



**BURLINGTON**

**HIGH SCHOOL**

**BURLINGTON  
COMMUNITY  
HIGH  
SCHOOL  
STUDENT HANDBOOK**

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**2024-2025 SCHOOL CALENDAR**

<b>AUGUST 2024</b>		<b>FEBRUARY 2025</b>	
14,15,16	New Teacher Work Days	14	2 Hr. Early Out (PD)
20-23	Certified Staff Work Days/PD	27	End of 2nd Trimester
26	FIRST DAY (Begin 1 <sup>st</sup> Trimester)	28	No School (PD)
30	2 Hr. Early Out (PD)		
<b>SEPTEMBER 2024</b>		<b>MARCH 2025</b>	
2	Labor Day (No School)	14	No School (PD)
13	2 Hr. Early Out (PD)	17-21	Spring Break (No School)
27	No School (PD)		
<b>OCTOBER 2024</b>		<b>APRIL 2024</b>	
4	2 Hr. Early Out	4	2 Hr. Early Out (PD)
18	No School (PD)	18	Staff Flex Day (No School)
		21	No School
<b>NOVEMBER 2023</b>		<b>MAY 2024</b>	
1	No School (PD)	9	2 Hr. Early Out (PD)
15	22 Hr Early Out (PD) - End of 1st Trimester	23	2 Hr. Early Out (PD)
27	Staff Flex Day (No School)	26	Memorial Day
28-29	Thanksgiving Holiday (No School)	31	Graduation
<b>DECEMBER 2024</b>		<b>JUNE 2025</b>	
20	No School (PD)	5	Last Day of School
23-31	Winter Break (No School)		End of 3rd Trimester
		6, 9-12	Possible Snow Make-Up Days
<b>JANUARY 2025</b>		<b>JULY 2025</b>	
1-3	Winter Break		
17	2 Hr. Early Out (PD)		
20	Martin Luther King Day (No School)		
31	No School (PD)		



# BCHS Bell Schedule



<u>Regular Schedule</u>			<u>Monday Advisory Schedule</u>			<u>MTSS Schedule</u>				
Zero Period	6:55-7:55 AM	60 mins	Zero Period	6:55-7:55 AM	60 mins	<b>Zero Period</b>	Class	6:55 AM	7:55 AM	60 Mins
First Period	8:00-9:00 AM	60 mins	<b>*Advisory</b>	8:00-8:25 AM	25 mins	<b>First Period</b>	<b>MTSS</b>	8:00 AM	8:20 AM	20 mins
Announcements	9:00-9:05 AM	5 mins	First Period	8:30-9:25 AM	55 mins		Class	8:20 AM	9:00 AM	40 mins
Second Period	9:10- 10:10 AM	60 mins	Second Period	9:30-10:25 AM	55 mins	Announcements		9:00 AM	9:05 AM	5 mins
Third Period	10:15-11:15 AM	60 mins	Third Period	10:30-11:25 AM	55 mins	<b>Second Period</b>	<b>MTSS</b>	9:10 AM	9:30 AM	20 mins
Fourth Period			Fourth Period				Class	9:30 AM	10:10 AM	40 mins
<b>Wave 1</b>			<b>Wave 1</b>			<b>Third Period</b>	<b>MTSS</b>	10:15 AM	10:35 AM	20 mins
Lunch	11:20-11:50 AM	30 mins	Lunch	11:30-12:00 PM	30 mins		Class	10:35 AM	11:15 AM	40 mins
Class	11:50-12:50 PM	60 mins	Class	12:00-1:00 PM	60 mins	<b>Fourth Period</b>		11:20 AM	12:55 PM	
<b>Wave 2</b>			<b>Wave 2</b>			<b>Wave 1</b>	Lunch	11:20 AM	11:50 AM	30 mins
Class	11:20- 12:20 PM	60 mins	Class	11:30- 12:30 PM	60 mins		<b>MTSS</b>	11:50 AM	12:10 PM	20 mins
Lunch	12:20- 12:50 PM	30 mins	Lunch	12:30- 1:00 PM	30 mins	<b>Wave 2</b>	Class	12:10 PM	12:50 PM	40 mins
Fifth Period	12:55- 1:55 PM	60 mins	Fifth Period	1:05- 2:00 PM	55 mins		<b>MTSS</b>	11:20 AM	11:40 PM	20 mins
Sixth Period	2:00-3:00 PM	60 mins	Sixth Period	2:05- 3:00 PM	55 mins		Class	11:40 PM	12:20 PM	40 mins
						<b>Fifth Period</b>	Lunch	12:20 PM	12:50 PM	30 mins
							<b>MTSS</b>	12:55 PM	1:15 PM	20 mins
						<b>Sixth Period</b>	Class	1:15 PM	1:55 PM	40 mins
							<b>MTSS</b>	2:00 PM	2:20 PM	20 mins
							Class	2:20 PM	3:00 PM	40 mins

## One Hour Late Start Schedule

Zero Period	Canceled	
First Period	9:00-9:55 AM	55 mins
Second Period	10:00-10:50 AM	50 mins
Third Period	10:55-11:45 AM	50 mins
Fourth Period		
<b>Wave 1</b>		
Lunch	11:50-12:20 PM	30 mins
Class	12:20-1:10 PM	50 mins
<b>Wave 2</b>		
Class	11:50- 12:40 PM	50 mins
Lunch	12:40- 1:10 PM	30 mins
Fifth Period	1:15- 2:05 PM	50 mins
Sixth Period	2:10- 3:00 PM	50 mins

## Assembly Schedule

Zero Period	6:55-7:55 AM	60 mins
First Period	8:00-8:50 AM	50 mins
Announcements	8:50-8:55 AM	5 mins
Second Period	9:00-9:50 AM	50 mins
Third Period	9:55-10:45 AM	50 mins
Fourth Period:		
<b>Wave 1</b>		
Lunch	10:50-11:20 AM	30 mins
Class	11:20-12:20 PM	60 mins
<b>Wave 2</b>		
Class	10:50-11:50 AM	60 mins
Lunch	11:50-12:20 PM	30 mins
Fifth Period	12:25-1:15 PM	50 mins
Sixth Period	1:20-3:00 PM	60 mins
<b>Assembly</b>	<b>2:20-3:00 PM</b>	<b>40 mins</b>

## Two Hour Late Start Schedule

Zero Period	Canceled	
First Period	10:00-10:40 AM	40 mins
Second Period	10:45-11:25 AM	40 mins
Fourth Period		
<b>Wave 1</b>		
Lunch	11:30-12:00 AM	30 mins
Class	12:00-12:45 PM.	45 mins
<b>Wave 2</b>		
Class	11:30-12:15 PM	45 mins
Lunch	12:15-12:45 PM	30 mins
Third Period	12:50-1:30 PM	40 mins
Fifth Period	1:35-2:15 PM	40 mins
Sixth Period	2:20-3:00 PM	40 mins

## Two Hour Early Release Schedule

Zero Period	6:55-7:55 AM	60 mins
First Period	8:00-8:40 AM	40 mins
Announcements	8:40-8:45 AM	5 mins
Second Period	8:50-9:30 AM	40 mins
Third Period	9:35-10:15 AM	40 mins
Fourth Period	10:20-11:00 AM	40 mins
Fifth Period	11:05-11:45 AM	40 mins
Sixth Period	11:50-12:30 PM	40 mins
Dismiss/ Lunch	12:30-1:00 PM	30 mins

## ELECTRONIC DEVICES

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### **CHROMEBOOKS AND OTHER ELECTRONIC DEVICES WILL BE USED IN THE CLASSROOM ONLY FOR ACADEMIC REASONS.**

Students are not permitted to have cell phones or any other nonessential items that are potentially disruptive to the learning environment out and in use during instructional times, unless directed by an adult to do so. This includes, but is not limited to cell phones, electronic games, chromebooks, or other items that are distracting to the learning environment. If a device is used during academic time, the following process is followed:

- **1st Offense** - Item confiscated and returned to the student at the end of the period.
- **2nd Offense**- Item confiscated and returned to the student at the end of the day
- **3rd Offense**- Item confiscated and returned to a parent or guardian
- **Refusal to follow policy may result in suspension**

Video recording and taking photos are strictly forbidden in certain locations (e.g., locker rooms, restrooms, etc.) whether the device be a camera or part of a cell phone. In other locations, students must obtain permission from the administration or a teacher before capturing video, audio, or photos on school property (except for during public events such as games and concerts). **Posting damaging video or pictures taken on school grounds to social media websites is also prohibited. Students found in violation of this portion of the electronic devices policy are subject to consequences up to expulsion and potential criminal charges.**

## SENIOR/SCC PRIVILEGES INFORMATION

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Seniors who have administrative approval are entitled to leave campus during their unstructured time or scheduled lunch segment.

Students must provide their Senior Privilege Card or digital pass at all times and present it upon request to be excused from their free time or lunch or to be admitted to the library. Failure to provide documentation of privileges will result in loss of privilege at the time a student is requesting to leave campus.

### **To qualify for Senior Privileges:**

1. Students must be on track to graduate.
2. Students must abide by the Student Code of Conduct (i.e., any violation of Student Code will result in loss of Senior Privileges).
3. Students must abide by the BHS Attendance Policy. Class cutting and/or unexcused tardies/absences will result in loss of Senior Privileges.
4. Anytime a student is not assigned to a class, a student is to report to the library (and sign in) if they are not leaving campus.

### **Senior Privileges will be revoked when any one of the above criteria is violated.**

Seniors returning from lunch must enter the cafeteria and remain there until the bell rings.

In order to ensure a safe learning environment, seniors using their Senior Privileges must be either off-campus or in the cafeteria.. Seniors who lose their privileges may re-apply to their building principal for possible reinstatement following a minimum thirty (30) school day revocation. Senior privileges are effective only after all application and parental signatures have been completed. A student leaving school/campus unauthorized will be subject to disciplinary actions.

### **Juniors who have an SCC class are permitted to leave during the lunch hour.**

In order for this to happen, juniors with a current SCC class must fill out the senior privilege application that includes a parent signature. After being given their pass, this must be presented before they leave campus. Juniors must qualify to the same standards as for seniors privileges.

## THE PATH TO GRADUATION

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Burlington High School offers a balanced curriculum of over 200 courses in eleven instructional areas. Minimum standards of the Iowa State Department of Public Instruction and North Central Association are met and often exceeded. Specific course offerings and graduation requirements reflect these standards.

The Student Program of Studies is published each year and contains the following: Course Offerings Descriptions, Graduation Requirements, Guidelines for Schedule Changes and Withdrawal from Class, Guidelines for Seniors Attending SCC, Guidelines for Adult Education, and Early Graduation Policy.

This Program of Studies is intended to help students and their parents plan a realistic educational program. Students planning to apply for college should take a majority of their courses in the following academic areas: Math, Science, Social Studies, and English.

Please select courses carefully. Schedule changes are generally allowed only for the following reasons:

- Retaking or missing a core class
- To access a course for graduation which is currently not in the schedule
- Inappropriate level placement (ex: Algebra I teacher recommends Pre-Algebra)

**Burlington High School students are required to earn 48 credits to meet graduation requirements.** This is a minimum, and students are encouraged to earn more than the minimum.

### CREDITS

Graduation credit is awarded based upon the meeting pattern each Trimester. A course meeting daily during the trimester receives one credit. A course meeting on alternate days receives one-half credit per trimester. The amount of credit for each course is listed in the Program of Studies Booklet.

Graduation ceremonies shall be held once each year at the close of the third trimester. To be eligible to take part in graduation exercises and receive a diploma, a student is required to have earned credits in accordance with the regulations set forth and must be a student in good standing before the completion of the senior year.

**Burlington Diploma.** A total of 48 credits is required for graduation with a Burlington Community School District diploma. A credit represents one trimester of study meeting daily or the equivalent thereof. The amount of credit for each course is published annually. A minimum of a “D-” grade is required to earn a credit.

The following required credits must be included for a Burlington Community School District diploma, unless the student qualifies for an Individual Education program:

#### **English**

- 8 credits including:  
2 credits English 1 or equivalent  
2 credits English 2 or equivalent  
2 credits English 3 or equivalent  
1 credit English 4 (multiple courses meet requirement)  
1 credit Speech (multiple courses meet requirement)

#### **Math**

- 6 credits including:  
2 Trimesters of Algebra I or equivalent  
2 Trimesters of Geometry or equivalent  
2 additional Trimester of Math

#### **Physical Education and Health**

- 4 PE credits (At least 1 required per year)  
1 Health credit

#### **Social Studies**

- 6 credits including:  
2 credits World Studies or AP Euro Study or equivalent  
2 credits American Studies or AP US H or equivalent  
1 credit Behavior Science or equivalent  
1 credit Government or equivalent

#### **Science**

- 6 credits including:  
2 trimesters of Biology or equivalent  
2 trimesters of either Physical Science or Physics or equivalent  
2 trimesters of either Chemistry or Practical Applications of Science or equivalent

#### **Financial Literacy**

- 1 Trimester of Financial Literacy

Students are required to earn a total of 5 credits in the area of physical education/health. A student who fails to successfully complete a physical education course, and then subsequently is medically unable to participate in physical education, shall make up the physical education course at a later time when possible.

**Electives.** Electives shall be chosen by the student in consultation with parents, teachers, and counselors to complete the total number of required credits for graduation.

**Students Requiring Special Education.** The Iowa State Board of Education amended Iowa’s special education rules to conform with ESSA-required language related to the graduation of individuals eligible for special education. This amendment makes clear that a regular high school diploma must be fully aligned to State required standards. In Iowa’s case, that would be the graduation requirements set forth in Iowa Code section 256.7(26): four years of English, three years of math, three years of social studies, and three years of science (“4-3-3-3”). To earn a regular high school diploma going forward, a child with a disability must complete 4-3-3-3. It is no longer permissible to award a regular high school diploma based on IEP goal attainment solely.



**Pre-High School Credits.** Students who complete required high school credits (e.g. Algebra) in an accredited school in the United States prior to high school will have the course recorded in the high school record.

**Senior Year Plus.** Credits earned in accordance with the Senior Year Plus program will be counted towards graduation. The grade will be recorded on the student's transcript, will be calculated in the student's grade point average, and will count towards class rank.

**Transfers In.** If a student has previously attended an accredited school in the United States, appropriate course credit shall apply towards graduation requirements. Grades from the prior accredited school in the United States will be recorded in the student's transcript, will be calculated in the student's cumulative grade point average, and will apply towards class rank.

**Competent Private Instruction.** A student who received competent private instruction and showed appropriate progress in accordance with law may receive a Burlington Community School District diploma provided the student meets all of the following requirements:

1. The student must earn both the required minimum number of total credits and the required number of subject area credits by a combination of credits from competent private instruction and from completion of courses in an accredited school in the United States.
2. The student must earn a minimum of 24 credits from enrollment in an accredited school in the United States.
3. The student must earn a minimum of one credit in Government and a minimum of one credit in American Studies from an accredited school in the United States.
4. The student must demonstrate proficiency in the course work accepted from competent private instruction. This may be either by demonstration of work in a portfolio or by testing as determined by the administration.
5. Grades from competent private instruction will be evaluated by the curriculum director and high school principal and only those courses that meet with their approval will be included in the student's transcript. They will not be calculated in the student's cumulative grade point average, and will not apply towards class rank.

**Foreign Study.** Students may earn up to 12 credits towards graduation through study in a foreign country if the coursework is comparable and with approval in advance by the High School Principal or Curriculum Director. Grades from foreign study will not be recorded in the student's transcript, will not be calculated in the student's cumulative grade point average, and will not apply towards class rank. The student must earn a minimum of one credit in Government and a minimum of one credit in American Studies from an accredited school in the United States.

**Early Graduation.** Students are permitted to graduate at the end of a trimester or summer session provided all graduation requirements are met. Students must complete their final trimester in the Burlington Community School District in order to qualify for early graduation, except that a student may complete the final graduation requirements in the summer. Students graduating early will be ineligible for participation in extracurricular activities and class activities, except that they may attend prom and commencement activities.

### **Supplemental Coursework**

Sometimes students are behind in credits and need to pursue ways to make up credits so that they will be considered back on track for graduation. Students can earn credits outside the regular school day and/or school year, but must obtain administrative approval in order to use these courses for graduation purposes. Students are to seek assistance from their guidance counselor to complete the necessary paperwork for approval.

### **PARENT CONFERENCES**

Parent conferences will be held during the school year. Individual conferences may be scheduled at parent and/or teacher request as needed during the year. Parent contacts are encouraged, including phone calls, notes in Infinite Campus, Parent Square, and scheduled meetings.

### **INTERNSHIPS**

The Internship Program provides students with a planned and supervised career development experience related to their learning and career goals. Internships will be arranged through the Career Center. Credit will be awarded based on the experience arranged.

### **CORRESPONDENCE COURSE(S) AND INDEPENDENT STUDY GUIDELINES**

- Any student at BHS who wants to take a correspondence class or an online class must obtain the pre-approval of the principal or assistant principal.
- Online course and correspondence course work must be completed and turned in to the teacher or principal by 3:00 p.m. on the Tuesday prior to graduation. The principal will determine whether or not the work is sufficient and timely. The principal will

either approve or deny credit based on the quality of student work. Correspondence courses can not be used to improve class rank.

## GRADING AND COURSEWORK

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The following guidelines exist

- A student's grade will consist of 70% summatives and 30% daily work
- Before the completion of the summative, it is recommended a student have all of their daily work handed in.
- A student must coordinate with the teacher before they can attempt to retake a summative assessment to complete any daily work or formative assessments to prepare the student for a successful retake.
- Incomplete- At the end of a trimester, if a student's grade is between 50-59%, the student will have the opportunity to recover that credit. Within the next 5 school days their grade will be marked as incomplete and they will work with their teacher to complete the necessary course work to earn the credit for that class.

## RETKING A CLASS

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The following guidelines exist

- Students are to work closely with their counselor and administrator to determine the benefits of retaking a class in which they feel they have not developed mastery of essential concepts and skills.
- Upon completion of the repeated course, the higher grade will be used in the cumulative grade point calculation.
- Both the original grade and the retake grade will show on the transcript.
- A student cannot receive double credit for a course that is repeated unless stated in the Program of Studies Book that it can be repeated for credit.
- GPA/Rank will be re-determined at the end of the trimester.

## GRADE POINT AVERAGE

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Burlington High School operates on a traditional 4.0 grading scale, with an A equal to 4 points. Report cards reflect both the current grading period and the student's cumulative unweighted GPA to date.

At the conclusion of the senior year, Bonus Points will be calculated which may alter class rank considerably.

Honor Roll will be determined by the following criteria:

1. 3.0 GPA or higher
2. Full time student.

**\*\*Student transcripts will provide cumulative unweighted GPA and weighted GPA. \*\***

Teachers will make reasonable attempts to contact parents when a student is in danger of failing. The parent of any senior in danger of not graduating will receive written notification at the end of the second trimester. Parents are advised to contact their student's assigned counselor, teacher(s), administrator or the principal when they feel their student is not performing satisfactorily academically. Parents may also access their child's grades and attendance electronically via the Infinite Campus parent portal.

## GRADE CARDS

Grade reports are issued at the end of each trimester. The grading system is as follows:

A	Excellent	4.0	90-100%	S - Satisfactory
B	Above Average	3.0	80-89%	U - Unsatisfactory
C	Average	2.0	70-79%	W - Withdrawn
D	Below Average	1.0	60-69%	X - Excused
F	Failing	0.0	<59%	I - Incomplete
				P - Pass

## INFINITE CAMPUS

Infinite Campus is our student information system. Your child's attendance and grades may be accessed through the Infinite Campus Parent Portal. To access it, you will need a unique username and password. In order to obtain access, each parent will need to apply in person at the main office of the Burlington High School with a driver's license (or other state issued ID). Each parent is advised to keep this information in a secure, confidential place. Training for parents on the use of the parental portal will be scheduled.



## **AP COURSES**

**Eligible Students:** Students enrolled in the Burlington Community School District who have met the entrance requirements published in the program of study handbook.

### **Tardy**

Being on time to class in high school fosters discipline and ensures that students don't miss important instructional time, which is crucial for academic success. Additionally, punctuality helps develop time-management skills that are essential for future educational and professional endeavors. Students who are tardy to class receive the following consequences:

- 10 tardies - Office discussion, parent phone call and tardy contract signed
- 15 tardies - Lunch detention 3 days, loss of after school activities
- 20 tardies - Lunch detention 5 days, 1/2 day in school suspension
- 30 tardies - 10 days lunch detention, 1 day in school suspension, parent meeting (in-person)
- 40 tardies - 1 day out of school suspension
- +10 tardies - 1 day OSS

### **School Sponsored Activities**

On occasion students will miss class due to school sponsored activities (having to leave early to participate in a school athletic event, speech contest, etc.) Students should notify the teacher one day in advance and make up written assignments. Two college visits for seniors will fall into this category. Students will not be counted absent.

### **Appointments**

Parents/guardians are asked to call the attendance office at 753-2211, ext: 1022, 1023, or 1031 prior to the medical, dental, legal or court appointment to excuse the student. Students are asked to sign out from the office as they leave and sign into the office upon return to campus. Failure to follow these procedures could result in disciplinary action. Parents should make every effort to arrange appointments before or after school or during a study hall period.

### **Suspensions:**

Students who do not comply with Burlington High School behavior expectations may be suspended from attending classes. In-school and out of school suspensions will be assigned at the discretion of the administrator dealing with the issue. At times the consequence given will be a combination of out of school and in-school suspension for one offense to allow for the student to get assistance in assigned work.

### **In-School Suspensions:**

Students are responsible for doing their homework during the time they are suspended. Homework will be brought to the student who will remain in the in-school suspension area for the entire day including lunch. Students who are given an in-school suspension may attend practices or events during the term of their suspension. Students will surrender their phone upon entering ISS. Failure to do so may result in consequences.

### **Out of School Suspensions:**

Students are responsible for doing their homework during the time they are suspended. Homework may be picked up in the office/clinic at a designated time or acquired via Google Classroom. The homework will be due the day of their return to school. Tests will be made up upon return or as determined by the teacher. Students are not to be on school grounds during the term of their out of school suspension nor are they allowed to participate in or attend school events.

## **PHYSICAL EDUCATION (Board Policy)**

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Students in grades kindergarten through twelve shall participate in physical education courses unless they are properly excused. Valid excuses shall include that the student is physically unable to participate due to illness or injury or the student has been exempted upon religious grounds.

Students in grade nine through twelve may be excused if the students are enrolled in an academic course not otherwise available. In addition, a student in grade twelve may be excused if the student is enrolled in a cooperative, work study or other educational program authorized by the District which requires the student's absence from school. Students participating in an organized and supervised athletic program shall also be enrolled in physical education unless otherwise excused under this policy.

If a student is medically excused from physical education, the student cannot participate in athletics. A doctor must clear the student from both in order to participate.

CPR TRAINING: Students must participate in a CPR training program prior to graduation.

PHYSICAL EDUCATION INFORMATION: Grades: The grade on the transcript will reflect the trimester grade.

If a student has an extended Doctor's excuse, to receive credit for the trimester, the student must participate in at least ½ of the classes.

Attendance: Physical Education is a participation class. Therefore, it is the responsibility of the student to be in class. If he/she is not in attendance for any reason, make-up is expected. Makeups should be arranged with physical education staff. All make-ups must be made up during the unit in which the non-participation occurred.

If a student has more than 9 non-participation days during a trimester, the student will not receive credit for the trimester

### POST SECONDARY ENROLLMENT OPTIONS ACT

**Eligible Students:** Students enrolled in the Burlington Community School District in the eleventh or twelfth grades are eligible to participate in the postsecondary enrollment plan. Students in the ninth or tenth grade who have been identified by the District are also eligible to participate in the postsecondary enrollment plan. If a student becomes interested in this, they are to speak with the school's guidance counselors. The students must be enrolled only part-time in the postsecondary institution.

**Eligible Courses:** Postsecondary courses must meet all of the following conditions to be considered under this policy:

- A. The course must be from an institution of higher learning under the control of the Iowa Board of Regents, from an area community college, or from an accredited private institution.
- B. The course must be a nonsectarian course.
- C. The course must be a credit bearing course that can lead to an educational degree at the postsecondary institution and must be taken for credit.
- D. The course must be in the discipline area of mathematics (including mathematical sciences, computer science and statistics), science (including astronomy, biology, botany, chemistry, geology, physics and zoology), social sciences (including anthropology, economics, geography, political science, psychology and sociology), or humanities (including literature, foreign language, philosophy, civilizations, and history), vocational-technical education, or must be a course in the career options program offered by an area community college.
- E. The course must be offered during Burlington's normal school year; summer school courses are not eligible. However, students who have completed eleventh grade but who have not yet graduated may take college semester hours of credit during the summer at their own expense and receive credit for the hours towards graduation.
- F. A Burlington Community School District high school student who wished to take Southeastern Community College classes must perform at the proficient level (or higher) on the most recent ISASP reading comprehension and math test or its equivalent or meet college readiness standards required by the post-secondary institution.

### CONCURRENT ENROLLMENT

**Eligible Students:** Students enrolled in the Burlington Community School District in the eleventh or twelfth grades are eligible to participate in the postsecondary enrollment plan. Students in the ninth or tenth grade who have been identified by the District are also eligible to participate in the postsecondary enrollment plan. The students must be enrolled only part-time in the postsecondary institution. Students may only earn 23 college credit hours per academic year under this program. Students may take additional college level courses but it will be at their own expense.

**Eligible Courses:** Postsecondary courses must meet all of the following conditions to be considered under this policy:

The course must be from an institution of higher learning under the control of the Iowa Board of Regents, from an area community college or from an accredited private institution.

- A. The course must be a nonsectarian course.
- B. The course must be a credit bearing course that can lead to an educational degree or certificate at the postsecondary institution and must be taken for credit.
- C. The course must be offered during Burlington's normal school year; summer school courses are not eligible.
- D. A Burlington Community School District high school student who wishes to take Southeastern Community College classes must perform at the proficient level (or higher) on the most recent ISASP reading comprehension and math test or its equivalent or meet college readiness standards required by the post-secondary institution.

**Application:** An eligible student wishing to enroll in an eligible course pursuant to this policy must submit an approved application form to the District and must apply at the postsecondary institution. The District must certify eligibility before the provisions of this policy relating to payment of fees and credits are applicable. The student is responsible for applying and enrolling in the postsecondary institution and for informing the institution that enrollment is pursuant to the Postsecondary Enrollment Options Act.

**Fees:** The District shall pay for each eligible course directly to the postsecondary institution the lesser of the actual and customary costs of tuition, textbooks, materials and fees charged by the postsecondary institution or \$250. However, if the student fails to complete and receive credit for the course, and the student does not receive a hardship waiver from the Great Prairie Area Education Agency, the student is responsible for the costs of the course.

**Credit:** Eligible students successfully completing eligible courses pursuant to this policy shall receive credit towards the minimum credits required for graduation using the following equations:

<b>College Semester</b>	<b>High School</b>
<u>Hour Credit</u>	<u>Credit</u>
4	1 1/3
3	1
2	2/3

Withdrawal from a postsecondary course shall be subject to the same rules as withdrawal from a District course.

**Transcript:** The grades received from the postsecondary institution will be recorded on the student’s transcript, and will be calculated in the student’s grade point average.

**Transportation:** Students and their parents and guardians shall be responsible for transportation. Transportation costs are not reimbursable.

**Counseling:** The guidance services of the District shall include guidance on postsecondary course enrollment under this policy.

## **COUNSELING OFFICE**

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Students needing to meet with a counselor are to schedule an appointment. This may be done online or through the counseling secretary located in the counseling office. Counselors will assist students, parents, and the public needing information in the following areas:

- |   |                               |   |
|---|-------------------------------|---|
| 1. Enrollment and Orientation                       | 5. Student Records            | 9. Counseling Services in the Community |
| 2. Program of Studies Planning and Registration     | 6. Testing                    | 10. Career Information                  |
| 3. Student Schedule Update                          | 7. Study Skills               | 11. College Admission Procedures        |
| 4. Student/Parent/Teacher Conferences and Staffings | 8. Counseling Services at BHS | 12. Scholarships and Financial Aid      |

## **SCHOLARSHIPS, AWARDS, FINANCIAL AID**

Seniors are eligible for monetary assistance through scholarships, awards, and financial aid. Available scholarships are published throughout the year through daily announcements; information can be obtained through the Burlington Guidance Office. Students should also investigate other sources, including: employers (student’s and parent’s),parent’s labor union, parent’s clubs and fraternal organizations, family’s church, family’s life/health insurance companies, student’s college choice.

Many of the local scholarships are a part of the Gold Form Application Process, where students can fill out one application form and be eligible for several local scholarships/awards. Applications may be picked up in the counseling office and must be returned by the last school day of February.

Financial papers (FAFSA) opens up online October 1 for federal, state, and institutional support. All students planning to continue their education in some form after high school need to complete the FAFSA. Again, this form is completed online.

## **TRANSCRIPTS**

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Students who wish to have a transcript (a copy of the permanent record card) sent to colleges for admission purposes, should contact the counseling office. It is necessary that a release form be completed prior to mailing of the transcript.

In May, seniors must notify the registrar as to where their final transcript should be sent.

## **WITHDRAWAL FROM SCHOOL**

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Students withdrawing from school must complete a clearance sheet, including a parent signature. Under Iowa State Law, a person must **finish** the year in which they turn 16 by September 15th.

## **HEALTH POLICIES**

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See District Handbook for Health Policies.

## LIBRARY PROCEDURES

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**LOAN PERIOD:** Regular collection is three weeks with renewal privileges. Reserved books and most reference books are available for one period. Current magazines are not circulated out of the library. Back issues can be checked out for one period or overnight after the 6th period.

**LOST BOOKS:** Price of replacement copy.

**OVERDUE NOTICE:** Sent out periodically through a class.

**CHECKING OUT LIBRARY MATERIALS:** All items checked out are the responsibility of the student.

**ADMITTANCE TO LIBRARY:** Students coming into the library during the school day must present admittance slips. Slips are given to the person at the charging desk. Students coming to the library with a class are expected to sit in a designated area with the teacher in charge of the class.

**CONDUCT IN LIBRARY:** Students coming to the library are expected to conduct themselves in a manner consistent with the atmosphere of study proper to a library. As a Grayhound you are always asked to: Be Respectful, Be Responsible, and Be Safe!

## TELEPHONE MESSAGES

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Telephone messages to students will be limited to emergency situations only. If a student has a need to use the phone, one is available for their use in the office or clinic areas. Cell phones may be used with instructor or supervisor permission. The primary way to stay in contact with your child's teacher is through Parent Square. This will be the most frequent way teachers communicate with parents about their child.

## LOCKERS

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Each student is assigned a locker which they are then responsible for maintaining. Students are asked not to utilize lockers assigned to other students. Students are expected to keep lockers in neat condition, to keep them locked, and not disclose locker combinations to other students. Students are advised not to leave money and/or valuables in lockers and to report losses and vandalism to the office immediately. The school will not be held responsible for thefts from lockers. Students may be asked to correct inappropriate decorative items that promote the use of alcohol or drugs, profane, racially biased, gang related or offensive language/pictures, or sexually inappropriate references. **The school administration reserves the right to make random inspection of any and all lockers at any time without notice in accordance with Iowa Law. This includes the right to search lockers and the parking lot with drug-sniffing dogs, without prior notice.**

## RESPECT FOR PERSONAL AND SCHOOL PROPERTY

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Care of books and personal property is the responsibility of the student. Students will be held financially responsible for any willful damage, or damage as a result of horseplay or neglect, to any school or personal property. In addition, disciplinary action may be taken.

## DISASTER EVACUATION PROCEDURES

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Procedures to evacuate the building due to emergency situations are established to protect the safety of students and staff. By design, any evacuation will be carried out in a disciplined and controlled manner.

1. The fire evacuation procedure is as follows:
2. The signal to evacuate for fire is an intermittent blast of the fire horn.
3. Everyone is to leave the building quickly, but in orderly fashion, and move to the designated evacuation point.
4. Fire exits assigned for each room are listed on a sign in each classroom. A second exit may be used as an alternate escape route if the main exit is blocked.
5. Classes are to stay grouped together once outside to make it easier to account for students and facilitate reunification with parents if necessary.
6. No one is to return to the building until three rings of the all-clear bell.

The tornado evacuation procedure is as follows:

1. The signal to evacuate to the safe room will be a steady siren.
2. Classroom teachers will lead their classes to the safe room.
3. When entering the safe room, students are to move to the furthest point from the door as possible. This will allow others trying to enter the safe area the ability to do so quickly.
4. When students arrive in the assigned area, they will crouch on the floor and cover their faces and heads with arms and hands.

Students who fail or refuse to follow evacuation procedures will be subject to disciplinary consequences.

## LOST AND FOUND

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A lost and found service is maintained in the main office. Pupils finding articles should leave them in the office or should report there for lost articles. This should be done immediately, as the office cannot permit articles to accumulate.

## WAIVER OF STUDENT FEES

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Student fees may be waived by the District for families who meet certain criteria for temporary or financial hardship or other statutory criteria. However, in order for such fees to be waived, the parent or student must apply for an annual waiver through the building principal's office.

Participation in any of the following programs qualifies families for a waiver of student fees:

- Free and reduced priced lunch (income guideline)
- Family Investment Program (FIP)
- Supplemental Security Income (SSI)
- Open Enrollment Transportation Assistance
- Students living in a foster home

## MEAL OPTIONS AT BHS

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The Burlington High School has a well-equipped kitchen and cafeteria. There is a kitchen manager located on site. Lunch and breakfast are available every day school is in session.

The nutrition program is directed and supervised from a central office located at Burlington High School. The food service program operates on a non-profit basis.

Applications for free and reduced price meals may be completed anytime during the school year and are available at registration and in the main office. All applications are processed at our central office and are kept strictly confidential. Once approved, the application meal status will be good for the entire school year. All applications for free or reduced price meals will expire on September 30th of the following school year.

Students are encouraged to keep funds on their account. Cash or check deposits into accounts can be made in the High School cafeteria 7:30 a.m. through 10 a.m. at the cashier window. For those that wish to put money on their account online, there is RevTrak, an online payment service, located on our BCSD website under the parent tab. In an attempt to keep the lines moving so all students can be served, **MONEY CAN NOT BE ACCEPTED IN THE LUNCH LINE.** If a student does not have money on their account, they are unable to purchase additional food.

Numeric keypads and scanners are used on all the meal serving lines. The student will be responsible for their account number.

Food deliveries from local restaurants to BHS students will NOT be accepted. A parent/guardian may bring a student a meal and must be dropped off to the front office during the student's scheduled lunch time.

## MOTOR VEHICLE USE

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Students who drive cars, trucks, motorcycles, or mopeds to school must park in the south lot **in un-numbered spots. Numbered spaces are reserved for teachers and staff.** Students are encouraged to ride-share. There are 445 student parking spaces reserved for seniors and juniors on a first come, first serve basis.

All students are to park only in the South Lot. Cars and trucks are to be between the yellow lines and head-in. Motorcycles and mopeds are to be parked in the area on the north side of the lot so designated.

Checks of school parking areas will be made. Students with vehicles parked in unauthorized areas, vehicles parked improperly, (i.e., backed in, taking two spaces, parked on median or grass) or parking without a pass will be disciplined and fines will be assessed.

Students are required to purchase a parking pass which should be displayed from their mirror. This purchase is to be made in the activities office. Students who do not want to purchase a parking pass can park on the streets near campus where parking is available.

Students who park in a numbered space or park improperly will be given

- First Offense - Warning,
- Second Offense - Parent phoned
- Third Offense - Vehicle will be towed

**School administrators reserve the right to search any vehicle in our school parking lot without prior notice in accordance with Iowa Law.**

## DANCES

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For a student to attend a dance, they must meet the following criteria:

- Tardy less than 10%
- Must have 75% or better attendance rate (as calculated by unexcused absences) per trimester
- Must be on track to graduate, a minimum of 12 credits per year to start the year or earned at least 4 credits the previous trimester.
- No multi-day out of school suspensions in the previous 30 days prior to the event
- Has not received a Good Conduct Code violation in the previous 30 days prior to the event

A Burlington High School student who is inviting a guest (anyone outside of BCSD) to a dance must complete the [Guest Form for Dances](#) and return it to the office no later than the date on the form. Juniors and Seniors who invite sophomores and freshmen students to Prom, must also complete the Guest Form and must be present with their guest upon arrival to enter the dance. Permission to attend is at the discretion of the Burlington High School Administrative Team.

## STUDENT CODE OF CONDUCT

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Burlington Community School District has a district wide code of conduct that covers all levels which can be found in the district portion of the handbook. In addition to the overarching district expectations the following expectations pertain particularly to the High School.

**Citizenship** As part of the educational program, students shall have an opportunity to learn about their rights, privileges, and responsibilities as citizens of this country, state, and school district community. As part of this learning opportunity, students shall be instructed in the elements of good citizenship and the desirable role citizens play in their country, state, and school district communities.

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

- A. **CONDUCT TOWARD STAFF:** Each student is expected to act with honesty and be polite to all staff. Cheating, lying, forgery or the use of forged notes, false calls, open defiance, failure to give correct name when asked, derogatory statements or gestures will not be tolerated.

**Out-of-School Conduct:** Anything which can be defined as harassment against a teacher by any current student outside of school or school hours falls under the jurisdiction and will be dealt with by school authorities. The necessary disciplinary action will be taken by the principal or principal's designee.

“It is our opinion that when a high school student refers to a high school teacher in a public place on a Sunday by a lewd or obscene name in such a loud voice that the teacher and others hear/see the insult, it may be deemed a matter for disciplinary action at the discretion of school authorities. To countenance such conduct, even in a public place, without imposing sanctions could lead to devastating consequences in the school.” **(Supreme Court Decision)**

- B. **CONDUCT IN CLASSROOM:** Each student is expected to attend class regularly at the assigned time, to come prepared with materials for the class, to abide by the expectations set by the teacher and to conduct himself/herself in a respectful manner.
- C. **CONDUCT ON CAMPUS:** Each student is expected to conduct himself/herself in an orderly, disciplined, respectful manner. Name-calling, profanity or obscene gestures, racial slurs, or public displays of affection will not be tolerated. Food or drink is to be consumed **ONLY** in the cafeteria or other designated areas. Burlington High School wishes to be a good neighbor to the families and businesses around the school. Students are prohibited from behavior which infringes on the rights or property of school neighbors



D. CLOSED CAMPUS: Burlington High School has a closed campus except for seniors with approved senior privileges or juniors currently taking an off campus SCC class; (501.11 needs revised) once a student comes on school property, he/she is not permitted to leave without permission. Each student is expected to be in his/her assigned area during building hours 8:00 A.M. – 3:00 P.M., unless one of the following exceptions applies:

1. Students who arrive at the building prior to 7:55 A.M. will remain in the cafeteria.
2. A student needing to see a staff member prior to 7:55 A.M. must report to the cafeteria and check in with the cafeteria supervisor for permission to be in the academic wing.
3. Only students involved in after-school activities are permitted to be in the building after 3:30 P.M. At that time, the academic wing will be closed. Students waiting for rides may wait in the cafeteria but must leave by 3:45 P.M. at the latest.
4. During the noon period, a student is to remain in the cafeteria, or south courtyard area. Any other area will be considered Out-of-Bounds unless permission is otherwise given. Students are NOT allowed to be in the parking lot during lunch time.
5. When the “AM” warning bell sounds, students are expected to report to class. A bell will ring at 7:55 A.M. at which time all students can enter the academic area and prepare for their 1<sup>st</sup> period class which begins at 8:00 A.M. **Students are to be respectful and should keep free and clear access to lockers and hallways for all students.**

E. OFF-CAMPUS/OUT-OF-BOUNDS: Students are not permitted to leave school property while scheduled for classes without prior permission by administration or office personnel. Students out-of-bounds during a scheduled class time will be considered truant and unable to return to the school that day, unless brought back with a parent or guardian.

F. CONDUCT ON BUS: Students are expected to conduct themselves in a polite, orderly, disciplined, respectful manner, and to abide by the rules set by the Transportation Department (SBP 702.8).

Failure to comply will result in:

1. The building principal or Director of Transportation shall be authorized to suspend a student from riding a school bus three (3) school days for the first (1) and second (2) school bus violations. Parents will be notified of such actions.
2. Students who receive a third (3) school bus notice may be suspended for five (5) school days by the building principal or the Transportation Director. Parents will be notified of such actions.
3. Students who receive a fourth (4) school bus violation notice shall be referred to the office of the Superintendent of Schools or his designated representative. Parents will be notified of such action and will have the opportunity to set a hearing.
4. Students who receive a fifth (5) school bus violation notice may, at the discretion of the Superintendent of Schools, be recommended to the Board for removal from the school bus for the remainder of the school year or the semester.
5. More severe disciplinary measures may be taken in steps one through three above depending on the seriousness of the violation.

Special Needs Students: Modifications to discipline procedures may be required to ensure that the student’s Individual Education Plan (IEP) is followed.

G. CONDUCT IN CAFETERIA: A student is expected to abide by the rules of conduct in relation to the use of the school cafeteria, lunch program, and noon period. Each student will have a 30-minute lunch period. Lunch may be purchased daily, weekly, or monthly. All food is to be consumed in the cafeteria/courtyard, regardless if it is brought from home, from the cafeteria, and or dropped off by a parent/guardian in the main office.

While in the cafeteria, the following courtesies are expected:

- Wait patiently for their turn in line and respect others ahead of them.
- Deposit litter in trash barrels.
- Return trays, dishes and utensils to the dishwashing area.
- Remain in assigned areas (cafeteria, courtyard).
- All food and drinks must be consumed in designated areas and are to travel the shortest distance between the student’s plate and his or her mouth; in other words, food should not be thrown.
- No food or drink other than water is allowed to leave the cafeteria.

Participation in or inciting physical or disorderly conduct could include any or all of the following: loss of privileges such as attending dances, games, or other school sponsored activities, suspension, or a citation. A parent meeting may be necessary before returning to school.

**NOTE: Laws require the school to shut off candy and pop machines during the lunch periods. The machines will not work, including the coin return, if money is deposited during the "OFF" times.**

During the lunch periods, the following procedures will be in effect:

- Students are to remain in the cafeteria area until the bell rings unless they receive permission to leave by an administrator.
  - Only restrooms in the cafeteria are to be used.
  - Loitering in the parking lot is strictly prohibited during lunch period and during the school day. Going to the parking lot without permission is considered out of bounds.
  - Only seniors with approved senior privileges or students with an off campus SCC class may leave for lunch.
  - Food deliveries from outside sources will not be accepted or allowed.
- H. **FIGHTING:** Fighting is defined as two or more students engaging in a physical altercation, including the exchange of blows, shoves, struggle, kicks, offensive physical conduct, or physical contact motivated by anger. Play fighting will not be tolerated and can be treated as fighting.
- I. **CHRONIC DISRUPTION OR VIOLATION OF SCHOOL RULES:** Behavior that disrupts the educational process of others that recurs on a regular basis over a period of time can not be tolerated. **DEPENDING UPON THE FREQUENCY AND SEVERITY,** failure to refrain from engaging in disruptive behavior may result in suspension either in or out of school for up to 10 school days. In some cases, a recommendation may be made to the Superintendent of Schools to call a meeting of the School Board to consider an expulsion from school.
- J. **DISSEMINATION OF INAPPROPRIATE MEDIA:** Electronic devices have proliferated our society bringing with them the ability to communicate information quickly to large numbers of individuals. Disseminating media that is illegal or created with the intent to cause another individual anxiety, pain or embarrassment will be construed as harassment. Sharing nude photos, even if shared willingly, will result in disciplinary action as well as possible legal consequences.
- K. **RECKLESS DRIVING:** Students are to drive carefully and prudently in the school lot and on streets in the vicinity of the school. Squealing of tires, fishtailing, racing engines, speeding, etc. will not be tolerated.
- L. **TAMPERING WITH MOTOR VEHICLES:** Students are prohibited from damaging, entering, or in any way disturbing parked vehicles.
- M. **DRESS CODE:** Burlington Community School District has a district wide dress code policy. Dress Code is outlined in the District's Handbook.

### **BHS Behavior Management Philosophy**

BHS believes all students are responsible for their own actions and must be taught to respect the rights of others. Students have a right to learn and teachers have a right to teach in a safe environment. No students have a right to disrupt the school environment, especially if they are preventing other students from learning or are threatening the safety and rights of others. Restorative Justice practices may be used to ensure that discipline situations are not merely punitive in nature but also a learning experience for the student. Emphasis is on "making things right". Students are provided a consequence appropriate to their actions, but there is also an effort to teach replacement behaviors and help the student repair the damages their behavior has caused to relationships they have with teachers and their fellow students.

### **Classroom Expectations**

Students are not allowed to disrupt in class or anywhere on the school property, which includes the school bus. When disruptions occur, students may be referred to the office at teacher's discretion. Students will then meet with an administrator and based upon this meeting, may return to the referring teacher's class the following day. Students are permitted to go to all other classes and locations where they have been responsible, such as the library, cafeteria, and hallways.

### **ACTIONS INITIATED BY STAFF MEMBERS:**

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1. **CONFERENCE:** Any staff member may call a problem solving meeting concerning the conduct of an individual student. This meeting may include a teacher, a student, a student's parents or legal guardian, a counselor and/or an administrator as deemed necessary.

2. **PHYSICAL RESTRAINT:** Restraint, which is considered the act of controlling the actions of a student when the student's action(s) may inflict harm to him/herself or to others, is not considered physical punishment.

Teachers and administrators must feel free to use whatever reasonable means appropriate at the time, if it is necessary to prevent a student(s) from harming themselves, others, or school property.

### DISCIPLINE MANAGEMENT SYSTEM

It shall be at the discretion of the building principal and/or designees to increase/decrease the consequences issued to a student due to mitigating circumstances. The list of infractions includes, but is not limited to, what is printed below. State and federal laws may require additional penalties. (*ODR - Office Discipline Referral; ISS - In-school suspension, OSS - Out of School Suspension*)

<b>STUDENT BEHAVIOR</b>	<b>DISCIPLINE ACTION</b>
Food/Drink in Unauthorized Areas	Time in Office, ISS
Derogatory statements/Profanity/Gestures	Time in Office, ISS, OSS (1-2)
Derogatory statements/Profanity/Gestures at Staff	OSS (1-5)
Destruction of property	ISS/OSS (1-3), Police Intervention
Vandalism	3-9 OSS, Police Intervention, District Hearing
False Fire Alarms or Emergency Report	3-9 OSS, District Hearing, Police Intervention
Fighting	3-10 OSS, District Hearing, Police Intervention
Assault	5-9 OSS, District Hearing, Police Intervention
Gang-Related Activity	1-5 OSS, District Hearing, Police Intervention,
Bullying/Harassment (verbal, physical, sexual)	Conference with student, ISS, OSS (1-3)
Founded Bullying/Harassment (verbal, physical, sexual)	5-9 OSS, Police Intervention
Threats	3-7 OSS, District Hearing, Police Intervention
Out of Class without Pass/Skipping	Time in Office, ISS
Inappropriate conduct (e.g. horseplay, etc.)	Time in Office, ISS, OSS (1-3)
Non-compliance	Time in Office, ISS/OSS (1-3)
Leaving school without permission	Parent Phone Call, Not allowed to return same day, ISS/OSS
Providing False Report/Information	Time in Office, ISS
Racial/Ethnic Slurs	Conference with Student, ISS, OSS (1-5)
Stealing/theft	ISS, OSS (1-5), District Hearing, Police Intervention
Technology Violation	Loss of Privileges, ISS, OSS
<b>ATTENDANCE/TARDY</b>	<b>DISCIPLINE ACTION</b>
Tardy to Class	Detention, ISS, OSS, Loss of Privileges
<b>NON-ESSENTIAL ITEMS</b>	<b>DISCIPLINE ACTION</b>
Not reporting dangerous objects or weapons	ISS/OSS (1-3)
Possession/use of gun or look alike	10 OSS and District Hearing, Police Intervention
Possession of weapon/dangerous object	1-5 OSS and/or District Hearing, Police Intervention
Possession of weapon with a threat	6-10 OSS and/or District Hearing, Police Intervention
Possession of inappropriate items	Confiscation, Conference with student, Time in Office, ISS, Police Intervention
Possession and/or under the influence of drugs/alcohol/tobacco (or look alike drugs)	Follow Board Policy 502.7, Police intervention, 5 days OSS & referral to drug treatment, failure to comply - recommend expulsion
Second offense possession and/or under the influence of drugs/alcohol/tobacco (or look alike drugs)	Follow Board Policy 502.7, Police Intervention, OSS, recommend Expulsion
Sale and/or distribution of drugs or look alike/drug paraphernalia	Follow Board Policy 502.7, Police Intervention, OSS, recommend Expulsion
<b>CAMPUS/BUS BEHAVIOR</b>	
Conduct on Bus	Follow Bus and Handbook Policy
Trespassing	District Hearing or Police Intervention

Special Education students are expected to follow school rules and their behavior plans; however, consequences may be altered according to each individual educational plan.

A. Suspension: Suspension is a penalty for serious infractions and shall be used when it has been determined that a student's presence is detrimental and disruptive to the educational process or constitutes a threat to the health or safety of others. Suspensions are also utilized as part of the discipline management plan. The following stipulations and provisions apply to a student who is suspended whether the penalty is an in-school suspension or out-of-school suspension:

1. The student will be expected to study and complete assignments during the suspension period.
2. The student will receive credit for work completed; however, he/she will be penalized when assignments are not turned in within a reasonable time after the suspension.
3. All of the student's teachers will receive notice of suspension dates.
4. The student will not be permitted to attend, participate in, or compete in any school activity or event in or out of town, during an out of school suspension.
5. In addition, a student on out-of-school suspension is not permitted on school property without specific permission from a building principal.

## **BURLINGTON COMMUNITY SCHOOL DISTRICT EXTRACURRICULAR HANDBOOK**

### **CLUBS/ORGANIZATIONS**

A wide variety of clubs are available for students. Each sets its own dues and draws up its own constitution, which must be chartered by the Student Council. School policy requires all clubs to have a purpose connected with school services or student interests and forbids any physical initiation. A list of clubs and organizations at BHS are as follows:

STUDENT COUNCIL	TECHNOLOGY STUDENT ASSOCIATION (TSA)
SENIOR CLASS CABINET	DRAMA CLUB
CHEERLEADING	CLUB M
DANCE TEAM	DREAM CATCHERS
BHS LEO Club	FCCLA
NATIONAL HONOR SOCIETY	SCIENCE OLYMPIAD
FOREIGN LANG. CLUB	HOSA
DECA	CREATIVE WRITING CLUB
VAAP AFTER SCHOOL CLUB	BRING CHANGE 2 MIND
SPEECH & DEBATE	JUNIOR CLASS CABINET
VARSITY CLUB	COLOR GUARD
BAND - Derrick Murphy	CROCHET CLUB
ORCHESTRA	FELLOWSHIP OF CHRISTIAN ATHLETES (FCA)
VOCAL MUSIC	NHS

#### **NATIONAL HONOR SOCIETY**

The purpose of the National Honor Society is to create enthusiasm for scholarship, and to develop character in the students of secondary schools. Membership is an honor bestowed upon a student. Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.

Selection Procedure:

1. The faculty will determine eligibility of candidates.
  - A. Must be a member of the sophomore, junior or senior class.
  - B. Must have been in attendance at the school an equivalent of one semester.
  - C. Must have a cumulative scholastic average of at least 3.5 or 3.6 with bonus.
2. Scholastically eligible students will be notified and given a "Student Activity Information Form" to complete.
3. A list of scholastically eligible students will be given to all teachers for their input on candidates.
4. The Student Activity Information Form and faculty input will be reviewed by the faculty council. Candidates receiving a majority vote of the faculty council will be inducted into the chapter.
5. Once elected to National Honor Society, a student must maintain a cumulative GPA of 3.4.

For more information about Clubs and Organizations at Burlington High School, contact a sponsor, school counselor, administrator, or the principal's secretary at 753-2211, ext. 1020.

## BURLINGTON ATHLETIC BOOSTER CLUB WELCOME

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### **Welcome!**

As a parent of a BHS student/athlete, you are automatically a member of our club. Good News! There is no fee for being a member. We would love to have you come to our meetings and give us your ideas and opinions.

**Meetings: 3<sup>rd</sup> Wednesday of the month, 6:00 P.M. @ The Drake.**

We raise money through our concessions, Annual Golf Tournament, and other events.

We spend our money on capital improvements, such as our newly constructed concession stands at Bracewell Stadium and Burlington High School, coaches clinics, a strength coach at BHS, new sports equipment, etc. We also provide and maintain items that our school district funds cannot.

We would like to Welcome you again and ask that you help us make this year a great year for all of our students/athletes.

## WELCOME LETTER FROM THE ATHLETIC DIRECTOR

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### **Athletic Director Welcome BURLINGTON COMMUNITY HIGH SCHOOL Activities Department**

To the Student–Athletes and Their Parents–Guardians:

As the Activities Director for the Burlington Community School District, I would like to personally welcome you to the extracurricular programs at Burlington High School. It is our goal that each participant will have a positive, educational experience. Our extracurricular programs provide many valuable lessons and we hope that all of our student-athletes will become better people for having been a participant in our programs. Home-schooled students are eligible for athletics in our school district if they are dual enrolled. For more information please contact the Administration office.

This Extracurricular Handbook has been developed to inform you of the various policies and procedures of the Burlington Athletic Program. It is very important that not only the student-athlete but also the parents/guardians read through this handbook and become familiar with this information.

A copy of the Emergency Information and Acknowledgement /Insurance sheet along with a completed up-to-date physical form, must be returned to the Activities Office before any participation in extracurricular practices or contests will be permitted.

As you read through this handbook please pay particular attention to the “Good Conduct Rule” and the “Academic Requirements”. Your complete understanding of these two areas will help eliminate potential future problems and set out how important good conduct and academic achievement are viewed by the Activities Department and our Burlington Community School District.

Your success in our extracurricular programs will be determined by your attitude and effort. Best of luck to you as you set your personal and team goals and work to attain these. The doors to our Activities Office are always open to you. Feel free to stop in for assistance and guidance or to offer your suggestions, or call 319-753-2211, Extensions 1044 or 1021. Let’s display our loyalty and support and be proud to be a GRAYHOUND.

Sincerely Yours,  
Jay Huff  
Activities Director

## ORGANIZATION AND ADMINISTRATION

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### Iowa High School Athletic Association – Iowa Girls' High School Athletic Union

The Burlington Community Schools are members of the Iowa High School Athletic Association and the Iowa Girls' High School Athletic Union. The purpose of these organizations is to promote, develop, direct, protect, and regulate amateur interscholastic athletic relationships between member schools and to stimulate fair play, friendly rivalry, and good sportsmanship among contestants, schools, and communities throughout the state.

### Southeast Conference

Burlington is a member of the Southeast Conference. The Southeast Conference includes Burlington, Fairfield, Fort Madison, Keokuk, Mount Pleasant, and Washington High Schools.

The management of this conference is handled by the athletic directors, with final responsibility and authority vested in the Board of Control, consisting of principals of the member schools.

#### The Burlington Community Schools

The Board of Education, responsible directly to the people, is the educational agency for the public schools. It has ultimate jurisdiction over athletics, which are an integral part of the total educational program of the Burlington Community School District.

#### Superintendent of Schools

The executive function is delegated to the Superintendent of Schools, who is charged with the responsibility for devising ways and means of executing efficiently the policies adopted by the Board of Education.

The Superintendent recommends to the Board of Education the appointment of all personnel who are given any responsibility for handling of inter school and interscholastic **extracurricular activities** and recommends to the board for approval policies and procedures recommended by his staff and is directly responsible to the Board of Education for the successful performance of the organization.

#### High School Principal

The high school principal, as administrative head of the school, is the head of all activities in the school, including **extracurricular activities**. Responsibility for day-to-day operation of the athletic program is generally delegated by the principal to the activities director and coaches.

### STUDENT ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES (Board Policy)

The Board of Directors of the Burlington 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 District 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 inappropriate. Participation in extracurricular activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, by the administration, and by individual activity coaches and sponsors. The Activities Director shall keep records of violations of the Good Conduct Rule.

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

Athletics, cheerleading, drill team, dance team, instrumental and vocal music performances, drama productions, speech and debate contests, and any other performance or contest where the student represents the school.

### ACADEMIC ELIGIBILITY

#### **Language for the New No Pass No Play Rule**

#### **Iowa Code 36.15 (2) Scholarship Rules.**

- a. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.
- b. All contestants must be under 20 years of age.
- c. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or "hour" or the equivalent thereof, at all times. To qualify under this rule, a "subject" must meet the requirements of 281—Chapter 12. Coursework taken from a postsecondary institution and for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. No student shall be denied eligibility if the student's school program deviates from the traditional two-semester school year.
  - (1) Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this sub-rule, "grading period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades.
  - (2) If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days.
- d. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.
- e. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating



- circumstances, such as health, may be the basis for an appeal to the executive board which may extend the eligibility of a student when the executive board finds that the interests of the student and interscholastic athletics will be benefited.
- f. All member schools shall provide appropriate interventions and necessary academic support for students who fail or who are at risk to fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan.
  - g. A student is academically eligible upon entering the ninth grade.
  - h. A student is not eligible to participate in an interscholastic sport if the student has, in that same sport, participated in a contest with or against, or trained with, a National Collegiate Athletic Association (NCAA), National Junior College Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization's sanctioned team. A student may not participate with or against high school graduates if the graduates represent a collegiate institution or if the event is sanctioned or sponsored by a collegiate institution. Nothing in this sub-rule shall preclude a student from participating in a one-time tryout with or against members of a college team with permission from the member school's administration and the respective collegiate institution's athletic administration. [This is NOT a substantive change; it clarifies the "college squad" rule.]
  - i. No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.
  - j. The local superintendent of schools, with the approval of the local board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.
  - k. Remediation of a failing grade by way of summer school or other means shall not affect the student's ineligibility. All failing grades shall be reported to any school to which the student transfers.
  - l. To play varsity athletics, you must have at least 12 credits as a Junior and 30 credits as a Senior. If dual enrolled, students must be in good standing.

## GOOD CONDUCT RULE

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To retain eligibility for participation in Burlington High School extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times.

Students who represent the school in an activity are expected to serve as positive 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 Good Conduct Rule will be declared 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, purchase of, or distribution of tobacco products, regardless of the student's age;
- possession, use, or distribution of vaping pens and or products, regardless of the student's age;
- possession, use, purchase of, or distribution 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 of, or distribution of illegal drugs, or the unauthorized possession, use, purchase of, or distribution 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 which are considered simple misdemeanors in the criminal system), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- inappropriate or offensive conduct such as assaulting staff or students, insubordination, or hazing or harassment of others. (This could include group conduct.)
- possession or use of a firearm or a "look alike" firearm including, but not limited to, splat guns, orbeez guns, bb guns, etc.

### Penalties:

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

**First Offense Within the Student's High School Career-** 25% of the performance dates, and if the offense involves substance abuse, the student must attend ADDS or similar agency approved by the administration.

**Second Offense Within the Student's High School Career-** 50% of the performance dates, and if the offense involves substance abuse, the student must attend ADDS or similar agency approved by the administration.

**Third or More Offense(s) Within the Student's High School Career-** Twelve (12) calendar months, and the student must attend ADDS or similar agency approved by the administration.

1. The number of performance dates shall be utilized for determining dates of ineligibility. Example: The varsity season has 12 performance dates and the junior varsity has 3 performance dates. A student declared ineligible for 25% of the performance dates shall be ineligible for three varsity performance dates and all junior varsity events during that period of time.
2. The period of ineligibility attaches immediately upon a finding of a violation by the administration if the student is eligible for and currently engaged in an extracurricular activity. If the student is not currently eligible or engaged in an extracurricular activity, or if the ineligibility period is not completed during the current activity, the period of ineligibility is carried over to the time the student seeks to go out for the next activity.
3. 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.
4. If a student drops out of an activity prior to completion of the ineligibility period, the full penalty or the remainder of the penalty, at the administration's discretion, will attach when the student next seeks to go out for an activity, subject to the 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.
6. The penalties shall accumulate during grades 9-12, commencing with the completion of the 8th grade school year. However, if the student does not have another violation during a 12-month period, the accumulation will start over.
7. An ineligible student shall attend practices or rehearsals but may not "suit up" nor perform/participate.
8. A student who has been declared ineligible for participation in extracurricular activities by another school district who then enrolls in the Burlington Community School District shall be ineligible for participation in extracurricular activities in the Burlington District for the balance of the period of ineligibility as if the student were still enrolled in the former district, except that the student shall be allowed to participate in practices regardless of the former district's policy on practices during periods of ineligibility. The student may file a written request with the Activities Director to have the term of ineligibility imposed by the former district reconsidered. The administration may shorten the period of ineligibility if it is determined that the student would have received a shorter period of ineligibility if the student had been enrolled at Burlington at the time the ineligibility was imposed by the former district.
9. The number of periods of ineligibility imposed by former districts shall be considered when imposing sanctions for a violation of the Burlington Good Conduct Rule after enrollment in the Burlington Community School District. (Example: if the student had one period of ineligibility in grades 9 through 12 prior to enrolling in Burlington, a violation of the Burlington Good Conduct Rule shall be treated as a second offense.)

#### **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 semester is found to have been in possession of tobacco, a Good Conduct Rule violation. When the student is again academically eligible, the penalty attaches. Example: A student violates the Good Conduct Rule and is ruled ineligible for 25% of performance dates. While ineligible, the student again violates the Good Conduct Rule. The second penalty attaches when the first penalty is completed.

#### **Non-school Participation as an Individual or on a Team:**

A Burlington High School student who participates in school sponsored athletics may participate in a non-school sponsored sport during the same season with the approval of the head coach of the sport involved, the Activities Director, and the High School Principal. Such participation shall not conflict with the school sponsored activity. An athlete who violates this policy shall be declared ineligible for 10% of the total number of regular season games in the sport during which the violation occurred. This shall be in addition to any period of ineligibility for violation of the Good Conduct Rule.

#### **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 or school property; or (b) at a school event regardless of location; or (c) the violation has a direct and immediate negative impact on the efficient operation of the school despite occurring off school grounds/time.

#### **Appeals:**

Any student who is found by the Activities Director or his/her designee to have violated the Good Conduct Rule may obtain review of this determination by appealing to the principal within five (5) calendar days of being advised of the finding of violation.

The penalty will be in effect until reversed. If the student is dissatisfied, he or she may then seek review by appealing to the Superintendent within five (5) calendar days of the principal's determination. The penalty will be in effect until reversed.

If the student is still dissatisfied, he or she may seek further review by the school board by filing a written appeal with the board secretary at least five (5) calendar days prior to the next board meeting. A special meeting of the board will not be called. The review by the board will be in closed session unless the student's parent (or the student, if the student is 18 or older) requests an open session. The grounds for review by the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the policy. The penalty will remain in effect pending the outcome of the meeting with the board. If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

#### **Other Factors Relating to Eligibility:**

1. **Attendance.** A student must be in school and attend classes no later than the start of fourth period preceding any scheduled event or practice in order to participate, unless the student was absent for an appointment approved by the administration.
2. **Other Rules.** Coaches and sponsors may make additional rules as they relate to their activities as long as the rules are approved by the Activities Director and shared with the participants. Violation of these rules may also result in dismissal from the activity.
3. **Physical Forms.** Every participant in athletics, cheerleading and the dance team must have a physical examination form completed within the 12 months immediately prior to participation.
4. **Concussion/Brain Injury Form** - Annually, every student (grades 9-12) and their parent/guardian must receive and sign a concussion and brain injury information sheet provided by the Iowa High School Athletic Association and Iowa Girls High School Athletic Union before the student is able to participate in interscholastic sports, cheerleading, and dance in any way (practice or competition) on file in the activities office.
5. **P.E. Doctor's Excuse.** A student excused from P. E. with a doctor's excuse may not participate in an athletic activity.

## **DISQUALIFICATION**

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### **A. Disqualification – Interscholastic Competition**

Student athletes participating in interscholastic competition in grades 7-12 are governed by the rules and guidelines of the IGHSAU and the IHSAA. Any student disqualified from an interscholastic contest by game officials for flagrant, violent, or verbal misconduct will be ineligible for the next regularly scheduled game/meet at that level of competition and all other games/meets in the interim at any level in addition to any other penalties the IGHSAU, the IHSAA or the school district may assess. The second violation carries a four regularly scheduled game/meet ineligibility. If penalties are imposed at the end of the sport season and no contest remains, the penalty is carried over in that particular sport until the next school year. The penalty is NOT imposed from one sport program to the next sport program.

EXCEPTION: If a senior (12<sup>th</sup> grade) athlete is ejected from the last contest of the season in a given sport, the penalty is carried over to the next sport program the athlete participates in. Anytime a student-athlete is ejected from a game/meet, he/she does not participate for the remainder of that day. The student is also suspended from the next scheduled, rescheduled, or contracted date at that level of competition and all games/meets in the interim at other levels of competition.

### **B. School Equipment**

An athlete shall not have in his or her possession any school-owned equipment from this school or any other school except that which has been issued by the coach. This equipment should only be worn by athletes while in school or as a member of a squad. This clothing should not be worn on weekends or for any other reason than mentioned previously. The student is responsible for any equipment issued if lost or stolen.

### **C. Emergency Information**

It is the responsibility of the parents and the student-athlete to provide emergency information for athletic participation. The student will be responsible for turning an Athlete-Parent Emergency information/consent form into the Activities Office before participating in sports for that year. This form can be found in the back of this handbook or can be picked up in the activities office. Hawk-i insurance forms are available in the main office at the high school.

### **Starting and Ending Dates**

Starting and ending dates for sports seasons as determined by the Iowa High School Athletic Association, the Iowa Girls' High School Athletic Union, and/or the Burlington Community School District will be adhered to strictly. However, pre-season conditioning of athletes (weight training, running, etc.) is encouraged. For all practical purposes, when a team is eliminated from tournament competition, the season is ended. Opportunity will be made to allow athletes to work on specific skills through open gyms in the off season. These open gyms will follow guidelines established by the state athletic association.

## EQUIPMENT PROCEDURES

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### A. Athletic Equipment

1. In most sports, practice and/or game equipment will be issued to athletes by the head coach. Athletes will be responsible for said equipment.
2. All equipment will be returned when the athlete finishes the sport, either at the end of season or on quitting the sport. This is to be done immediately.
3. Any equipment will be paid for by the athlete if it is lost or destroyed through negligence. Cost of equipment will be determined by the Athletic Department and will be based on replacement cost.
4. No athletic letter award will be given to students who have not returned all equipment/or uniform checked out nor have paid all bills on equipment delinquencies.
5. A student will not be permitted to practice or play on a team the succeeding season if he or she has not paid all equipment bills or has not returned all equipment/uniform checked out from a preceding season.

### B. Training Room (First-Aid) – the purpose of this room is to care for and prevent athletic injuries. Athletes will enter this room only if they need this type of assistance **and only under proper supervision.**

1. All school first-aid materials are to remain in the training room or in first-aid kits under the direction of the Trainer or Student Trainers at practices or games.
2. At no time should there be any first-aid materials in student lockers. This includes adhesive tape.
3. "Horse Play" is never tolerated in any athletic area and especially in the Training Room. This is not an area in which to "hang out".
4. If you have no injury — you do not belong in this room!

## TRAVEL IN SCHOOL BUSES BY ATHLETIC TEAMS

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Students should be familiar with the school district policies affecting school-provided transportation. The following would apply on athletic trips:

1. When on a road trip you are a part of a team. All student-athletes are expected to return on the bus. When certain extenuating circumstances arise, the student-athlete may request to ride home with parents. The parent must sign the student out at the end of the event. The parent will make physical contact with the coach at the event, to physically reinforce the intent to ride home with that parent. It is not acceptable practice to allow student-athletes to ride home with someone else's parents.
2. The trips to and from a game or other event will be made on the same bus unless otherwise directed by the school representative in charge of the event.
3. Students will be expected to conduct themselves in an orderly manner that would include: (a) conversing in normal tones; (b) singing appropriate songs; (c) remaining in their seats; (d) being courteous and obeying the coach and driver; (e) **no scuffling or rough-housing; and** (f) **radios with ear-phones only.**
4. Bus windows will remain closed unless permission is obtained from the driver to open them. The driver will control the ventilation of the bus. If windows are open, students are to keep hands and heads inside.
5. Obscene literature is prohibited.
6. No liquids are allowed on the bus.
7. No eating on the bus if there are seating accommodations at the restaurant. If accommodations are not present, eating is permitted on the bus. All refuse will be placed in waste baskets and the bus left clean.
8. Failure to follow the bus regulations will result in appropriate disciplinary action.

In addition, students are reminded of the following:

- a. The emergency door is to be used only for emergencies and not as an entrance or exit. Please do not block the emergency door with equipment.
- b. There may be occasions when it is necessary for athletes to dress on the bus. If this is done, care should be taken that valuables are not left on the bus with student clothing.
- c. In the interest of the safety of all, distraction of the driver by excessive noise, scuffling, etc. should be avoided. The driver needs to be able to concentrate on the job of driving.

### **State and District Tournament Trips**

It is a real honor and great accomplishment to qualify for a state tournament. In order to give you the opportunity to be successful in state competition there must be certain guidelines to follow:

1. In team sports, the number of players who will accompany a team to the state tournament will be left to the discretion of the coaches and the Activities Director.
2. Varsity head coaches and their appropriate assistants will be considered part of the traveling squad.
3. Financial and all other arrangements for the entire trip will be handled by the Activities Director if accompanying the group or by his designee.

4. Each head coach will be expected to file with the Activities Director and Principal written guidelines given to all parents and students who make the trip indicating what standards will be expected of the team while away from Burlington.
5. The head coach will determine the eligible students to make the trip with the approval of the Activities Director and Principal. Under no circumstances will a coach permit a vote of the team to determine the traveling squad.
6. If, after the team participates, there is a layover period of 48 hours or more before the next activity, the team will return home following the first event and return to the site when required unless otherwise authorized jointly by the Principal, Activities Director, and Superintendent or designee.
7. Cheerleaders of sports participating in a state tournament series shall attend based on the discretion of the activities director. The following guidelines may be used:
  - a. Football – if the team makes the playoffs.
  - b. Wrestling – if at least one wrestler qualifies for the state tournament.
  - c. Basketball – if the team makes the state tournament.
  - d. Cheerleaders will be transported by school vehicles and allowed to attend only when accompanied by their sponsor.
  - e. If there are consecutive nights of participation, cheerleaders will be fed and lodged overnight; otherwise, on events involving non-consecutive days, they will return to Burlington until the next event.
8. Any unusual circumstances not covered above that should arise will be resolved jointly by the Principal, Activities Director, Superintendent or designee, and the head coach of the sport involved.
9. These policies will in no way supersede those policies established by the Burlington Community School District, Iowa High School Athletic Association, and the Iowa Girls' High School Athletic Union.

### **Late Return**

For **extracurricular** events in which students return late from an out-of-town trip, each student will be expected to attend all scheduled classes the following day.

### **CHEERLEADERS**

Cheerleading is an integral part of the BHS **extracurricular activities**. It is important to recognize that the primary importance of cheerleaders is to promote school spirit and encourage positive crowd participation during **extracurricular** events.

The cheerleaders will fall under the guidelines of the BHS Athletic Handbook. They are expected to follow the same rules and procedures followed by BHS athletes and teams. On road trips, the cheerleaders will be accompanied by their sponsor when possible, otherwise they are under the jurisdiction of the head coach.

Cheerleaders will be selected in the following sports: 1) Football; 2) Boys & Girls Basketball; and 3) Wrestling. Tryouts will be held for each individual sport. Candidates may cheer for no more than two (2) sports.

Burlington High School will conform to the cheerleader tournament limitation set forth by the Iowa High School Athletic Association and the Iowa Girls' High School Athletic Union. There shall be no more than six (6) cheerleaders per sport including mascot for tournament competition. If both sexes are represented on any particular squad, there may be as many as six (6) cheerleaders of each sex for regular season play for a total of twelve (12), but never more than a total of six (6) for tournament competition as well as out-of-town regular season play.

If both sexes are represented on a squad, determination of the six (6) members to attend a state sponsored event will be based upon a proportional representation of both sexes on an alternating basis. This is to be done by a drawing by lot. If this does not resolve selection of the squad, a committee made up of the principal, activities director and sponsor will make the final decision.

Transportation for all events will be provided by Burlington High School. A sponsor or administrator will accompany cheerleaders when school vehicles are used to transport them. The mode for transportation for each sport will be:

- a. Football – Activity bus or separate school vehicle.
- b. Boys & Girls Basketball – Team bus if chartered or separate school vehicle.

Cheerleaders' criterion for awards is as follows:

- a. Attends all practices and events.
- b. Finishes the season in good standing.

### **Injury Report**

Any student, if injured on the way to school, during school, on the way home from school, or during a school-sponsored activity, should make sure an Injury Report has been filled out and turned in to the school clinic. If a student is covered by school insurance, it is his-her responsibility to report to the school nurse to initiate an Insurance Claim.

Athletes injured in sports should make sure the Athletic Trainer has filled out an Injury Report and submitted it to the Activities Office. Athletes, too, have the responsibility to follow-up to initiate the Insurance Claim if injury resulted in ambulance service, doctor's care, or hospital expenses. Remember insurance companies have no way of knowing about an injury unless you inform them through a claim sheet.

## EJECTION RULE

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It is the intent of the Burlington Community School District that athletic activities are for the physical and educational well-being of students. Therefore, students are expected to conduct themselves in all competitions in an exemplary manner as representatives of the programs, the school, and the student body.

Any student disqualified from an interscholastic contest by game officials for flagrant, violent, or verbal misconduct will be ineligible for the next regularly scheduled contest at that level of competition and all other contests in the interim. In some cases, the school officials and/or the state governing bodies may impose additional penalties.

This rule applies to all competitions from grades 7–12 and for all ejections for flagrant conduct (physical and verbal). The school principal, activities director, and coaches are to see that this rule is properly communicated to all student athletes.

The procedure is as follows:

1. Upon a student-athlete being ejected from an interscholastic activity, his/her coach will report the ejection to the Activities Director.
2. The Activities Director will then fill out the proper report to be sent to the appropriate state association.
3. The Activities Director will then formally notify the athlete and coach affected of the activity(s) to be missed by said athlete.
4. If the next contest is out-of-town, the athlete will not travel with the team in any capacity.

## GYMNASIUM AND SWIMMING POOL PROCEDURES

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- At no time is it permissible for individuals or groups to work out in the gymnasium and/or swimming pool without authorized supervision. You will be asked to leave otherwise.
- At no time will individuals or groups be working out, jogging, swimming, or just "messaging around" while teams or squads are having an official practice session.
- Athletes in the gymnasium or swimming pool for one sport will refrain from using equipment not specifically for their sport.

## OPEN GYMS

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Open gyms (or the open wrestling room or swimming pool), approved by the activities director and principal, and are always operated for the benefit of all students in the school district. They will be properly announced to the student body, and under no circumstance will instruction and teaching be given by any coach. (Some gym periods will be considered an intramural activity and will be supervised accordingly by that department.) The open gym concept will be strictly operated under the guidelines set forth by the state athletic associations.

1. A member or associate member school may open its gym or athletic facilities for the purpose of making recreational activities available for all students or the community. When students are participating in an open gym in the hours immediately before or after school, school personnel shall be assigned to supervise. Open gyms are subject to the following restrictions:
  - a. The supervisor shall not engage in any type of coaching nor participate during supervision.
  - b. Attendance by students is voluntary.
  - c. Volunteer or paid coaches may not directly or indirectly require the attendance of students or require the performance of activities by students prior to the legal practice period for that coach's sport.
  - d. Open gym shall not be called or posted for specific sports.





**DISTRICT  
STUDENT HANDBOOK**

**2024-2025**  
**Burlington Community School District**

## BOARD OF EDUCATION

Tammy Anderson  
Christi Burghoffer  
Darven Kendell  
William Vance

Bryan Bross  
Deborah Hatteberg  
Anika McVay

## DISTRICT ADMINISTRATION

**Robert Scott, Superintendent and Executive Officer of the Board of Education**  
**Cory Johnson, Director of Curriculum**  
**Laci Johnson, Director of Human Resources**  
**Greg Reynolds, Director of Business Services**

### Contact:

Burlington Community School District, 1429 West Ave, Burlington, IA 52601  
P: (319) 753-6791; F: (319) 753-6796

### Public Notice:

It is the policy of the Burlington Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity, and socioeconomic status, in its educational programs, and its employment practices. If you have questions or a grievance related to this policy please contact the district's Equity Coordinators. For Educational Programs: Cory Johnson, Director of Curriculum, [cory.johnson@bcsds.org](mailto:cory.johnson@bcsds.org). For Employment: Laci Johnson, Director of Human resources, [laci.johnson@bcsds.org](mailto:laci.johnson@bcsds.org).

## WELCOME FROM THE SUPERINTENDENT

Much of my first two years as Superintendent of Burlington Community School District have been spent listening to and learning about this community that bleeds purple and gray.

I've heard from administrators, teachers, support staff, students, parents and other community members about what makes our schools great and what we could do to make them even better, and I look forward to continuing and building upon these conversations.

In addition to remaining accessible, my priorities include investing in STEM by adding a STEM rotation at the elementary buildings; expanding learning opportunities at the high school, such as by adding a Public Safety CTE pathway; increasing student participation in a growing number of extracurriculars; and continuing to reduce barriers for our students and families.

It's been so exciting to see the talent of our teachers and staff members. Every time I walk into a building, I am struck by the level of kindness, tremendous effort and commitment that staff have for our Grayhounds as they prepare them for life outside of our classroom walls.

I take great pride in our district — so much so that my blood now runs purple and gray, too.

Go, Grayhounds!

Sincerely,

Robert Scott

# 2024-2025 School Calendar

Summary of Calendar:  
 Days/Hrs. in classroom:  
 First Trimester..... 56/356  
 Second Trimester.....59/379.5  
 Third Semester ..... 61/390.5  
**TOTAL DAYS/HRS.....176/1126**

### CALENDAR LEGEND

- Start/End
- Flex Days
- New Teachers
- Trimester Ends
- No School Days
- Prof. Learning

Does not include Professional Development days/hours.

### HOLIDAYS:

- Labor Day (9/2)
- Thanksgiving Day (11/28)
- New Year's Day (1/1)
- Martin Luther King Jr. Day (1/20)
- Easter (4/20)
- Memorial Day (5/26)

**Graduation: May 31**

Note: In-service Days may be classified as Career Development and/or Professional Development depending on the content of the activities being performed.

August 2024					Student Days/Hours	
M	T	W	Th	F		
12	13	14	15	16		
19	20	21	22	23		
26	27	28	29	30	5	30.5
<b>September 2024</b>						
2	3	4	5	6	9	56.5
9	10	11	12	13	14	87
16	17	18	19	20	19	119.5
23	24	25	26	27	23	145.5
30					24	152
<b>October 2024</b>						
	1	2	3	4	28	176
7	8	9	10	11	33	208.5
14	15	16	17	18	37	234.5
21	22	23	24	25	42	267
28	29	30	31		46	293
<b>November 2024</b>						
				1	46	293
4	5	6	7	8	51	325.5
11	12	13	14	15	56	356
18	19	20	21	22	61	388.5
25	26	27	28	29	64	408
<b>December 2024</b>						
2	3	4	5	6	69	440.5
9	10	11	12	13	74	473
16	17	18	19	20	78	499
23	24	25	26	27	78	499
30	31				78	499
<b>January 2025</b>						
		1	2	3	78	499
6	7	8	9	10	83	531.5
13	14	15	16	17	88	562
20	21	22	23	24	92	588
27	28	29	30	31	96	614
<b>February 2025</b>						
3	4	5	6	7	101	646.5
10	11	12	13	14	106	677
17	18	19	20	21	111	709.5
24	25	26	27	28	115	735.5
<b>March 2025</b>						
3	4	5	6	7	120	768
10	11	12	13	14	124	794
17	18	19	20	21	124	794
24	25	26	27	28	129	826.5
31					130	833
<b>April 2025</b>						
	1	2	3	4	134	857
7	8	9	10	11	139	889.5
14	15	16	17	18	144	922
21	22	23	24	25	148	948
28	29	30			151	967.5
<b>May 2025</b>						
			1	2	153	980.5
5	6	7	8	9	158	1011
12	13	14	15	16	163	1043.5
19	20	21	22	23	168	1074
26	27	28	29	30	172	1100
<b>June 2025</b>						
2	3	4	5	6	176	1126
9	10	11	12	13		

### 176 Days/XXXX Hours Calendar

Aug. 14, 15, 16	New Teacher Work Days
Aug. 19	TQ Day
Aug. 20-23	Certified Staff Work Days/PD
Aug. 26	First Day of School
Aug. 30	2 Hr. Early Out (Prof. Development)
Sept. 2	Labor Day (No School)
Sept. 3	First Day of Preschool
Sept. 13	2 Hr. Early Out (Prof. Development)
Sept. 27	No School (Prof. Development)
Oct. 4	2 Hr. Early Out (Prof. Development)
Oct. 18	No School (Prof. Development)
Nov. 1	No School (Prof. Development)
Nov. 15	2 Hr. Early Out (Prof. Development)
Nov. 15	End 1 <sup>st</sup> Trimester (56 days/356 hrs.)
Nov. 27	Staff Flex Day (No School)
Nov. 28-29	Thanksgiving Holiday (No School)
Dec. 20	No School (Prof. Development)
Dec. 23-Jan. 3	Winter Break (No School)
Jan. 17	2 Hr. Early Out (Prof. Development)
Jan. 20	Martin Luther King Day (No School)
Jan. 31	No School (Prof. Development)
Feb. 14	2 Hr. Early Out (Prof. Development)
Feb. 27	End 2 <sup>nd</sup> Trimester (59 days/379.5 hrs.)
Feb. 28	No School (Prof. Development)
Mar. 14	No School (Prof. Development)
Mar. 17-21	Spring Break (No School)
Apr. 4	2 Hr. Early Out (Prof. Development)
Apr. 18	Staff Flex Day (No School)
Apr. 21	No School
May 9	2 Hr. Early Out (Prof. Development)
May 23	2 Hr. Early Out (Prof. Development)
May 26	Memorial Day
May 28	Projected Seniors' Last Day
May 29	Last Day of Preschool
May 31	Graduation
June 5	Last Day of School
June 5	End 3 <sup>rd</sup> Trimester (61 days/390.5 hrs.)
June 6, 9-12	Possible Snow Make-Up Days

Board Approved: 3/25/2024

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**Board of Directors**

**2024-2025 Official District Calendar**

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# **NOTIFICATIONS**

## **Equal Education Opportunities (Board Policy)**

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

It is the policy of the District to provide a free appropriate public education to each disabled student regardless of the nature or severity of the disability. It is the intent of the District to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act or who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act are identified, evaluated, and provided with appropriate educational services. Due process rights of disabled students and their parents will be enforced.

Inclusion of minority and disabled students shall occur throughout the District's programs. In order to monitor compliance and progress, District, attendance center and course enrollment data shall be collected on the basis of race, national origin, gender and disability.

Inquiries regarding compliance with equal educational opportunities shall be directed to the Director of Curriculum who shall be the District's compliance officer (319-753-6791). Inquiries regarding compliance with equal education opportunities for disabled students shall be directed to the District's 504/ADA Coordinator.

The superintendent will also appoint grievance officer(s) and publicize the name(s), office address(es), and telephone number(s). Grievance procedure and form will be on file in each building.

The District affirms it will comply with all applicable regulations under the following laws:

1. Title I
2. Title X – Homeless Children and Youth
3. Title VI of the Civil Rights Act of 1964
4. Section 504 of the Rehabilitation Act of 1973
5. Title IX of the Educational Amendments of 1973
6. The Age Discrimination Act of 1975
7. Title VII Employment
8. All regulations, guidelines, and standards lawfully adopted under the above statutes by the United States Department of Education.

### **Pictures/Videos**

Student pictures (image or likeness) and videos periodically feature district activities and events for educational and promotional purposes. Pictures and videos are sometimes used for building and district newsletters and local/regional media coverage. If you do not want your child's picture taken or for him/her to participate in a school sanctioned video, please notify the school office by September 15<sup>th</sup>. Individual pictures (image or likeness) and videotaping of a student is sometimes necessary to indicate

the extent of his/her behavioral or academic concerns. These pictures and videotapes will be evaluated by your son or daughter's educational team. You will be notified by your building principal before the taping begins.

The following grievance officers for this policy are:

Title I	Stephanie Vititoe, Assistant Dir. of Curriculum	Adm. Building	753-6791
Title X – Homeless Children and Youth	Stephanie Vititoe, Assistant Dir. of Curriculum	Adm. Building	753-6791
Title VI Civil Rights	Laci Johnson, Human Resources	Adm. Building	753-6791
Title VII Employment	Laci Johnson, Human Resources	Adm. Building	753-6791
Section 504/Americans with Disabilities Act	Cory Johnson, Dir. of Curriculum	Adm. Building	753-6791
Title IX Sex Discrimination/Section 504	Laci Johnson, Human Resources	Adm. Building	753-6791
Level I Investigator	Laci Johnson, Human Resources	Adm. Building	753-6791
Level 1 Alternate Investigator	Cory Johnson, Dir. of Curriculum	Adm. Building	753-6791

**It is the policy of the Burlington Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity, socioeconomic status, in its educational programs, and its employment practices.**

### **Equal Employment Opportunity/Affirmative Action Employer**

#### **Parents'/Guardians' Right Notification**

Parents/Guardians in the Burlington Community School District have the right to learn about the following qualifications of their child's teacher/paraprofessional: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher/paraprofessional, and baccalaureate/graduate certification/degree. You may also request the qualifications of an instructional paraprofessional who serves your student in a Title I program or if your school operates a schoolwide Title I program. Parents/Guardians may request this information from the Office of the Superintendent by calling 319-753-6791, ext. 1403 or by sending a letter of request to the Office of the Superintendent, 1429 West Ave., Burlington, IA 52601

The Burlington Community School District ensures that parents will be notified in writing if their child has been assigned, or has been taught by a teacher for four or more consecutive weeks by a teacher who is not considered highly qualified.

#### Student Records

Parents of students under age 18 and students over 18 may exercise the right to review educational records of the student, to obtain copies of reports, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy or an invasion of privacy, and to have the records explained. The procedure to be followed in exercising any of the rights under the "Family Privacy Act of 1974" can be found in the Board Policy book which is

available in all school buildings, as well as the central administrative offices. Should a student move from the district, the district will transfer the student's educational records to the next district upon written request of that district.

## **STUDENT ATTENDANCE**

The Board of Education is required to adopt rules describing the attendance requirements for students. The Board believes the primary purpose of education is to provide an opportunity for students to fully develop the basic skills needed to function as responsible citizens in a changing world. The Board and all school district employees believe learning takes place every day in every classroom. Students can make academic progress only if they attend school regularly and take advantage of the educational experiences offered. We believe students will receive the full value of the learning offered in our schools when they are present each day.

***The State of Iowa defines chronic absenteeism as absences of 10% or greater per grading period.***

***The State defines truancy as absences of 20% or greater per grading period.***

***The State of Iowa requires that the school conduct a Student Engagement Meeting for every student that has reached 15% absenteeism. In the Student Engagement Meeting, an Absenteeism Prevention Plan will be written.***

EVERY DAY OF SCHOOL IS IMPORTANT! Daily, punctual attendance is an integral part of the learning experience and is required of all students to receive the maximum benefit of the educational program. Students are expected to attend classes regularly and to be on time. Students missing 10% or more of any grading period for any reason are considered chronically absent. Attendance is tracked at the state level and used as part of the state's school ranking and evaluation system.

The State of Iowa requires children over age four (4) and enrolled in the statewide preschool program, over age five (5) and enrolled in the District's kindergarten program, or between the ages of six (6) and sixteen (16) to attend school. If a child turns sixteen (16) after September 15, he/she must attend school for the duration of that school year. Each child's parent, guardian or legal custodian is the person held responsible in the law for seeing that the child receives an education.

It is the responsibility of the parent/guardian or legal custodian to make sure the student is enrolled in the Burlington Community Schools, attend school as required by the laws of Iowa, and follow the District's policies and regulations for attendance.

Procedure: For the safety of your child, it is important that you call or notify the school when they are absent. We ask that you:

- Contact the school office prior to the beginning of the school day (messages can be left on the school's answering machine during non-school hours).
- Bring any medical or legal verification from an appointment to the school office.

### **Excessive Absences:**

We wish to be proactive in reaching out to families regarding excessive absences. In addition to communicating with a family, the school will send a letter at 6 and 10 days absent, etc. These letters are generated even when the parent/guardian has excused the student from school. The County Attorney will be notified when a student reaches chronic absenteeism (defined as 6 or more absences per grading period) As a part of the 10 day letter, a School Engagement Meeting will be held at which an Absenteeism Prevention Plan will be developed. Failure to attend or comply with the Absenteeism Prevention Plan will result in a referral to the County Attorney where a mediation will be held to develop an Attendance Cooperation Agreement as a part of the truancy referral process. Enforcement of attendance requirements is the duty of both the local school district and the County Attorney.

Absences not included in calculations towards excessive absences:

- Administrative Excuse
- Out of School Suspension
- Medical Absence Accompanied by Medical Provider
- Participation in Religious Services
- Legal/Court Ordered Excuse

### Tardiness

A note of explanation or call from the parent or guardian to the school will be required in each case of tardiness. Tardiness is a student's initial appearance in an assigned area at any time after the designated starting time. Tardiness at the beginning of the school day will only be excused for medical appointments and/or when the school bus is running late. All incidences of class tardiness will become the direct responsibility of the teacher. Teachers will emphasize the importance of punctuality and class rules and procedures for tardies. The following action(s) may be taken by the teacher when dealing with a student who is tardy and does not have an acceptable reason.

- a) Warning
- b) Notification of parents/guardians
- c) Loss of privilege(s) or other in-class sanctions
- d) Conference with parent or guardian
- e) Detention(s)
- f) Referral to principal for other in-school sanctions and/or support services

If your child will be late to school please feed your child breakfast. Breakfast will be closed when school starts.

### Change of Address/Telephone

Change of address/telephone should be reported to the school as soon as possible. If your change of residence involves a school transfer, please notify the school two or three days prior to withdrawing the child. If you relocate during the year, please see your building principal. Arrangements to accommodate your child remaining at his/her current school can be made on a space available basis.

## **DRESS CODE – STUDENT APPEARANCE**

### Introduction

The students of the Burlington Community School District have great traditions. One of these traditions is that they dress and groom themselves in a fashion that is complementary to the school and not distracting to other students. Your appearance sends a message to those around you, including any guests that may be visiting our school. This is your school, please show pride in it.

The major responsibility for appropriate dress and grooming rests with the students and their parents. Students are expected to dress appropriately for school and all related school activities. A student's dress may not constitute a threat to the health, safety, and welfare, or property of others, must be in accordance with the public decency and civil statutes, and must not disrupt the orderly, disciplined atmosphere of the school. Students will be asked to correct the inappropriate clothing or inappropriate decorative items in their lockers. This includes but is not limited to:

### Students MUST Wear

- A shirt or dress with fabric in the front, back, and on the sides under the arms
- Pants/jeans or the equivalent, such as a skirt, sweatpants, leggings, a dress, or shorts
- Shoes

### Students MUST Cover

- All private parts, cleavage, and undergarments

### Students MAY Wear

- Hats. Faces must be clearly visible, and the student must maintain a clear line of sight.
- Religious headwear
- Hoodie sweatshirts. Like hats, the face must be visible, and the student must maintain a clear line of sight.
- Fitted pants, including leggings, yoga pants, and skinny jeans. Material must be thick and opaque enough to cover undergarments
- Ripped jeans

### Students CANNOT Wear

- Inappropriate language or images, including but not limited to: profanity, violent language, hate speech, pornography, language depicting drugs or alcohol, language depicting illegal item or activity, or anything that could instigate or perpetuate a hostile or intimidating environment based on protected class or consistently marginalized groups.
- Bandanas may not be worn on school premises.
- Clothing that reveals undergarments.
- Swimsuits (except as required in class or athletic practice)
- Accessories that could be considered dangerous or could be used as a weapon.

- Any item that obscures the face or ears (except as religious observance and PPE when necessary).

## CODE OF CONDUCT

### Philosophy of Discipline

- The goal of discipline policies is to ensure the right of all students to a productive educational environment in which they may learn the social skills necessary to develop into mature, responsible students, accountable for their own actions.
- The schools have the duty to aid each student in becoming aware of rights and responsibilities, and to approach discipline in a positive and productive manner.
- The school environment is designed to encourage responsible behavior by the students. A student has the right to pursue education without unnecessary disruption from others.
- Parental support is imperative to the disciplinary teaching process and, to this end, parents will be kept informed and be requested to aid in the process.
- When a student's conduct jeopardizes the good order, management or welfare of the school, disciplinary action will be taken.
- The Discipline Plan shall apply to students while on school premises, while attending school-sponsored events, while on school buses, or on chartered buses while students are engaged in school-sponsored activities, and while students are away from school at such activities.

### School Discipline Plan

Each student is expected to abide by the district's Code of Conduct. Behavior which tends to conflict with the educational program or which is harmful or threatening to the welfare of other students, and/or staff will not be tolerated. Failure to abide by the following guidelines is a violation of the School Discipline Plan:

- Disciplinary measures such as warnings, detentions, suspensions, and expulsion will be used singly or in combination depending on the severity and/or frequency of the misconduct.

### **Code of Conduct**

■ ***In-School Suspension/Office Detention Conduct:*** Each student is expected to behave in a respectable manner and to abide by the rules and procedures set. Any student who violates the Student Code of Conduct may be assigned in-school suspension by the administration.

■ ***Fighting:*** Fighting entails the practice of two or more students engaging in a physical struggle or a conflict that does not result in serious injury. This is not acceptable behavior.

■ ***Assault/Threats To Others:*** Assault is an attempt to apply force with intent to do physical injury to another with present means to execute the attempt. There may be an assault even though there is no personal injury inflicted. This is not acceptable behavior and may result in charges being filed. Students will be automatically suspended for assault upon a school employee. The board will meet to discuss whether further sanctions, including expulsion, should be ordered against the student.

■ ***Tobacco Products*** (Board Policy 502.7) Students who are in possession of or using or distributing tobacco products shall be subject to school disciplinary actions and may also be reported to law enforcement officials. This includes "look alike" substances that appear to be a tobacco/nicotine product. This includes but not limited to the follow: cigarettes, dissolvable, spitless, cigars, snuff, snus, chewing, and e-cigarettes, pipes, and electronic smoking/vaping devices.



■ ***Alcoholic Beverages, Controlled Substances*** (Board Policy 502.7) Students are prohibited from possessing, using, being under the influence of, distributing, selling, or manufacturing beer, wine or other alcoholic beverages, controlled substances, paraphernalia for administering substances or of “look alike” alcoholic or controlled substances while on school premises or vehicles, while they are participating in or attending District activities and while they are away from school premises if the conduct directly affects the good order of the District. A student who leaves the school premises during his/her normal times of attendance will be considered as being in school for purposes of this policy.

Distribution, sale or manufacture of alcohol, controlled substance or “look alike” substance or intent to do so: Parents/Guardians notified, Law enforcement officials notified. Student placed on out of school suspension pending recommendation to School Board for expulsion.

First Offense possession alcohol, controlled substance, paraphernalia or “look alike” substance: Parent/Guardian notified; Law enforcement officials notified, 1-5 days out of school suspension.  
Second and Subsequent Offenses of possession in the same school year: Parents/Guardians notified, Law enforcement officials notified. Student placed on out of school suspension and possible recommendation for a Board hearing.

■ ***Possession Or Use Of Dangerous Objects:*** Students are prohibited from using, possessing, carrying, or manufacturing dangerous or potentially dangerous objects, such as: knives, matches, lighters, ice snowballs, projectiles, guns, and any instrument that can be used as a weapon. Any student who threatens another person on school property or at a school event with a dangerous weapon, or who displays any object in such a manner as reasonably to place another person in fear for his or her safety shall be subject to discipline including possible suspension or recommendation for expulsion.

■ ***Firearms:*** Firearms are not allowed on school grounds or at school activities with the exception of firearms in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. Parents of students found in violation of this policy may be contacted and the student will be reported to law enforcement.

■ ***Intimidation:*** Threatening another student or staff member is not acceptable.

■ ***Extortion:*** Obtaining another person’s property or money by the threatened use of force or exercise of power is not acceptable.

■ ***Gambling:*** Participating in games of chance or skill for money or profit, unless it is a school-sanctioned event, is not acceptable.

■ ***Vandalism:*** Vandalism is the willful or ignorant destruction of a public property, in which the actual damage is of a minor nature. Any person found willfully damaging or defacing property belonging to the school district will be held responsible for the replacement or the repair of such property.

■ ***Malicious Mischief:*** When damage to property is assessed at \$150 or more, the violation becomes malicious mischief or criminal damage to property. Malicious mischief includes, but is not limited to, malicious injury, defacing or destruction of any building, fixture, or equipment, the willful writing, making marks, or drawing characters on walls, furniture and fixtures. The student is responsible for the repair or replacement of the damaged item.

■ ***Setting False Fire Alarms:*** A person who sets false fire alarms could be guilty of reckless conduct. Chapter 712.7, Code of Iowa. May include costs incurred from the city.

- **Arson/Setting Fires:** Arson is committed when, by means of fire or explosives, a person knowingly damages any real property or personal property. Chapter 712, Code of Iowa.
- **Stealing:** Taking the property of another without permission is not acceptable.
- **Loitering/Trespass:** Special permission from the building principal is required to visit schools. Those persons in violation of this policy are subject to criminal trespass charges being filed with the city attorney.
- **Unlawful Assembly:** Unlawful assembly is when three or more persons assemble in a violent and tumultuous manner to do unlawful acts to the disturbance of others.
- **Malicious Use Of The Telephone:** Chapter 708.7, Code of Iowa, makes it unlawful for any person to telephone another and use any obscene, lewd, or profane language, or threaten to inflict injury of physical harm to the person or property of any person.
- **Chronic Disruption or Violation of School Rules:** Behavior that disrupts the educational process of others that recurs on a regular basis over a period of time cannot be tolerated. DEPENDING UPON THE FREQUENCY AND SEVERITY, failure to refrain from engaging in disruptive behavior may result in suspension either in or out of school for up to 10 school days. In some cases, a recommendation may be made to the Superintendent of Schools to call a meeting of the School Board to consider an expulsion from school.
- **Dissemination of Inappropriate Media:** Electronic devices have proliferated our society bringing with them the ability to communicate information quickly to large numbers of individuals. Disseminating media that is illegal or created with the intent to cause another individual anxiety, pain or embarrassment will be construed as harassment. Sharing nude photos, even if shared willingly, will result in disciplinary action as well as possible legal consequences.
- **Reckless Driving:** Students are to drive carefully and prudently in the school lot on streets in the vicinity of the school. Squealing of tires, fishtailing, racing engines, speeding, etc. will not be tolerated.
- **Tampering With Motor Vehicles:** Students are prohibited from damaging, entering, or in any way disturbing parked vehicles.
- **Other:** Acts of behavior not mentioned above which conflict with the educational program or are harmful to the welfare of others is not acceptable.

### Student Harassment, Bullying and Hazing

**Harassment, Bullying and Hazing Prohibited.** The District is committed to providing all students a safe and civil educational environment in which all are treated with dignity and respect. The District is also committed to promoting understanding and appreciation of the cultural diversity of our society. The District shall educate students about our cultural diversity and shall promote tolerance of individual differences. The District prohibits acts of intolerance, harassment, bullying or hazing, including because of the individual's real or perceived age, race, color, creed, gender, religion, marital status, ethnic background, national origin, sexual orientation, or gender identity, physical attributes, socioeconomic status or familial status, physical or mental ability or disability, ancestry, political party preference or political belief. Acts of intolerance, harassment, bullying or hazing may be treated as grounds for discipline. Discipline may include suspension or expulsion of a student or termination of a staff member's contract.

**Harassment, Bullying, Hazing.** Any behavior that has the purpose or effect of causing injury, intimidation, fear, or unreasonable discomfort, or that creates an intimidating, offensive, or hostile learning environment shall be prohibited. Examples of prohibited behavior may include, but are not limited to the following.

- Verbal or nonverbal, physical or written harassment or abuse

- Unwelcome touching
- Inappropriate or demeaning remarks, jokes, stories, activities, signs or posters
- Implied or explicit threats concerning grades, awards, property or opportunities
- Unreasonable interference with a student's educational opportunities
- Requiring, explicitly or implicitly, that a student submit to harassment, bullying, or hazing, as a term or condition of the student's participation in any educational program or activity
- Submission to or rejection of such conduct is used as a basis for decisions affecting the student's education or participation in an activity

### Keeping Students After School

Parents will be given a twenty-four hour written or telephone notice each time before keeping their child after school beyond the normal dismissal time. The students may be detained on the same day if the parents have been notified by phone and their approval has been given.

### Sexual Harassment

**General.** It is the policy of the Burlington Community School District to maintain a learning environment that is free from sexual harassment. All employees, visitors, and students must avoid any action or conduct which could be perceived as sexual harassment. It shall be a violation of this policy for any person to harass a student through conduct or communications of a sexual nature.

**Definition.** Sexual harassment shall consist of unwelcome sexual advances, requests for sexual acts or favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of the student's educational opportunities or benefits.
2. Submission to or rejection of such conduct by a student is used as the basis for educational decisions affecting that student.
3. Such conduct has the purpose or effect of substantially interfering with a student's education by creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may include, but is not limited to the following:

- Verbal or nonverbal, physical or written harassment or abuse;
- Requests or pressure for sexual activity;
- Unwelcome touching;
- Other verbal or physical conduct of a sexual nature, such as inappropriate jokes, signs and posters of a sexual nature;
- Repeated remarks to or about a person with sexual or demeaning implications.

(Note: any sexual overtures made by a staff member to a student, whether welcomed or unwelcome, shall be grounds for discipline, including discharge of the staff member)

**Complaint Procedures.** Any student (or the student's parents or guardian) alleging a violation of this policy may file a complaint using the Student Complaint Procedures. The complainant may bypass any step of the complaint procedure where the person to whom the complaint is to be lodged is the alleged perpetrator. The complainant may file the initial complaint with the compliance officer. Policy 507.9 shall govern the investigation of alleged cases of physical or sexual abuse, including sexual harassment, of students by staff members.

Bullying complaints may be filed on-line at the district website: [www.BCSDS.org](http://www.BCSDS.org). The complainant may be required to complete a written complaint form (Policy 500.3 or See Code No 500.1R1-Exhibit A) and turn over copies of evidence of discrimination, harassment, bullying, or hazing including, but not

limited to, letters, emails, tapes, signs, and pictures. The investigator shall promptly commence an investigation and proceed to completion. Both the complainant and the alleged perpetrator will be given an opportunity to give a statement. A written investigative report shall be completed, and a summary of the report, including a finding that the complaint was founded, unfounded or inconclusive will be forwarded to the complainant and to the alleged perpetrator.

These procedures do not in any way deny the right of the complainant to file formal complaints or charges under the legal procedures, provided by federal or state law. Inquiries or complaints may also be directed to federal and state agencies, including the Iowa Civil Rights Commission and the Office of Civil Rights of the United States Department of Education.

**Compliance Officer.** The Curriculum Director (319-753-6791) shall be designated as the District's compliance officer to insure that students are treated in accordance with this policy. In the event the compliance officer is the alleged perpetrator, the Human Resources Director (319-753-6791) shall be the alternative compliance officer.

**Confidentiality.** The right to confidentiality, both of the complainant and of the alleged perpetrator, will be respected consistent with the District's legal obligations and with the necessity to investigate allegations and take corrective actions. Confidential documentation of allegations or investigations will not be filed in the complainant's student file.

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

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

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

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

### Gangs

The Board believes that the presence of gangs and group activities have the potential to cause a substantial disruption of or material interferences with school and school activities.

A "gang" as defined in this paragraph and under Iowa Code 723A means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or have engaged in a pattern of criminal gang activity. The "pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of, or belong to, the same criminal street gang. By this plan the board acts to prohibit the existence of gangs and gang activities as follows:

No student on or about school property or at any school activity:

1. shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other thing which is evidence of membership in or affiliation with any gang;

2. shall commit any act or omission or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation with a gang;
3. shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
  - a. soliciting others for membership in any gangs,
  - b. requesting any person to pay for “protection” or otherwise intimidating or threatening any person,
  - c. committing any illegal act or violation of school policies,
  - d. inciting another student to act with physical violence upon other persons.

Students in violation of this plan may be suspended from school and/or recommended for expulsion. Due process in all cases will be followed according to this plan. This discipline plan and specific processes used to carry out discipline shall be distributed to all parents and students at the beginning of the school year.

#### Internet & Computer-Related Technologies

Use of the internet, web pages, email and other forms of computer-related technologies for the purpose of harassing, threatening, stalking, or slandering classmates or staff will be grounds for disciplinary action. This covers acts performed both on and off of campus and may also involve legal authorities. Students may not access our student information system; alter web server content, or any other forms of intrusion into unauthorized areas of the school’s networks or servers. State and federal laws also cover these kinds of abuse.

Tampering with school computers or changing computer settings without permission is not allowed. Students are urged to report any known abuse to allow corrections to be quickly made.

#### Personal Items at School

Generally students are not to bring their personal toys and items to school unless requested to do so by the teacher for special events, show and tell, plays, or parties. We provide games for indoor recess and equipment for the playground activities. Unauthorized personal items brought to school will be confiscated. Lost or stolen items are not the responsibility of the school district.

#### Due Process

To ensure that the students receive fair treatment consistent with the fundamental requirements of due process, student suspensions or recommendations for expulsions must be made in accordance with the following:

A student may be suspended for up to ten days by an administrator for a commission of serious or repeated infractions of school rules, or when the presence of the student will cause substantial interference with the maintenance of the educational environment of the normal operation of the school. The administrator shall conduct an informal investigation of the charges against the student, giving the student:

1. Oral or written notice of the allegations against the student.
2. The basis in fact for the charges.
3. The opportunity to respond to those charges.
4. The right to appeal.

#### Appeal Provision

Any student or parent who believes that the actions of a teacher or other school official were unfair or unreasonable under the circumstances or in violation of these rules or board policy may request an

informal hearing before the teacher or official's supervisor. The following order of appeal must be followed:

- 1) From a teacher's actions – Following an attempt to resolve the situation with the teacher, contact the principal.
- 2) From a principal's decision, contact the superintendent or his/her designee.
- 3) From the superintendent's decision, contact the school board secretary for procedures to appeal to the board of directors of the BCSD.

If a student/parent appeals the decision of the administrators, and if the student's presence, in the opinion of the administrator, will not be detrimental and disruptive to the educational process, then he/she will remain in his/her present status pending outcome of the appeal. However, if the student's presence is determined by the administrator to be detrimental or disruptive, the student will be suspended pending the outcome of the appeal. These students will be out-of-school during the appeal process.

NOTE: Special Service students are expected to follow the school rules and their behavior plans; however, consequences may be altered according to each individual educational plan.

#### Search and Seizure (Board Policy)

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

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

#### Written Notice of Search

Students, parents and guardians are hereby notified that school officials may conduct periodic searches of school lockers, desks, parking lots and other school facilities or spaces without prior notice. The search procedure may include the use of drug sniffing dogs.

Security cameras may be mounted inside and outside of the buildings for the purpose of monitoring access and/or hall traffic.

### Video Surveillance

The Board authorizes the use of video cameras on district property to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. As deemed appropriate by the Superintendent, video cameras may be used in any location where there is no legitimate expectation of privacy. Video cameras will not be used in locker rooms or restrooms. Cameras may or may not be monitored on a continuous basis.

The district will annually notify students through its handbooks and/or newsletter that video camera surveillance may occur on district property. Students who violate board policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action and to referral to law enforcement agencies.

Tampering with the video cameras is prohibited and will be subject to discipline under district policy and the Good Conduct Rule and reimbursement for necessary repairs or replacement.

Video recordings may become a part of a student's educational record and may be used as evidence in an internal disciplinary proceeding or by law enforcement agencies. The district shall comply with all applicable state and federal laws related to record maintenance and retention for any video recording that becomes a part of an educational record.

### Unsafe School Choice Option - Notification

Any student who becomes a victim of violence, and a criminal charge has been filed, shall, to the extent feasible, be permitted to transfer to another school within the school district. For purposes of this rule, a victim of violence is a student who is physically injured, sexually assaulted or threatened with physical injury as a result of the commission of a crime (as defined by Iowa law) against the student while the student is in the school building or on the grounds of the attendance center.

## **STUDENT ACTIVITIES**

### School Parties (Treats)

Treats are to be limited to birthdays and special holidays. Prepackaged, individually wrapped, store purchased treats are preferred. Please check with the teacher before sending any treats to school. Any other party must receive prior approval from the building principal.

### Fund-raising

Teachers and students shall not be used in any manner for the promotion or sale of services or products offered by agencies or organizations that operate for profit unless these activities receive approval from the building principal and are in compliance with current board policy.

Part of the profit gained will be allocated to a school club, organization, or group which has received prior approval for the project from either the school's administration if the sale occurs within the schools, or from the superintendent if the sale occurs within the community.

### School Pictures

An opportunity for individual pupil pictures is provided each year. You will receive information concerning the date and cost about one month before pictures are taken. Pictures must be prepaid.



### Special Olympics

The Burlington District participates in Special Olympics. This voluntary activity allows students with disabilities additional opportunity to participate in athletic competition. A student must be at least eight years old and have approval of their parent(s) and physician to participate. Students are expected to conduct themselves as representatives of the school district and abide by the same guidelines as other district athletes.

## **STUDENT HEALTH & SAFETY**

Students are susceptible to childhood diseases. Parents should be alert to communicable disease symptoms and keep children home when symptoms are present. Chickenpox and other communicable diseases should be reported to the school and the Des Moines County Public Health Center (753-8290). A student with a fever of 100 degrees or greater should not be in school. Students should be fever-free for 24 hours without medication before returning to school to reduce the likelihood of exposing classmates to illness. When a student becomes ill at school, the parents will be notified and the student will be excluded from school. In the event that parents cannot be reached, the emergency contacts, provided by the parents, will be used.

### Immunizations

Iowa state law requires that each child enrolling in school must furnish evidence that he/she has been immunized for the specific diseases mentioned below. By law, exemptions are allowed only for authorized medical and religious reasons.

### Elementary / Secondary School Requirements in Iowa

#### 4 Years of Age and Older:

- Diphtheria / Tetanus / Pertussis 5 doses → with 1 dose received on or after 4 years of age if born on or after September 15, 2003; or 4 doses, with 1 dose received on or after 4 years of age if born after September 15, 2000, but before September 15, 2003; or 3 doses, with 1 dose received on or after 4 years of age if born on or before September 15, 2000. Adolescents at 13 years of age are required to have a Tdap booster upon entering 7<sup>th</sup> grade.
- Polio 4 doses → with 1 dose received on or after 4 years of age if born after September 15, 2003; or 3 doses, with 1 dose received on or after 4 years of age if born on or before September 15, 2003.
- Measles /Rubella 2 doses → the first dose shall have been received on or after 12 months of age; the second dose shall have been received on or after 28 days after the first dose.
- Hepatitis B 3 doses → if born on or after July 1, 1994.
- Varicella 2 doses → on or after 12 months of age if born on or after September 15, 1997; or 1 dose received on or after 12 months of age if born on or after September 15, 1997, but before September 15, 2003, unless the applicant has a reliable history of natural disease.

Immunizations are available from some doctor's offices or at the Des Moines County Health Department.

For children entering preschool, contact your health care provider or school nurse for current immunization requirements.

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

- Meningococcal (A, C, W, Y) vaccine 1 dose → before the first day of school.
- TDAP 1 dose → before the first day of school.

### 12th Grade:

- Meningococcal (A,C,W,Y) vaccine 2 doses → if born after September 15, 1999 or 1 dose if received when the student was 16 years of age or older.

*The meningococcal (A,C,W,Y) vaccine prevents meningitis, a bacteria that infects the brain, blood and spinal cord.*

### Dental Screening and Lead Screening

- Iowa state law requires that each student enrolling in kindergarten must provide an Iowa Certificate of Dental Screening.
- Students entering kindergarten are required to have completed a lead screening, but do not need to provide documentation to the school.
- Students entering 9<sup>th</sup> grade must provide an Iowa Certificate of Dental Screening.

### Tuberculosis

Burlington Community School District requests that all new students enrolling in the district, who have lived outside the U.S., show documentation of receiving a tuberculosis test within the last year. If a student has not had a tuberculosis test within the last year, one should be administered, with documentation of the test results submitted to the school district.

### Exclusion for Communicable Diseases (Board Policy)

Under state regulations, the school nurse (or school officials, through the principal or superintendent as appropriate), and parents are encouraged to report cases of communicable diseases occurring among students attending the schools. Physicians are required to report such cases.

A student known to have a communicable disease that poses a reasonable chance of infecting others in the normal school environment may be excluded from school. An excluded student may return to school with permission of the physician or must have clearance of the school or county nurse. Physical assessments of students in the school may be made from time to time by authorized personnel.

### Emergency Care

The safety of your child is of vital concern to the school. Efforts to establish safety awareness among pupils is dealt with by the staff throughout the year. However, accidents do take place at school. Most accidents are minor and can be handled by administering first aid. Occasionally, accidents requiring a doctor's attention occur. In cases of this kind or when the school is in doubt concerning the need, parents/guardians (or use of an emergency number) will be contacted. If parents/guardians cannot be reached, the school will seek medical help.

### Safety/Getting To/From School

Please talk with your child about getting to/from school safely. Whether your child walks or takes a bus, point out the safe route they should take. Point out where and how to cross the streets. Discuss the

potential dangers that dawdling, talking with strangers or accepting rides from strangers could cause. When possible, students should cross streets that have a school patrol or an adult crossing guard.

### Screenings

Height, weight, vision and hearing screens are provided as needed for specified grades preschool through 8<sup>th</sup> grade.

### Administering Medications (Board Policy)

#### *Prescription Medications*

Prescription medication will be administered only with written authorization that is signed and dated by the parent/guardian and prescriber for the current school year. The medication must be in the original container which is labeled by the pharmacy with the name of the child, name of the medication, the time of the day when it is to be given, the dosage, route, and the duration. Medications must be kept in the clinic. Students may carry prescription inhalers with them, with signed permission by the parent/guardian and prescriber. A back-up inhaler must be provided to be stored in the clinic.

#### *Over-the-Counter Medications*

Over the counter medication also must be kept in the clinic. Non-prescription medication will be administered only with written authorization that is signed and dated by the parent/guardian for the current school year. The medication must be in the original container which is labeled by the manufacturer with the name of the medication and includes the dosing recommendations. Students are not to store medicine (other than inhalers) on their person or in their lockers. Parents are asked to provide the students' over the counter medication to the school.

### School Patrol (Elementary)

It is important that students cross at the times the school guards are on duty. In order to increase the effectiveness of our patrol, please explain to your child the need to cooperate with the patrol. Please do not ask your child to cross between corners to get into an auto. Ask them to cross with the patrol as instructed.

### Bicycle/Skateboard/Roller Blades/Mopeds

It is a general school district expectation that a child below fourth grade does not ride a bicycle to school. Forms must be completed for students to ride bicycles to school. These forms are available in the school office. The student must be prepared to demonstrate knowledge of safe riding practices before permission to use a bicycle at school is given by the building principal. The school is unable to assume responsibility for loss, theft, or damage, and it is recommended that each student provide a lock for the bicycle. All bicycles should be pushed while on school grounds. **Skateboards, roller blades are not allowed on school grounds. Students who are of legal age to ride mopeds to school and have the moped legally registered may ride them to school. They must follow all of the traffic rules, park in a legal parking spot, and register the moped with the school district in order to maintain this privilege.**

### Traffic Safety

To ensure the safety of all children, please travel slowly during specified times. Please observe the No Parking signs. Do not block streets, drives, No Parking signs or alleyways.

### Emergency Procedures

A fire drill is announced by a series of short, intermittent sirens. At the sound of the alarm, all pupils and teachers immediately stop the activity in which they may be engaged and proceed quickly and in an orderly manner to indicated exits. Your teacher will advise you as to the approved exit for your room.

The first pupil out each door should hold the door open while the rest of the group leaves the room. Then close the door. No books or extra clothing are to be carried from the building. Pupils will gather in an orderly group on the outside away from the building. Students will remain outside until the recall bell is sounded. A fire drill is a serious matter. Conduct yourself accordingly. An emergency drill (tornado, other) is announced by the sounding of a continuous siren. At the sound of the alarm, all students and teachers proceed quickly to designated areas. Procedures for fire and emergency drills are posted near the door of each room. Earthquake procedures will be explained by individual instructors within the guidelines established for each building.

#### Emergency Operations Plan

The Burlington Community School District works closely with local emergency services to develop and maintain an Emergency Operations Plan. These plans include procedures for fire safety, severe weather conditions, medical emergencies, threat assessment and response, and other incidents that may occur. Staff and students participate in regular training and drills for common procedures. Students, staff, and parents are encouraged to report dangerous or threatening circumstances immediately to school officials or emergency service agencies.

#### Child Abuse - Mandatory Reporting (Board Policy)

The Code of Iowa requires certified school employees, including teachers and school nurses to file a report with the Department of Human Services when the person “reasonably believes a child has suffered from abuse”. The requirement to report is mandatory. Legal Reference: Chapter 232, Iowa Code.

#### Emergency School Closings

Should weather, fog, or road conditions warrant delaying school starting, canceling school, or dismissing school early, announcements will be made over the local radio/TV stations, via the internet and posted on the district BCSD Burlington Community School Facebook page. When school will be starting late or will be canceled for the day, the announcement will be made on that day.

#### Emergency Dismissal

Please discuss a plan of action with your child(ren) in case school is dismissed suddenly. Please have this plan filed with the school. This plan will be followed unless otherwise notified. The telephone lines will be busy. Children are not to stay at school, but in the past, some children did not know what to do or where to go. Please identify a home where your child may go in case of an emergency -- if you are not home or aware school is to be dismissed. Discuss this plan thoroughly with your child.

#### Crisis Intervention in a School Setting

In order to respond effectively to traumatic events, such as sudden death of students or staff, schools have appointed a building Emergency Response Team. The Team receives in-service orientation and staff development to address appropriate response to difficult situations. If parents know of a specific event that may need this Team’s assistance, please contact the building principal.

## **EDUCATIONAL PROGRAMS**

### Iowa Academic Standards and Accreditation

The Educational Program of the Burlington Community School District is designed to meet the requirements set forth by the State of Iowa as defined by the Iowa Academic Standards and 281 - Iowa Administrative Code Chapter 12.

The Iowa Academic Standards can be found at <https://educateiowa.gov/iowa-academic-standards>

More information about Chapter 12 Accreditation Requirements can be found at <https://educateiowa.gov/pk-12/accreditation-and-program-approval/school-improvement>

### Instructional Materials

The term "instructional materials" shall include printed materials, audio-visual materials, and computer-based materials, and shall include materials used in the classroom and available in the media centers. The selection of instructional materials shall be delegated to the instructional staff, under the supervision of the administrative staff. (Board Policy 604.1)

Parents and other members of the school district community may view the instructional and library materials used by the students. All instructional materials, including teacher's manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any federally funded programs must be available for inspection by parents. Instructional and library materials may be viewed on school district premises with a scheduled appointment. (Board Policy 604.6)

Additional information regarding the review of, or objection to instructional materials can be found on the District website or by contacting the Director of Curriculum at 319-753-6791.

### Media Centers

Students have access to media centers. Media center schedules are available at each building. The card catalog is listed on the District website.

### Educational Field Trips

The board recognizes that properly planned, well-conducted and carefully supervised field trips may be of value to the curriculum and learning experiences of students. Advance consent of the student's parent or guardian is required for any field trip involving the use of public or private transportation. Permission forms for these trips are signed at registration by the parent and remain on file. This requirement may be waived for secondary students for trips in the community.

### Special Services

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The building assistance team is responsible for this process. Representatives from the area education agency may also assist the school district in this process. Parents wanting access to this process should contact the building principal. The following special services are available to qualifying students:

School Nursing  
Instrumental Music

Special Education Programs  
Title I Intervention

Speech Therapy  
Social Work  
Homebound Teaching  
ELP/Extended Learning  
(District's Talented  
and Gifted Program)

Psychological  
Counseling  
ELL (English Language Learner)

### Great Prairie AEA

Great Prairie AEA staff will be available to partner with Burlington School District staff members to provide the best education possible for your child. The Great Prairie AEA staff includes, but is not limited to: audiologists, consultants, teachers for hearing impaired and visually impaired, occupational therapists, physical therapists, school psychologists, school social workers, and speech-language pathologists. Your child's teacher may contact AEA staff for consultation, observation or interaction with your child. If you do not want the above services, please notify the school in writing. If you have any questions and/or concerns about these services, please call the Regional Director at the AEA at 319-753-6561.

### Student Council

The student council provides for student activities, serves as a training experience for student leaders, give students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise. Members of the council are student representatives who have direct access to the administration.

### Homework

The Board of Directors recognizes that the assignment of school work to students may require the work to be completed outside of school time. Homework shall be an opportunity for students to practice skills and activities, prepare for class activities, to organize and discuss ideas, to review materials, to become acquainted with resources, and to make up incomplete assignments.

### Free and Appropriate Education

In addition to classroom teachers, this school has several individuals who are available to help you and your child. We have a guidance counselor, principal, nurse, school psychologist, school social workers, speech pathologist, occupational therapist, itinerant teachers of the visual and hearing impaired, special education and Title I teachers, and a special education consultant. All of these people are employed to assist you, your child, and your child's classroom teacher. Your child's classroom teacher may contact any of these professionals if concerns arise about your child's educational progress or they may observe your child in the classroom or visit with him/her if the need arises. On occasion, these professionals may participate in discussions about your child and provide recommendations to improve his/her success in school.

### Retention Policy

Students will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment. The retention of a student will be determined based upon the judgment of the licensed employee and the principal. When it becomes evident a student in grades kindergarten through eighth may be retained in a grade level for an additional year, the parents will be informed. It shall be within the sole discretion of the Superintendent to retain students in their current grade level.

### Accessibility to Programs and Services

The district complies with Section 504 of the Rehabilitation Act of 1973 regarding physical accessibility to district programs and services. Should a student or adult need specific accommodations to address accessibility needs, they are encouraged to contact the building principals or Section 504 Coordinator:

Cory Johnson, Curriculum Director  
Administration Building  
1429 West Avenue  
Burlington, IA 52601  
(319) 753-6791

Specific accommodations occur continually and are addressed on a case-by-case basis. The district reviews its district programs and services and addresses Section 504 physical accessibility issues within its approved district plan.

### Section 504

#### **Parent/Student Rights in Identification, Evaluation and Placement (Section 504 of the Rehabilitation Act of 1973)**

The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child receive accommodations, special education, and related services if she/he is found to be eligible under the Individuals with Disabilities Education Act (PL 101-476) or Section 504 of the Rehabilitation Act;
2. Have your child take part in and receive benefits from public education programs without discrimination because of his/her disability;
3. Have the school district advise you of your rights under federal law;
4. Receive notice with respect to identification, evaluation, or placement of your child;
5. Have your child receive a free appropriate public education. This includes the right to be educated with non-handicapped students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities;
6. Have your child educated in facilities and receive services comparable to those provided non-disabled students;
7. Have evaluation, education, and placement decisions made based upon a variety of information sources and by persons who know the student, evaluation data, and placement options;
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district;
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district;
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program and placement;



11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
12. A response from the school district to reasonable requests for explanations and interpretations of your child's records;
13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing. Religious-Based Exclusion from School Programs (Board Policy)

The Board recognizes the existence of various religious beliefs and acknowledges the American tradition of separation of church and state. Parents who wish to have their children excluded from a school program or unit of study must inform the principal in writing, stating that the objection is based upon religious beliefs, stating specifically which activities or studies violate their religious beliefs and why, and the parents must propose an alternate activity. The Superintendent shall have discretion to make a determination that an alternate activity is appropriate and that the student should be excused. The factors to be considered include, but are not necessarily limited to, staff and space availability to supervise students, numbers of students to be excluded, appropriateness of the alternate activities, whether allowing the exclusion places the District in the position of supporting a particular religion and whether the program or activity is required for promotion to the next grade level or for graduation. Exclusion from physical education, health and human growth and development instruction shall be granted in accordance with law.

## **YOUTH NET**

### McKinney Vento Homeless or Displaced Students and Families

Under the Every Student Succeeds Act (ESSA), identified homeless or unaccompanied students can receive assistance to enroll in school and fully participate in their school of origin.

#### Full Participation Includes:

- Participation in extracurriculars,
- Transportation to school,
- Attendance at school functions/field trips/meals,
- Provision of school supplies.

If a student or family requests to enroll in BCSD schools and meets one of the federal definitions below of a homeless or unaccompanied youth, BCSD is required by law to enroll that student and assist in getting all needed paperwork. BCSD responsibility is to assist that student, or family, to participate fully in their school. For additional support, or to request due process due to a denial of school enrollment per the below definitions, please contact BCSD Homeless Liaison, Angie Johns, at (319) 753-6791 ext 1803.

The definition of the Homeless or Unaccompanied Youth is as follows: Children or youth who **lack a fixed, regular, and adequate nighttime residence**, including children and youth:–

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason

- Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations
- Living in emergency or transitional shelters, or are abandoned in hospitals
- Living in a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
- Migratory children living in the above circumstances
- The term ***unaccompanied youth*** includes a homeless child or youth not in the physical custody of a parent or guardian [42 U.S.C. § 11434a(6)]

#### PIECES Afterschool Program

The P.I.E.C.E.S. after school program at BCSD is a free program to all students Kindergarten through 6<sup>th</sup> grade. P.I.E.C.E.S. provides our students time for homework, snack, physical activity, and an hour of hands on enrichment in the subjects of reading, math, social studies, science, STEM, art, music, and character development. P.I.E.C.E.S. engages the families of BCSD as well as community partnerships to offer a broad array of activities and opportunities for our students to engage in during the important afterschool hours. The P.I.E.C.E.S. program is partially funded through a Iowa Department of Education 21st Century Community Learning Center grant.

Enroll your student online at [bclds.org](http://bclds.org) or contact Angela Garcia at Grimes Elementary at (319) 753-0420 ext. 2620.

#### YouthNet: a collaborative between BCSD and Des Moines County Human Service Agencies

BCSD's YouthNet collaborative is a source of support for the BCSD staff, families, and students. YouthNet's collaborative works together to offer resources for families, brings service organizations into our schools to support our students, and participates in outreach activities that connect BCSD with Des Moines County serving agencies. The YouthNet collaborative works closely with community agencies to ensure that our students can participate fully in school while supporting their needs and the needs of their families. To become involved in the YouthNet collaborative or for additional information please contact Cory Johnson at the Administration building at (319) 753-6791 ext. 1412.

#### Club M Youth Mentoring Program

Club M is the peer and community youth mentoring program for BCSD. The peer mentoring program takes place at Burlington High School on Wednesdays for one hour of activities and positive relationship building. Burlington High School students who would like to volunteer to be a one-on-one mentor to a Burlington elementary student sign up in the Burlington High School office or visit our website under Mentor at [www.ClubM.Club](http://www.ClubM.Club). The community youth mentoring option for Club M is offered to our older students in grades 5 - 12. Club M receives referrals from school staff or parents that an older student at BCSD would benefit from a one-on-one mentoring relationship with a community-based adult. The adult volunteer mentors are background screened, trained, and then matched with a 7th - 12th grade student from BCSD. The match then meets weekly for a twelve month period and is supervised by a BCSD Club M Match Coordinator. For further information on our Club M program please visit [www.ClubM.Club](http://www.ClubM.Club) or reach out to Natalie Hall at the Burlington High School at (319) 753-2211.

## AUXILIARY SERVICES

### Transportation

Dear Parents:

During the year, your child may have the privilege of riding to school on a school bus or use the school bus for field trip activities. Riding the bus helps teach your child about safety, responsibility, courtesy, and being a member of a safety team.

We would like you, as parents, to become a member of this safety team. If your child rides the bus each day to and from school, we urge you to see that your child is at the bus stop on time, and that he/she takes the safest route to and from the bus stop. We also urge that all safety rules be reviewed with children a number of times during the school year. Regardless if your child rides daily or on an occasional field trip activity, this privilege may be revoked due to unacceptable conduct; therefore, we need your support for safety. With your support, your child can have the best and safest school transportation program possible.

**If questions arise regarding school bus eligibility, or programs and regulations, please contact the Transportation Office, 753-1444.**

Sincerely,  
Supervisor of Transportation

### Bus Passes:

1. No bus passes will be issued to walkers wanting to ride home with a bus student.
2. No bus passes will be issued to bus students wanting to ride home on a different bus with another bus student.
3. Bus passes will be issued to a bus student who needs to get off at a stop other than his/her regular stop on his/her bus route with prior approval with the transportation office at least 2 hours prior to bus route.

### Bus Rules:

1. Stay seated in your seat.
2. Keep hands and feet to yourself.
3. Keep aisle clear.
4. Use inside voice and appropriate language.
5. Not eating or drinking on the bus.

### Food Service

The district operates a school food service program. This program complies with the National School Lunch and Breakfast Program. Free or reduced price lunches and/or breakfasts are provided to students who meet current eligibility standards set by the National School Lunch and Breakfast Program. For additional information, contact your individual building.

## **SCHOOL-HOME-COMMUNITY RELATIONS & COMMUNICATIONS**

### Visitors/Volunteers to the Schools

The board welcomes the interest of parents and other members of the school district community and invites them to visit the school buildings and sites. Visitors, which include persons other than employees or students, must notify the principal of their presence in the facility upon arrival. Persons who wish to visit a classroom while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. All volunteers must have on file, a current Volunteer Self-Disclosure Form (available at the school office), completed each school year.

The Burlington Community School District uses the Raptor Visitor Management System. Any visitor entering the school building will be required to present a state-issued photo ID. The Raptor Visitor Management System will scan the ID, register the visitor, and print a name tag. The name tag must be worn for the duration of the visit.

### Parent Conferences

Parent conferences are generally held twice a year for elementary schools and three times per year for secondary schools. Individual conferences may be scheduled at parent and/or teacher request as needed during the year. Parent contacts are encouraged, including phone calls, notes and class visits.

### Parent Concerns/Complaints (Portion of Board Policy)

The Board recognizes that situations may arise in the operation of the District which are of concern to parents or to the public. The Board strongly believes that all concerns should be resolved at the lowest possible level of decision-making by the individuals involved. Concerns are best dealt with in open communication by the individuals involved. Therefore, the purpose of these complaint procedures is to resolve, at the lowest possible level, and as expeditiously as possible, complaints of any person regarding any District matter.

Pursuant to Iowa Code 279.66, the Iowa Department of Education provides information about the general steps that may be taken by parents, guardians, and community members when they have concerns about public school districts or their governing boards. This information can be access on the following website.

<https://educateiowa.gov/pk-12/parent-guardian-and-community-concerns>

### **Complaints Regarding Employees.**

Complaints arising regarding the performance or behavior of an employee shall be referred to the employee's immediate supervisor. The Board shall not actively investigate such complaints regarding employees. Such complaints shall be handled as confidentially as reasonably practical. The immediate supervisor may require that the complaint be in writing. Appeals shall be taken to the Superintendent or his/her designee as set forth above.

If the matter is not resolved, the complainant may appeal to the Board setting forth in writing the specifics of the complaint. However, in appeals to the Board regarding complaints about employees,

other than complaints about administrators, the Board shall review only the actions of the Superintendent or his/her designee to assure that the Superintendent provided a fair procedure for the resolution of the complaint. In addition, prior to the meeting at which a complaint is heard about any employee, including complaints about administrators, the Board Secretary, Superintendent, or Curriculum Director shall ascertain whether the matter may be legally discussed in closed session and shall ascertain from the employee whether the employee wishes to have the matter discussed by the Board in closed session. The employee may respond to the complaint at the meeting at which the complaint is heard by the Board, or if the employee needs additional time to adequately respond, the Board may schedule a second meeting for the employee to respond. The employee has the right to have a representative present at any Board meeting at which a complaint regarding his/her performance is considered.

#### Interference.

Investigations and processing of complaints shall be conducted so as to result in no interference with or interruption of school activities.

**A citizen's complaint form is available to parents at the building level and may be requested from the building principal.**

#### Interrogations of Students by Outside Agencies (Board Policy)

Generally, students may not be interviewed during the school day by persons other than parents and school district officials and employees. Requests from law enforcement officers and from persons other than parents, school district officials, and employees to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Generally, prior to granting a request, the principal shall attempt to contact the parents to inform them of the request and to ask them to be present. If a child abuse investigator wishes to interview a student, the principal will defer to the investigator's judgment as to whether the student should be interviewed independently from the student's parents, whether the school is the most appropriate setting for the interview, and who will be present during the interview. Students will not be taken from school without the consent of the principal and without proper warrant.

#### Open Enrollment (Board Policy)

Since its inception during the 1990-1991 school year, the District has implemented provisions of the Open Enrollment law both as a sending and as a receiving district. Parents or guardians who are residents of the Burlington Community School District and who desire to enroll their children in another public school district in Iowa shall file an Open Enrollment application with the Burlington District and with the desired receiving district. Such applications shall be subject to the Open Enrollment law and acceptance by the receiving district as well.

Parents or guardians residing in other Iowa school districts who desire to enroll their children in the Burlington Community School District shall file an Open Enrollment application with both their resident districts and with the Burlington District. Such applications shall be subject to the Open Enrollment law, class size limitations and availability of appropriate programs. While the District will make an effort to honor parents' requests, it reserves the right to determine the school of attendance of such students. The superintendent has the authority and responsibility to administer this policy and supplementary administrative regulations and procedures and shall report to the Board as appropriate.

### **Open Enrollment Notification**

The Burlington Community School District shall participate in open enrollment, both as a receiving district and as a sending district, pursuant to the Open Enrollment Act and the rules of the Iowa Department of Education.

**Transferring In.** Parents and guardians of nonresident students who wish to enroll their children in the Burlington Community School District must file an application on the form provided by the Department of Education and available in the superintendent's office with both the student's resident district and with the Burlington District.

**Transferring Out.** Parents and guardians of students who are residents of the Burlington Community School District who wish to enroll their children in another district in the State of Iowa under the Open Enrollment Act must file an application on the form provided by the Iowa Department of Education and available in the Superintendent's office with the Burlington District and the receiving district.

**Transportation.** Parents are responsible for transporting children open enrolled to another district. This applies to all students, including those with an IEP. As a general rule, if the need for transportation as a related service is stated in the IEP, the parent is responsible for this obligation under open enrollment. If a child open enrolls to a district that is contiguous (borders) to the home district, and the parent's income meets economic eligibility requirements, the family may receive a stipend for transportation or be provided transportation by the district. Parents and guardians who meet the economic eligibility criteria established by the Iowa Department of Education may receive transportation or financial assistance with transportation. Otherwise, the parents or guardians are responsible without reimbursement to provide transportation for open enrolled students to a bus stop on a regular route in the receiving district.

**Eligibility.** Students who open enroll in any of the grades 9 through 12 shall not be eligible to participate in varsity contests and competitions during the first ninety (90) school days of transfer. There are certain legal exceptions to this ineligibility period.

If you have further questions, contact the Office of the Superintendent at (319) 753-6791.

## **MISCELLANEOUS**

### Marking Clothing

All items of clothing (coats, boots, sweaters, jackets, caps, etc.) should be clearly marked with the child's name. This should be done for students of every grade.

### Sending Money to School

It has proven safer and more satisfactory to put any money sent to school in a sealed envelope with your child's name and the teacher's name on the outside.

### Class Rosters

Each year various organizations including PTA, PTO, Scouting Programs, and individual parents request copies of classroom rosters. Rosters include the child's name, parent's name, address and phone number (if not unlisted). If you do not want your child's name on the roster, please notify the school office by September 15<sup>th</sup>.

### Book Rental and Registration Fees

Students whose families meet the income guideline for free and reduced priced lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the building principal for a waiver form. This waiver does not carry over from year to year and must be completed annually.

### Recess

Students will not be sent outdoors for recess if the temperature, including wind chill, is 15 degree or below. Students are encouraged to wear clothing that is appropriate for the weather.

## **NOTIFICATION RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**

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

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.  
Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy right under FERPA.  
Parents or eligible student who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decisions and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.  
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of



using its own employees or official (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Infinite Campus is a company that we have contracted with for student information software. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the US Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
US Department of Education  
400 Maryland Ave, SW  
Washington, DC 20202-5920

## **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA governs the administration to students of a survey, analysis, or evaluation that concerns one or more of the following eight protected areas:

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

PPRA also concerns marketing surveys and other areas of student privacy, parental access to information, and the administration of certain physical examinations to minors.

The rights under PPRA transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

## **STUDENT ACCEPTABLE USE AND INTERNET SAFETY POLICY (BOARD POLICY 604.3)**

Burlington Community School District is providing students access to the district's electronic network. This network includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes. The purpose of this network is to assist

in preparing students for success in life and work in the 21<sup>st</sup> century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. This document contains the rules and procedures for students' acceptable use of the Burlington Community School District electronic network.

- The Burlington Community School District electronic network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development and limited high-quality self-discovery activities.
- The Burlington Community School District electronic network has not been established as a public access service or a public forum. Burlington Community School District has the right to place reasonable restrictions on material that is accessed or posted throughout the network.
- Parent/guardian permission is required for all students under the age of 18. Access is a privilege – not a right.
- It is presumed that students will honor this agreement they and their parent/guardian have signed. The district is not responsible for the actions of students who violate them beyond the clarification of standards outlined in this policy.
- The school district will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyber bullying, including awareness and response. Employees will provide age appropriate training for students who use the Internet. The training provided will be designed to promote the school district's commitment to:
- The standards and acceptable use of Internet services as set forth in the Internet Safety Policy;
- Student safety with regard to:
  - safety on the Internet;
  - appropriate behavior while on online, on social networking Web sites, and
  - in chat rooms; and
  - cyber bullying awareness and response.
- Compliance with the E-rate requirements of the Children's Internet Protection Act
- Students will indemnify the district for any damage that is caused by students' inappropriate use of the network.
- Students are expected to follow the same rules, good manners and common sense guidelines that are used with other daily school activities as well as the law in the use of the Burlington Community School District electronic network.

#### General Unacceptable Behavior

While utilizing any portion of the Burlington Community School District electronic network, unacceptable behaviors include, but are not limited to, the following:

- Students will not post information that, if acted upon, could cause damage or danger of disruption.
- Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, they must stop.
- Students will not knowingly or recklessly post false or defamatory information about a person or organization.

- Students will not use criminal speech or speech in the course of committing a crime such as threats to the president, instructions on breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.
- Students will not use speech that is inappropriate in an educational setting or violates district rules.
- Students will not abuse network resources such as sending chain letters or “spamming”.
- Students will not display, access or send offensive messages or pictures.
- Students will not use the Burlington Community School District electronic network for commercial purposes. Students will not offer, provide or purchase products or services through this network.
- Students will not use the Burlington Community School District electronic network for political lobbying. Students may use the system to communicate with elected representatives and to express their opinions on political issues.
- Students will not attempt to access non-instructional district systems, such as student information systems or business systems.
- Students will not use district equipment, network or credentials to threaten employees, or cause a disruption to the educational program.
- Students will not use the district equipment, network or credentials to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal.

Email (Note: The district will monitor student e-mail activity)

- Students may be provided with e-mail accounts for specific educational projects or activities.
- Students will not repost a message that was sent to them privately without the permission of the person who sent them the message.
- Students will not post private information about another person.

Telnet and FTP (Note: Telnet and FTP are typically not given to students)

- Telnet and FTP services will be available to students. However, all aspects of this policy are applicable to material accessed or downloaded.

Message Board/Usenet Groups (Note: Usenet access is not typically given to students)

- The district will provide access to selected newsgroups that relate to subjects appropriate for educational use. Messages posted locally that are in violation of this policy will be removed. The district reserves the right to immediately terminate an account of a student who misuses the messages boards or Usenet groups.

Web Sites

- Elementary and Middle School Level – Group pictures without identification of individual students are permitted. Student work may be posted with either the student first name only or other school-developed identifier (such as an alias or a number).
- High School Level – Students may be identified by their full name with parental approval. Group or individual pictures of students with student identification are permitted with parental approval.

- Material placed on student Web pages are expected to meet academic standards of proper spelling, grammar and accuracy of information.
- Material (graphic, text, sound, etc.) that is the ownership of someone other than the student may not be used on Web Sites unless proper copyright law requirements are fulfilled.
- All student Web pages should have a link back to the home page of the classroom, school or district, as appropriate.

#### Personal Safety

- Students will not share personal contact information about themselves or other people. Personal contact information includes address, telephone, school address or work address.
- Elementary and middle school students will not disclose their full name or any other personal contact information for any purpose.
- High school students will not disclose personal contact information, except to education institutes for educational purposes, companies or other entities for career development purposes, or without specific building administrative approval.
- Students will not agree to meet with someone they have met online.
- Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable.

#### System Security

- Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should students provide their password to another person.
- Students must immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- Students will not attempt to gain unauthorized access to any portion of the Burlington Community School District electronic network. This includes attempting to log in through another person's account or access another person's folders, work or files. These actions are illegal, even if only for the purposes of "browsing".
- Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Users will not attempt to access Web sites blocked by district policy, including the use of proxy services, software, or Web sites.
- Users will not use sniffing or remote access technology to monitor the network or other user's activity.

#### Software and Files

- Software is available to students to be used as an educational resource. No student may install, upload or download software without permission from the district technology department.
- A student's account may be limited or terminated if a student intentionally misuses software on any district-owned equipment.
- Files stored on the network are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of the Burlington Community School District electronic network may lead to discovery that a student has violated this policy or the law. Students should not expect that files stored on district servers are private.

### Technology Hardware

- Hardware and peripherals are provided as tools for student use for educational purposes. Students are not permitted to relocate hardware (except for portable devices), install peripheral or modify settings to equipment without the consent of the district technology department.

### Vandalism

- Any malicious attempt to harm or destroy data, the network, other network components connected to the network backbone, hardware or software will result in cancellation of network privileges. Disciplinary measure in compliance with the district's discipline code and policies will be enforced.

### Plagiarism and Copyright Infringement

- Students will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were the students'.
- District policies on copyright will govern the use of material accessed and use through the district system.
- Copyrighted material will not be placed on any system without the author's permission. Permission may be specified in the document, on the system or must be obtained directly from the author.

### Videoconference

- Videoconferencing is a way that students can communicate with other students, speakers, museums, etc. from other parts of the country and the world. With videoconferencing equipment, students can see, hear, and speak with other students, speakers, museum personnel, etc. in real-time.
- Videoconference sessions may be videotaped by district personnel or by a participating school involved in the exchange in order to share the experience within the building or district.
- Students' voices, physical presence and participation in the videoconference are transmitted to participating sites during each session. Rules and procedures relative to acceptable use and behavior by students apply during all videoconference sessions.

### Student Rights

- Students' right to free speech applies to communication on the Internet. The Burlington Community School District electronic network is considered a limited forum, similar to the school newspaper, and therefore the district may restrict a student's speech for valid educational reasons. The district will not restrict a student's speech on the basis of a disagreement with the opinions that are being expressed.
- An individual search will be conducted if there is reasonable suspicion that a student has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

### Due Process

- The district will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted through the district network.

- In the event there is an allegation that a student has violated the district acceptable use regulation and policy, the student will be provided with a written notice of the alleged violation and an opportunity to be heard in the manner set forth in the student disciplinary code.
- Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use regulations and policy may result in a loss of access as well as other disciplinary or legal action.
- If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his/her network account.

#### Limitation of Liability

- The district makes no guarantee that the functions or the services provided by or through the district network will be error-free or without defect. The district will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service.
- The district is not responsible for the accuracy or quality of the information obtained through or stored on the network. The district will not be responsible for financial obligations arising through the unauthorized use of the network.

#### Violations of the Acceptable Use Policy

Violations of this policy may result in loss of access as well as other disciplinary or legal action. Students' violation of this policy shall be subject to the consequences as indicated within this policy as well as other appropriate discipline, which includes but is not limited to:

- Use of district network only under direct supervision
- Suspension of network privileges
- Revocation of network privileges
- Suspension of device privileges
- Suspension from school
- Expulsion from school and/or
- Legal action and prosecution by the authorities

The particular consequences for violations of this policy shall be determined by the school administrators. The superintendent or designee and the board shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

The school district will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyber bullying, including awareness and response. Employees will provide age appropriate training for students who use the Internet. The training provided will be designed to promote the school district's commitment to:

- The standards and acceptable use of Internet services as set forth in the Internet Safety Policy;
- Student safety with regard to:
  - safety on the Internet;
  - appropriate behavior while on online, on social networking Web sites, and
  - in chat rooms; and

- cyber bullying awareness and response.
  - Compliance with the E-rate requirements of the Children’s Internet Protection Act
- In compliance with federal law, this policy will be maintained at least five years beyond the termination of funding under the Children’s Internet Protection Act (CIPA) or E-rate.

**Internet Safety (Board Policy 604.5)**

**Introduction**

It is the policy of Burlington Community School District (hereinafter called the “BCSD”) to:

- a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- b) prevent unauthorized access and other unlawful online activity;
- c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

**Definitions**

Key terms are as defined in the Children’s Internet Protection Act (CIPA).\*

**Access to Inappropriate Material**

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bon a fide research or other lawful purposes.

**Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the BCSD online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes:

- a) unauthorized access, including so-called “hacking,” and other unlawful activities; and
- b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

**Penalties for Improper Use**

Failure to adhere to network policies and rules may subject users to warnings, usage restrictions, disciplinary actions, or legal proceedings.

**Education, Supervision and Monitoring**

It shall be the responsibility of all employees of BCSD to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Supervisor of Technology Services or designated representatives.

BCSD employed teachers will provide age-appropriate training for students who use Internet connected computers in BCSD classrooms. The training provided will be designed to promote the district's commitment to:

The standards and acceptable use of Internet services as set forth in the agency's Internet Safety Policy;

- a) Student safety with regard to:
  - a. safety on the Internet;
  - b. appropriate behavior while online, on social networking Web sites, and i chat rooms; and
  - c. cyber bullying awareness and response.

- b) Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of BCSD's acceptable use policies.

\*CIPA definitions of the terms:

### **Technology Protection Measure**

The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. Obscene, as that term is defined in section 1460 of title 18, United States Code
2. Child Pornography, as that term is defined in section 2256 of title 18, United States Code;
3. Harmful to minors.

### **Harmful to Minors**

The term "harmful to minors" means any graphic image file, or other visual depiction that;

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

### **Sexual Act; Sexual Contact**

The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States.





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#### AHERA INFORMATION LETTER

Dear Parents and Staff:

Asbestos is an issue we have been dealing with for many years. The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA) was enacted by Congress. AHERA was enacted to determine the extent to which schools have problems with asbestos and to develop solutions or corrective actions.

To give you some background, asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa, and the U.S.S.R. Asbestos properties made it an ideal building material for insulating, sound absorption, decorative plaster, fireproofing, and a variety of miscellaneous uses. There were over 3,000 different products made using asbestos products in 1973; however, most uses of asbestos products as building materials were banned in 1978.

We will be doing a three-year reinspection by a certified asbestos inspector as required by AHERA. The inspector has located, resampled, and rated the conditions and potential hazards of material suspected of containing asbestos. The inspection and laboratory analysis records have been turned over to a certified management planner to develop asbestos management plans. Thus, an Asbestos Management Plan has been developed for each of our facilities.

This notification letter, the education and training of our employees, and development of plans and procedures, which minimize the disturbance of the asbestos-containing materials, are designed to meet the government regulations (AHERA).

A copy of the Asbestos Management Plan is available for your inspection in our administrative offices of each building during regular office hours. Brent Krieger, Supervisor Buildings and Grounds is our Asbestos Program manager and all inquiries regarding the plan should be directed to him.

We have been implementing the Asbestos Management Plan. It is our intent to comply with Federal, State, and local regulations in this area. We plan on taking whatever steps are necessary to insure your children and our employees have a healthy, safe environment in which to learn and work.

We have had repair response action in James Madison Educational Center, Burlington High School.

We have also completed periodic surveillance in all buildings at approximately six-month intervals as required by AHERA.

Sincerely,

Brent Krieger,  
Asbestos Program Manager