

# 21-22 Student Handbook

# Belle Plaine Jr./Sr. High School



Home of the Plainsmen  
&  
Lady Plainsmen

610 13<sup>th</sup> Avenue  
Belle Plaine, IA 52208

(319) 444-3720      FAX (319) 444-4507

District Website:  
[www.belle-plaine.k12.ia.us](http://www.belle-plaine.k12.ia.us)

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2021-2022 High School Staff

Administration

Devereux, Ryan..... Principal

Teachers

Bohlen, Todd..... Social Studies  
Coleman, Sally..... Science  
Dahlquist, Andy..... Social Studies  
Daniels, John..... Ag.  
DeGraff, Jon..... Alternative/At-Risk  
Ginder, Lewis..... Science  
Jensen, Logan..... Englis  
Jowitt, Frank..... STEM  
Daily, Lisa..... Guidance Counselor  
Long, Michael..... Math  
Mantz, Julie..... Special Ed.  
Mattmiller, Susan..... English/Lead Mentor  
Mast, Leah..... FCS  
Maston, Lindsey..... Science/Health  
Maxwell, Debra..... English/Instructional Coach  
Nilles, Scott..... Physical Ed.  
Pearson, Maria..... English  
Prather, Greg..... Business  
Peiffer, Stephanie..... Math  
Rempe, Linda..... Art  
Stull, Katie..... Spanish  
VonAhsen, Justin..... Music

Support Staff

Adams, Kacee..... Associate  
Balvin, Colleen..... Associate  
Braasch, Nancy..... Food Service  
Clark, Kelly..... Food Service Director  
Croft, Ruth..... Food Service  
DeFauw, Stacie..... Food Service  
Hawkins, Christie..... Secretary  
Stull, Dawn..... Secretary  
Kowalski, Cathy..... Associate  
Miculinich, Kalee..... Associate  
Spinler, Kristin..... Food Service

Vavroch, Karla.....Food Service  
Williams, Jessica.....Associate

**Mission Statement**

The Belle Plaine Community School District, in partnership with the community, will prepare students to become responsible, productive citizens and lifelong learners by providing a positive educational environment with a challenging, diversified curriculum.

**Belief Statements:**

1. We place education as our highest priority, recognizing that everyone can learn. (MCGB)
2. Our school is a positive, caring, nurturing, and safe learning environment. (MCGF)
3. Students should possess and display the skills necessary for effective communication. (Career)
4. Students should develop critical thinking and research skills to solve problems responsibly. (Career)
5. Students should display global awareness and respect for their environment. (Global)
6. School, family, and community collaborate to meet the needs of all students and maintain the highest possible level of educational programs and facilities.
7. Students learn best when they are actively engaged in and are accountable for their own learning.
8. It is important for everyone to be a lifelong learner. (Career)
9. High expectations and a strong work ethic promote excellence.
10. We believe that parents have a significant impact on the school performance of their children.
11. Everyone deserves to be treated with dignity and respect. (MCGF)

**Student Learning Goals:**

- All students will demonstrate reading competency.
- All students will express themselves using functional writing skills.
- All students will develop accurate listening skills.
- All students will speak fluently and demonstrate a command of the English language.
- All students will demonstrate functional mathematical processes.
- All students will demonstrate knowledge of technology and the ability to access electronic media.
- All students will demonstrate critical thinking skills.
- All students will demonstrate good citizenship and personal management skills.
- All students will demonstrate skills necessary to become a productive team member.
- All students will demonstrate knowledge and appreciation of the arts and sciences.
- All students will develop an understanding of career opportunities.

## **Career & Technical Education Programs**

The Belle Plaine Community School District offers career and technical programs in the following service areas:

Agriculture Education  
Business Education  
Family and Consumer Science Education/Human Services  
Health

It is the policy of the Belle Plaine Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity

Coordinator, Chad Straight, Superintendent, 707 7th St. Belle Plaine, IA 52208, (319)444-3611, [cstraight@belle-plaine.k12.ia.us](mailto:cstraight@belle-plaine.k12.ia.us),

Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312)730-1560 Facsimile: (312) 730-1576, Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov))

## **Section 504 - Notice of Nondiscrimination**

Students, parents, employees and others doing business with or performing services for the Belle Plaine Community School District are hereby notified that this school district does not discriminate on the basis of race, color, creed, national origin, age, gender identity, physical or mental ability or disability, religion, sexual orientation, marital status, physical appearance, ancestry, political party preference, political belief, socioeconomic status, or familial status in the admission or access to, or treatment in, its programs and activities. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII Title IX, the American with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 is directed to contact:

Chad Straight  
Superintendent of Schools  
707 7th St.  
Belle Plaine, IA 52208  
319-444-3611

who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII Title IX, the ADA, § 504 or Iowa Code § 280.3.

**Title I investigator:** Mr. Ryan Devereux  
**Alternate Investigator:** Mrs. Heather Coover

## **Attendance Policies**

### **STUDENT ATTENDANCE**

#### **I. Philosophy**

Students will be expected to attend classes regularly and to be on time in order to receive maximum benefit from the instructional program, to develop habits of punctuality, self-discipline and responsibility, and to assist in keeping disruption of the educational environment to a minimum. While it is possible for an absent student to make up much of the schoolwork missed, it is impossible to completely compensate for absence from classes.

Absences always cause some disruption in the educational progress of the student who was absent. In order to maintain interest and understanding in a program of instruction, students should not expect to be absent any more than is absolutely necessary. Students who fail to make up work missed may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current and making up missed work. Irregular attendance or tardiness by students not only detains their own studies, but also interferes with the progress of those pupils who are regular and prompt in attendance.

Students who have good attendance records are most likely to achieve higher grades, enjoy school life to a greater degree, and have more employment opportunities after leaving school. Prospective employers expect promptness and regular attendance from employees and are reluctant to hire persons who have not established good habits of responsibility and self-discipline.

There are times, however, when school officials may determine that the problems associated with absence from school are outweighed by the advantages of an activity in which the student participates, and they may endorse or sponsor an activity or trip. Attendance at such approved trips and activities will not be considered an absence from school.

#### **II. Absence/Attendance Policy**

- A. Jr./Sr. High School Building Hours are 7:30-3:45. Students in the building outside these times should be participating in an extracurricular activity or under the direct supervision of a staff member.
- B. Junior/Senior High School day begins at 8:10 and concludes at 3:20.
- C. Upon accumulating five absences in a class, student's parents/guardians may be notified by the school office in regarding the student's attendance record.
- D. Upon accumulation of seven absences from a class, a conference involving the student, the student's parents/guardians, the student's advisor, guidance counselor, teachers, and school administrator may be requested.

- E. Each child between the ages of six and sixteen is required to attend a certified public school or private school. Failure to do so, or an excessive number of absences, can result in a child being declared truant and appropriate charges will be filed with the County Attorney.
- F. Class absence as a result of approved school activities will not count within the limit. Unless otherwise indicated, students who miss class due to requests from administration and counselor fall within the approved school activities category. Administrators and counselors will do their best to call students from classes only when other opportunities are not available.

### **III. Late to Schools/Tardiness Per Semester**

- A. Students late to school will not be admitted to school without the written permission of the principal or the principal's designee after the first ten minutes of the day.
- B. Student's who are tardy for the first period of the day or arrive to school late for an unexcused reason may be assigned a "detention or lunch detention" if the tardiness is habitual. Parents will also be notified if the absence is past 9:00.
- C. Students will be allowed ample time to move from one class to their next class. If a teacher detains a student at the end of a class period, the student should obtain a pass from that teacher and present it to the teacher in the next class to avoid any penalty for tardiness. If a student arrives at class, without written permission, they can be admitted to class and will be counted as tardy by the teacher in charge.
- D. Students arriving late to class may be assigned 30 minutes detention by the classroom teacher. If the student fails to attend this detention, one hour will result. If the student fails to attend the second detention, his/her name will be given to the office for disciplinary action including a detention and/or suspension.

### **IV. Absences**

- A. Absences from school will be considered excused (with a note from the parent(s) or guardian) for the following reasons:
  - 1. Personal illness.
  - 2. Death or serious illness in the immediate family or household.
  - 3. Medical or dental appointments which cannot be made other than during school time. If necessary, schedule all doctor appointments at a time that the student will miss the minimum amount of class. Students with numerous absences may be required to provide documentation to excuse the absence.
  - 4. Short-term suspension from school.
  - 5. Other reasons which can be justified from an educational standpoint.
  - 6. Family situations that constitute an unusual need of absence.
- B. When students can anticipate absences, every effort should be made to see that school-work is made up in advance of the absence. The principal may determine that the completion of schoolwork in advance be a prerequisite to allowing the absence to be excused. At times students may take field trips and miss classes. Advance make up slips will be distributed and collected by the sponsor of the field trip. Credit for being present at school is given only when the school and the instructor of the class or group sponsor the trip. Also, work in all classes to be missed must



be in the hands of the instructor and the make-up slip signed by the class instructors and turned into the field trip sponsor by the end of the school day prior to the field trip. Failure to complete this may result in the student not attending the field trip or activity.

- C. When a student's absence was not anticipated, all his/her schoolwork must be made up within the number of school days indicated. One days absence must be made up in two days; for each additional day of consecutive absence, one day will be added to his/her make-up work deadline (e.g. after two consecutive days absent, a student has three days to make up his/her school work; after three, he/she has four) Absences of more than five days must be made up as arranged with each individual instructor (not to exceed 10 days with Administrator approval). If all work is not complete at the end of a make-up period, the work becomes incomplete. An incomplete will be considered a failure.
1. If a student has been absent from school they must check in at the main office upon return. If documentation is required for the absence to be excused it should be provided to office staff at this time. If the student does not provide requested documentation upon return the absences may be counted as unexcused if not provided within two days of return.
  2. Students who do not make up their work as required by this rule may be subject to disciplinary actions.
- D. Students who anticipate an absence, especially when the absence must have the principal's prior approval, shall give timely notice to the school office in advance of the anticipated absence. When time permits, such notification shall be in writing and signed by the parent or guardian of the student. Failure to notify the school in advance may result in the absence being considered as unexcused.
- E. Parents or guardians should call the attendance office at 444-3720 and report the absence the same day of the absence. Call between the hours of 7:30 a.m. and 4:00 p.m., but a morning call before 8:30 a.m., is best. Only when a student of majority age (18 years or older, or married) is not residing with the student's parents or guardian, may the student present his or her own excuse for absence without parental verification. The principal should be notified in advance of any such circumstances.
- F. All students who were absent in excess of three days, may be asked to submit in written form the specific days or times and reasons for their absence signed by the parent or guardian. Verification by the doctor, dentist, or otherwise (if appropriate) may also be requested. If absence is not verified within two school days it will become an unexcused absence.
- G. In the event that the principal determines that it is advisable to verify the excuse given for an absence, the principal will take appropriate steps to do so. When it is determined that an excuse is forged or the facts misrepresented, the principal will treat those instances of absence as unexcused
- H. When in doubt about whether an absence will be excused, check in the office in advance!
- I. When possible, schedule appointments to miss a minimal amount of school.

## V. Unexcused Absences

- A. As outlined in Section IV of these rules excused absences include illness, family emergencies, family funerals and school sponsored or approved activities. Students will also be allowed unexcused personal days of absence from school not to exceed seven days per semester. Students must have written approval from their parent(s) or guardian sent to the principal with as much notice of the absence as can be given so the absence can be planned for by the student and teachers. Unexcused Personal days with written parent approval will NOT count as days in attendance for purposes of the truancy law. The principal has sole discretion to determine excused and unexcused absences.
- Students' unexcused absences are not to exceed 7 days in a semester or they may be assigned to supervised study hall, detention, early bird school, Saturday school, in-school suspension, or other appropriate disciplinary sanction as determined by the principal and will be assigned on a one-for-one basis.
- B. Students who are absent from school or class without reasonable excuse shall be subject to disciplinary measures and will be assigned on a one-for-one basis. Reasonable excuses are those that are acceptable reasons as provided in Section IV of these rules. All other absences from school shall be considered unexcused absences. Examples of such events that are unexcused include but are not limited to; hunting or hunting trips, family vacations, shopping, and personal days/appointments (haircut, manicure). The principal has sole discretion to determine excused and unexcused absences.
- C. Each day or portion of day of an unexcused absence from school class shall be considered unexcused absences.
- D. Students who are found to be absent without reasonable excuse will be subject to one or more of the following disciplinary measures:
1. Detention
  2. In-school suspension
  3. Out-of school suspension
- E. Unexcused absences will be recorded in the attendance office; and when an unexcused absence has occurred for the fourth time in any class or classes within a given semester, it will be the responsibility of the counselor or principal to contact the parents to set up a conference between the parent, student, counselor, and principal. The results of this conference will be committed to writing. A copy will be placed in the student's file.
- F. Students found to be truant may be reported to the local police department, DHS, and/or the county attorney. Truancy is defined as an absence from school or any class without valid reason and/or permission from parent/guardian, (this includes when a student leaves school at anytime during the school day, including the lunch period, without specific permission from the office and parent/guardian).
- G. Students that have accumulated five absences unexcused will be notified in writing regarding the students attendance.
- H. Students who are absent unexcused in excess of seven may be subject to disciplinary action for any additional unexcused absences. Consequences will be assigned on a one-for-one basis.
- I. Any student who has more than eight unexcused absences may be reported to the county attorney's office.

## **VI. Reduction of Grades Prohibited**

Reduction of grades shall not be used as a disciplinary measure against a student because of an absence or suspension from school.

## **VII. Review**

Teacher's Decision - Students and parents wishing to have a review of the teacher's decision regarding tardiness and make-up work rendered under this absence rule, may do so by filing a written request for review with the principal within five school business days after the teacher's decision was rendered. The principal will determine a mutually agreeable time, place and date for the review and notify the student, parents and teacher accordingly. At the appointed time, the parties attending the review will meet to discuss the matter informally. Following the review, the principal shall affirm, reverse or modify the teacher's decision.

Principal's Decision - Students, parents and teachers may obtain a review of the principal's decision under this absence rule by filing a written request for review within five school business days with the superintendent. The superintendent or designee will determine a mutually agreeable time, place and date for the review and notify the interested persons accordingly. At the conclusion of the review, the superintendent or the superintendent's designee shall affirm, reverse or modify the principal's decision.

## **ATTENDANCE REQUIREMENTS**

A student who participates in extracurricular activities must be in school by **11:15 a.m.** of the day on which the activity occurs. With pre-approval from the principal doctors and dentists appointments may be excused with a written excuse from the doctor or dentist.

## **WORK RELEASE/EARLY RELEASE**

Work release experiences are available for Belle Plaine High School seniors. The student must maintain a B in all subjects at grade checks to remain eligible for early release. All Work Release is coordinated through the Workplace Learning Connection. To receive Work Release, students must submit applications by dates established by Workplace Learning Connection to be eligible. If a student is interested they should seek more information from the coordinator and/or school guidance counselor.

## **WITHDRAWAL FROM SCHOOL**

If a student is planning to leave school permanently for any reason, the procedure should be as follows: The student's parents should notify the office personnel indicating their child's plans. The student's record will be reviewed, textbooks and supplies returned, and a book rental refund made.

## **LEAVING THE BUILDING**

If a student must leave the building during the school day, he or she must adhere to the following:

1. Teachers ARE NOT to give students permission to leave the building to retrieve forgotten items. If a student needs to leave the building they should come to the office in between class periods to seek permission for leaving the building.

2. The student must get permission to leave the building from the attendance office. Checking out from the office is required. Any student leaving the school without permission is considered truant which may result in a detention.
3. When the student is leaving the building, the student must sign out in the office.
4. When the student returns to the building, he or she is to return to the attendance office. He or she will sign back in and will be given an admit slip to return to class.

### **SKIP DAY**

The school does not authorize any organized truancy by a group of students for a day or part of a day. In place of high school skip days, seniors are released early. Violations will be treated similar to truancy. Senior diplomas will be held until consequences are served.

## **Academic Policies**

### **REPORT CARDS**

Report cards are issued at the close of each nine-week period to inform both students and parents regarding pupil progress in each class. Midterm, first, and third quarter grades will be sent home with the students. Grades issued at the completion of first and second semester will be sent electronically or mailed.

### **INCOMPLETE GRADES**

All students who have an incomplete (I) at the end of a quarter or semester will have seven school days to complete the required work to address the incomplete (I) grade. The seven days will begin the following day after grades are finalized by teachers. Students will be notified by the teacher and/or office about when the seven days will begin and end. Students who do not address the required work in this time will receive the grade based on work they have completed. Incompletes at the end of the school year must be completed within two school days of the final student attendance date.

## **JUNIOR HIGH**

### **Junior High Honor Roll**

Junior High students receiving a 3.0 GPA & higher will be recognized by the district. Honor Roll - 3.0

### **Junior High Grade Point Average Calculation:**

A student's GPA will be based on the average of all classes taken during the grading period. The scale is as follows:

- A = 4.0
- A- = 3.67
- B+ = 3.33
- B = 3.0
- B- = 2.67
- C+ = 2.33
- C = 2.0

To calculate a GPA:  
 Multiply the amount of credit for the class by the appropriate earned grade points shown to the left. Do this for each class, then total those points. Divide by the number of credits attempted.  
 Example:  
 Lit, 1 credit, B+1X3.33=3.33  
 Algebra, 1 credit, A-1X3.67=3.67  
 Science, 1 credit, C1X2.0=2.0  
 Totals=3 credits9 grade points  
 9 divided by 3 = 3.00 GPA

- C- = 1.67
- D+ = 1.33
- D = 1.0
- D- = 0.67
- F = 0
- I = 0

**Junior High Academic Promotion Policy**

For a student to be automatically promoted to the eighth or ninth grade, the following academic conditions must be met:

1. The student must have earned a minimum of 10 credits during that school year.
2. Eight of the ten credits must come from the core courses.
3. A credit is earned if the student has a passing semester grade (D- or better is passing).

**7<sup>th</sup> AND 8<sup>th</sup> GRADE COURSES**

**CORE**

Language Arts	2 credits per semester
Social Studies	1
Math	1
Science	1

**NON-CORE**

Appreciation	½
PE	½
Band	½
Chorus	½
Exploratory	¼ credit per quarter

**Other Considerations**

In order for a student to be promoted in the event that the above conditions are not met, the following circumstances will be considered:

1. Learning disability
2. Age
3. Previous retention
4. Cooperation of student and parents
5. Attitude and motivation of the student
6. Attendance

The administration will consider and then recommend any/all/part of the following procedures to the parents before a student will be promoted to the next grade level:

1. Summer school attendance
2. Professional tutoring
3. Repetition of one or more subject areas
4. Testing for a learning disability
5. Professional counseling



A.....	93 – 100
A-.....	90 – 92
B+.....	87 – 89
B.....	83 – 86
B-.....	80 – 82
C+.....	77 – 79
C.....	73 – 76
C-.....	70 – 72
D+.....	67 – 69
D.....	63 – 66
D-.....	60 – 62
F.....	59 and lower

**COMPETENCY(STANDARDS) BASED GRADING**

The primary purpose of grading in the Belle Plaine Community School District is to communicate achievement status to students, parents and others.

Secondary purposes of grading include:

- providing feedback to students for self-assessment and growth
- encouraging student progress and self-monitoring of learning.

Guidelines

1. Entries in the grade book that count towards the final grade will be limited to course or grade level standards.\*\*
2. Extra credit will not be given at any time.
3. Students will be allowed multiple opportunities to demonstrate their understanding of classroom standards in various ways. Retakes and revisions will be allowed.
4. Teachers will determine grade book entries by considering multiple points of data emphasizing the most recent data and provide evidence to support their determination.
5. Students will be provided multiple opportunities to practice standards independently through homework or other class work. Practice assignments and activities will be consistent with classroom standards for the purpose of providing feedback.

*\*\* Exceptions will be made for midterm and/or final summative assessments. These assessments, limited to no more than one per nine-week period may be reported as a whole in the grade book.*

### **ALTERNATIVE CONCURRENT ENROLLMENT OPTION**

**Students in grades 9 through 12 may enroll part time at an eligible community college, State University, or private college or university. Alternative Concurrent courses serve a dual purpose: to promote rigorous educational pursuits and to provide a wide variety of options for students. Ask your high school counselor for a complete list of eligible institutions.**

- A. No more than two courses may be taken in any semester unless special permission is granted through the guidance office or if the student pays expenses.
- C. Comparable classes offered at Belle Plaine High School must be taken first. Any exceptional situation can be reviewed by the guidance office and administration.
- D. No summer classes will be considered.
- E. Students who desire to take college classes not within Alternative Concurrent Course guidelines may take them at their own expense.
- F. All paperwork and enrollment forms must be completed in a timely manner as prescribed by the college and the high school.
- G. Students who withdraw or fail an Alternative Concurrent course will not be allowed to take another Alternative Concurrent Course during the subsequent semester without the permission of the school administrator.

### **STUDENT PROGRESS**

Parents will be able to check their student's grades online by using the Belle Plaine Community Schools Website and accessing the JMC Link. Families are issued a password for online access.

Parents will be notified if a student is doing failing or near failing work at the mid-term, quarter, and semester. This report comes from the teachers who will indicate the main reasons for failure. It is often helpful for the parent to arrange for a conference with the teacher. You may contact the high school at 444-3720.

### **REQUIRED CLASSES/CREDITS-HIGH SCHOOL**

English/Language Arts	8 credits
Science	6 credits
Mathematics	6 credits
Social Studies	6 credits (must include 1 credit of US Gov't, 1 credit of financial literacy and 2 credits of Am. History)
Physical Education	4 credits
Health	1 credit
Fine Arts	1 credit (Art, Band, or Vocal)
Vocational Classes	2 credits (Business., Ag Business/Mngt., FCS, Health Services )
Electives	12 credits
Total Credits required for Graduation:	
Required Classes	35
<u>Electives</u>	<u>12</u>
Total	47



### ELECTIVE CLASSES/CREDITS

A total of twelve elective credits must be successfully passed. These credits may be earned by taking non-required classes. A maximum of eight credits earned in music may be applied toward the needed elective credits.

### PARTIAL CREDITS IN SPECIAL CLASSES

Physical Education	½ credit per semester
Physical Conditioning	1 credit per semester
Drivers' Education	½ credit (Does not count towards student GPA)
Vocal Music	½ credit per semester
Instrumental Music	½ credit per semester

### RE-TAKING COURSES

Students who fail a course may re-take the course to obtain credit for graduation. Upon completion of the course, the student's grade will replace the previous grade received and the new grade will be applied to the student's cumulative GPA thus replacing the previous grade that was counted within his/her GPA.

### PLAINSMEN PRIDE TIME

Plainsmen Pride Time occurs each day at Belle Plaine Jr./Sr. High School. This time is used to provide students additional time for teachers to re-teach, reassess, or prep students for quizzes or tests. All students must report to their Advisor classroom for each Plainsmen Pride period. When Plainsmen Pride Time occurs at the end of the school day and the building Administrator has approved release, Seniors who are not requested by a teacher during Plainsmen Time may sign-out with their Advisor if they are not receiving a grade in any class lower than a B. No earlier than the start of the 2nd quarter, when Plainsmen Pride Time occurs at the end of the school day and the building Administrator has approved release, Juniors who are not requested by a teacher during Plainsmen Time may sign-out with their Advisor if they are not receiving a grade in any class lower than a B. Both Juniors and Seniors who are approved to leave must go to their Advisor's classroom to sign-out prior to leaving. **When Plainsmen Pride Time occurs at a time other than the end of the day, ALL students are required to attend.**

### GRADUATION REQUIREMENTS

Graduation requirements for students at Belle High School include a total of forty-seven credits. Except for special classes listed above, one credit may be earned by successfully passing a class that meets every day of the week for one semester. Students in grades 9 through 12 are required to take at least seven classes per semester and physical education each year of school. **All classes (except Driver's Ed) will count in the student's GPA.**

High school students are required to enroll into seven credits per semester. To take advantage of learning opportunities, students may be placed in elective courses to avoid multiple study halls per day.

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

Students who are in good standing and who meet the graduation requirements set by the board are allowed to participate in the graduation ceremony and in senior activities. It is possible that students who are serving discipline or have failed to serve a discipline requirement at the time of the graduation ceremony or other senior activities will not be allowed to participate. Students are not required to participate in the graduation ceremony.

### **EARLY GRADUATION**

Any student who wishes to graduate from the Belle Plaine Community Schools, at a date other than the regular, senior year, May graduation ceremony with his/her class, must meet these three requirements: 1) Class schedule approved before registration at the beginning of the school year by the counselor and principal; 2) Student must pass all classes and credits required for graduation by the date he/she wishes to graduate; 3) **A written request must be submitted to the Belle Plaine Board of Education no later than October 1**, preceding the expected graduation date the following May. Parental approval is also required. The most reasonable request for an early graduation is to pursue further education. Students graduating at semester will be permitted to participate in the regular graduation ceremony.

Students who select and are approved for early graduation shall forfeit their eligibility to participate in extracurricular activities after their graduation date. Students who graduate early must receive approval from the High School Principal to attend the Jr.-Sr. Prom or the Senior Class Trip. They may participate in the commencement program with their class if they so choose. It is the student's responsibility to check calendar events the week of graduation so they may attend the commencement practices. You **MUST** attend ALL practices to participate in the graduation ceremony. It is also the student's responsibility to report to the office by April 15, for cap and gown fittings.

### **GRADUATION CEREMONY**

In order to graduate with honors a student must maintain a 3.50 cumulative GPA during their four years of high school. To graduate with high honors a student must maintain a 3.75 GPA. Graduation is a privilege and any student not conducting himself or herself in such a manner (which includes proper dress for the occasion, as determined by the secondary principal) may lose this privilege and will be asked to pick up their diploma at another time specified by the building principal.

### **SCHEDULE CHANGES**

High school students can make schedule changes within the first five days of the start of a new semester. This includes requests to drop courses. Students taking concurrent courses can drop those courses at any time as long as the participating college allows it. After dropping a course, a student must be enrolled in seven credits for the semester.

### **ACADEMIC ELIGIBILITY**

Students in grades 7-12 must remain academically eligible in order to participate in school sponsored extracurricular activities. These activities include athletics, music, speech and other student activities. Student assigned work that is included in an academic course is not affected by this policy.

Any student in grades 7-12 that fails a class at the end of a semester will be ineligible to participate in the next occurring interscholastic contests and competitions in which the student is a contestant. Students in grades 9-12 will be ineligible for 30 consecutive calendar days. Any student in grades 7-8 that fails a class at the end of a semester will be ineligible for 14 consecutive calendar days. The ineligibility period begins the date established by the administration.

Any student failing a class at the end of their 8<sup>th</sup> grade year (who is NOT in a summer activity) will fulfill the 14 day ineligibility period beginning their 9<sup>th</sup> grade year.

Any student in grades 7-12 who fails a class at the end of the first quarter or third quarter will be declared ineligible until that grade is improved to passing beginning with the date established by the administration. When the student has raised the failing grade to a passing grade, the student will become eligible.

A student with a disability who has an individualized education plan (IEP) shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized educational program.

Coaches may impose additional academic requirements with the prior approval of the principal and activities director.

*Code Reference: Summary of Scholarship Rule, 281—IAC 36.15(2)*

An incomplete (I) will be considered a failure. Students who receive an incomplete at the end of a quarter or semester will immediately lose eligibility on the day grades are finalized by staff. At the time the incomplete (I) becomes a passing grade, eligibility will be reinstated if it is within the first seven days of the new quarter or semester. An incomplete at the semester will result in the student being ineligible for 30 calendar days, if the grade is not elevated to passing within the first seven days of the new semester. An incomplete at the quarter will result in the student being ineligible for 14 days, if the grade is not elevated to passing within the first seven days of the new grading period. If an incomplete (I) has not been elevated to passing within the first seven school days of the next quarter or semester, the student will serve the entire ineligibility period. After the 1st and/or 3rd quarters, if a student's grade is still incomplete or failing after the 14 days of ineligibility, the student will remain ineligible until the grade is passing.

## **Student Policies**

### **AGENDA/PLANNER**

Students are encouraged and expected to utilize online organization and management applications available through Google.

### **LUNCH TICKETS**

Federal regulations require that all students must either have the correct amount of money or must use their OWN lunch tickets. Charging is allowed up to a negative five dollars. All accounts must be kept up to date. Any student who does not have their ticket with them will go to the end of the line. A lost lunch ticket will be replaced at the cost to the student for \$2.00.

Prices for breakfast and lunch will be posted at registration.

### **Accu-Scan**

The food service will be using a computerized system for lunch and breakfast sales. It uses a card with an identification code. Whatever amount you send for your child's lunch/breakfast will be credited to their account. Each meal purchased will be deducted from the account. When your child's account is within three (3) days of being depleted, the computer will print out a reminder message that will be given to your child to take home. If you desire further information please contact the Food Service Director (Kelly Clark) at 444-4407. Plaine Community Schools has a closed campus lunch policy.

### **ATHLETIC PARTICIPATION AND PRACTICE IN CONSECUTIVE SPORTS**

1. An athlete cannot be required to practice in two sports until after Sectional tournaments in the sport in season.
2. After Sectionals, practices and participation in both are permissible; but in case of conflict, the sport currently in season takes preference.
3. If in the event that the coach of the sport in season initiates the release of one of his or her players to the next sport, the above may be waived but only with the permission of the activities director and/or principal.
4. All fees must be paid from the current sport before participation in the next sport can take place.

### **SCHOOL PERMIT**

Students who wish to obtain a school permit must have completed the requirements set by the Iowa Department of Transportation. All applications for school permits will be the decision of the Belle Plaine High School principal or superintendent if the principal is not available. Forms for school permits are available in the high school office. A meeting is required with the secondary principal along with the student and/or parent/s to obtain the school permit form.

### **STUDENT DRESS**

The vast majority of our students dress reasonably and appropriately for learning. Students are expected to maintain a neat personal appearance on campus and/or at school activities/events. There is a strong connection between academic performance, students' appearance, and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students' dress is not to cause disruption to, or become a distraction from the educational process. Because we operate within a drug and alcohol free environment, students who wear clothing that depicts drugs, tobacco, or alcohol will be asked to change or reverse the clothing, or they will be sent home to change.

Students wearing clothing that depict sexual innuendos or references that may be sexually suggestive will be asked to change or reverse such clothing or they will be sent home.

Rollers, picks, combs, plastic bags, hair nets, hats, caps, scarves, hoods over the head, stocking hats, wave caps, and bandanas are unacceptable and may not be worn in school.

Shirts and shoes must be worn at all times. Slippers are not permitted. The following attire is inappropriate for school and students may be asked to change clothes or sent home to change:

- Strapless tops
- Spaghetti strap tops
- Short tops which reveal the mid section
- Backless and one shoulder tops
- Low cut tops that show excess cleavage
- Shorts, skirts or skorts that are too short or tight
- Any shirt revealing torso
- Pants that expose the posterior and/ or undergarments
- Bodysuits, biker pants, boxer shorts, short shorts, pajamas, and pajama pants

Pants must be worn on the waist, sagging pants are not allowed. Sunglasses, unless required by a physician or approved by the school nurse, may not be worn in school. Goggles are not to be brought to school. The school provides safety goggles for use in classrooms where protective eyewear is needed. No gang symbols or identifiable clothing or graffiti will be allowed at BPHS. Students may not wear bandanas or handkerchiefs. Coats and jackets are to be placed in lockers. How students feel about themselves and how they act is often influenced by what they wear. Belle Plaine High School is a place designed for learning.

For safety reasons, students are not permitted to attend school without footwear. (House slippers/bedroom slippers may not be worn to school.) In addition, students are required to remove their hats, scarves, and other headpieces in the building and are required to leave such articles in their lockers throughout the school day. Clothing or accessories will be worn for their intended purpose (i.e. belts around the waist.)

Clothing and accessories that display or promote alcoholic beverages, tobacco, any controlled substance, profanity, obscene pictures, vulgarity, lewd or obscene saying, or depict illegal activities cannot be worn. Any wording or images that are obscene or profane in interpretation are prohibited.

Clothing or material containing any print, image, or symbol that is derogatory to any race, gender or ethnic group is prohibited.

Items such as blankets, pillows, or other additional items deemed inappropriate by school staff are prohibited.

Students are prohibited from drawing, marking, painting, or any form of writing on themselves or their clothes during school. This behavior is a distraction from learning for the individual and potentially others as well. Student attention is to be focused on learning.

### **BACKPACKS**

Students are allowed to carry backpacks to classrooms.

The administration reserves the right to search the contents of a student backpack if there is a reasonable suspicion of a school rule violation.

### **LOST AND FOUND**

The lost and found department is located in the office. Articles found should be turned in at the office. Loss of property should be reported. An effort will be made to return them to their owners.

### **STUDENT SOCIAL EVENTS**

All school-sponsored events shall be under the control and supervision of school personnel. Approval for an event shall be secured from the principal of the building involved, and the event shall be placed on the school calendar before any public announcement is made. Hours, behavior, and activities related to school-sponsored events shall be reasonable and proper.

### **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. The principal must approve musical groups. Only Belle Plaine High School students and approved guests will be permitted to attend. Any student who brings a guest other than a Belle Plaine student will be held responsible for the actions of that person. Once a student leaves he/she will not be allowed to return. Students found to be using alcohol, drugs, and/or tobacco will not be allowed to attend other dances including prom, and parents will be notified. These students would also be subject to the penalties of the good conduct rule for extra curricular activities.

### **STUDENT DUE PROCESS RIGHTS**

It shall be the policy of the Belle Plaine School District to provide for student due process rights. Board Policies provide legitimate and reasonable channels through which policy interpretations may be resolved.

### **BALLOON BOUQUETS/FLOWERS**

No balloon bouquets and/or flowers will be sent to students.

### **MEDICATION**

If a student needs to take medication during school hours, he/she must bring the medication to the office with written instructions as to how it is to be administered. The school nurse is permitted to distribute non-prescription to students if he/she has parent permission to do so and if the nurse determines such action to be appropriate.

### **VISITORS**

Parents and other visitors are welcome in our school. We welcome their suggestions and questions. Student and adult visitors are to report to the principal's office so they can be welcomed and introduced to appropriate personnel. They must also obtain a visitor's permit. Students who wish to have a student visitor in school should clear this at least twenty-four hours in advance. The conduct for all visitors is the same as that of Belle Plaine High School students.

### **VENDING MACHINES AND/OR FOOD & DRINK**

Vending items (except clear fluids) are not to leave the cafeteria during the school day unless the student has permission from a teacher. All food must be consumed in the cafeteria unless the student has permission from a teacher for a special o

### **STUDENT CONDUCT**

The Belle Plaine Community School District prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or “look a-like” substances (such as e-cigarettes, Vape Kits or Vape pens, Juul, etc.) that appear to be tobacco, beer, wine, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district.

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

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

### **CLASSROOM MANAGEMENT/BEHAVIORAL EXPECTATIONS**

Be Prepared

\*be to class on time – before the bell rings

\*have materials with you and be ready for class

\*participate appropriately:

\* have a positive attitude

\* participate and contribute productively

\* use appropriate language/volume

\* keep your hands/feet to yourself

\* be respectful toward teacher and of fellow students

\* refrain from being disruptive

\* use work time effectively

\*\* refrain from exceedingly inappropriate or offensive conduct including but not limited to; gross insubordination, profanity, or refusing to cooperate with teachers, para-educators, and/or administrators.

**Failure to comply/cooperate may result in loss of privileges, detention, suspension or other disciplinary action.**

## **CLASS/STUDY HALL MANAGEMENT PROCEDURES**

*All school rules, as set forth by the administration, will be enforced in the classroom/study hall.*

1. Students will be expected to bring materials, as assigned by the instructor, to class each day. Students may not be allowed to leave class to obtain forgotten materials. Upon entering the room, students must go directly to their seats and be seated. You should be ready for class when the tardy bell rings.
2. Tardiness: In the event of a tardy, students may be assigned up to 30 minutes of detention by the classroom teacher (see page 19). If the student fails to attend this detention, one hour will result. If the student fails to attend the second detention, his/her name will be given to the office for disciplinary action including a detention and/or suspension. Staff members should document and supervise all detentions due to tardiness.
3. Absences: After you have been absent, all students should first report to the main office to confirm their return to school. At this time, any documentation verifying the absence should be provided.
4. Food, Pop, and Candy: food, pop, and candy ARE NOT allowed in the classroom unless the teacher has given permission to the students ONLY for special occasions. All food should be eaten in the cafeteria. Gum may be chewed except in choir and band or otherwise specified. **(JH will not be allowed to have gum in any classroom)**
5. No Games: Unless they are directly related to the objectives of a class lesson, games in the classroom or study hall such as cards, chess, etc. will not be allowed.
6. Cheating: CHEATING WILL NOT BE TOLERATED. If caught, you may fail the test or assignment. Letting someone copy is cheating. The individual classroom instructor may set other additional penalties. **(See Also- Academic Integrity Policy)**
7. Students WILL NOT be excused to leave the room any time during class unless they have prior approval from the office or the teacher/supervisor. **Students who are allowed to leave may be asked to leave their cell phone/electronic device in the classroom.**
8. Detention: Assignment of detention will be with the individual assigning teacher. Documentation of this should be made on JMC and/or a detention form. **Students who have not served detentions or other disciplinary requirements in the required time may not be allowed to participate in school events or activities. This includes/but not limited to dances, reward days, field trips, practices, and extra-curricular activities. Any exceptions will be the decision of the secondary principal.**
9. Safety: All safety procedures as outlined by the instructor will be followed.
10. Students will be held responsible for all school owned property and materials. Textbooks and materials issued must be returned at the end of the semester or a fine will be assessed. All materials must be turned in and/or fines paid before you will be given a credit for the class. Fines may also be assessed for textbook, computer, and miscellaneous material damages due to inappropriate student use.
11. In addition to the procedures outlined above, each teacher may add rules and regulations as needed for specific situations such as labs, shops, etc.

### **12. Electronics Policy**

**Study Hall- 7-12:** Students may listen to music in study hall as long as the music cannot be heard by others sitting around the individual and the **student is working or reading**. Students should



not mess with players, CDs, song selection, etc. during study time to the extent that it keeps them from completing their work. **Listening to music is a privilege and students should remain on task at all times. Failure to make adequate progress, may result in loss of music privileges, disciplinary action, and is subject to staff opinion. Study hall supervisors have the authority to remove privileges at any time at their discretion.**

**Classroom- High School Only: With teacher permission**, and only during designated work-time, students may be allowed to listen to their music as long as the student is working and staying on task. Students should not mess with players, CDs, song selection, etc. during study time to the extent that it keeps them from completing their work. Listening to music is a privilege and students should remain on task at all times. Failure to make adequate progress may result in loss of music privileges, disciplinary action, and is subject to staff opinion.

13. Electronic devices that should not be brought to school include, but are not limited to: laser pointers, speakers, hand-held video games. They will be confiscated and kept in the office during school hours.
14. Personal external speakers are not to be used by students at any time unless for educational purposes and only with prior approval from the teacher or supervisor. Students should use headphones/earbuds when listening to videos, music, etc.

**15. Cell phones:**

**Students may use cell phones and electronic devices prior to the beginning of the school day (8:10) and after the school day has ended (3:20). Students may use cell phones during passing times, lunch, and with teacher permission, during class ONLY for educational purposes.**

**Students taking photos or videos of other students or staff without permission or for non-educational purposes is prohibited. Violation of this policy may result in loss of privileges, detention, or other disciplinary action.**

**At any time, staff members may ask students to place cell phones and/or electronic devices in a tub/basket/or other cell phone holder upon entering the classroom or during class. Failure to comply/cooperate with staff or administrators may result in loss of privileges, detention, suspension or other disciplinary action.**

If a staff member sees a student with a cell phone or using a cell phone during class, the staff member may take the cell phone from the student and turn it into the office.

\*In the case of student illness, students are required to **first report the illness to the school nurse or the office** to determine the degree of the illness and choose the best course of action. The school nurse or secretary will then contact the parent or guardian to report on the status of the student. Failure to follow this procedure will be considered a violation of the cell phone policy.

**Violations of cell phone use will result in the following:**

- a. **1<sup>st</sup> Offense- phone confiscated and taken to the office and documented. Phone may be picked-up by the student at the end of the school day.**
- b. **2<sup>nd</sup> Offense- phone confiscated and turned in to the office and documented. Parent/guardian will be contacted by office personnel. Phone may be picked-up by the student at the end of the school day.**
- c. **3<sup>rd</sup> Offense- phone confiscated, turned into the office and documented. Parent/guardian will be contacted by office personnel. On return to school, student must check phone into the office during school hours and may pick it up when leaving for the school day, for a period of 5 school days.**
- d. **Consequences for additional violations will be determined by the school administration.**

### **ACADEMIC INTEGRITY POLICY**

The faculty of Belle Plaine Jr./Sr. High School believes that all students must demonstrate honest and ethical behavior. Academic dishonesty, cheating, or plagiarism involves an attempt by the student to present another's work as his/her own. Because the faculty understands that not all plagiarism or cheating may not have been intentional, the student may be asked to rewrite the assignment in keeping with proper scholarly practice and resubmit it for evaluation. The instructor may reduce the student's grade for the assignment.

#### **Violations of the Academic Integrity Policy include, but are not necessarily limited to, the following:**

- Copying or giving an assignment to a student to be copied unless specifically permitted specifically by the teacher.
- Submitting another student's work as your own.
- An act of using the exact words, a close paraphrase, or a unique idea from another person's writing.
- Submissions of any work that is not the students.
- Use of unauthorized material including textbooks, notes, calculators, or computer programs during an examination or on a major project.
- Supplying or communicating in any way unauthorized material including notes, textbooks, calculators, or computer programs on a major project.
- Unauthorized access to an exam or answers to an exam.

#### **Consequences for the Violation of this Policy**

- Any student caught cheating or plagiarizing on schoolwork may receive a failing score for the assignment as well as a school disciplinary consequence.
- Any student cooperating in a situation involving cheating or plagiarism is subject to the same consequences.
- The teacher and/or administration in cases where cheating or plagiarism is discovered or suspected will notify parents or guardians.
- A conference will be required between the student and the administration when a student is found to be involved in plagiarism or cheating.

- Any student found to be plagiarizing more than once in a class may be dropped from the class with a grade of F.

### **STUDENT REMOVAL FROM CLASS FOR GRADES 9 - 12**

1. The first removal from class will result in an official write up from the teacher stating the reason for removal. The teacher will notify the parent/guardian of the student. Students will be allowed due process in writing. A conference with the student, teacher, principal, and counselor may be held prior to the student returning to class.
2. The second removal from the same class will result with an official write up from the teacher, student allowed due process by writing. Parent/guardians will be notified by the administration. A conference with the student, student's parent/guardian, teacher, principal, and counselor will be held before the student returns to class.
3. The third removal from the same class will result in a write up from the teacher, student due process in writing. Principal will notify parents. Students may be withdrawn from class and may receive a failing grade.

### **STAFF JURISDICTION**

Every teacher and school employee has jurisdiction over each student in the entire system.

### **LOCKERS**

Although school lockers 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 ensuring that the lockers are properly maintained. For this reason, periodic inspections of lockers is permissible to check for cleanliness and vandalism. School authorities may conduct general maintenance inspections at any time without notice, without the student's consent, and without a search warrant.

### **PARKING AREAS**

The parking and loading/unloading at Belle Plaine High School will be as follows:

1. Students are expected to park in designated areas, obey all parking rules and driving regulations. Violators may lose the privilege of parking on school property indefinitely.

#### North Lot:

**The south row of the north lot is reserved for staff only.** The remainder of the lot may be used for Juniors and Seniors only who drive. Students should only use one spot per vehicle.

#### South Lot:

**The first five spots of the west row are reserved for staff only.** The remainder of the lot may be used for all other students who drive. Students should only park in the paved area of the lot and use only one spot per vehicle.

2. The semi-circle and parking spots in front of the building are RESERVED. NO STUDENTS MAY PARK IN THE SEMI-CIRCLE AT ANY TIME!! THE ONLY FACULTY THAT MAY PARK IN THE SEMI-CIRCLE ARE THOSE THAT TRAVEL BETWEEN BUILDINGS!
3. NO LOADING OR UNLOADING OF STUDENTS WILL TAKE PLACE IN FRONT OF THE BUILDING. This area is reserved for buses only!! Please use north or south entrances.

### **ASSIGNMENT OF DETENTION**

1. Detention may be assigned with the assigning teacher and served with that teacher at the teacher's discretion of day and time. Failure to serve may result in the detention time being doubled or additional disciplinary action from the administration.

**\*\* Students who are serving detention in the office will be required to give their cell phone to staff at the front desk while serving their detention. Teachers may also request students cell phones be placed on a table or in a basket/tub if detention is being served in the classroom. Failure to comply/cooperate may result in loss of privileges, detention, suspension or other disciplinary action.**

### **LEARNING CENTER PROCEDURES AND EXPECTATIONS**

1. Students who have library research or assignments using library materials, or who need to utilize the learning center computer facilities may come to the learning center. Students who need to study for tests or to work together may come to the learning center. The learning center, however, is not to be used as a substitute for study hall. Students should be working productively.
2. Work quietly. If you are working with someone on an assignment, use a quiet voice. No one else should be able to follow your conversation.
3. Treat others with respect.
4. Teachers may bring classes to the learning center any time, but if possible, please reserve the center in advance. A sign-up schedule is located in the learning center office and is also available online.
5. Learning center materials may **not** be taken without checking them out or obtaining permission of the teacher or supervisor.
6. Use the learning center materials with care. Materials should be checked out as follows:  
Circulation lengths: books -- 4 weeks  
Reference materials -- overnight and returned before 1st hour  
Current magazines and the newspapers ---- 1 period
7. Students will be charged for lost or damaged materials.
8. No food or drinks (except water) are allowed in the learning center.
9. Students causing a disruption will be asked to leave. Continued disruptions will result in loss of learning center privileges.
10. Use of the Internet requires a parent permission form on file.
11. Computers are for school projects/assignments.
12. E-mail is to be opened only to send documents for schoolwork.

### **INTERNET - APPROPRIATE USE REGULATION**

The following is an abbreviation of the policy adopted by the Belle Plaine School Board on Internet Appropriate Use Regulation Code No. 604.5-R, which can be read in its entirety in the board policy book.

#### **Internet Access**

1. Making Internet access available to students carries with it the potential that some students might encounter information that may not be appropriate for students. However, on a global network, it is impossible to control all materials. Because information on the Internet appears, disappears and changes, it is not possible to predict or control what students may locate.
2. It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material.
3. The smooth operation of the network relies upon the proper conduct of the established users.
4. Transmission of material, information or software in violation of any board policy or regulation is prohibited.
5. The school district makes no guarantees as to the accuracy of information received on the Internet.

### **Student Use of Internet**

1. The use of the network is a privilege and may be taken away for violation of board policy or regulations.
2. Students should adhere to on-line protocol:
  - a. Respect all copyright and license agreements.
  - b. Cite all quotes, references and sources.
  - c. Remain on the system only long enough to get needed information.
  - d. Apply the same privacy, ethical and educational considerations utilized in other forms of communication.
3. Restricted material - Students shall not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulation.
4. Unauthorized Costs - If a student gains access to any service via the Internet, which has a cost, involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

**Student Violations- See the Belle Plaine 1:1 Chromebook Policies and Expectations for information regarding Internet or Computer violations.**

## **Belle Plaine Community School District 1:1 Chromebook Policies and Expectations 2021-2022**

### **Vision, Expectations, and Care**

#### **What is the vision for 1:1 laptop initiative?**

The Belle Plaine Community School strives to provide our students with the necessary educational tools to achieve success in a 21st Century learning environment. To help assist in this goal, the Belle Plaine Community School has implemented a 1:1 initiative for grades 3-12.

#### **How will the addition of this technology help our students?**

- Promoting responsible citizenship in a digital world
- Granting access to research tools
- Developing effective research skills
- Understanding of the relationship between producing and consuming knowledge.
- Enhancing communication between teachers, students, parents, and community
- Promoting environmentally conscious behaviors
- Connecting to learning in a meaningful way by meeting Core standards
- Managing resources and homework

#### **Who owns the Chromebook computers?**

The Belle Plaine Community School retains ownership of all school-issued technology and accompanying accessories. A device will be issued to each student during the orientation-computer roll-out nights. Because the device is owned by the school district, Belle Plaine Community School retains the rights to monitor the use of the Chromebook.

#### **What type of equipment will the student receive?**

Students will receive a Chromebook and a charger. It will utilize Google Drive and Google Apps for word processing, spreadsheets, video editing, and presentational needs. Students will also receive a “work-in” bag for their Chromebook. **The Chromebook should remain in the “work-in” bag at all times. Students who incur damage to a Chromebook while it is not in the “work-in” bag may be subject to all repair/replacement costs. Parents will be notified if a student is routinely observed having their Chromebook out of the “work-in” bag.**

#### **What will students need to provide?**

Earbuds should be purchased by the student to use with the Chromebook.

#### **What are some ways I can take good care of my Chromebook?**

<b>DO</b>	<b>DO NOT</b>
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<b>Use the “work-in” bag for your Chromebook. The Chromebook must be carried in your bag at all times.</b>	DO NOT use any cleanser of any type. Students will be shown the proper way to care for their Chromebook during the orientation.
Keep your Chromebooks in a <b>locked</b> classroom or <b>locked</b> locker during lunch and all assemblies or carry with you.	DO NOT clean with any paper product.
Feel free to personalize your trackpad settings and other preferences.	DO NOT use your bag as a locker. Please be mindful of the what you put into your bag.
Consult your Teacher Librarian/Media Specialist if you have any questions.	DO NOT stack heavy materials or books on top of your Chromebook.
Keep your personal passwords for your Chromebook private.	DO NOT leave your Chromebook in your car or in direct sunlight. Chromebooks should not be left in areas of extreme heat or cold.
Report any damage to your Chromebook right away.	DO NOT leave your Chromebook in an unlocked or unsupervised area.
Use only your school affiliated Google account to access your Chromebook.	DO NOT set objects on the keyboard. Earbuds, pens, pencils, cell phones, etc... will crack screens if the lid is closed with items on the keyboard.
Do use only the provided charger to charge your Chromebook.	DO NOT log into personal google accounts for the purpose of utilizing chat, video chat, or others means that are not for educational purposes.

### **Do I have to update the software on my Chromebook?**

The Chromebook will update automatically. There is no need to turn in your device for technology updates. You should, however, expect to have your Chromebook inspected regularly for appropriate care and use.

### **Appropriate Use at Home and at School**

The Internet at Belle Plaine Community School is currently filtered with the intent of blocking inappropriate content while at school. Students are allowed to connect to wireless internet connections and this same school filter will apply regardless of location (school, home, public wifi). It is important to note that the Internet is hard to contain and not all materials will be caught by the filters. Students are expected to uphold the Board Policy of Appropriate Internet and Use at all times while using school issued technology (Board Policy 605.6). This includes, but is not limited to the following:

- engaging in bullying
- accessing illegal or inappropriate material
- creating accounts using your school-issued email account without the direction of a teacher.

- downloading music, videos, games or other copyrighted materials illegally.

**Chromebooks Left at Home or in Repair**

Should a student forget his/her Chromebook, a temporary device will be made available; repeat offenses will be addressed individually. Students who frequently forget their chromebooks or the chromebook is not charged, may be denied the use of a replacement. We understand that accidents may happen, or that the Chromebook may malfunction at no fault of the student. Please address any concerns with the Technology department in a timely manner. When a computer is out for repair, the student may be issued a loaner Chromebook.

**Expectations within the school classroom**

As with the use of cell phones or other devices, it is expected that students will heed the directions and requests of their teachers regarding use of the Chromebook. The Chromebook should not be opened and used unless instructed by the teacher to do so.

**Repairs**

Screen damage is \$80 for each repair. If the damage is deemed to be gross negligence, the cost will be determined by the administration. Some examples might include spilling fluid on the Chromebook, leaving the device outside in the rain, or other events that are preventable with good care.

Should the repairs present a financial burden, optional arrangements can be made.

**Student FAQ (Frequently Asked Questions) and the 1:1 team responses**

Student Questions	1:1 Team Responses
Do we have to use a carrying case?	<b>Yes, you should always have your Chromebook in the “work-in” bag provided for you.</b>
Are you allowed to bring your own device?	No. Our technology department will be supporting the Chromebooks and will NOT be supporting other student devices.
Why are we getting a Chromebook?	This decision was based on the capabilities of the Chromebook and the price point.
Will you have your own charger?	Yes, however we want the Chromebook charged each day when you get to school.
Will you have more homework on the computer?	You will probably be asked to do more work on the Chromebook both at school and home.
Will you use the computer all day?	No. Chromebook use will vary from class to class.



Do you have to bring the Chromebook to every class?	No. There will likely be some classes in which the teacher asks you not to bring the Chromebook.
Will you be able to take the Chromebook home?	Yes, please do!
Could I put the Chromebook in my backpack?	As long as it is still in its “work-in” bag.
Can we download games?	You will be able to play web based games at appropriate times. You will NOT be able to download games.
Can we do social networking on the Chromebook?	No, unless directed by a teacher or administrator
Can we put a credit card on the chromebook to purchase things?	No.
Will the Chromebooks be used by someone else when we return them?	Yes.
Will we keep the Chromebooks the entire year?	Yes.
Will there be charging stations?	There may be outlets available in some classrooms. Charging stations will also be available in the office and the library.
Will there be a fee if you break it?	Yes, please refer to parent/student agreement #2 and #3.
Will we have a planner on the Chromebook?	Google calendar can be used as a planner.
Do we get to bring them home over the summer?	We have not determined this yet.
Can we personalize the Chromebooks?	<b>DO NOT AFFIX STICKERS TO THE CHROMEBOOKS.</b>
Will the school see what we’re doing?	Yes. There will be a program that allows teachers to see your screen while you are on our campus. We also can review the sites you have visited at all times of day.

How will we do math and science on the Chromebooks?	All of your teachers will be learning about new ways to use the Chromebooks as a tool in all of your classes to improve learning.
How will it impact our learning?	The Chromebook will be a new tool to enhance your learning.
What if the Chromebooks crashes?	There will be loaners on hand in the office.
In which classes will we be using them?	All.
Could one buy the old Chromebooks from the school to keep?	Not at this time.
How will we print from them?	You will be asked to share documents and not print. There will be printing stations in the library you may use.
How will we practice handwriting if we do everything on the computer?	You won't do everything on the computer.
Will there be a tracking device in the computer to track them?	Yes. As long as the computer is powered on.
What happens if you lose it?	See parent/student agreement #2 and #3
Can we be seen through the camera?	No.
What if there is no WiFi at home?	You can work offline through the Chromebook.
Will there be training for students on how to use the Chromebooks?	Yes.
When will we get our Chromebooks?	TBD
Will we do everything on the Chromebooks?	No.
What happens if it isn't charged and we need it for class?	It's the expectation that your Chromebook starts the day charged.
Can we use things like Facebook, Twitter, etc.?	No, unless directed to by a teacher or administrator.

Will we need to bring our own headphones?	Yes, each student needs earbuds. We will have some for sale.
Do we have certain kinds of headphones we have to use?	No (Students are not allowed to use speakers)
Do we get to set our own password?	Yes, you will set your own passwords, but the school can reset them.
Can we take our Chromebook to sports events?	Yes. Students are solely responsible for the computer at all times.

**Parent/Guardian/Student Agreement, 2021-2022 School Year**

Print Student Name: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

<b>The following points reiterate expectations of use and care of the school-issued Chromebook</b>	<b>Student Initials</b>	<b>Parent Initials</b>
1. I will bring my Chromebook to school every day fully charged.		
2. I will not leave my Chromebook unattended unless it is locked in a secure place. My family is fully responsible for the cost of a replacement should my Chromebook become lost, stolen, or damaged due to “gross negligence” as determined by the administration.		
3. I understand that my family may be financially responsible for damage as a result of gross negligence to my Chromebook as determined by administration.		
4. I will not duplicate or distribute copyrighted materials I do not own.		
5. I will keep the Chromebook lid fully closed and in its bag whenever it is not in use or being moved from one point to another.		
6. I will not attempt to install or modify the operating system on the Chromebook to anything other than the Chrome OS system supported by the district. I will not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover, or plastic casing.		
7. I will report any problems with my Chromebook to a member of the Office or Technology Support Staff in a timely manner.		

8. I will not share my password(s) with anyone other than my parents/guardians.		
9. If I leave Belle Plaine Community School for any reason (change schools, move, etc). I will return my Chromebook to the school office prior to my last day.		
10. I have read the expectations for proper care and I agree to these conditions.		
11. I am responsible for utilizing the bag provided to protect the Chromebook while transporting it. I will keep my Chromebook in the bag at all times.		
12. I shall comply with Belle Plaine Community School's policies and rules, the District's Code of Conduct, as well as, local, state, and federal statutes.		
14. I understand when the Chromebooks are used offsite (at home) I am responsible for ensuring that I practice safe and responsible use of the Chromebook, since filtering will not be enforced.		
15. I will only use the Google For Education account provided for me through the Belle Plaine Community School on my Chromebook.		

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Students waive any right to privacy in anything they create, store, send, disseminate or receive on BPCSD's computers and computer network systems, including the Internet.

**Parent's/Legal Guardian's Right To Waive 24/7 Access**

- Parents/Legal Guardians have the right to waive their child's 24/7 access to the Device by filing a written waiver with the school's main office. The student will still have access to the Device while at school, but will not be allowed to remove the Device from school. A location will be provided to store and charge the Device at school. The decision to either waive the right to 24/7 access or to participate in 24/7 access to the Device can be made at any time during the school year.

**Discipline**

Any student who violates the rules and expectations relative to this Handbook and/or Acceptable Use Policy will be subject to disciplinary action. If there is evidence that a violation has occurred, then a BPCSD administrator or designee will decide appropriate consequences in accordance with school policy and the law. Disciplinary action could include but is not limited to, verbal warnings, technology restrictions, loss of technology privileges, detention, and up to and including suspension or expulsion

from school. In addition, inappropriate use of the machine may result in the user losing his/her right to use the device and/or take it home and/or fine(s) assessed due to intentional/negligent damage or lost/stolen devices or accessories. The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school's electronic system or Devices. The interpretation, application, and modification of this policy are within the sole discretion of BPCSD. Any questions or issues regarding this policy should be directed to the building principal.

### **Shutting Down the Device**

- Fully shutdown the Device when it won't be used for an extended duration. Simply putting your Device to sleep and not using it for several days can drain the battery to a point where it may no longer accept a charge.
- It is a best practice to shutdown your computer at night, connect the charger, and then power on again in the morning when needed.

### **STUDENT CONDUCT**

High personal standards of courtesy, decency, morality, clean language, and honesty shall be maintained. Respect for school and personal property shall be expected of all students.

Failure of a student to comply with the duties he or she is bound to perform constitutes misconduct. Some of these duties are as follows:

1. Comply with the rules and regulations of the Belle Plaine Community High School.
2. Submit to the authority of the faculty and staff of the school.
3. Display proper conduct to and from school and on school grounds and school buses.
4. Abstain from physical altercation (fighting), gambling, immorality, profanity, using tobacco, narcotics, or intoxicating liquors on school ground or elsewhere.
5. Refrain from defacing, damaging or destroying school property.
6. Conduct at school sponsored events away from home will be on the same basis as those at home.
7. Mooning - automatic, one day, in-school suspension and one event violation of the Good Conduct Policy and removal from National Honor Society.

Students failing to comply with student conduct expectations may be subject to one or more of the following disciplinary measures: Detention, In or Out of School Suspension

### **STUDENT SUSPENSION**

The Iowa Code gives the Board of Directors the power to suspend students and the authority to confer this power on members of the professional staff.

The principal of each school building may temporarily suspend a student for a period not exceeding ten days for disciplinary reasons by following the due process procedures. The minimal due process procedures include the right of students to:

1. Be given oral and/or written notice of the charges.
2. Be given the opportunity to admit or deny such charges.
3. Be given an explanation of the evidence against the student if he/she denies the charge.
4. Be given an opportunity to explain the situation.

The president of the Board shall be advised immediately and in writing of all short-term and extended suspensions. The building principal will do re-admission of the student after a suspension.

### **STUDENT EXPULSION**

Students shall conduct themselves in accordance with board policy, “Student Conduct”. 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.

### **TOBACCO, ALCOHOL, AND DRUGS**

The Belle Plaine Community School District prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or “look a-like” substances (such as e-cigarettes, Vape Kits or Vape pens etc.) that appear to be tobacco, beer, wine, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district.

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

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

### **SEARCH AND SEIZURE**

School district authorities may, without a search warrant, search a student, student belongings, student lockers, desks, work areas or student vehicles based on a reasonable suspicion that a school district policy, rule, regulation, or law has been violated.

### **CANINE INSPECTION**

Belle Plaine High School, in cooperation with the Belle Plaine Police Department, will conduct routine building inspections using a “drug dog.” These inspections are done during class time, before school, or

after school hours. If information is produced during an inspection that constitutes “reasonable suspicion”, the administration will conduct a search within the guidelines of established district policy and Iowa statute.

### **ANTI-BULLYING/HARASSMENT**

Harassment of employees and students will not be tolerated in the school district. School district includes school district facilities, school district premises, and non-school property if the employee or student is at any school sponsored; school approved or school related activity or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

Harassment includes, but is not limited to, race, color, creed, national origin, age, gender identity, physical or mental ability or disability, religion, sexual orientation, marital status, physical appearance, ancestry, political party preference, political belief, socioeconomic status, familial status, and sexual harassment. Harassment by board members, administrators, employees, parents, vendors, and others doing business with the school district is prohibited. Employees whose behavior is alleged to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, discharge or other appropriate action. Other individuals whose behavior is alleged to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent or board.

Sexual harassment will include, but not be limited to, 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 an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Other types of harassment/bullying may include, but not be limited to, jokes, stories, pictures or objects that are offensive, tend to alarm, annoy, abuse or demean certain protected individuals and groups. It may include verbal, non-verbal, physical, written, or electronic harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim. “Electronic” means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

Employees and students who believe they have suffered harassment will report such matters to the investigator for harassment complaints. However, claims regarding harassment may also be reported to the alternate investigator for harassment complaints.

Upon receiving a complaint, the investigator will confer with the complainant to obtain an understanding and a statement of the facts. It is the responsibility of the investigator to promptly and reasonably investigate claims of harassment and to pass the findings on to the superintendent who will complete such further investigation as deemed necessary and take such final action as deemed appropriate. Information regarding an investigation of harassment is confidential to the extent possible, and those individuals who are involved in the investigation will not discuss information regarding the complaint outside the investigation process.

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

No one will retaliate against an employee or student because they have filed a harassment or bullying complaint, assisted or participated in a harassment investigation, proceeding, or hearing regarding a harassment charge or because they have opposed language or conduct that violates this policy. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

It is the responsibility of the board members, administrators, licensed and classified employees, students, and others having business or other contact with the school district to act appropriately under this policy. It is the responsibility of the superintendent and investigator to inform and educate employees or students and others involved with the school district about harassment and the school district's policy prohibiting harassment.

This policy and accompanying regulations will only apply when an employee is the victim of an alleged harasser or an employee is the alleged harasser. It is the responsibility of the superintendent, in conjunction with the investigator, to develop administrative rules regarding this policy.

### **ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES**

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask another employee, counselor, or administrator for help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
  - Tell an administrator; and



- Write down exactly what happened, keep a copy, and give another copy to the administrator. Make sure and include the following:
  - What, when, and where it happened;
  - Who was involved;
  - Exactly what was said or what the harasser did;
  - Witnesses to the harassment;
  - What you said or did, either at the time or later;
  - How you felt; and
  - How the harasser responded.

### **COMPLAINT PROCEDURE**

An employee or student who believes that they have been harassed will notify the building principal, the designated investigator. The alternate investigator is Superintendent of Schools. The investigator will request that the employee or 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 is kept confidential to the extent possible.

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

### **INVESTIGATION PROCEDURE**

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

Upon completion of the investigation, the investigator will report to the superintendent. The investigator will outline the findings of the investigation to the superintendent.

### **RESOLUTION OF THE COMPLAINT**

The superintendent will complete the next step in the investigation reasonably and promptly upon receipt of the investigator's report. Following the investigator's report, the superintendent may investigate further, if deemed necessary, and make a determination of the appropriate next step which may include discipline up to and including discharge.

Prior to the determination of the appropriate remedial action, the superintendent will, at the superintendent's discretion, interview the complainant and the alleged harasser. The superintendent will file a written report closing the case. The complainant, the alleged harasser and the investigator will 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 discharge.

## **CONFLICTS**

If the investigator is the alleged harasser or a witness to the incident, the alternate investigator is the investigator.

If the alleged harasser is the superintendent, the alternate investigator will take the superintendent's place in the investigation process. The alternate investigator will report the findings to the board.

## **STUDENT BULLYING AND HARASSMENT**

The Belle Plaine school district is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the school district has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment when they occur. Bullying and harassment of students by other students, school officials, faculty, staff, board members, vendors, and volunteers who have direct contact with students will not be tolerated. The district prohibits harassment, bullying, hazing, or any other victimization based on any of the following actual or perceived traits or characteristics, including but not limited to race, color, creed, national origin, age, gender identity, physical or mental ability or disability, religion, sexual orientation, marital status, physical appearance, ancestry, political party preference, political belief, socioeconomic status, familial status, and sexual harassment.

This policy is in effect while students are on property within the jurisdiction of the district; while on school-owned and/or school operated vehicles; while attending or engaged in school sponsored activities; and while away from school grounds if the misconduct directly affects the good order and efficient management of the district, or the welfare of students and district employees. If after an investigation a student is found to be in violation of this policy, the student will be disciplined by measures up to and including suspension and expulsion. Employees whose behavior is alleged to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, discharge or other appropriate action. Other individuals whose behavior is alleged to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent or board.

Harassment as set forth may include, but is not limited to the following behavior/overt acts and/or circumstances:

- Verbal, non-verbal, physical, written, or electronic harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim. "Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or other similar technologies;

- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc., that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

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

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

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

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

Any student who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the student's participation in any administrative, judicial, or other proceedings relating to the report. Students who knowingly file a false complaint will be subject to disciplinary measures up to and including suspension and expulsion.

No one will retaliate against a student because he/she has filed a harassment or bullying complaint, assisted or participated in a harassment investigation, proceeding, or hearing regarding a harassment charge or because they have opposed language or conduct that violates this policy. Any student found to have retaliated in violation of this policy will be subject to disciplinary measures up to and including suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The district will promptly and reasonably investigate allegations of bullying or harassment. The building principal, Level I investigator, or designee will be responsible for handling all complaints by students alleging harassment.

It will also be the responsibility of the superintendent, in conjunction with the investigator and principals, to develop administrative rules regarding this policy. The superintendent will also be responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment, prevention strategies, and what to do in case a student is harassed.

### **BUS REGULATIONS AND CONDUCT**

In the interest of safety, good conduct must be maintained in a school bus at all times. Students are encouraged to relax and enjoy the ride. There are, however, certain limits within which pupil activity must be confined.

Bus transportation provided by the Belle Plaine School District shall be under the control and supervision of school personnel. The school bus driver and the school district's control over pupils must be sufficient to assure safe transportation of all students transported in the Belle Plaine Community School District buses.

Regulations governing students riding the school buses to and from school include, but are not limited to: Teasing/taunting/harassing others; loud, abusive, profane language; fighting; out of seat, blocking aisle; hands, arms, feet, head outside of window; throwing item out of window; food/drink without permission; possession of weapon; defiance/disrespect toward driver; students may not lower or raise windows without the permission of the driver.

Violation of any of the above expectations will be referred to the transportation director and building principal for further review. Review may include conference with driver, student and/or parent. Building principal will issue decision regarding disciplinary action which may result in detention or bus riding privileges suspended.

Students not regularly scheduled to ride on the daily bus routes must present written permission from parent/guardian or place a phone call to the office before student will be allowed on the bus. Spectator buses, for students 7-12, will be taken to athletic events if enough students warrant a bus. Students are to sign the bus list in the office the day before the event. Students who do not sign up and show up to ride the bus will be permitted to ride only if there is ample room. For all athletic events students will pay admission charges when they sign up for the bus.

### **STUDY HALL PROCEDURES**

To insure that the study halls are conducted under conditions that are favorable for study, the following rules will be observed.

1. Students will be seated when the bell rings for the beginning of the period.

2. Students will bring all necessary books and materials with them at the beginning of the period. Students may not be permitted to return to the lockers for additional books or supplies.
3. Students who may not have school work to complete should bring a book or other reading material to study hall.
4. No food or drink or games will be permitted in study hall.
5. Study hall supervisors may utilize seating charts.
6. Students are not allowed to use cell phones or electronic devices during study hall unless for educational purposes and only AFTER permission from the study hall supervisor.
7. Study hall supervisors may require students to place cell phones in a designated location during the study hall period.
8. Study hall supervisors may have additional rules to maintain a learning environment within a study hall.

### **ELECTIONS**

When elections are held for prom servers, class officers, graduation ushers, etc., and you are absent, you will not have the opportunity to vote. Elections that involve all students will be coordinated by the activity sponsor in cooperation with office personnel.

### **FIELD TRIPS**

At times students may take field trips and miss classes. Advance Make-up Slips will be distributed and collected by the sponsor of the field trip. Credit for being present at school is given only when the school and the instructor of the class or group sponsor the trip. Also, work in all classes to be missed must be in the hands of the instructor and the Make-up Slip signed by the class instructors and turned into the field trip sponsor by the end of the school day prior to the field trip. Failure to complete the Make-up Slip process in the appropriate time may result in not being allowed to attend the field trip. Students who have not completed disciplinary requirements may also not be allowed to attend. School Administration and field trip sponsors have the right to refuse attendance of any student due to behavior, attendance, or academic concerns.

Parents/guardians will sign a general permission slip at registration for field trips to be taken that year. However, they will be notified by correspondence through their son/daughter before any field trip occurs.

### **TRANSPORTATION TO SCHOOL EVENTS**

Students taking part in co-curricular activities that take them to other towns must travel to and from the event by the transportation provided by the school.

The activity sponsor may grant a participant permission to return home with his/her parents if they notify the sponsor in person. Only parents/guardians will be granted this permission.

If the school district is in a sharing agreement with another district for a specific activity, the student's parents may drive him/her to practices and events. The administration must first approve the sharing

agreement and give permission to transport the student. Please contact the district office for more information and forms to be completed.

### **USE OF TELEPHONE**

Telephone messages will be taken in the attendance office. The message will be transmitted to the student when they are called to the office. Students WILL NOT be called from class or sent from class to receive or make a telephone call.

### **CHANGE OF ADDRESS**

Your change of address or a new telephone number should be reported at once to the office. In case of an accident or an emergency, we should be able to contact your parents immediately.

### **NO ACTIVITIES NIGHT**

Wednesday evenings are reserved for non-school sponsored student activities. All school activities are to terminate no later than 6:00 p.m. All students are to be out of the building by 6:20 p.m.

### **SENIOR PICTURES**

It is suggested that senior pictures be taken the summer before your senior year. This will ensure that your senior picture will be included in the yearbook. All seniors must turn in a billfold size picture to the yearbook staff by December. Three pictures will also need to be turned in to the office. One for the class composite and one for the newspaper layout the week of graduation, and one for Prom.

### **CLASS RINGS**

Class rings are available for selection by the Freshman Class in February of each year. Belle Plaine High neither encourages nor discourages the purchase of a ring.

### **STUDENT WAIVER & 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 parents ability to meet the financial criteria.

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 meet the financial eligibility criteria for free meals under the Child Nutrition Program. 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 meet the financial eligibility criteria for reduced price meals offered under the Child Nutrition Program. A partial waiver shall be based on the same percentage as the reduced price meals.
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 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.

## **SAFETY POLICIES**

### **EMERGENCY SCHOOL CLOSINGS**

In the event inclement weather or any other emergency conditions causing a school late start, early dismissal, or school cancellation, listen to the local stations for emergency information or look on the Belle Plaine Community School District Website:

KWWL-TV7	KGAN-TV2
KCRG-TV9	KCCI-TV8
WMT AM 600	KGYM-AM 1600 ESPN
WHO- AM 1040	

### **BOOK BAGS AND COATS**

Students will be permitted to carry book bags from class to class. Coats will not be permitted to be worn during the school day. During colder periods of the school year, students should dress appropriately for the conditions.

### **FIRE DRILL INSTRUCTIONS**

Everyone in the Junior High/High School building is required to know the following directions and precautions.

1. The fire alarm is a **continuous ringing** of the fire alarm system.
2. Leave your work as it is.
3. The first two people to leave any of the designated exits are to securely hook the doors open.
4. Those leaving the building first are to proceed out far enough from the building to prevent congestion of the exits.
5. Proceed rapidly but orderly. Keep in your designated traffic lane.
6. ALL WINDOWS and FIRE EXITS should be closed.
7. This is serious business! Take it as such. It may mean your life. You never know when it may not be a drill, but the real thing!
8. When outside of the building, pass at least 100 feet from the building. Wait for a return signal before re-entering.
9. Proper room exits will be covered on the first day of school and during fire drill practice.

### **TORNADO EVACUATION INSTRUCTIONS**

Every student, teacher, and staff member is required to study and know the following directions and precautions.

1. The tornado alarm is an intermittent buzzing of the tornado alarm system.
2. Leave your books and material where they are when the alarm sounds. At all times students should remain calm, quiet, and orderly.
3. Proceed quickly to assigned shelter areas.
4. Take all drills seriously. Drills help to insure safety if a real emergency occurs.

Students should remain in their assigned areas until given notice to leave. Crouch down facing the southwest walls with hands over head to protect yourself from flying and falling debris.

5. All students will report to different areas of the locker rooms depending on which classroom you are in. This will be explained on the first day of school and during tornado drills.

### **WEAPONS**

Possession of firearms, use or attempted use of any weapon may result in suspension or expulsion. A bomb threat will result in an immediate expulsion recommendation to the board of education.

Law enforcement may be contacted for weapons violations including possession of weapon or weapon look-alike. This includes pocket or other knives, airguns, slingshots, clubs, chains, metal knuckles, throwing stars, non-chu-ka sticks, mace/pepper spray, or any other item recognized as a weapon.

### **PROTECTIVE DEVICES**

In accordance with state law, students participating in certain classes are to wear protective 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 requirement.

### **CHILD ABUSE REPORTING**

The code establishes a reporting and investigation procedure for alleged cases of child abuse. Certified school employees including teachers and the school nurse are required to orally report within 24 hours to the Department of Human Services when a person “reasonably believes a child has suffered from abuse.” The requirement to report is mandatory.

### **ABUSE OF STUDENTS BY DISTRICT EMPLOYEES**

If a student, school district employee, or other member of the school district community believes a child has suffered abuse, which shall include sexual and physical abuse, by a school district employee in the course of their employment, it will be reported immediately to the level one investigators, the superintendent, by telephoning 444-3611.

## **THREATS OF VIOLENCE**

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 or terroristic 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.

## **GOOD CONDUCT POLICY**

The Good Conduct Policy is stated below as well as available on the district website ([www.belle-plaine.k12.ia.us](http://www.belle-plaine.k12.ia.us)).

### **GOOD CONDUCT POLICY**

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

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

Athletics, athletic managers, cheerleading, dance/drill team, instrumental and vocal music performances, drama productions, speech contests, FFA, National Honor Society, all co-curricular clubs (e.g., Art Club, Science Club, Spanish Club), all honorary and elected offices (e.g., Homecoming King/Queen/court, Prom Server, class officer, student government officer or representative), state contests and performances for cheerleading and drill team, mock trial, Academic Decathlon, or any other activity where the student represents the school outside the classroom .

#### **Academic Eligibility**

To be eligible for an activity, students participating must

- be enrolled or dual-enrolled in school;
- for students in athletics, music, or speech activities, be under 20 years of age;

- for students in athletics, music, or speech activities, be enrolled in high school for eight semesters or less;
- for students in athletics, have not been a member of a college squad nor trained with a college squad, nor participated in a college contest nor engaged in that sport professionally;
- have met all transfer requirements, if the student is a transfer student, or be eligible under state law and regulations if the student is an open enrollment student.

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

### **Good Conduct Rule**

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

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

- possession, use, or purchase of tobacco products, e-cigarettes, vape pens, or "look-alike" substances regardless of the student's age ;
- possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use");

**"possession" has been defined by the Iowa Supreme Court as being within reach of or in "close proximity to" the contraband [e.g., alcohol or other drugs].**

- possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs;
- engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing, violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- inappropriate or offensive conduct such as but not limited to: assaulting staff or students, gross insubordination during activities or on school grounds (refusing to cooperate with staff or authorities), serious hazing or harassment of others. Offenses that occur at school, off grounds, or at any school function may apply to the Good Conduct Policy. NOTE: This could include group conduct.

**Offenses that occur at school, off grounds, or at any school function may apply to the Good Conduct Policy.** NOTE: This could include group conduct.

### **Determination of a Violation Not During School Activities or Off School Grounds**

A student will be deemed to be in violation if law enforcement notifies school authorities of a violation and the student receives a citation from law enforcement or a school official observes the student, or the

student admits the violation. Any witness reports by someone who is not the student, a school official or member of law enforcement of violations off school grounds and not at school activities should be reported to local law enforcement for investigation.

**Determination of a Violation on School Grounds or at School Activities**

A student will be deemed in violation if the student is found guilty of the offense based on witness reports or other evidence collected by school officials about the violation, the student admitting the violation, or a school official witnessing the violation. Any reports of a violation should be reported to a school official.

Prior to making the final determination that there has been a violation on or off school grounds, the principal shall be informed of the allegations and perform an investigation; and notify the student, orally or in writing, and give the student an opportunity to respond to the allegations.

The student and his/her parent(s) shall be informed in writing of the decision (the nature of the violation and the penalty) by mailing the same to the student’s residence (or other address if the parents have a different address on file for mailing purposes with the school) within two working days of the determination. In addition, the parent(s) will be notified orally, if possible.

If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school, the student shall be ineligible *if the administration determines that there is general knowledge in our school district of the fact of the student’s misconduct or violation in the previous district.*

**Penalties :**

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

**FOR ATHLETICS**

**Jr./Sr. High School First Offense:** A student shall be suspended for the number of contests or performances listed below, to be served consecutively, including tournaments or state sponsored activities/contests:

**High School Events:**

Football	3	B & G Track	3
B & G Cross Country	3	Baseball	8
Volleyball	4	Softball	9
B & G Basketball	6	B & G Golf	3
Wrestling	4		
Dance/Drill Team/Color Guard	– 30% of scheduled events/performances		
Cheerleading	– same as sport for which you are cheering		

**Junior High Events:**

Football	1	B & G Track	1
Volleyball	2	Baseball	2

B & G Basketball	2	Softball	2
Wrestling	2		

Cheerleading– same as sport for which you are cheering

**Jr./Sr. High School Second Offense:** Double the consequences of first violation

**Jr./Sr. High School Third Offense:** Ineligible in all activities for one year.

**Jr./Sr. High School Fourth Offense:** Permanent loss of eligibility

**Offenses are cumulative in grades 7 and 8, but do not carry over to grade 9. Offenses are cumulative in grades 9 through 12. Grade 9 officially begins at the end of the last school day of 8<sup>th</sup> grade.**

**\*Coaches or sponsors may impose additional penalties for school or team violations.**

### FOR NON-ATHLETIC ACTIVITIES

Instrumental and vocal music performances, drama productions, speech contests, FFA, School Sponsored Trips, National Honor Society, all co-curricular clubs (e.g., Art Club, Science Club, Spanish Club), state contests and performances, mock trial, Academic Decathlon, or any other activity where the student represents the school outside the classroom.

- **First Offense within the Student's Junior or Senior High School Career of activities-** Six (6) weeks of ineligibility.
- **Second Offense within the Student's Junior or Senior High School Career of activities-** Twelve (12) weeks of ineligibility.
- **Third Offense within the Student's Junior or Senior High School Career of activities-** Twelve (12) calendar months of ineligibility.
- **Fourth Offense within Student's Junior or Senior High School Career of activities-** Permanent loss of eligibility in all activities.

**Offenses are cumulative in grades 7 and 8, but do not carry over to grade 9. Offenses are cumulative in grades 9 through 12. Grade 9 officially begins at the end of the last school day of 8<sup>th</sup> grade.**

1. The period of ineligibility attaches immediately upon a finding of a violation if the student is eligible for and currently engaged in an extracurricular activity and, if not, or if not completed during the current activity, is begun or carried over to the time the student seeks to go out for the next activity or contest.
2. However, if the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation.
3. An ineligible student shall attend all practices or rehearsals but may not "suit up" nor perform/participate.
4. If a student drops out of an activity prior to completion of the activity, the full penalty or the remainder of the penalty, at the administration's discretion, will attach when the student next seeks to go out for an activity, subject to the 12-month limitation above.
5. If a student violates the Good Conduct Rule while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty.

### **REDUCTION IN PENALTY FOR ATHLETICS AND NON-ATHLETICS**

1. Admission Prior to Determination: If a student comes forward to a coach, administrator, activity sponsor, or athletic director to admit (self-report) a violation of the Good Conduct Rule within 48 hours of the incident, the student's penalty may be reduced by one third for a first violation, one-fourth for a second violation, or three (3) months for a third violation within the student's high school career.
2. Evaluation and Treatment: A student who has a second violation of the alcohol or drug provision of the Good Conduct Rule may elect to seek an evaluation and, if recommended, treatment from a recognized substance abuse facility at the student's or student's family's expense. If the student seeks the evaluation and agrees to waive confidentiality to allow the evaluating facility to report back to the superintendent or designee regarding recommendations for treatment or follow-up care, the student's penalty for the second violation may be reduced by one third. This reduction is not available for first or third violations.
3. Items 1. and 2. of this section may not be combined.
4. A student who has been found to have violated the Good Conduct Rule may seek to reduce the penalty by entering into a behavior agreement. The agreement shall be in writing and must be approved by the principal. The degree of reduction shall rest with the administrator, but in no event shall the reduction exceed one-half of the penalty.

### **POSITIONS OF LEADERSHIP**

Upon violation of the Good Conduct Rule, a student will immediately forfeit any position that has been bestowed upon him/her by election or selection by peers, and/or school faculty or staff. These positions may include, but not be limited to, team captain assignments, class or student government offices, selected or elected positions for homecoming, graduation, and prom events, band and choir offices, FFA offices, etc.

- **First Offense within a student's junior or senior high school career** would result in the student being ineligible to hold positions of leadership for a period of six (6) months. This penalty is **subject to reduction** by no more than half if the student agrees to enter into a behavior agreement which is approved by the school administration. This agreement would be submitted in writing, outlining the student's actions to earn back consideration for leadership position(s) opportunities. Examples of items that could be included in a behavior agreement are: exemplary behavior demonstrated by the student, continued participation in extra-curricular activities, volunteer efforts, participation in clubs/organizations sponsored by the school, and communication with the principal or activities director about any other pertinent actions taken by the student in an effort to earn a leadership position(s) back.
- **Second Offense within a student's junior or senior high school career** would result in ineligibility for a period of twelve (12) months. This penalty is **subject to reduction** by no more than half if the student agrees to enter into a behavior agreement as described above.
- **Third Offense within a student's junior or senior high school career** would result in a permanent loss of eligibility to hold positions of leadership for the remainder of high school. If a period of time between a violation and the holding of a leadership position is twelve (12) months or more, this section will not apply.

**Offenses are cumulative in grades 7 and 8, but do not carry over to grade 9. Offenses are cumulative in grades 9 through 12. Grade 9 officially begins at the end of the last school day of 8<sup>th</sup> grade.**

**Violations Occurring During Ineligibility:**

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

**Letters and Awards:**

Students who are ineligible at the conclusion of an activity may still receive a letter or award for that activity if they met the guidelines/requirements prior to the infraction.

**Academic Consequences:**

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

**IV. Definitions**

1. **Activities:** Includes all extra-curricular activities, clubs, and organizations sponsored or approved by the Belle Plaine Community School District.
2. **Suspension:** A suspension shall be imposed at any time during a calendar year starting with the next scheduled contest or event after a student is suspended. If a student is not participating in any activity at the time of the suspension, the suspension shall commence with the first activity in which the student participates. If a suspension is for a first offense, a student may practice with the team at the sole discretion of the coach and activity director, but cannot dress for any game. A student cannot join an activity that has already begun for the purpose of serving a suspension without the approval of the sponsor and principal.
3. **Offense:** Includes any violations of the rules of conduct required by this policy during grades 7 through 12. Offenses are cumulative in grades 7 through 12. Grade 9 officially begins at the end of the last school day of 8<sup>th</sup> grade.

**V. Appeal:**

1. Good conduct issues will be processed by the school principal. If the student is dissatisfied with the penalty assessed by the principal, the student may file a written appeal to the superintendent. Any written appeal filed by the student with the superintendent must be completed within five (5) days of the student or parent receiving written notification of the penalty.
2. If a written appeal is filed by a student, the superintendent will review the matter and will conduct a hearing regarding the appeal. This hearing will be held no later than thirty (30) days after the

appeal is filed. The superintendent will inform the student of the superintendent's decision within seven (7) days after the hearing is concluded.

3. If the student chooses to appeal the decision of the superintendent, the student can request that the matter be reviewed by the Board of Directors. The student's request for this review must be made in writing within five (5) days of the date when the student or parent is informed of the superintendent's decision. This review by the Board of Directors will be scheduled in conjunction with the Board's regular monthly meeting schedule.
4. Any penalty assessed under this policy remains in effect during the appeal process unless it is set aside as a result of an appeal.

#### **VI. Good Conduct Rule:**

A copy of the Good Conduct Rule is located on pages 48-52 of this handbook. This rule applies to every student in grades 7 through 12. Please read the rule carefully with your student. Parents or guardians must sign and return a form that they are aware of the good conduct rules and agree to permit their son/daughter to participate in activities under the rules of this policy. **This must be done before a student will be able to participate in any activity.**

## **General Information**

### **CRITERIA FOR SELECTION OF NATIONAL HONOR SOCIETY STUDENTS IN THE ASTRA CHAPTER**

National Honor Society Selection of Members:

1. Juniors and Seniors are eligible.
2. Students cannot have had a conduct violation in the past 12 months.
3. Students must have a Cumulative GPA of 3.5 or higher to be considered for selection.
4. The office prepares the list of students who qualify academically.
5. At the start of the second semester, all eligible students will be provided with application forms to aid the committee in determining selection. Those who wish to be considered must complete the form and return it.
6. Teachers will evaluate all eligible students in the categories of leadership, service, and character. (Teachers who rate a student as a 1 in any area will be required to explain/clarify the rating)
7. 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.
8. A selection committee of five teachers will review all application forms and teacher evaluations.
9. All eligible students who have submitted the application form will be interviewed by the committee.
10. Upon conclusion of interviews, the selection committee will review all materials and interview information to determine qualifying or non-qualifying individuals.
11. Below is the number system and an explanation of the three areas in which each individual will be rated by the teachers within the teacher survey.
  - 4- exceptional, creative, unusual
  - 3- receptive, constructive, and productive

- 2- cooperative
- 1- inconsistent/rarely observed

#### Leadership

- a. Takes constructive lead in classroom, homeroom, and school activities.
  - b. Promotes worthy and proper school activities.
  - c. Successfully holds school offices or positions of responsibility.
  - d. Contributes constructive ideas which improve the school.
  - e. Definitely influences others for good.
  - f. Shows initiative in his/her studies as well as activities.
- (Leadership is not based merely on the holding of extra-curricular offices, but on the efficiency with which their duties were performed.)*

#### Service

- a. Puts service to others above self-interest. Gives time, effort, talents, not for personal gain
  - b. Performs committee or staff work.
  - c. Shows courtesy to teachers, other students, and visitors.
  - d. Represents the school in various types of activities.
  - e. Renders service through the school to the community.
  - f. Displays positive attitude.
- (Service is not based on classroom work, projects, or activities for which grades or pay is given.)*

#### Character

- a. Meets promptly individual pledges and responsibilities of the school and teachers.
- b. Demonstrates highest standards of attitude toward honesty, reliability, fairness, and ethical behavior.

The final selection will be made based on the interviews and all other previously mentioned considerations. The selection committee will deliberate after all the interviews and materials are completed and collected. To qualify, an applicant must have approval from four of the five committee members.

To Maintain National Honor Society Membership:

- a. Students who violate the Good Conduct Policy will be removed from NHS.
- b. Students must maintain a GPA equal to or higher than 3.5. Students who drop below a 3.5 GPA will be placed on academic probation for one semester. After one semester on probation the student must raise their overall GPA above 3.5 or they may be removed from NHS. This decision will be made by the NHS Sponsor and the Jr./Sr. High School Principal.

#### Notification

Students will be notified by the Belle Plaine National Honor Society Sponsor and the Belle Plaine High School Principal regarding their qualifying or non-qualifying application. Notification will also be sent in writing.

#### **OPEN ENROLLMENT**



Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parent's request. Students wishing to open enroll to another school district must apply for open enrollment by March 1, of the school year preceding the school year in which they wish to open enroll. Students interested in open enrolling out of the school district must contact the superintendent of schools for information and forms.

### **GUIDANCE AND COUNSELING PROGRAM**

The guidance and counseling program at Belle Plaine High School is a comprehensive program based on the belief that all students should participate in activity and instruction that will assist their optimal growth on a personal, social, educational and career level. The program has definite goals and objectives that use the counselor's expertise as the primary delivery vehicle but involves the entire school staff to reach all students.

The guidance and counseling department assists students, parents, teachers, and administrators in dealing with the developmental stages of the student as well as dealing with problem-solving. It is the purpose of the department to help staff, parents, and students analyze choices, determine options and make deliberate and appropriate choices.

Parents and students may choose to visit with the guidance counselor at anytime during the school year. The guidance counselor can assist students and parents in dealing with topics such as academic problems, short and long term planning, study skill, personal problems, relationships, future and career planning and post secondary school selection, to mention only a few. Students or concerned adults are encouraged to contact the guidance counselor for assistance whenever they feel the need.

### **PARTICIPATION IN HUMAN GROWTH AND DEVELOPMENT COURSES**

Upon the filing of a written request by a parent or guardian, a pupil shall not be required to take instruction in human growth and development.

### **NOTICE OF STUDENT RECORDS & DIRECTORY INFORMATION**

The school district maintains records on each student in order to facilitate the instruction, guidance and educational progress of the student. The records may include the following information: identification data, attendance data, record of achievement, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports.

Records of each student are located in the principal's office, and a permanent record of the student's grades will be maintained in the superintendent's office.

### **RECORDS LAW**

Parents have the legal right to inspect the records of their children. Parents desiring to examine their child's records will be asked to sign a form. This examination must be carried out in the presence of the principal. No records may leave the building. Copies of records may be made at the parent's expense. There will also be a charge to parents for copies of Standards/Benchmarks, etc.

### **OBJECTION TO RELEASE OF INFORMATION**

The following information may be released to the public in regard to any individual student of the Belle Plaine School District as necessity or desirability arises: Name, 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, photograph, most previous school or institution attended by the student, and other similar information. Lists of student names, accompanied by addresses and phone numbers will only be released to representatives of the Armed Forces, upon receipt of proper request. Dated: September 1, 2012.

Any student age 18, or above, or parents not wanting this information released to the public must make a written objection within fifteen (15) days of the above date (or whenever enrollment occurs) to the principal of the school which the student is attending. This written objection must be renewed each year.

The parent and/or student will be given 15 days after the enrollment date stated above to inform the district that any or all of the information regarding the student should not be released without prior consent from the parent and/or student.

### **SPECIAL EDUCATION**

Support services are available to assist teachers and families when concerns arise with students. These services include building staff (special education teacher, counselor, nurse, health secretary, etc.) and Grant Wood Area Agency staff (psychologist, social worker, consultant, speech-language pathologist, occupational and physical therapist, work experience coordinators, and others). Teachers and families may use input on an informal basis or request formal assistance in identifying strategies to address a concern, in carrying out these strategies, or in monitoring individual student progress. These services are available for all students by teacher or parent request through the counselor at the student's school.

### **EQUAL EDUCATIONAL OPPORTUNITY**

The board will not discriminate in its educational activities, and is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of: Race, color, creed, national origin, age, gender identity, physical or mental ability or disability, religion, sexual orientation, marital status, physical appearance, ancestry, political party preference, political belief, socioeconomic status, or familial status. Further, the board affirms the right of all students and staff to be treated with respect and protected from discrimination, physical and emotional harm, and harassment.

Harassment or discriminatory behavior directed toward one of the protected classes mentioned above, that denies civil rights or access to equal educational opportunities includes: Verbal and physical conduct, or other expressive behavior directed at an individual or group that intentionally demeans the individual/group, causes social, emotional, or physical harm, or creates an intimidating or hostile educational environment.

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

#### SECTION 504 NOTICE OF NONDISCRIMINATION

Students, parents, employees and others doing business with or performing services for the Belle Plaine Community School District are hereby notified that this school district does not discriminate on the basis of race, color, creed, national origin, age, gender identity, physical or mental ability or disability, religion, sexual orientation, marital status, physical appearance, ancestry, political party preference, political belief, socioeconomic status, or familial status in admission or access to, or treatment in, its programs and activities. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 is directed to contact:

Superintendent of Schools  
707 7<sup>th</sup> Street  
319-444-3611

who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504 and Iowa Code 280.3.

#### **BELLE PLAINE SCHOOL FIGHT SONG**

On Belle Plaine, On Belle Plaine  
Fight on for your fame.  
Never let your spirits waver.  
Never let them down. Rah-Rah-Rah

On Belle Plaine, On Belle Plaine  
Fight on for your fame.  
So fight Plainsmen, Fight, Fight, Fight!  
To win this game!

#### **CLASS OFFICERS' RESPONSIBILITIES**

##### **FRESHMEN**

Special Circumstances  
Homecoming

##### **SOPHOMORES**

Prom Clean Up  
Homecoming  
Special Circumstances

##### **JUNIORS**

Prom- decorate  
Graduation Announcements  
Special Circumstances  
Homecoming

##### **SENIORS**

Class Composite  
Graduation  
Lead class meeting  
Graduation Preparations

**2021-2022 BP CSD Coordinators:**

Equity Coordinator	Ryan Devereux
Grievance Procedure	Ryan Devereux, Chad Straight
School Improvement	Chad Straight
Staff Development	Chad Straight
Title IX	Ryan Devereux
Equal Employment/ Affirmative Action	Chad Straight
Section 504 (ADA)	Ryan Devereux, Lisa Daily Koch
Talented and Gifted (TAG)	Gina Miller
Abuse Investigators	Ryan Devereux

**Good Conduct Rule**

Dear Parents/Guardians:

Your son or daughter has chosen to augment the regular academic program at Belle Plaine School by participating in extra-curricular activities. As you know, student participation in these programs is a conditional privilege; the students, must, among other things, maintain state academic standards, meet age requirements, and, for athletes, pass a physical exam yearly.

In addition to these requirements, the board of education has established additional rules governing the students who choose to go out for extra-curricular activities, as in doing so they represent the school and depict its character to other students and community members.

We know how important it is for your family that your son or daughter participates. Therefore, it is important that you and your student read and understand the terms imposed by the Good Conduct Policy and Rules; this is why we send this policy home for your review and signature.

Below are some highlights of the policy. Should you or your son/daughter have any questions regarding how the Good Conduct Rule will be interpreted, we encourage you to contact the activities director or principal for clarification.

- The policy is in effect during the calendar year, even when your student is not participating.
- There is a reduction in penalty for coming forward and admitting a violation of the rule. Students are encouraged to “self-report” within 48 hours to a coach, administration, activity sponsor, athletic director or principal.
- If a student is suspended from school for some reason, the student will be ineligible to participate in extracurricular activities during the term of suspension regardless of whether the conduct underlying the suspension is also a Good Conduct violation.
- Age is no defense to a violation involving the purchase, possession, or use of tobacco. The prohibition against tobacco is not just because it’s illegal for minors; it is unhealthy and its use doesn’t befit a representative of our school.

- Similarly, drinking with parental consent in one’s own home may be legal, but in most cases it will be deemed a violation of the Good Conduct Rule. Also, students going to foreign countries or other states or territories where the drinking age may be lower and they can possibly drink “legally” may still not consume alcoholic beverages without endangering their eligibility.
- A parent’s approval does not automatically excuse a violation.
- An arrest is not necessary for the school to impose a penalty for a violation of the Good Conduct Rule. The student will be given due process of law by being told by a school official why the school believes he or she has violated the Rule and what evidence exists for that belief. Then the student will be given an opportunity to tell his or her side of the story before a decision is made about the student’s eligibility. This hearing is between the student and school officials, although you as parent or guardian will be notified of the decision if school officials believe a violation has occurred.
- Similarly, if a student is arrested or cited by law enforcement, the school will not always await the outcome of the case in court. The school will conduct its own investigation and due process hearing, reaching a result independent of the juvenile or criminal justice system.
- The school board believes strongly in the message that minors should not use alcohol or other illegal drugs. Therefore, the board has included a requirement in the Good Conduct Rule often referred to as the “mere presence” rule. (It could also be called the “joint possession” rule, as that’s how the criminal code of Iowa refers to it.) This means that students who are out for extra-curricular activities may not knowingly be in attendance at a function (party, in a vehicle) where drugs or alcohol are being used or possessed by minors **even if they, themselves, are not actively drinking or using illegal drugs.** The policy and rule provide that upon discovering that contraband (alcohol or drugs) is present, the student must (a) leave within a reasonable time, get rid of the offending substance, or stay and risk loss of eligibility. We hope and believe that this rule will discourage beer parties and driving around in cars drinking alcohol or using drugs, both common teenage activities that are unhealthy, illegal and very dangerous.

Some may question the fairness of a rule that imposes ineligibility on a student for just being at a party or in a car and knowing this type of illegal activity is going on. You may think the student should be rewarded for acting as “designated driver” and refraining from illegal use of drugs or alcohol. But we believe that the student who represents this school is looked up to and emulated by other students, including younger children, and he or she should not appear to condone illegal, unhealthy and dangerous activities or enable other students to engage in them. Your support in this matter would be a wonderful way to cooperate with the school and send the message to your children that you are concerned about their health and moral character.

Thank you for taking the time to go through the policy and rules with your family. Again, please feel free to contact the school if you have any questions. Your signature(s) represent understanding and agreement with conditions imposed upon students for extra-curricular activities at Belle Plaine School.

## **Good Conduct Rule Acknowledgement Form:**

By signing below, we are indicating that we have read and understand the school's Good Conduct Rule Policy as written in this 2020-2021 Student Handbook. We also understand that these policies may be changed and/or new policies may be added as needed. The Handbook is also available at the District website located at: [www.belle-plaine.k12.ia.us](http://www.belle-plaine.k12.ia.us)

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

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

### **Academic Integrity Policy Acknowledgement Form:**

Our signatures acknowledge that we have read and understand the Academic Integrity Policy.

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

Student Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Policy Acknowledgement Form:**

By signing below, we are indicating that we have read and understand the school policies as written in this 2021-2022 Student Handbook. We also understand that these policies may be changed and/or new policies may be added as needed. The Handbook is also available at the District website located at: [www.belle-plaine.k12.ia.us](http://www.belle-plaine.k12.ia.us)

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

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

(This page should be turned in to your Advisor.)