc. so that the detention can be served when scheduled.

Skipped Detentions. Failure to serve a detention will result in the following:

- 1st Offense Detention time is doubled
- 2nd Offense Saturday School/In- School
- 3rd Offense Three day out-of-school suspension.
- The Principal shall have the authority to modify this regulation as he/she deems appropriate.

PROBATION

Probation. Probation is conditional suspension of a penalty for a set period of time. Probation may be imposed by the Principal for infractions of school rules or “student conduct” which do not warrant the removal from school.

The Principal shall conduct an information investigation of the allegations against the student prior to imposition of probationary status. Such investigation shall include, but not be limited to, written or oral notice to the student of the allegations against her/him and opportunity to respond. Probationary status will not be imposed for a longer period than ten (10) school days. Written notice of the probation and the reasons therefore shall be sent to the parents.

Should the student breach the condition imposed for probation, the penalty temporarily suspended shall take effect. An investigation similar to that of the informal investigation, identified above, shall be made to determine whether the condition imposed has been breached.

IN-SCHOOL DETENTION AND SUSPENSION

In-School Detention. Temporary isolation of a student for one or more class periods while under administrative supervision. In-school detention may be imposed by the principal for infractions of school rules which are more serious than a detention but not as serious as a suspension. An accumulation of 2 in-school detentions will result in a suspension. Students will be required to make up assignments while on the in-school detention.

In-School Suspension. In-school suspension is the temporary isolation of a student from one or more classes while under administrative supervision. In-school suspension may be imposed by the Principal for infractions of school rules or “student conduct” which are serious but which do not warrant the necessity of removal from school.

The Principal shall conduct an informal investigation of the allegations against the student prior to imposition of an in-school suspension. Such an investigation shall include, but not be limited to, written or oral notice to the student of the allegations against her/him and an opportunity to respond. An in-school suspension shall not be imposed for a period longer than ten (10) school days. Written notice of the in-school suspension and the reasons therefore shall be sent to the student's parents by the end of the school day following the in-school suspension. The student will be required to make up assignments while in the in-school suspension.

Out-of-School Suspension. Out-of-school suspension is the removal of a student from the school environment for periods of short duration. Suspension is to be employed when other available school resources are unable to constructively remedy student misconduct.

A student may be suspended for up to ten (10) school days by the Principal for a commission of gross or repeated infractions of school rules or "student misconduct" 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 such students after conducting an investigation of the charges against the student, and giving the student:

- Oral or written notice of the allegations against the student
- The basis in fact for the charges
- The opportunity to respond to those charges

Notice of the suspension shall be mailed no later than the end of the school day following the suspension, to the student's parents. A reasonable effort shall be made to notify the student's parents by telephone or personal contact, 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 involving the student which led to the suspension and a copy of the board policy and rules pertaining to suspension. The student will be required to make up the work missed during the suspension. In order to receive credit for make-up work it must be turned in by the end of the suspension. Special education students "may be subject to additional procedures/considerations".

Suspension Plan.

- 4th Suspension: recommendation for expulsion of student for remainder of school year

Serious infractions of school rules could warrant a recommendation for expulsion without going through all the steps.

EXPULSION

Expulsion. Students shall conduct themselves in accordance with board policy's "Student Conduct" code. Students who fail to abide by that policy may be expelled from school.

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. It shall be within the discretion of the Board to discipline a student depending on the nature of the offense and the circumstances surrounding the offense. The Principal shall keep records of expulsions in addition to the Board's records.

When recommended for expulsion by the Board, the student shall be provided with:

1. Notice of the reasons for the proposed expulsion.
2. The names of proposed witnesses and may receive an oral or written report on the facts.
3. An opportunity to present a defense against the charges and provide either oral or written affidavits of witnesses on the student's behalf.
4. The right to be represented by counsel.
5. The results and finding of the Board in writing.

In addition to these procedures, a special education student may be provided with additional procedures/considerations.

MISCELLANEOUS

Illness and Injury. In the event that a student feels ill during the school day, they are to report to the office, where they will be evaluated as to the extent of their illness and a determination will be made. Any injury sustained while at school or a school related event must be reported to the office; initial examination and determination of the injury should be made by the teacher, coach or office.

Lost and Found. Articles found should be turned in at the office. Loss of property should be reported to the office, where an effort will be made to locate and return lost possessions. Students are encouraged to make every effort to look after personal possessions, including labeling them with their name. Items not claimed are donated to charity twice a year. If students must bring large sums of money to school, they are encouraged to bring it to the office for retention in the safe during school hours. Further, students are encouraged to keep lockers LOCKED and not give out their combination.

Lunch Accounts. Students and staff are assigned an ID number. Use ONLY YOUR OWN NUMBER. NO LOANING OR BORROWING WILL BE ALLOWED. Anyone attempting to use an ID number belonging to someone else will be dealt with severely. All deposits must have a deposit slip attached and must be deposited before 8:20 a.m. in the elementary lunch room.

Medication. Medication to be taken by a student while at school must be brought to the office, complete with written instructions on administration. School personnel, by law, may not dispense any medications, prescription or over-the-counter. Only certified school personnel may distribute medication with doctor's approval.

Telephone. Messages will be taken in the office and transmitted to students. Parents are requested not to have students called from class to accept a call except in cases of emergency. Students will be permitted to use the phone located in the office only for matters of extreme importance.

Cell Phones and Electronics. Students will be allowed to use their phones and electronics between classes in the hallway and during lunch in the cafeteria. Phones should be set on silent so that there are not phones ringing or vibrating. **Students who choose to bring their cell phones or electronics into any classroom are expected to follow the teacher's expectation for use of electronic devices.** This will be explained by the teacher at the beginning of the semester. Students will be subject to discipline if:

- A student is caught using their or another student's cell phone/electronic device in the hallway or restroom during class time;
- A student is caught having their or another student's cell phone/electronic device out during class according to the classroom rules; or
- A student's cell phone/electronic device rings or an alarm sounds and disrupts class – again at discretion of the teacher.

If a phone call needs to be made, you must get permission to sign out to the office to make the phone call there.

The consequences for breaking this cell phone policy are as follows:

- For the first offense, the student will receive an hour detention and their phone will be confiscated until the end of the school day. The student will then be expected to turn in their phone to the office before 8:20 for nine days following the first offense. This means if a student is gone during this time period, the day does not count. If you chose not to turn in your phone to the office for any day during the nine days, you will receive a Saturday School detention and lose phone privileges for the rest of the semester or thirty days if less than thirty days remain in the semester. The student's phone can be picked up at the end of the school day.
- For the second offense, the phone will be placed in the office before 8:20 for the remainder of the semester or a minimum of 30 days. This means if the student is a sophomore and is caught on their second offense with only three days of school remaining; it will carry over into the first 27 days of the student's junior year. If a student's phone is not turned in during the

semester/30 days, students will receive two Saturday School detentions for the first time and then the second time an in-school detention is assigned. When a student is assigned an in-school detention for misusing their phone or electronic device, their phone/electronic device privilege will be lost for the remainder of the school year.

Any students who refuse to comply with these expectations will lose their cell phone privilege for the rest of the school year and face more consequences if those are not followed. All cell phones/electronic devices may be picked up at the end of the day from the office.

Cell phones with cameras and other portable handheld technology devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in the locker rooms and restrooms at ALL times. Students may 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, or on school property (to include school vehicles), or at school activities (unless recording a public performance, such as a game, honor assembly, concert, or contest, etc.), without the consent of a teacher, coach, or school administrator. Person(s) found to have broken this rule will be punished under the student conduct code No. 503.1. Consequences will be based off of the severity of the offense, but can include removal, detention, suspension, probation, and/or expulsion.

Automobiles. Students are encouraged to drive to school only if it is necessary. Cars will be parked in an orderly fashion in the parking lot EAST of the secondary building. Parking on the upper drive is prohibited between the hours of 7:00 A.M. and 4:00 P.M. At no time during the school day will a student exit the building to enter a car, unless they have the permission of the Principal. Cars will remain parked until school is dismissed for the day. A violation of this policy will result in the student serving a detention; further violation may result in serving in-school suspension.

Books and Supplies. Textbooks, for student use, are furnished by BGM for a rental fee. Fines will be assessed for books that are lost or damaged.

Change of Address. Students with a change of address or telephone number must report these changes to the office.

Church Night. Wednesday night is designated as “family night.” No school activities will be scheduled after 6:00 P.M. on a Wednesday.

Fire Drills. Fire drills are required by law. Fire drills will be held periodically to accomplish orderly evacuation of the building. Instructions are posted in each room in the secondary building. Students should make themselves familiar with these instructions. When an alarm sounds, follow directions; proceed quickly and quietly to the designated exit. Remain together in groups under the supervision of a teacher. Upon the sounding of the all-clear signal, proceed quickly and quietly back to the original location.

Tornado Drills. Tornado drills are held periodically to accomplish prompt response in the event of a storm. Each room has instructions posted; students should make themselves familiar with these instructions. When an alarm sounds, follow directions; proceed quickly and quietly to the designated site. Remain together in groups under the supervision of a teacher. Upon the sounding of the all-clear signal, proceed quickly and quietly back to the original location.

Emergency School Closing. In the event that weather conditions, or other emergency, make it necessary to close school, tune in to any of the following radio stations for information:

WMT- 600 AM

WHO – 1040 AM

KGRN – 1410 AM

Insurance. Students have the option of acquiring insurance through BGM. It is not compulsory and the school cannot be responsible in case payment of claim does not come to expectations of students and parent/guardians.

Field Trip Forms. Students are required to have a Field Trip Form that is signed by a parent/guardian and each

teacher whose class will be missed. It must be picked up well enough in advance to allow adequate time for the student to get all teacher's signatures, make up any work, have a parent/guardian sign, and return the completed form to the sponsor of the field trip.

Posters and Signs. All signs; posters, or other displayed materials must be approved by the Principal prior to being displayed. Any signs without principal's signature will be removed.

Protective Safety Devices. In accordance with state law, students participating in certain classes are to wear protective safety devices such as eye and ear protection. Any student failing to comply with these regulations will be temporarily suspended from the class and the registration of a student for such a class may be canceled for willful, flagrant, or repeated failure to observe the safety requirement.

Visitors. All visitors are to report to the office of the Principal so that they may be welcomed and introduced to appropriate personnel. Visitors must be approved by the principal at least 24 hours in advance. Visitors must serve an educational purpose.

Withdrawal from School. When students are planning to leave school permanently the following is required:

- 1) Parent/guardian notification of plans to office personnel.
- 2) Record reviewed, textbooks and supplies returned, and book rental refund made.

Success Services. The BGM At-Risk Coordinator works closely with teachers and parents of students who are identified as at-risk. The reasons may be varied and each case will be handled individually. Each student will receive assistance in meeting the objective of completing their secondary education.

Guidance. The purpose of the guidance services is to help each student in developing social, educational, vocational, and personal characteristics. Representatives of colleges, trade schools, and the armed services will be allowed to visit with BGM juniors and seniors during school hours throughout the school year. Advance arrangements are made through the guidance office. Juniors and seniors interested in visiting a college, trade school, or armed service recruiter, will be allowed visitation days which will be excused. Seniors will be allowed two days and juniors one day. College visitation days will not be allowed the last three weeks of school. No more than 10% of a class will be granted a college visit on any given day. Arrangements must be made in advance through the guidance office.

The counselor will assist students through:

- 1) recommending materials that will improve learning and study habits,
- 2) planning a class schedule and developing an academic program,
- 3) determining realistic curriculum choices and plans for the future,
- 4) offering assistance in dealing with problems of adjustment,
- 5) access to scholarship information, including financial aid assistance. In addition, the counselor will provide information on the BGM Community Scholarship Foundation to students.

BGM COMMUNITY SCHOOL DISTRICT

CODE OF CONDUCT

Approved: 5/11/2005 – Revised: 5/30/2006; 8/1/2008; 8/1/2010

Statement of Philosophy.

- A. The Board of Directors of the BGM Community School District encourages its student's to participate in co-curricular and extra-curricular activities recognizing that such voluntary activities are of significant educational benefit and classroom enhancement. These educational benefits include:
1. The development of good citizenship and moral character that reflects respect for and sensitivity to others, regardless of nationality, gender, religion or disability, and a respect for their rights, property and dignity.
 2. The development of positive habits contributing towards the individual's lifelong success and well-being.
 3. The development of pride and identity within the student, community and school district.
- B. Participation is an earned privilege, honor and opportunity extended by the citizens and district taxpayers and conditions upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. School activities provide the benefits or promoting additional interests and abilities during their school years and for a lifetime.
- C. Students who participate in extra-curricular and co-curricular activities serve as ambassadors and role models of BGM throughout the calendar year. Participation places upon the student the responsibility to represent their fellow students, school and community in accordance with board policy. Students should conduct themselves in a positive manner demonstrating lawful and appropriate conduct, as all are judged by the participant's character and conduct at all times.
- D. The Board of Directors establishes the behavioral expectations of students involved in activities and to suspend/revoke this privilege and declare ineligible those students whose habits and conduct are inconsistent with the ideals, principles, and standards of the BGM Community School District.

Student Eligibility for Extra-curricular/Co-curricular Activities.

This policy established very high moral, ethical and behavioral standards by which students shall conduct themselves if they choose to take advantage of the privileges afforded them by participating in activities. Therefore, additional disciplinary actions (i.e. eligibility/participation restrictions) for policy violations should be expected. Penalties will carry over from one activity to another and/or may carry over from one school year to the next. This policy shall be in effect for the entire calendar year (365 days) both during the regular school year as well as all vacation periods. The Code of Conduct is a cumulative 4-year policy for High School and 2-year cumulative policy for Junior High.

Code of Conduct.

To retain eligibility for participation in BGM activities, students must conduct themselves as good citizens both in and out of school at all times. Any student who, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the school's Code of Conduct will be deemed ineligible for a period of time. A student may lose eligibility under the Code of Conduct for any of the following behaviors:

It is a violation of the BGM Code of Conduct (regardless of the student's age or reason) to:

1. Possess, consume, sell, manufacture, distribute, and/or purchase alcoholic beverages. Attendance at a function (family celebration, wedding, graduation, etc.) where alcohol is served legally to adults of age shall not be considered a violation of this policy unless alcohol is illegally consumed by the student.
2. Possess, use, manufacture, distribute or attempt to sell/purchase controlled substances, counterfeit substances, or simulated controlled substances (unless such substance was prescribed for that student by a valid prescription or by order of a licensed medical practitioner) or any drug paraphernalia.
3. Possess, use and/or purchase tobacco in any form.
4. Commit any act that constitutes the commission of a crime under any violation of local, state or federal law or ordinance (excluding simple misdemeanors, minor offenses –traffic or hunting/fishing violations). **NOTE:** In the instance of a violation of local, state, or federal law, it shall be immaterial whether such student has been charged, prosecuted or convicted under any criminal statute. Any student convicted of a felony will be

removed from activities for one year pending a review by the AD and Administration.

5. Behave with exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities and/or administration), truancies, inappropriate behavior at extra-curricular or co-curricular activities, or on school owned property.

A student will be found to be in violation of BGM's Code of Conduct:

- If the violation is observed by a school employee or law enforcement official, unless such information is legally privileged, and shall be immediately reported to the AD.
- If the violation is supported by a preponderance of the evidence. Preponderance of the evidence may not be an anonymous (verbal or written) report of any person(s).

Upon receipt of information, the AD shall conduct an investigation within 3 days so a meeting can be arranged and informally discuss the violation with the student. The student will have an opportunity to respond to the allegation(s). The date of this meeting shall be deemed the **"date of determination"** in which **the period of suspension shall commence immediately**. Students may not choose what contest to participate in.

Penalties:

Any student who, after a hearing before the ARC, is found to have violated the Code of Conduct, is subject to a loss of eligibility. The disciplinary steps which will guide the Administration and Board are:

First Offense: Extra-curricular participants:

- Suspended from competition for 33% of current or next activity season. (% rounded up on .5+).
- Student must have participated in previous year's sport in order to "count" next sport as a legitimate activity in which to be declared ineligible. Students, who have been out for an activity before, but not the previous year, will be dealt with by the in-season coach and AD to determine whether they will be allowed to serve the suspension at that time.

Second Offense: Extra-curricular participants:

- Suspended from competition for 50% of current or next activity season. (% rounded up on .5+).
- Student will not be allowed to serve a suspension by choosing to participate in a new activity in order to serve the suspension. The student must have participated in that activity in the previous season or competition time in order for the suspension to count. Students, who have been out for an activity before, but not the previous year, will be dealt with by the in-season coach and AD to determine whether they will be allowed to serve the suspension at that time.

Third/Fourth Offense: Extra-curricular participants:

- Suspended from competition (all contests/events/performances/meetings) for one calendar year.

List of Activities.

This policy applies to all specified extra-curricular activities, including but not limited to the following: Athletics, instrumental and vocal music performances, drama productions, speech contests, student council, class officer, student government officer or representative, National Honor Society, state contests and performances for cheerleading, drill team, student publications, or any other activity where the student represents the school outside the classroom.

Definitions.

1. AD: Athletic/Activities Director
2. ARC: Activities Review Committee
3. Extra-curricular activities: privileged school sponsored activities outside the classroom in which a student voluntarily participates but receives no grade.
4. Co-curricular activities: school sponsored performances outside the classroom in which a student is required to participate in order to receive a course grade.

5. Contests, events, performances and meetings: specific events that are a component of a school activities program open to the public or occurring on or off school property.
6. Coach/Director: an adult who, under the supervision of a building administrator, is responsible for the organization and supervision of a student activity.

Additional Information and Expectations.

No junior or senior high student shall participate in any extra-curricular activity until such student and their parent(s)/guardian(s) have reviewed its content, completed and returned the Participation Form acknowledging receipt of the Code of Conduct and the responsibilities which it places upon the participating student. Clerical error or oversight shall not be grounds for an appeal of a penalty.

If a student receives a disciplinary out of school suspension or expulsion, the student will not be allowed to practice, participate in, be permitted to dress, or attend any activity for the period of time the suspension or expulsion is in effect.

Students who are ineligible for competition/performances are expected to practice/rehearse with the team/group and expected to sit (not in contest attire) in the proximity of the team/coach/group for all public activities during the period of ineligibility. This applies to conduct and/or academic restrictions. Students must be given the opportunity to complete his/her suspension, however if a student's conduct and/or attitude is detrimental to the expectations and/or performance of the team or coach while on suspension, the student can be dismissed from the squad.

NOTE: If a student drops or is dismissed from an activity prior to completion of the ineligibility period, the full penalty or the remainder of the penalty will attach when the student next seeks to go out for an activity.

Two misconduct penalties – (same sport season); Evaluation assessment with the Activities Review Committee before reinstated.

If you are ejected from a game/activity:

- A. 1st Offense – must sit out next contest; evaluation assessment with A.D., Guidance Counselor and Head Coach before reinstatement.
- B. 2nd Offense – must sit out next 4 contests: evaluation assessment with ARC before reinstatement.
- C. 3rd Offense – Removed for that specific sports season.

Students who are home schooled shall be subject to the same rules or eligibility as regularly enrolled students. Students participating in summer high school activities between grades 8 and 9 are considered to be in grade 9.

The policy does not limit or restrict the authority of a coach, director, sponsor, or student organization to assign consequences for offenses not included in this policy. The coach/director may also impose additional penalties pursuant to their supplementary activity-specific rules which may include but are not limited to practice attendance, training hours, general behavior, etc. Such regulations must be submitted to and approved by the AD and made known to the participants prior to their enforcement. Students will be required to sign a document acknowledging their agreement to abide by them prior to participation. Students in an extra-curricular activity sponsored by the following recognized state governing organizations shall also be subject to their eligibility requirements: IGHSAU, IHSA, Iowa High School Speech Association, and Iowa High School Music Association.

If a student is involved in more than one activity for the same violation, the penalty period shall run concurrently. Any penalty for an offense that occurs while a suspension is being served will not begin until the ongoing suspension has been completed. If an activity is canceled or postponed by weather or other conflicts, the suspension will be extended beyond the original date/contest of the projected completion. If a student's suspension is not completed before the end of the current in-season activity, the balance of the period not served will carry over to the student's next activity on a percentage basis. If a student is participating in multiple activities when a violation occurs, the student loses privileges in all activities.

Example A: A student academically ineligible for a quarter is found to have been in possession of tobacco. When the student is again academically eligible, the penalty attaches.

Example B: A student violated the Code of Conduct and is ruled ineligible. While ineligible, the student again violates the policy. The penalty for the subsequent offense will attach at the completion of the earlier penalty. If at

the time of the violation, the student is not participating in any activity; the student's period of ineligibility shall apply to the first activity/activities in which the student participates. If a student joins an activity with an outstanding violation during ineligibility, the student must register prior to the first practice date.

Students who are ineligible at the conclusion of an activity shall not receive a district letter and/or award(s) for that activity until the penalty is completed. Students who miss part of the season due to a good conduct policy suspension will not be eligible for any post-season honors for which the coach must nominate. Academic ineligibility should refer to the coach's/director's lettering system and awards criteria.

Procedure for Determination.

- A. Upon receipt of knowledge of a violation of the Code of Conduct, the student shall meet informally with the ARC. This committee shall consist of the following representatives: Activities Director, Fine Arts, Academic Faculty, Special Education and out-of-season Coach. This committee will consider the circumstances and evidence of the case to determine the appropriate discipline steps.
- B. The AD shall, at the completion of the meeting with the student and ARC, submit to the student's parent(s) or legal guardian(s) a written notice containing: (1) a copy of this Code of Conduct, (2) the violation of such policy, (3) the date/ approximate date of such act, (4) the time/date of the meeting between the student and the ARC, and (5) a summary of the evidence upon which the student was determined to be in violation of the code.

Appeals of Suspension Procedure.

1. If a student and his/her parent(s)/guardian(s) wish to appeal the decision, the request must be received by the Principal, in writing (stating rationale for appeal), within 3 days of the date on which the student was suspended. Any student who is ruled ineligible by the ARC prior to the appeal will remain ineligible until the appeal process is completed.

2. The AD will assemble the ARC within 3 days following the date that the appeal was received. The ARC will consider the rationale for the appeal. The student and/or parent(s)/guardian(s) will be given the opportunity to appear before the committee.

3. If the student and/or their parent(s)/guardian(s) wish to appeal the decision of the ARC, a written notice of appeal must be filed with the Superintendent within 3 days following the meeting between the student and the ARC.

4. Upon receiving a written notice of appeal, the Superintendent shall hold an informal hearing within 3 days following its receipt, at which time the student, his/her parent(s) or guardian(s), the Principal and AD shall be present. The Principal and AD will present the nature of the violation and the summary of the evidence based upon the ARC's decision. The student and/or, his/her parent(s)/guardian(s) shall then have the opportunity to respond and ask questions of any party present as may the Superintendent. The Superintendent shall, with 3 days following the conclusion of the hearing, issue a written decision upholding, overruling, or modifying the previous administrative decision of the ARC, a copy of which decision shall be mailed to the student's parent(s) or legal guardian(s).

5. If the student and/or the parent(s)/guardian(s) are not satisfied with the Superintendent's decision, they may file a written appeal within 3 days of receipt of the Superintendent's decision to the Board. A special meeting of the Board will not be called. The student and/or parent(s)/guardian(s) will be given the opportunity to appear before the Board. The review by the Board will be in closed session unless the student's parent(s)/guardian(s), (or the student, if the student is 18) requests and open session. The decision of the School Board is final and will be communicated to the parent(s)/guardian(s) via a written letter from a Board representative.

The grounds for review by the School Board are limited to the following: the student did not violate the Code of Conduct; 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. 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.

Appeals of Coach's/Director's Supplementary Rules.

Any student suspended from activities regarding supplementary rules must be given:

1. Reason(s) for suspension
2. The time and provision of the suspension

3. Procedure for reinstatement back into the program
4. Opportunity to appeal

Appeal of a coach's/sponsor's supplementary rules must be submitted in writing to the AD within 3 school days of the penalty. Upon receipt of the written appeal, the student will informally meet with the ARC. The student will be given an opportunity to rebut the charges and present evidence on his/her behalf. The Committee's decision shall be given to the student with 3 school days of the meeting. The decision in this matter shall be final. The student shall be ineligible pending the Committee's review of a decision by a coach or director.

Academic Eligibility.

To be eligible for athletics, music or speech: students participating must (be):

- Enrolled or dual-enrolled in school as a full time student for eight semesters or less; under 20 years of age.
- Students in athletics: have not been a member nor trained with a college squad; nor participated in a college contest; nor engaged in the that sport professionally; have met all transfer requirements, if the student is a transfer student; or be eligible under state law and regulations if the student is an open enrollment student.
- Have earned passing grades in **all classes**; (includes on-line courses); Note: Participation in performances or competitions when required as part of a regularly scheduled course will not be subject to this rule.

Grades will be initially reviewed at the 1st quarter midterm. Students in activities failing a class will be required to attend a study table, supervised by their coaches.

If a student currently in an activity fails at the end of the 1st semester, that student will be ineligible for 30 consecutive calendar days from the date of determination. According to state guidelines, students are not eligible on day 30. If a student is not currently in an activity and fails at end of the 1st or 2nd semester, that student will be ineligible for 30 consecutive calendar days from the first date of allowable competition in the next activity the student competes in. NOTE: Track ineligibility will commence mid-March for a period of 30 calendar days.

If a student fails at the end of the 2nd semester students in baseball/softball will be ineligible for 30 consecutive calendar days from the date of determination.

Students who have a part of a period of ineligibility yet to serve from a failing grade, the period of ineligibility will be the number of days remaining to be served as calendar days commencing with the first allowable competition date in that student's next activity.

If a student receives an incomplete, he/she will be on probation for 2 weeks. Courses not completed after the probation period will result in a letter grade of "F" and ineligibility will start immediately. If a student is administratively withdrawn from a class, it is equivalent to a letter grade of "F". **NOTE:** Special considerations will be reviewed and addressed by the secondary principal for both incompletes and withdrawals.

Additional Information.

Students who are ineligible for competition/performances are expected to sit (not in contest attire) in the proximity of the team/coach/group for all public activities during the period of ineligibility. This applies to conduct and/or academic restrictions. **NOTE:** Any student using athletics as a waiver to fulfill a PE credit must complete the sport season.

Special services students or students covered by a Section 504 plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the student's team, towards the goals and objectives on the student's IEP or 504 plans. If a student is failing a class outside of the IEP goal area(s), the following procedure will take place: a meeting will be arranged between the court liaison, parent(s)/guardian(s), student and instructor(s). Student(s) may be ineligible for an assigned time period until the student is passing OR determined by the court liaison.

The BGM Board of Directors also recognizes that extraordinary events may occur which cause or contribute to a students' academic ineligibility. Examples may include, but are not limited to, automobile or other accidents

resulting in permanent or temporary physical or mental impairment, family problems, child or sexual abuse or alcohol dependency, etc. In such instances, a committee comprised of the Secondary Principal, AD and At-Risk Coordinator may, by unanimous consent, restore the eligibility of any such student upon such terms and condition they deem to be in the best interests of such student and the philosophy of the BGM School District.

BGM CODE OF CONDUCT ACTIVITIES

Suspension length based upon actual number of scheduled playing dates but may be subject to change. The following figures are a guide and based on estimated number of dates.

Code of Conduct Violation – Activity - HIGH SCHOOL	Length of Suspension # of Contest Dates	<u>1st</u> 33%	<u>2nd</u> 50%
Volleyball	15	5	8
Football (includes cheerleading)	9	3	5
Cross Country	10	3	5
Boys/Girls Basketball (cheerleading)	22	7	11
Wrestling (includes cheerleading)	16	5	8
Soccer	13	4	7
Swimming	13	4	7
Boys/Girls Track	12	4	6
Boys/Girls Golf	12	4	6
Softball	28	10	15
Baseball	26	9	13
Riflery	4	1	2
Speech	4	1	2
Dance Squad	4	1	2
Show Choir	6	2	3
Jazz Band	2	1	1
Musical	2	2	2
Small Group Contest-Band or Vocal	1	1	1
Large Group Vocal-Band or Vocal	1	1	1

Code or Conduct Violation - Activity – JUNIOR HIGH	Length of Suspension # of Contest Dates	<u>1st</u> 33%	<u>2nd</u> 50%
Volleyball	9	3	5
Football (includes cheerleading)	5	2	3
Boys/Girls Basketball (cheerleading)	12	4	6
Wrestling (includes cheerleading)	9	3	5
Boys/Girls Track	7	2	4
Pony League Baseball	12	4	6
Pony League Softball	10	3	5
Musical	1	1	1
Dance Squad	4	1	2
Riflery	4	1	2

Code of Conduct Violation – Activity – JR/SR HIGH SCHOOL	Length of Suspension No. of School Days	<u>1st</u> 33%	<u>2nd</u> 50%
Class Officer and/or Student Council Cannot conduct meetings, no voting rights	180	60	90
National Honor Society Cannot conduct meetings, no voting rights, no induction participation	180	60	Dismissal

SES (Dismissed from program)

BEAR FACTS (No name on articles)

Approved: April 14, 2005 - ARC

SEARCH AND SEIZURE

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

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, 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 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 the students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

It shall be the responsibility of the Superintendent, in conjunction with the Principals to develop administrative regulations regarding this policy.

Legal Reference: U.S. Const. Amend. IV.

New Jersey v. T.L.O., 469 U.S. 325 (1985).

Cason v. Cook, 810 F.2d 188 (8th Cir. 1987), cert. den., 482 U.S. 930 (1987)

Iowa Code ch.808A (1997)

281 I.A.C. 12.3(8).

Cross Reference:

502 Student Rights and Responsibilities

503 Student Discipline

Approved: April 14, 1999

SEARCH AND SEIZURE REGULATIONS

I. Searches, in general.

- A. 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:

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

- B. 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:

- (1) the age of the student;
- (2) the sex of the student;
- (3) the nature of the infraction; and
- (4) the emergency requiring the search without delay.

II. Types of Searches

A. Personal Searches

1. 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, rules, regulations or the law affecting school order.
2. Personally intrusive searches will require more compelling circumstances to be considered reasonable.
 - a. 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.
 - b. A more intrusive search, short of a strip search or a search of a student's person, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, 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.

B. Locker and Desk 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. 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.

The contents of a student's locker or desk (coat, backpack, purse, etc.) may be searched when a school official has reasonable and articulable suspicion that the 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.

C. 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.

Approved: August 2, 1995

Revised: April 14, 1999

LEGAL CODES, ACTS and RIGHTS

Access to Student Records. The Family Education Rights and Privacy Act of 1974 specifies that parent/guardians have the right to review student cumulative records maintained by the school unless prohibited by court order. Interested persons are encouraged to contact the building principal to set an appointment.

The same act specifies that while most information in student records is not available to non-educators, there is certain information about students deemed appropriate to reveal unless the parent or student (if 18) requests otherwise by October 1 of the school year.

Therefore, the school may release 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, and the most recent previous institution attended by the student, and other similar information.

Non-discrimination on the Basis of Race and/or Sex. The BGM Community School District maintains that every student will have equal educational opportunities regardless of race, color, creed, sex, national origin, marital status, or handicap.

The BGM Community School District shall maintain its programs and practices whereupon no person shall, on the basis of race and/or sex, be excluded from participation in, be denied the benefits of, or be subjected to discriminations under said programs and activities of the school district. For additional information on non-discrimination policies, contact the principal at the BGM Elementary building, (641) 522-9268.

Due Process Rights of Students. It shall be the policy of the BGM Community School District to provide for students due process rights. Board policies provide legitimate and reasonable channels through which policy interpretations may be resolved.

Level-One Investigator Notice. It is the policy of the BGM Community School District that school employees not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students. Any school employee who commits such acts is subject to disciplinary sanctions up to and including discharge.

The BGM Community School District has appointed the secondary principal as level-one investigator and the elementary principal as alternate. The district will respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any allegation and will do so in a reasonable manner. The complaint or allegation will be handled confidentially to the maximum extent possible.

Post-Secondary Enrollment Options Act. The Post-Secondary Enrollment Options Act was enacted in 1987 to promote rigorous academic pursuits and to provide a wider variety of options to high school students by enabling eleventh and twelfth grade students to enroll part-time in non-sectarian courses in eligible post-secondary institutions of higher learning in Iowa.

A student who enrolls under the Act in grade eleven may enroll for a period of not to exceed four semesters. A student who enrolls in grade twelve may not exceed two semesters. A student may not enroll in a course at a post-secondary institution if a comparable course is taught at the secondary level.

A student enrolled in a post-secondary course will receive credit towards graduation from that course upon successful completion. There will be no charge to the student or tuition, textbooks, or fees. However, a student may be required to purchase equipment that becomes property of the student. The student must provide his/her own transportation to or from the post-secondary institution.

Students wishing more information or wanting to pursue a course while in grades 11 and 12 should contact the high school counselor for more information.

STUDENT FEE WAIVER AND REDUCTION PROCEDURES

The board recognizes that while certain fees charged students are appropriate and authorized, certain students and their families are not financially able to pay the fees. The school district will grant either full waivers, partial waivers or temporary waivers depending upon the circumstances and the student or student's parent/guardian's ability to meet the financial criteria.

A. Waivers.

1. **Full waivers** – A student will be granted a full waiver of fees charged by the school district if the student or student's parents/guardians meet the financial eligibility criteria for free meals under the Child Nutrition Program, Family Investment Program, Supplemental Security Income guidelines, or transportation assistance under open enrollment. Students in foster care are also eligible for full waivers.

2. **Partial waivers** – A student will be granted a partial waiver of fees charged by the school district if the student or the student's parents/guardian meets the financial eligibility criteria for reduced price meals offered under the Child Nutrition Program. The reduction percentage will be fifty percent.

3. **Temporary waivers** – A student may be eligible for a temporary waiver of fees charged by the district in the event the student's parents/guardians are facing financial difficulty. Temporary waivers may be applied for at any time throughout the school year and shall not extend beyond the end of the school year.

B. Application. Parents/guardians or students eligible for a fee waiver shall make an application on the form provided by the school district. Applications may be made at any time and must be renewed annually.

C. Confidentiality. The school district will treat the application and application process as any other student record and student confidentiality and access provisions will be followed.

D. Appeals. Denials of a waiver may be appealed in writing to the Superintendent and if still not satisfied, to the Board of Education. Appeals beyond the Board of Education will be to the Department of Education.

F. Notice. The school district will annually notify parents/guardians and students of the waiver. The following information will be included in registration materials:

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial hardship should contact the Principal, Secretary or other district employee at the time of registration for a waiver form. The form should be filed at least seven (7) days before the first day of school. The waiver does not carry over from year to year and must be completed annually.

**Brooklyn-Guernsey-Malcom School District
Official Notices**

The following statements are to provide special information to students, staff, and other patrons of the school district. Some are required by law, some by state education standards, and some are district efforts to inform patrons.

Student Records

The B.G.M. Community School District maintains records on each student in order to facilitate the instruction, guidance, and educational progress of the student. The records contain information about the student and his or her education and may include but are not limited to the following types of information:

Identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports.

The records of each student are generally located in the school which he or she is attending. Any exception will be noted in the student's other records or by the person in charge of record maintenance for each school building. The name and position of the person responsible for the maintenance of the student records for each school building is listed below:

- Elementary School – Mr. Brad Hohensee, Principal
- Middle/High School – Mr. Rick Radcliffe, Principal

The following persons, agencies, and organization may have restricted access to student records without prior written consent of the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

- School officials, teachers, and AEA personnel with a legitimate educational interest.
- Officials of other schools in which the student proposes to enroll.
- Representatives of state and local government when auditing and evaluating federal education programs.
- Officials connected with a student's educational financial aid application.
- Governmental officials to whom information is to be reported under state law adopted prior to November 19, 1974.
- Accrediting organizations for accrediting purposes.
- Parents of dependent children, regardless of child's age.
- Appropriate parties in a health or safety emergency.

Student records are reviewed and inappropriate materials removed periodically and, at a minimum, whenever a student moves from the elementary level to high school level and when a student transfers out of the district. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance.

Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to materials in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy, or invasion of privacy, and to have the records explained.

Students and parents may file with the Department of Education complaints alleging failures of the school district to comply with federal legislation dealing with student records. Correspondence should be addressed to: The Family Educational Rights and Privacy Act Office, Department of Education, Switzer Building, 330 C Street S.W., Washington, D.C. 20201.

Student Directory Information

The district and/or principal of each building may release the following types of directory information to the public using discretion relative to the privacy of the student and the family and the totality of the surrounding circumstance: name, address, telephone listing, 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, and the most previous school or institution attended by the student.

Under the Protection of Pupil Rights Amendment (PPRA), parents and students who are 18 or emancipated, who do not want their child/ren's directory information to be given out and/or published must notify their principal in writing no later than September 15 of each school year.

Release of Information and Photographs

In the B.G.M. Community School District, photographs or likenesses may be released without written consent unless qualified objectors comply with the following procedure.

Under the Protection of Pupil Rights Amendment (PPRA), any parent or guardian of students under the age of 18 years, or student over the age of 18 years, objects to this policy of releasing photographs or likenesses, they should contact in writing by September 15 (or within two weeks of the students enrollment should it occur after this date), the Superintendent of Schools, who will then notify the appropriate building administrator. Address requests to Superintendent of Schools, B.G.M. Community School District, 1090 Jackson Street, Brooklyn, IA 52211.

Child Abuse Reporting

As directed by Chapter 102 of the Iowa Code, the B.G.M. Community School District has appointed a designated investigator responsible for the investigation of allegations regarding the abuse of students by school employees.

Categories of abuse are the following:

- Physical abuse by intentional infliction of injury or excessive force.
- Sexual abuse by sexual offenses or misconduct or encouraging prostitution.

The following names and telephone numbers identify the district's designated person students and other patrons would contact in the event of suspected child abuse by a school employee in the course of employment.

Level I Investigator	Brad Hohensee, Superintendent	641/522-7058
Level I Alternate Investigator	Rachelle Johnson, Attorney at Law	641-623-2889
Level II Investigator	Tom Kriegel, County Sheriff	641/623-5679

Student Conduct

The Board of Director of the B.G.M. Community School District hereby confirms its intent to support district discipline policies, to support district staff that enforces the discipline policies, and to hold district staff accountable for enforcing the discipline policies.

Human Growth and Development

The B.G.M. Community School District has identified Human Growth and Development curriculum units that are infused throughout our curriculum. Every grade and subject level will provide parents/guardians an outline of these units and their objectives. Parents/guardians may examine this curriculum and the teaching materials at any time. If parents find topics objectionable, they may choose to remove their child/ren from the class during the discussion of these topics. Parents who wish to pursue a discussion of the materials or procedures are asked to contact the building principal.

Educational Equity

I. Equal Educational Opportunity

Students enrolled in the B.G.M. School District shall have an equal opportunity for a quality public education without discrimination regardless of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, gender identity and socio economic status in compliance with Title VI, Title IX, and Section 504.

Inquiries regarding compliance with equal educational opportunities shall be directed to the Superintendent of Schools, BGM School District, 1090 Jackson Street, Brooklyn, IA 52211 or by phoning 641/522-7058.

II. Intercultural, Nonsexist Approach to Education

The B.G.M. School District and all its employees aim to develop and implement the district's educational program in an intercultural and nonsexist manner, free from discriminatory practices of any kind.

Inquiries regarding compliance with an intercultural, nonsexist approach to education shall be directed to the Superintendent of Schools, BGM School District, 1090 Jackson Street, Brooklyn, IA 52211 or by phoning 641/522-7058.

III. Equal Employment Opportunity and Affirmative Action

The B.G.M. School District shall provide equal opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity and Affirmative Action laws, directives, and regulations of federal, state and local governing bodies. The School Board shall consider the qualifications, credentials, and records of the applicants without regard to race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, gender identity and socio economic status in compliance with Title VI, Title IX, and Section 504. Inquiries regarding compliance with EEO or AA requirements shall be directed to Rick Radcliffe, BGM School District, 1090 Jackson Street, Brooklyn, IA 52211 or by phoning 641/522-7058.

Special Education Services Available To All Students

The district plan for delivery of special education services allows special education teachers to work with students not placed in special education programs but who are in need of assistance.

District special education teachers and AEA #267 support staff are available to provide consultative services to all teachers who are working with a student in need of assistance. This includes AEA psychologists, social workers, consultants, speech-language pathologists, audiologists and early childhood teachers. Being enrolled in a special program is not a prerequisite. However, there is still a limit to what can be done due to restraints of time and people. Parents with questions are asked to contact their building principal.

Non-Discrimination/Equal Educational Opportunity Policy

The district has Non-Discrimination/Equal Educational Opportunities Policies (#102 - 102.R1) to systematically deal with complaints. Any student, parent, or district patron who wishes to file a complaint alleging discrimination, non-compliance and State Statutes, School Board Policy, Civil Rights, Title IX, Section 504 Codes, or other improper actions on the part of a district employee is encouraged to contact the building principal to complete a Grievance Procedure Complaint Form. Forms are available in all district offices.

Student Accident Insurance

The district does not provide accident insurance to cover injuries which occur at school or during school related activities. The school provides worker's compensation for employees like all employers do, but there is no coverage for students.

A school insurance plan is available to parents if a school-aged child is not covered by family coverage. Information concerning such coverage is available at school offices.

Inclement Weather Announcements

Students and parents are reminded that changes in class hours due to heat or severe winter weather, and changes in dates or times of extra-curricular practices and activities are announced via KGRN, 1410 AM (Grinnell); KCRG, 1600 AM/Channel 9, (Cedar Rapids) WHO, 1040 AM /Channel 13 (Des Moines); KWWL, Channel 7 (Waterloo); KCCI, Channel 8 (Des Moines); KRTI, 106.7 FM (Newton); and WMT, 600 AM /96.5 FM (Cedar Rapids).

Parents, students, and other district patrons are asked to listen to any of the designated stations for announcements. We ask that you not call school as staff is often very limited or unavailable during adverse weather, making it impossible for those staff members on duty to precede with school closure activities while answering telephones.

Regardless of the decision reached, it should be remembered that school officials only decide whether or not to run buses and hold classes. The ultimate decision as to whether or not to put your child/ren on the bus, send them to classes, or to pick them up early, rests entirely with you as parents and guardians.

Open Enrollment

The Open Enrollment Law in Iowa is explained in Chapter 282,18 School Laws of Iowa. It is further defined in Section 281.17 of the Iowa Administrative Code. The intent of this legislation is to maximize parental choice in providing a wide range of educational opportunities which might not be available for students in their district of residence.

Parents/guardians considering the use of the open enrollment option to enroll their child/ren in another school district in the state are to be aware of the following:

- March 1 is the last day for regular Open Enrollment requests for a subsequent year.
- September 1 is the last day for open enrollment requests for students entering kindergarten.
- Parents should be aware that Open Enrollment may result in the loss of athletic eligibility.
- Parents/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend.

Inquiries regarding open enrollment shall be directed to the Superintendent of Schools, BGM School District, 1090 Jackson Street, Brooklyn, IA 52211 or by phoning 641/522-7058.

Asbestos

The Environmental Protection Agency has developed guidelines for schools to use in identifying asbestos within buildings. The Institute for Environmental Assessment has designed a system for determining relative risks and suggesting appropriate safety responses. The B.G.M. District's elementary and high school buildings, having small amounts of asbestos containing materials within insulation of mechanical systems and floor file, have established safeguards for all building occupants from known low risk levels of asbestos.

A District Asbestos Management plan is in place to monitor areas containing low risk levels of asbestos. This Plan can be viewed in the district office located at the high school building, 1090 Jackson Street, Brooklyn, IA 52211. Persons interested in reviewing the plans are asked to arrange an appointment with Dave Collum, the district's designated person in charge of the management plan, by calling 641/522-7058.

Water Testing

The Iowa Department of Public Health requires school districts to conduct testing of all water coolers and fountains for lead-containing sediments. The B.G.M. Community School District has completed the required testing of all district water coolers and fountains. All water dispensers have been identified below 20 ppb (0.020 mg/liter), as required by law.

Video Cameras on Buses

The Brooklyn-Guernsey-Malcom Community School District Board of Directors has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.

Homeless Students

In accordance with Chapter 33, Iowa Administrative Code, the B.G.M. Community School District encourages homeless children and youth to enroll in school. For information, please contact Superintendent of School, B.G.M. Community School District, 1090 Jackson Street, Brooklyn, IA 52211. Phone number: 641-522-7058.

Definition of Homelessness

Children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are:

- * Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.
- * Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations.
- * Living in emergency or transitional shelters.
- * Abandoned in hospitals.
- * Awaiting foster care placement.

Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.

Migratory children who qualify as homeless because they are living in circumstances described above.

The term “unaccompanied youth” includes a youth not in physical custody of a parent or guardian. This would include runaways living in runaway shelters, abandoned buildings, cars, on the streets, or in other inadequate housing; children and youth denied housing by their families (sometimes referred to as “throwaway children and youth”); and school-age unwed mothers because they have no other housing available.