

BELMOND-KLEMMER JR-SR HIGH SCHOOL Student Handbook 2023-2024

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Ms. Cynthia Jensen - Principal

NOTICE- Effective August 17 2023, the Belmond-Klemme School Board approved changes to the Belmond Jr/Sr High Handbook in accordance with changes to the Code of Iowa adopted by the Iowa Legislature and signed into law during the 2023 Legislative session. The Iowa Department of Education has provided guidance which is considered advisory pending adoption of administrative rules. These changes appear beginning on Page 49 of this document.

It is the policy of the Belmond-Klemme Community School District not to illegally discriminate on the basis of race, color, national origin, gender(sex), disability, religion, creed, age (for employment), marital status, sexual orientation, gender identity and socioeconomic status (students/program only) in its educational programs or employment practices as required by the Title IX and VIII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, and Section 504 of the Federal Rehabilitation Act of 1973. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact one of the district's Equity Coordinators:

Co-Equity Coordinators:

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Board Appointed Level I Investigators:

Cynthia Jensen- Primary
641-444-4300 ext. 2126
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641-444-4300 ext. 1322
mark.young@bkcsd.org

Homeless Liaison:

Cynthia Jensen – Secondary Principal
641-444-4300 ext. 2126
ckay.jensen@bkcsd.org

Mascot

Bronco

School Colors

Navy Blue and Kelly Green

School Song

ON YOU BRONCOS, ON YOU BRONCOS
BUCK AND REAR AND FIGHT.
MAN NOR BEAST NOR TEAM CAN STOP YOU
SHOW 'EM BRONCOS FIGHT!
THEY'RE THE COWBOYS STRONG AND VALIANT
WHO MAY TRY TO RIDE,
BUT BRONCOS THEY CAN NEVER STAND YOUR STRIDE.
B-R-O-N-C-O-S, BRONCOS FIGHT!

***This student handbook is subject to change during the 2023-2024 school year. Any changes to this handbook will be published and distributed on the school website at www.bkcsd.org**

**Everyone Learns,
Every Day,
All Day!**

**Be Respectful,
Be Responsible, Do
Your Best**

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BELMOND KLEMME DISTRICT VISION:

Our students are the key to the 21st century -becoming lifelong learners, responsible citizens, and caring individuals.

BELMOND KLEMME DISTRICT MISSION:

The Belmont-Klemme Community School District is committed to excellence and lifelong learning for ALL.

BELMOND KLEMME FOUNDATION OF BELIEFS:

Academic excellence is paramount

All students can and will learn.

The communities of the school district will work together to promote a safe and positive learning environment.

All students will be treated in a fair and equitable manner.

The education system will challenge students of all ability levels to be their best.

Learning is a lifelong journey.

Academics

Learning is the primary responsibility of the student. Courses are designed by the faculty to enable students to meet the standards set by the State of Iowa and the Belmont-Klemme Board of Education.

Graduation requirements

High School students at Belmont-Klemme must complete 26 Units of Credit. It will include 4 years of English: (English 9 or Honors English 9, English 10 or Honors English 10, English 11 or Honors English 11 and 1 year of Elective English Senior Year), 3 years of Math (taken during their high school career, and have them taken in consecutive years), 3 years of Science, 3 years of Social Studies: (U.S. History, World History, U.S. Government, and a semester of Elective Social Studies), 8 Semesters of Physical Education or equivalent (with the opportunity for athletic/academic waivers), and a semester of Financial Literacy.

Grading Scale

Semester grades are cumulative and are recorded on student transcripts. Grade point averages and credits are determined at the end of each semester. Reports are sent out for students having difficulty and/or to report special achievement. Report cards are available at the end of each quarter and semester. Conferences are held two times per year. Incompletes are due ten school days from the end of the quarter and semester and only for extenuating circumstances (i.e., lengthy illness). The principal must approve any incompletes.

B-K Jr/Sr High Grading Scale

Score	GPA Value	Minimum Percent
A	4.00	95.0
A-	3.67	89.5
B+	3.33	86.5
B	3.00	83.5
B-	2.67	79.5
C+	2.33	76.5
C	2.00	73.5
C-	1.67	69.5
D+	1.33	66.5
D	1.00	63.5
D-	0.67	59.5
F	0	0

Honor roll

Honor rolls are determined after each semester. Students will be recognized in the following three categories: 4.0 - GPA (grade point average), 3.50 - 3.999 GPA, and 3.0 - 3.499 GPA.

Academic Letter Policy

An academic letter will be awarded to Belmont-Klemme Community High School students who have met the following criteria:

- Achieved a 3.50 or higher grade point average for four individual semesters in high school.
- OR**
- Achieved a cumulative 3.50 or higher grade point average after four semesters in high school have been completed.
 - Enrolled in a minimum of seven academic classes in which letter grades are earned. Transfer students may qualify if their transfer grades meet the qualifying standards and they have been enrolled in Belmont-Klemme High School for two semesters. After receiving an academic letter, students achieving a 3.50 or higher GPA each of the following semesters will earn a star pin for each semester.

Class Ranking

High School seniors will have the option of choosing whether class rank is included in their transcripts. Those opting to not be included must sign a waiver indicating their desire to not be included in their graduating class ranking.

National Honor Society

Eligible sophomores, juniors, and seniors may apply for admission each year until they are accepted or graduate. If a current member of the National Honor Society violates the Good Conduct Code in any capacity, they will forfeit their membership into NHS for the remainder of their high school career and may not list membership in NHS on college applications, scholarships, or similar forms.

National Honor Society Steps for Induction

- Any sophomore, junior, or senior who has a cumulative grade point average of 3.5 or higher, has met requirements in math and science, and has not received a Good Conduct violation is invited to fill out an application and write a biography.
- The high school faculty reviews each application and biography. Each student is given a rating on the four characteristics associated with the National Honor Society.
- Faculty members who have their own children who are applying for NHS membership cannot rate their own children.
- A committee of faculty reviews each applicant's average score to finalize eligibility for membership.
- Students who are not selected for membership for the current school year can reapply the following year if their GPA stays at 3.5 or higher.

College Courses Grading Expectations

Students enrolled in college classes will be graded according to that college or university's grading scale. If a student withdraws from a college class after the drop date or fails a college class, the student will not be allowed to enroll in another college class for at least one semester.

Quarterly/Semester Report Cards/Midterms Grades

The Belmont-Klemme Jr./Sr. High School has moved to a paperless process of reporting student progress. Parents will continue to have access to their student's progress reports and report cards through the Infinite Campus Parent Portal; however, the practice of printing hard copies of semester report cards will be discontinued. Parents may print a progress report card via the parent portal in Infinite Campus.

The directions for printing the progress report card can be found in the Infinite Campus section of the District website. If you need assistance accessing the parent portal in Infinite Campus, visit the Infinite Campus section of the District website for directions. If you are unable to access the parent portal please contact trish.morris@bkcsd.org. If you are unable to print a

progress report card, one may be obtained by calling the building secretary at the school. At any time during the school year, parents are encouraged to contact their student's teachers for an update on their academic and behavior progress. The student progress reporting is paperless, and student progress reports at the 4.5 week and 13.5-week periods can be accessed by parents and students via the Infinite Campus Parent Portal. A hard copy of a student's progress report can be printed at home from the Infinite Campus Student or Parent Portal. Generally, students who receive an incomplete final grade in a class must complete the classwork within two weeks following the end of the semester. Extensions may be granted by the teacher with the permission of the principal. Failure to finish an incomplete may result in a failing grade and loss of credit.

Academic Eligibility (State Organizations' Rules)

To maintain academic eligibility, students must have earned passing grades in ALL academic classes during the preceding grading period. A student is academically eligible upon entering the ninth grade according to IHSAA/IGHSAU/IHSMA/IHSSA.

Scholastic Eligibility

In order to be eligible to participate in extracurricular activities, students shall comply with all applicable academic requirements set out by Iowa law, the Iowa Department of Education, the Iowa High School Athletic Association, the Iowa Girls High School Athletic Union, and the Belmond-Klemme Community School District. Special education students and/or students under a 504 plan will be required to make appropriate progress on their I.E.P or individual plan.

Reinstatement of Eligibility

All students are to be held accountable for all courses in which they are enrolled.

1. A student must pass ALL courses during the first, second, and third terms in order to be eligible during the term that follows. A student must pass ALL courses during the fourth term in order to be eligible for summer activities (i.e. baseball and softball)) or the 1st term of the next school year
2. During a period of ineligibility, a student will be withheld from participation in all co-curricular and extra-curricular activities.
3. While ineligible, a student may participate in practice sessions and rehearsals if doing so does not conflict with arranged programs intended to assist the student in regaining eligibility.
4. If a student is failing any class at the end of a grading period, the student is ineligible for a period of 30 calendar days in the interscholastic athletic event in which the student is a bona fide contestant. If a student is a contestant in baseball or softball, he/she is ineligible for the next 30 calendar days of that sport but has eligibility in the fall. (*State Guidelines*)

BKHS Rules

All students will be held accountable for their grades throughout the entire academic year.

1. Under our weekly accountability system, the student must pass every course in which he/she is enrolled.
2. If, at the end of the accountability period, a student is failing any course, the student will be placed on academic probation for the following accountability period.
 - A. During the probation period, the student remains eligible, but must make an effort to improve the deficient grade.
 - B. In cooperation with coaches and activity sponsors, the student on probation will be encouraged to participate in a study time with the teacher who will provide direct help to the student between 8:00 and 8:20 a.m. All teachers are available for all students before and after school.
3. If, after the period of probation, the student is still failing the course, the student will be declared academically ineligible for the following accountability period.
 - A. While academically ineligible, the student is encouraged to arrange study time with the instructor(s) whose class he/she is failing.
 - B. If the student improves the failing grade to passing at the end of the accountability period, he/she will return to probationary status for the following accountability period.
 - C. If the student maintains the grade at a passing level during the period of probation, the student will then, once again, be considered academically eligible.

An email from the school will notify parents of a student whose name appears on the academic accountability list. During the period of ineligibility, the student will not represent the school in any competition, exhibition or public performance. This applies to all extracurricular and co-curricular activities, including such things as field trips that are not considered to be class academic activities.

The purpose of the accountability system is to encourage students to maintain passing grades throughout the term. It will also enable a student to recover from a short period of time in which he/she has difficulties in a class and return to a status of eligibility. The long term periods of ineligibility will keep the school in compliance with state and local eligibility standards. The shorter and longer systems are intended to complement each other and should enable teachers to keep more current with the academic standing of those students in danger of failing and assist them in rectifying the problem.

Anti-Bullying/Harassment Policy

Definition

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

Protected Classes

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

Protection Times and Locations

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

Possible Disciplinary Action

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

Criteria/Conditions

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Behaviors/Circumstances

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

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student; and/or
- Unreasonable interference with a student's performance.

Sexual Harassment

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

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

Additional Defined Behaviors of Bullying/Harassment

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

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

Immunity from civil/criminal liability

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

Retaliation

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

Investigations

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The investigator or designee will be responsible for handling all complaints by students alleging bullying or harassment. The investigator or designee will be responsible for handling all complaints by employees alleging harassment.

Procedures & Training Expectations

It is also the responsibility of the superintendent, in conjunction with the investigator and principal(s), to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the school district.

Publishing Requirements

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook,
- Inclusion in the registration materials,
- Inclusion on the school or school district's website,
- A copy shall be made to any person at the central administrative office.

Procedures

Students shall follow these procedures when reporting harassment, bullying, or hazing:

- Step 1: The student should discuss the issue with their parent/guardian. Communicate to the harasser that you expect the behavior to stop; may do so verbally or in writing. If this is too difficult to do alone, seek help from a teacher, counselor, or principal.
- Step 2: If the behavior is repeated, do all of the following:
 - Tell a teacher, counselor, or principal
 - The teacher, counselor, or principal will help the student document exactly what happened. The student will keep a copy and give one to the teacher, counselor, or principal who will address the issue with the harasser (please use Belmont-Klemme Community School District Harassment/Bullying Complaint Form).
 - What happened
 - When it happened
 - Where it happened
 - Who harassed
 - List any witnesses
 - What you said/did
 - How you felt
 - How harasser responded
 - Note exactly what was said
- Step 3: If the behavior is repeated, go to a higher authority (i.e., building principal, Superintendent) for disciplinary action/due process. If unsure of the process, procedures, or who to report to, the Superintendent of Schools should be contacted.

Student Harassment

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

Harassment includes the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, gender (sex), sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Other types of harassment may include, but not be limited to, jokes, stories, pictures, or objects that are offensive, tend to alarm, annoy, abuse, or demean certain protected individuals and groups.

Students who believe they have suffered harassment shall report such matters to the counselor or building principal. **The students should fill out a Bullying/Harassment Report Form before a formal investigation is begun.** However, claims regarding harassment may also be reported to the superintendent, who shall be the alternate investigator for harassment complaints. Upon receiving a complaint, the investigator shall confer with the complainant to obtain an understanding and a statement of the facts. It shall be the responsibility of the investigator to promptly and reasonably investigate claims of harassment and to pass the findings on to the principal who shall complete such further investigation as deemed necessary and take such final action as deemed appropriate. Information regarding an investigation of harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

No one shall retaliate against a student because they have filed a harassment complaint, assisted or participated in a harassment investigation, proceeding, or hearing regarding a harassment charge or because they have opposed language or conduct that violates this policy.

It shall be the responsibility of the students to act appropriately under this policy. It shall be the responsibility of the principal and staff to inform and educate the students about harassment and the school district's policy prohibiting harassment.

It shall be the responsibility of the principal and staff to develop administrative rules regarding this policy.

Procedures

Complaint Procedure

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

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

Investigation Procedure

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

- Upon completion of the investigation, the investigator shall report to the principal or superintendent and outline their findings
- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against any individual involved in the investigation process.
- Retaliators will be disciplined up to and including suspension or expulsion.

Resolution of the Complaint

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

Prior to the determination of the appropriate remedial action, the superintendent may, at his discretion, interview the complainant and the alleged harasser. If necessary, the superintendent shall file a written report closing the case. The complainant, the alleged harasser, and the investigator shall receive notice as to the conclusion of the investigation.

Conflicts

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

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

Electronic Communication/Devices Defined

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

Title IX-Discrimination Board of Education Policy Statement

Statement

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

Grievance Procedure:

Title IX provides that a person or committee be assigned to investigate any complaints. The Belmont-Klemme Community School District's Title IX Designee is Dan Frazier, Superintendent of Schools, 411 Tenth Avenue NE, Belmont, IA 50421. The phone number is 641-444-4300 ext. 225 and office hours are 8:00 a.m. to 4:00 p.m.

Any resident, student, or employee of the Belmond-Klemme Community School District shall have the right to file a complaint alleging noncompliance with regulations outlined in Title IX. The same procedure will be used for Title VI (Civil Rights Act of 1964) complaints.

Level One & Level Two

The principal or immediate supervisor (this person shall notify the Designee)

Any resident or employee with a grievance of sex discrimination may first discuss it with the principal or immediate supervisor, with the object of resolving the matter informally. A student with a complaint may discuss it with his/her teacher, counselor, or building administrator. This level is recommended, not required. If the grievance is not resolved at level one, and the grievant wishes to pursue the grievance, he or she may formalize it by filing a complaint in writing (form) to the Title IX Designee. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within twenty (20) working days from the date of the event giving rise to the grievance or from the date the grievant could reasonably become aware of such an occurrence. The grievant may request that a meeting concerning the complaint be held with the Title IX Designee. A minor student may be accompanied at that meeting by a parent or guardian. The Title IX Designee shall investigate the complaint and attempt to resolve it. A written report (form) from the Designee regarding action taken will be sent to the grievant within fifteen (15) working days after receipt of the complaint.

Level Three

Superintendent

If the complaint is not resolved at level two, the grievant may process it to level three by presenting a written appeal to the Superintendent within ten (10) working days after the grievant receives the report from the Designee. The grievant may request a meeting with the Superintendent. The Superintendent has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent within ten (10) working days after receipt of the written appeal. This procedure in no way denies the right of the grievant to file formal complaints with the Office of Civil Rights in Kansas City, The Iowa Civil Rights Commission, other agencies available for mediation or recertification of affirmative action grievances or to seek private counsel for complaints alleging discrimination.

Resolution of the Complaint:

Following receipt of the investigator's report, the superintendent may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

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

Points to Remember in the Investigation

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

Conflicts

If the investigator is a witness to the incident or named in the complaint, the alternate investigator shall investigate or another neutral investigator will be appointed.

Attendance - State Code

Students between the ages of 6 and 16 are required to attend school on a regular basis in the state of Iowa. Students shall attend school the number of days school is in session in accordance with the school calendar. Students of compulsory age shall attend school a minimum of 180 days or 1080 hours. Students not attending the minimum days must follow this policy as

listed below, or students in grades 7-12 will be referred to the county attorney.

School Day

Students may be present on school grounds before 8:15 a.m. or after 3:30 p.m. only when they are under the supervision of an employee or an extracurricular activity sponsor/coach. Other students here prior to 7:30 a.m. or after 3:30 p.m. need to be in the student center. If school is dismissed early, students are expected to leave the school grounds within 20 minutes of dismissal. If the school is doing an online learning day, students are expected to start working with their instructors at 8:30 am.

Arrival at School

Before school starts, students may enter the building by the auditorium doors on the Northside of the building. Students are not to enter the building by the main office until after 8:20 a.m. Students are required to sit in the cafeteria until a bell rings at 8:20 a.m. and will have 10 minutes to go to their lockers and then their first-period class. Students are not to be in the hallways or any other part of the building. Students that gain teacher permission are allowed to go to classrooms prior to 8:20 a.m. School begins at 8:30 a.m. Students who are not seated in their 1st-period class seats by 8:30 a.m. are considered tardy and will be marked as tardy for attendance purposes. Students late to 1st period will be counted as tardy by their classroom teacher.

School Office Hours: 7:30 a.m. – 4:00 p.m.

School Hours for Teachers: 7:45 a.m. – 3:45 p.m.

Exceptions to the Mandatory Attendance Policy

Children who:

- Have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma.
- Are attending religious services or receiving religious instruction.
- Are attending an approved or tentatively approved private college preparatory program.
- Are attending an accredited nonpublic school.
- Are receiving competent private instruction or individual private instruction.

It is the responsibility of the parent of a child to provide evidence of the child's mental and physical inability to attend a school or of the child's qualifications for one of the exceptions listed above.

Regular attendance is needed for success in the classroom and in activities. Students who miss class may also miss valuable class discussions or group work. Each instructor will stress attendance as a factor in performance and achievement in the classroom. Students must be aware of their responsibility for completing work and for the group's participation and discussion. Missed work will be made up in the time constraints set by the teacher.

Absence procedures

In the event of an absence, the parent is to notify the school by 9:00 a.m. of the day missed, so that the principal may make a determination to excuse or not excuse the absence. If notification is not received, the office attempts to contact the parents. If calling the attendance line, a detailed message with a reason for the absence must be left. If no reason is left, the student will automatically be listed as Unexcused Absence (UA). Iowa State law stipulates that only the School's Administration may determine if an absence is excused or unexcused. Parents may ask to have their child excused up to 5 times per quarter for **illness**. After 5 absences, one of the following criteria are to be met in order for an absence to be excused:

- Illness – after 5 absences in the semester, a doctor's note is required or the school nurse's approval to excuse illness.
- Death in immediate family or family emergency.
- Funerals.
- Family trips or educational trips must be approved by the administration in advance. Trips scheduled during the first week or last week of school will not be excused unless it is a school-related trip.
- Other absences pre-approved by contacting the school administration

Written Notification of five or more absences

When a student is absent from school for five days, written notification to the parents/guardians will be made. When a student has received his or her 5th excused absence, a letter and/or phone call will be made by the school and a doctor's or excusal from the BKHS nurse will be required to excuse any further absences that semester. If a student reaches his/her 5th unexcused absence or truant absences in a quarter, the student will be referred by the Tier 2 PBIS Team or Administration for interventions.

- Interventions can include counseling, at-risk tracking, attendance contract, referral to the county attorney for truancy.

Excused Absence

An excused absence will be given if the student if the parent notifies the school of the absence or provides a note from the doctor, dentist, a legal appointment, funeral.

- They will have two days for every missed day.

Exempted Absence

A student may have their absence "exempted" (meaning the absence doesn't count toward their 5 days) when they are at a school event or activity.

- They will have two days for every day missed to make up work.

Unexcused or Truant Absences

Absences by students who do not meet the requirement to be Excused (AE) or Exempted (AX) will be marked Unexcused (UA) for attendance, meaning the student has been accounted for, but not a reason deemed necessary to miss school. Students may not have the opportunity to make up that work unless prior approval has been given by the building administration. Absences by students who are not accounted for will be marked as Truant (TR).

Tardies

At the Belmond-Klemme Jr/Sr High School we value our instructional time with students. Being late to class hinders a student's ability to learn, causes students to miss important instruction related to the day's lesson, and chronic tardiness can lead to a serious lack of employability skills such as accountability and work ethic.

Once a student has been tardy 3 times to a class (specific period of the day) within the course of 1 quarter, teachers will recommend to the principal that the student serve a 30 minute detention. Detentions can build upon each other. Students may serve an in-school suspension if the student fails to show for detentions.

School Attendance for extra-curricular and club activities

All students who are scheduled to participate in an extracurricular activity on any day that school is in session must attend a **full** day of school on the day of the activity, unless excused directly by the Principal, or designee. A full day is defined as attending all periods of the day. Students are expected to be on time for the first period of the day unless prior permission from the principal or designee to be late has been obtained. If there are weekend activities, the student must attend the full day the last day of school before the weekend starts or be excused for a portion of the day by the principal or designee (doctors note is recommended to assist the principal in determining just cause). Students must attend 4 periods (the last 1/2 day of school) to practice each day. Medical appointments, dental appointments, and illnesses are excusable if the Principal, or designee determines by having the students note from the doctor's office. Juniors and Seniors visiting colleges and vocational schools shall be deemed excusable if so deemed by the Principal or designee. The Principal, or designee, has the sole discretion in determining whether an absence/tardy will be excused.

College Visits

Juniors are allowed 1 college visit day and Seniors allowed 2. Students wanting to visit a college during the school day must set up their visit through the institution they will visit. Students will get a Pink Slip absence form for their teachers to sign, which will be turned into the Front Office. Campus visits will be "exempted" on attendance as long as the student brings a confirmation note or business card from the college and turns it into the HS Front Office before/after the visit. Parents must call the school at 444-4300 ext. 2221 to excuse the student for the day.

Open Campus Privileges

The Junior/Senior High (7-12) is a closed campus with the exception of juniors or seniors who may earn open campus privileges during one period of the day which could be during any of the following times: study hall or lunch. Juniors or seniors earn open campus privileges if they meet all of the criteria

- A student has a C+ in all classes. Grades will be checked weekly on Mondays or the first day of student attendance for that week.
- Students can not receive a student referral, removal from the classroom, detentions, or suspensions.
- Students have a parental permission form signed by the parent/guardian and turned in to the office.
- Excessive tardies or absences, as determined by the building principal, or designee, may also disqualify a student from an open campus.
- Seniors receive open campus privileges after the first quarter mid-term and the juniors will receive open campus privileges after the 1st semester is completed.

The loss of privilege will be for a minimum period at the sole discretion of the Principal, and all grades and attendance must meet the minimum requirement. Parents assume full responsibility for their students once they leave school property. When one of the criteria is not met, the junior/senior will lose his/her open campus privileges until all the criteria are again met. Students leaving the building without permission or without Open Campus privileges will be considered truant and will face disciplinary consequences including loss of open campus privileges or further disciplinary action.

BKHS Alternative Educational Opportunities

Alternative School/Credit Recovery

The Alternative School/Credit Recovery program is available to all students in grades 9-12. This is a full or part-time program that is set up to meet the individual needs of a non-traditional student or struggling student. A referral form may be picked up in the main office or counselor's office. The referral form must be completed by the student and parent and then submitted to the principal or at-risk teacher. The referral will then be considered by a team of teachers and administrators with parent consultation. If the student meets the criteria and space is available, the student may be placed in our Alternative School program or in our in-house At-Risk program.

At-Risk Program

At-Risk services are available for students in grades 7-12. Belmond-Klemme has an in-house At-Risk program that is available to all 7-12 students who need additional support and who are not meeting the goals of the educational program: academic, personal, social, career, or vocational. The program is catered to individual needs and is available throughout the school day. To enter the program, students must have a referral submitted to the building principal or designee and a team of teachers and administrators will consider the request. Referrals may be verbal or written. Students will then work through a student accommodation plan for Tier 2 learning to determine goals and monitor progress.

- Automatic Qualifiers:
 - Homeless
 - Dropout
 - Potential Dropout
 - Alternative School—currently enrolled
 - Teen Pregnancy
 - Or who meet 2 or more of the following:
 - 1. High absenteeism or truancy (office)
 - 2. Not belonging, lack of extracurricular participation
 - 3. Poor grades, failing one or more classes
 - 4. Low achievement score

Good Conduct Code

The following Good Conduct Code establishes the standards by which students shall conduct themselves if they choose to take advantage of the privileges afforded them by participation in extracurricular activities. Students participating in extracurricular

activities shall commit themselves to meet the standards of this code and of the Student Code of Conduct¹ at all times and in all places (365 days a year).²

Statement of Philosophy

It is a privilege and an honor to participate in the full range of extracurricular activities at the Belmond-Klemme Community School District. These activities and participation in them adds a great deal to each student's education by promoting good citizenship and moral character; developing discipline and skills necessary to personal success and well being; and promoting the image and identity of the school and community. Students who choose to participate in extracurricular activities will conduct themselves appropriately at all times both on school grounds and away from the school. The responsibility of good conduct is an extension of the responsibility to represent the school and community in an appropriate manner.

The Principal may declare a student ineligible to participate in an activity when the conduct of that student has been determined to be contrary to or in violation of the established rules and regulations set out in this policy.

Student Agreement

Before participation in any activity is permitted, all students who wish to participate in extracurricular activities shall receive a copy of the Good Conduct Code and shall sign an agreement indicating that they will abide by the Good Conduct Code.

Applicable Activity Programs

The Good Conduct Code applies to all extracurricular activities, including but not limited to:

- All athletics
- All music-speech-drama (non-graded activities), and cheerleading activities
- School royalty
- Student council and other elective officers
- School honors
- School clubs, including quiz bowl
- National Honor Society

Definitions

- **Competition/performance** means a specific event that is a component of an extracurricular program whether it be a contest, a performance, or a school-sponsored trip that is part of the extracurricular activity.
- **Offense** occurs when a student is determined by a school official to have violated the Good Conduct Code. Such violations shall be counted cumulatively from year to year (grades 9-12) regardless of the specific portion of the Good Conduct Code that is violated. Any offense(s) occurring under the District's previous policy shall count cumulatively toward any offense(s) under this Good Conduct Code.

Junior High School students must also abide by this Good Conduct Code. However, any violations incurred prior to ninth grade will not be carried forward to ninth grade.

- **Possession** – With regard to alcohol, controlled substances, simulated controlled substances, tobacco, e-cigarettes, tobacco products or tobacco substitutes: possession shall mean under the actual control of or on the student's person, contained in property under the student's personal control or accessible to the student and the student has knowledge of the prohibited substance's presence.
- **School days** shall mean days when school is in session, (i.e., Monday through Friday, except state and/or national holidays.)
- **Student Code of Conduct** is a body of school rules and regulations independent from this Good Conduct Code. Any student behavior which violates both the Student Code of Conduct and this Good Conduct Code will incur penalties under both sets of rules and regulations.
- **Year**, as it is used in this policy, means one calendar year.

¹ The Student Code of Conduct refers to a standard of conduct for student behavior in school.

² The following rules and policies have been approved by the Belmond-Klemme Community School District Board of Directors, under the authority granted by Iowa Code Sections 282.4, 282.5, and Iowa Administrative Code Sections 281-36.14 and 281-36.15.

Application of the Good Conduct Code

Appropriate student behavior is required by and impacts on all extracurricular activities in which a student participates. If a student is participating in multiple extracurricular activities at the time the student loses privileges under this policy, the loss of privileges shall apply to all activities.

If at the time of the violation, the student is not currently participating in any activity, then the student's period of ineligibility shall apply to the first extracurricular activity or activities in which the student participates.³

A disciplinary action may carry over from one activity to another and may carry over from one school year to the next.

Conduct Requirements

Students shall:

- Abide by the Good Conduct Code at all times and in all places.
- Abide by any additional, specific rules and regulations which the coach/sponsor of the activity has established (such as training hours, attendance at practice, etc.) that are not in conflict with the Good Conduct Code. Such rules will be approved by the Principal before distribution to students and students will be required to sign a copy of a document as acknowledgment of their agreement to abide by them.
- In order to letter for an activity or participate in postseason events a participant must attend all scheduled practices, meets or games unless excused by the coach or administration. Any participant who misses more than 5 scheduled practices and/or games unless for medical reasons or family emergency will be ineligible for further participation during that activity's season. A student that quits and misses more than 5 scheduled practices will not be eligible to return to the team. Coaches may have additional rules for players that are not in conflict with School Board Policy.
- Athletic activities require Good Conduct Code Student/Parent Form, a Concussion Form and a physical turned into the coach or school prior to participation. Before beginning the first day of scheduled practice, students must turn in both physicals, Good Conduct Student/Parent Form, and signed concussion policy. Students failing to do this will not be allowed to participate in that activity for the current season until it is complete.

General Standard

Good Conduct consists of behavior which reflects the generally accepted social and moral requirements of the community, is legal, and at all times reflects respect for and sensitivity to other people, regardless of nationality, gender, religion, race or disability, and a respect for their rights, property, and dignity.

Violations

Violations of the Good Conduct Code include, but are not limited to, the following prohibited conduct and actions.

Students shall not:

- Sell, manufacture or distribute illegal controlled substances (drugs), imitation controlled substances or drug paraphernalia.
- Possess, use or threaten to use any instrument that is generally considered a weapon or an imitation weapon or an explosive.
- Possess, use or be under the influence of illegal controlled substances (drugs), controlled substances, imitation controlled substances or drug paraphernalia.
- Possess, use or be under the influence of alcoholic beverages.
- Assault or physically abuse any person at school or during school activities or coming to and/or going from school or a school activity.
- Attend a function or party where illegal controlled substances (drugs) are being used or where alcohol is being used illegally by minors.⁴

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⁴A student must begin involvement in an extracurricular activity from the date on which that activity begins (at least before the first competition/performance) and will not be allowed to join an extracurricular activity in progress unless the coach/sponsor provides written permission **and** the student has no outstanding Good Conduct Code violations or if the student has violated the Good Conduct Code, the student has to have completely served the full period of ineligibility for the student's violation. If a student joins an activity with an outstanding Good Conduct Code violation, the student may not quit such activity until the end of that activity's season or the school year if the student wishes to get credit for satisfying the student's ineligibility period.

- Use, possess and/or transmit tobacco or imitation substances.
- Damage, destroy, vandalize or steal school property and/or personal property of employees, students, visitors to the school or district patrons.
- Participate in any conduct which, in Iowa, is illegal, whether or not an arrest or conviction occurs, except simple misdemeanor traffic violations.

Determination of Violation

When it comes to the attention of school officials that a student is suspected of violating the Belmond-Klemme Good Conduct Policy or the rules of a specific extracurricular activity, the Principal will determine whether the student has committed a violation. However, if the notification of suspected violation comes to the principal, or designee, from an anonymous source, the principal, or designee, will not begin an investigation unless named sources are provided.

Prior to making a final determination that there has been a violation, the Principal shall be informed of the allegations and perform an investigation; and the student shall be notified, orally or in writing, of the allegations against the student and the basis of the allegations and be given an opportunity to respond to the allegations.

The Belmond-Klemme Community School District may determine that there has been a violation of its Good Conduct Code whether or not criminal charges have been filed, whether a student's trial is pending or whether or not the student is found guilty by a court of law as long as there is reasonable evidence to support the finding of a Good Conduct Code violation.

Once the determination is made that a student has violated the Belmond-Klemme Good Conduct Code, the Principal shall make a determination of the appropriate penalty. The student and his/her parent(s) shall be informed in writing of this decision (the nature of the violation and the determination of the penalty) by mailing the same to the student's residence (or other address if the parents have a different address on file for mailing purposes with the school) within two school days of the determination. In addition, the parent(s) will be notified orally, if possible.

Penalties for Violation(s)

The penalties listed below are for specific violations of the Good Conduct Code. Violations not specifically listed will result in similar consequences. Where applicable, the following will be applied in addition to the specific penalties outlined in the Student Code of Conduct. The coach/sponsor may also impose additional penalties pursuant to their supplementary activity-specific rules with approval of the Principal. The penalty shall be imposed within three (3) school days of the Principal's determination of a violation.

Penalties

The penalty for a violation is ineligibility for a definite number of contests or appearances for the activity the penalty is to be applied to. Junior High penalties will be ½ the recommended number of contests because of the shorter season in Junior High activities. The student must participate in practice during the period of ineligibility; however, the student shall not be permitted to dress for or participate in the contest.

When student behavior results in violations 1-3, the most severe penalties shall be applied.⁵ When student behavior results in violations 4-5, less severe penalties may be applied. When student behavior results in violations 6-9, penalties shall be applied which are usually the least severe unless circumstances justify a greater penalty. (For example, significant damage to school property or an arrest for an aggravated misdemeanor or felony criminal offense).

- **First Offense:** A student whose violation of the Good Conduct Code constitutes a first offense will be ineligible to participate in all extracurricular activities for four (4) to eight (8) weeks.

4. Attendance with parents at a function (family celebration, wedding, graduation, etc.) where alcohol is served legally to adults of age, shall not be considered a violation of the good conduct policy unless alcohol or a controlled substance (drugs) is consumed by the minor student or the minor student participates with others who are illegally consuming alcohol or controlled substances and the student knows or reasonably should know that these individuals are minors illegally consuming alcohol and/or individuals (whether minors or not) illegally consuming controlled substances.

⁵ Note: The specific determination of the exact penalty within each range shall be made by taking into account factors surrounding the violations, including but not limited to: severity of violation, intent, student cooperation, injury to student(s) or others, the potential for harm to student(s) or others, student attitude, and other matters deemed to be important factors in the specific case at the discretion of the Principal.

- Second Offense: A student whose violation of the Good Conduct Code constitutes a second offense will be ineligible to participate in all extracurricular activities for eight (8) to twelve (12) weeks to one (1) calendar year.
- Third and Subsequent Offenses: A student whose violation of the Good Conduct Code constitutes a third offense will be ineligible to participate in all extracurricular activities for twelve (12) weeks to one (1) calendar year.

Penalty Reduction

Any student who comes forward and admits a violation to the Principal, the Athletic Director or the Superintendent within twenty-four (24) hours after it occurs and provides complete and accurate facts about his/her involvement, shall have the penalty that would have been imposed, reduced by one-half (1/2). The Principal will have the sole authority and discretion to determine whether a student has complied with this section and is eligible for a penalty reduction.

A student who violates the "mere presence" provision of this policy shall serve no more than one-half of the established penalty for the first, second, or third/subsequent violation. The punishment may be reduced by an administrator or designee based on the preponderance of evidence to indicate a student was not knowingly participating in activities that violate the Good Conduct Code Rules. (To find a student violation of the Good Conduct Code by the use of "Mere Presence" there must be some evidence that the student knew the drugs/alcohol were present and being used illegally, and the student must have failed to leave [after discovery of the drugs/alcohol/illegal activity] within a reasonable time, assuming the student had an opportunity to leave.) If a student finds himself/herself in a situation where alcohol or other drugs are being consumed illegally by minors, the student options are:

- Leave immediately, an intention to leave is not a defense.
- Apply "reverse peer pressure" to convince the persons responsible for bringing the offending substances to leave the party and take the offending items with them.
- Otherwise get rid of the offending items. (flush or pour, but do not consume)

Early Eligibility Reinstatement

A first or second offense involving alcohol or controlled substances (drugs) will be reduced by 1/3, if the student successfully completes counseling and alcohol or drug rehabilitation at the student's expense unless it is determined that such reinstatement would not be appropriate.⁶

Offense Reduction

Any student who has committed a third offense of the Good Conduct Code may have one of the student's offenses reduced from the student's record (i.e. the student would be considered to have only two offenses instead of three) if the student goes for one full calendar year after committing their third offense without committing any additional offenses under the Good Conduct Code or the Student Conduct Code.

Suspension/Expulsion under the Student Code of Conduct

If a student receives a disciplinary out of school suspension or expulsion because of a violation of the Student Code of Conduct, the student will not be allowed to participate for the comparable period of time in any extracurricular activity, including practices, meetings, and competitions/performances and will be denied all school transportation to or from such practices, meetings and/or competitions/performances for the duration of the suspension or expulsion.

In the event a student receives a disciplinary in-school suspension, the coach/sponsor and Principal will determine whether attendance at a practice, meeting and/or competition/performance is permitted during the length of the in-school suspension.

⁶ Notice – The combination of the penalty reduction for admission of a violation and the early eligibility reinstatement shall not exceed a total reduction in penalty of more than 2/3 (66 2/3%). Penalty reductions are at the sole discretion of the Principal.

Student Appeal

A student may contest the Principal's determination of a violation and/or the penalty imposed for a violation of the Good Conduct Code. All appeal hearings shall be informal and a student may be accompanied by his/her parent or guardian. A student may be represented by legal counsel in any hearing before the District's Board of Directors.

APPEAL

When a student's behavior results in a first violation of the Good Conduct Code, the decision of the Principal will be final and no further appeal will be allowed. The decision of the Principal regarding a violation of the Good Conduct Code may be appealed to the Superintendent only when a student's behavior results in a second violation of the Good Conduct Code. The appeal to the Superintendent shall be in writing and delivered to the Superintendent or the Superintendent's secretary within five (5) school days of receipt of the Principal's decision. The appeal to the Superintendent shall specify the reasons for the appeal and all supporting information and facts. The Superintendent shall review the results of the investigation conducted by the Principal and the student's objections within five (5) school days of receipt of the written request for appeal. The Superintendent shall provide a written decision to the Principal, the student and/or the student's parents within five (5) days of considering the appeal. When student behavior results in a second offense of the Good Conduct Code and the Principal's decision is appealed, the Superintendent's decision will be final and no further appeal will be allowed.

When student behavior results in a third or subsequent violation of the Good Conduct Code, the decision of the Superintendent may be appealed to the Board. Such appeal shall be filed within five (5) school days after the receipt of the Superintendent's decision. A hearing on the student's appeal shall be held as soon as reasonably possible before the Board. The decision of the Board shall be final. During the appeal process, the student shall remain ineligible pending a decision on the student's appeal.

Extracurricular activities are completely voluntary for student participants. Students going out for an activity are agreeing to follow all school and team rules. We expect all students to abide by the school's code of conduct as well as follow all school rules listed in the student handbook. Participants may be disciplined, suspended or dismissed from the activity or team by the sponsor/coach or school's administration for violation of team or school rules. As a member of the activity you are representing the school and community and are expected to practice and demonstrate good citizenship and sportsmanship at all times.

General Policies that apply to all activities:

- All participants are expected to be a good citizen at school and in the community.
- Participants are expected to regularly attend scheduled practices. Participants who miss more than 5 unexcused practices may be dismissed from the team, as determined by the principal or designee (coach).
- All participants in athletics must turn in a current physical, concussion waiver and Good Conduct Student/Parent Form by the first day of practice. Students will not be allowed to practice without a physical form turned in.
- Participants must attend ½ day of school in order to practice, play or participate in an activity that day, unless pre-approved by the principal, or designee.
- Sponsors and/or coaches are expected to set reasonable rules for participation, which includes responsible behavior, promoting positive citizenship and sportsmanship.

Belmond-Klemme High School Dance Regulations

Scheduling

- All dances must be approved by the principal.
- Approval must be requested at least two months in advance of the requested time.

Time

- Dances will last for no more than three hours and can not go past 12:00 am.
- Admission doors will open fifteen minutes before the scheduled starting time of the dance and will remain open until thirty minutes after the scheduled starting time of the dance. No admission will be allowed after that time.

Admission

- All B-K Jr/Sr High School/Alternative School students in grades 7-12 may attend school sponsored dances provided they comply with any conditions established for said dance by school administration. 7th/8th Grade Students may not attend 9-12th grade designated dances, and 9-12th grade students may not attend 7th/8th Grade Dances.
- B-K High School/Alternative School students may be allowed to bring a guest who is not a member of the B-K High School student body to school dances by registering his/her name and the guest's name in the office at least one week before the dance. The guest must be under 21 years of age. Junior high students may not bring guests from outside the school to attend junior high school dances. The sponsor has the right to contact an outside school to ensure the guest is in good standing before allowing admittance.
- B-K High School/Alternative School juniors and seniors and their registered guests, who are under 21 years of age, may attend the prom dance. A signed form from the guests school will be required prior to attending the dance.
- Anyone who leaves the dance will not be readmitted.
- Admission may be denied to anyone based upon the sponsor's or principal's judgment based on due cause.
- Students must meet daily school attendance requirements to attend a dance. They must be in school the **ENTIRE** day of the dance if on a week day or the prior day if the dance is scheduled on a Saturday. The principal or designee can waive this requirement due to excused absences.

Conduct

- Everyone in attendance is expected to abide by all state laws, local ordinances, and B-K High School rules and any special rules established for a particular dance.
- B-K High School students are responsible for the conduct of their guests.
- No loitering on school premises during the time of the dance.

Eligibility

- Any student with six or more unexcused or truancy absences for the year may not attend a dance.
- Students receiving an office referral during the week of the dance or prom may not be allowed to attend.
- Any student who is under a "suspended" status may not attend.
- Students must be in good standing to attend.
- Students must have followed attendance requirements for participation in extracurricular events.

Care of School Property

Students are expected to take care of the school and its contents. The school is and should be a place of pride for everyone in the community. Proper care of lockers, books, supplies, equipment, computers, and facilities will be insisted on. Please encourage others to care for our school as well. Students defacing or damaging school property will be responsible for making full restitution of like quality products.

Cheating

All forms of cheating are unacceptable. Cheating is considered any of the following behaviors:

- Looking at another student's test, independent work (homework, classwork).
- Giving, receiving, or using assistance on a test or independent work (homework, classwork).
- Sharing a calculator or other electronic media to exchange information during a test or independent work (homework, classwork).
- Sharing a computer file with another student to exchange information during a test or independent work (homework, classwork).
- Sharing a test question or answers outside the test setting.
- Copying assignments or independent work (homework, classwork).
- Taking another person's independent work (homework, classwork) or project and turning it in as one's own work.
- Plagiarism. Includes, but is not limited to, the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
- Using, submitting or attempting to obtain data or answers dishonestly, by deceit or by means other than those authorized by the teacher.
- Behavior which gives one student an unfair advantage over other students.

- Situations in which a student does less work than assigned because he/she has “borrowed” material from someone else.
- Situations in which a student’s grade is enhanced without the student putting forth the required effort.
- Talking without permission during any classroom situation in which the teacher has given other directions.
- Giving answers or materials to other students without teacher permission.
- Students determined to have met any of the above behaviors will forfeit the opportunity to complete that assignment/test and may in addition to receiving a zero may forfeit other privileges as well including, but not limited to, open campus, etc.

Child Abuse

As required by Iowa law, the Belmond-Klemme Board of Education has established procedures for reporting a suspected abuse of students by school employees.

Any person who has knowledge of an incident of abuse of a student committed by a school employee may file a written report with the superintendent, building level principal, or AEA consultant, Kami Roberts.

Computer Agreement Use Regulations

Policy Title: TECHNOLOGY – ACCEPTABLE USE POLICY

Vision Statement - Technology Applications in the Belmond-Klemme Community School District

The Belmond-Klemme Community School District is taking innovative steps to dramatically transform teaching and learning. By infusing, integrating and making technology accessible to every student, the Belmond-Klemme Community School District will become a model for K-12 education in the 21st Century. Technology is an integral component in the lives of students; Technology also directly impacts the future of students. All students must have access to technology and technology must be a safe and appropriate tool for learning. A sound technology foundation for each and every student needs to be based on continual professional development, appropriate acquisition and maintenance of technological resources.

Statement of Purpose

Acceptable Use Policy for Technology

The Belmond-Klemme Community School District, hereinafter referred to as the “District” uses technology as one way of enhancing its mission to teach the skills, knowledge and behaviors students will need as successful and responsible adults in the community and as lifelong learners. Technology includes, but is not limited to, the electronic transfer of voice, video, data, and internet connectivity. Technology provides unequaled opportunities to explore and use a varied and exciting set of resources. In order to make these resources available to everyone, those who use the school’s available technology must do so in a way that is consistent with the District’s educational mission.

This Acceptable Use Policy for Technology is intended to provide general guidelines and examples of prohibited uses, but does not attempt to state all required or prohibited activities by users. Students and employees will sign a form acknowledging they have read and understand the Acceptable Use Policy for Technology that they will comply with the policy, and understand the consequences for violation of the policy.

Expectation of Privacy

The District retains control, and supervision of all technology including computers, networks, and Internet services owned or leased by the school. The District reserves the right to monitor all use of technology.

Each person has no expectation of privacy in their use of the District technology, including email and stored files. All communications and information received via the district technology shall be considered the property of the district. Each person will respect the rights of others to the protection of the files they store on a computer and will not alter or damage such files.

Acceptable Uses

Access to the District's technology is provided for educational purposes and research consistent with the school district's educational mission, curriculum and instructional goals. The same rules and expectations which govern conduct and communication shall also govern individual use of technology. Individuals are further expected to comply with these rules and all specific instructions utilizing the school district's technology. Technology use is a privilege, not a right.

Unacceptable Uses

Examples of unacceptable uses that are expressly prohibited include, but are not limited to, the following:

- **Inappropriate Use of Technology (24/7)** - Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal;
- **Inappropriate Use of Technology During the School Day** - Accessing sites for personal financial gain (i.e. online gambling), commercial transactions (i.e. online shopping, eBay, etc.), or gaming software or sites except with direct teacher authorization;
- **Unauthorized access to Social Networking/Chat Rooms/News Groups During the School Day** - Accessing social networking sites or software, chat rooms or newsgroups without specific authorization;
- **Inappropriate Use of Cameras or Other Recording Devices** - Computers and other technology are not to be used to take pictures or video without the consent of all persons being photographed or recorded;
- **Illegal Activities** - Using the District's technology, including computers, networks, Internet services and other technology equipment for any illegal activity or that violates other Board policies, procedures and/or school rules;
- **Violating Copyrights** - Copying or downloading copyrighted material without the owner's permission (i.e. using copyrighted music in a project);
- **Plagiarism** - Representing as one's own work any material obtained from other sources (such as term papers, articles, etc). When Internet sources are used, the author, publisher and Web site must be identified;
- **Copying Software/Media Files** - Copying or downloading unauthorized software; illegally downloading music, photos, movies, games or other such files;
- **Misuse of Passwords/Unauthorized Access** - Sharing passwords, using other users' passwords without permission and/or accessing other user accounts;
- **Malicious Use/Vandalism** - Any malicious use, disruption or harm to the District's computers, networks, Internet services, and technology resources, including but not limited to hacking activities and creation/uploading of computer viruses.

Consequences

The use of the District's technology, including laptops, Internet access, are a privilege, not a right. Compliance with the District's *Acceptable Use Policy for Technology* is mandatory. Users who violate this policy may have their computer/technology privileges limited, suspended, revoked, or access limited on the internet to certain websites designated by the principal or designee. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action. The building principal or his/her designee shall have the final authority to decide whether a user's privileges will be limited, suspended, or revoked based upon the circumstances of the particular case, the user's prior disciplinary record, and any other pertinent factors.

Responsibility

The District utilizes electronic systems which are Children's Internet Protection Act (CIPA) compliant and other methods to regulate student and employee technology use. These monitoring methods do not guarantee compliance with this policy. **The user understands that their activities may be monitored when logging onto district-owned technology.** The District assumes no responsibility for the accuracy of information found on the internet or for any unauthorized charges made by users, including but not limited to credit card charges, long-distance telephone charges, equipment, and line costs, or for any illegal use of its computers such as copyright violations.

The District will, within the curriculum currently being offered, including age-appropriate content related to children's use of the internet. This may include anti-bullying and harassment considerations, social networking considerations, and other considerations involving internet usage. It is the sole responsibility of the user to backup data as necessary.

The security of the school's technology resources including computers, networks, and Internet services is a high priority. Any user who identifies a security problem must notify his/her teacher or network administrator immediately. The user shall not

demonstrate the problem to others or access unauthorized material. Any user who attempts to breach system security causes a breach of system security, or fails to report a system security problem shall be subject to disciplinary and/or legal action in addition to having his/her computer privileges limited, suspended, or revoked.

All users of District technology agree to indemnify the school or district against any losses or damages that occur out of violations of this *Acceptable Use Policy for Technology*.

Distribution of Materials Regulation

Guidelines

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

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

Distribution on school premises of material in categories 1 through 4 to any student is prohibited. Distribution on school premises of material in categories 5 and 6 to a substantial number of students is prohibited. All materials must be approved by the building principal.

Procedures

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

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

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

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

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

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

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

Time, place, and manner of distribution

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

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

Definitions

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

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

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

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

Disciplinary action

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

Due Process Grievance Procedure

Multicultural gender-fair concerns should first be directed to the Equity Coordinator. If the concern is not answered or resolved, it should then be filed with the building principal. If the concern is not answered or resolved, the third step is to file it in writing with the Superintendent of Schools. If it is not resolved there, the fourth step would be to submit in writing the concern to the School Board. Patrons may submit in writing the concern to the Director of the Region VII Office of Civil Rights, Department of Health, Education and Welfare, Kansas City, Missouri.

CO-EQUITY COORDINATORS:

Tiffany Landrum & Claudia Guerrero

Multicultural Gender Fair

Harassment

Section 504

ADDRESS:

411 10th Ave. N.E., Belmond, IA 50421

PHONE:

(641) 444-4300

Tiffany Landrum: Ext. 2110

Claudia Guerrero: Ext. 1065

Early Graduation

Senior students at Belmond-Klemme Community High School can complete their academic program for graduation at the end of the first semester of their senior year provided certain requirements are met.

Requirements

- Students must have permission from the Board of Education or its chosen representatives.
- Students must complete an application form within the first quarter of the school year.
- Students must have permission from their parents or guardians.
- Students must have completed and passed all required courses and have earned a total of twenty-six credits.
- Students choosing to graduate early will not be permitted to enroll in any additional classes, including post-secondary options.
- Students graduating early will not be eligible to compete in co-curricular or extracurricular activities beyond their "early graduation" date.

Students graduating early receive the same diploma as other students. Early graduates may receive their diplomas after the end of their final semester of the school year. Early graduates may choose to participate in commencement exercises and prom at the end of the academic year.

Emergency Drills

Periodically, the school holds emergency fire, tornado, and lockdown drills. Emergency procedures and proper exit areas are posted in all rooms.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules, and regulations, will be reported to law enforcement officials.

Fire Drill Instructions

Fire drills will be held quarterly without schedule and announcement. You are asked to follow the instructions carefully. Listen for directions from the administration or designee on the public address system, indicating what event is occurring and how to proceed. You should know how to leave the building from each room you may be in during the day.

- All books must be left in the room during the fire drill.
- Do not go to your locker to get your coat, etc.
- Walk rapidly, but do not run.
- Unnecessary noises and talking are to be avoided.
- When outside of the building, go at least fifty yards from the building and report to your teacher.
- Students will await the return signal before entering the building.

Tornado Safety Plan

General instructions:

- Stay away from glass doors and windows.
- Stay out of the gymnasium and all areas with large beams in the ceiling.
- The position to take for the greatest safety – kneeling with hands locked at the base of the neck.
- Remain quiet and orderly until the all-clear signal is given.
- Repeated short rings from the bell system will be used as a warning alarm.
- After gathering in the appropriate safety area students will be asked to leave the building with an “all-clear”.
- When outside the building they should report to the teacher who they were with before the occurrence.

Lockout Expectations

An announcement will be made in the Jr./Sr. High School. All outside doors will be shut and locked. Anyone wishing to enter the building must enter through the principal’s office entry door. Normal school operations will occur in the building.

Hold in Place

An announcement will be made in the Jr./Sr. High School. All outside doors will be shut and locked. Anyone wishing to enter the building must enter through the principal’s office entry door. Students & teachers are to get away from doors and windows. Students, faculty, and staff are not permitted out into the hallway. An All-Clear signal will be given by the office when the Hold in Place is over.

Lockdown Expectations

An announcement will be made in the Jr./Sr. High School. All outside doors will be shut and locked. Anyone wishing to enter the building must enter through the principal’s office entry door. Students & teachers are to get away from doors and windows. Students, faculty, and staff are not permitted out into the hallway. Classroom doors should be locked, lights turned off, the noise level should be zero, and students/staff should move away from doors and windows. Students, faculty, and staff are not permitted out into the hallway. An All-Clear signal will be given by the office when the lockdown is over.

Evacuation Expectations

Teachers will give students specific instructions based upon the type of threat to student safety.

False Alarms

Tampering with emergency equipment, setting off fire alarms, making false reports, communicating a threat or false report for the purpose of frightening, disturbing, disrupting, or causing an evacuation or closure of school property.

First offense—Parent conference, law enforcement, ISS, suspension 1-180, Alternative School assignment.

Subsequent Offense—Parent conference, law enforcement, ISS, suspension 1-180, Alternative School assignment, expulsion.

Administrative Policy on Extracurricular & Co-Curricular Activities

All school activities or events must have administrative approval before being placed on the school calendar. Activities or events will not promote alcohol, drugs, tobacco, or illegal substances and be free of discrimination; based on race, color, national origin, creed, religion, sex, disability, sexual orientation, gender identity, or marital status. All school-sponsored activities or events will be in accordance with the rules of the Iowa Boys Athletic Association, Iowa Girls Athletic Union, Iowa High School Music Association, Iowa High School Speech Association, and be in accordance with community and school conduct standards.

Extra-Curricular & Co-Curricular Activities

High School:

Band
Baseball*
Blueprint (school newspaper)
Basketball*
Cross Country*

Junior High:

Band
Baseball*
Basketball*I
Cross Country*
Track*

Golf*
Track*
Cheerleading*
Choir
Diversity Team
FFA
ESports
Football*
Jazz Band, Mike Stittsworth
New Group
National Honor Society
Robotics
Soccer
Softball*
TAG
Student Council
Thespians (drama)
Trap Shooting Team
Volleyball*
Wrestling*
Yearbook
Prom

Choir
Football*
Softball*
TAG
Student Council
Volleyball*
Wrestling*
Trap Shooting Team
Robotics
FFA
ESports

*Activities/sports which are under state organization guidelines.

Fighting-Verbal/Physical

- 1st violation* 1-10 days ISS or Suspension, possible police report, possible long-term suspension/expulsion.
- 2nd violation* 5-10 day ISS or Suspension, police report, possible long-term suspension/expulsion.
- 3rd violation – 10-day suspension, long-term suspension, possible expulsion proceedings, police report, Alternative School assignment.

*All fights involving physical injuries will be reported to the police.

Parents or legal guardians of students who cause physical injury to another student or cause damages to other students or school property may be held financially liable.

Any student striking school staff will face suspension/expulsion and use of law enforcement. When school personnel are struck, a student will have to meet in front of the School Board prior to consideration for re-admittance after the end of the suspension. The Belmont-Klemme School Board may add additional disciplinary consequences.

Food & Drink

The Student Center is where you may eat and drink in the morning prior to the school day. However, at no time during the school day, can soda or energy drinks be consumed anywhere in the building without the principal or his/her designee's, approval. Students are expected to keep this area clean. Food and drink, with the exception of water, are not to be taken into classrooms unless pre-approved by the teacher.

The only approved drink outside of the Student Center is water in a clear plastic water bottle. Any other drink seen in the hallways will be confiscated and thrown away. At no time will food or drink be brought into computer labs, the LMC, hallways, or the auditorium. In order to maintain this privilege, you must show good care of the school environment by disposing of wrappers, bottles, etc. in waste cans and recycling bins.

Outside food and drink are not allowed in the following areas:

1. Library
2. Auditorium
3. Classrooms
4. and Near Computers

Gambling

Wagering, betting, or risking money or other stakes is prohibited on school property or at school activities.

Gift Deliveries

There are occasions during the year that parents and special friends want flowers or gifts to be delivered to school for students. We request that these mementos be delivered to the home and not to school so learning will not be disrupted. All deliveries of non-school-related items will be held in the office until the completion of the school day.

Hazing

Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful, or disconcerting position for the purpose of initiation, affiliation, admission, membership, or maintenance of membership in any group, class organization, club, athletic team, including, but not limited to a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants. Any type of hazing activities are prohibited for all students of Belmond-Klemme Schools and are subject to disciplinary consequences by the school.

- Disciplinary consequences: First offense – ISS or 1-180 day out-of-school suspension.
- Second and subsequent offenses – 1-180 day out-of-school suspension.

Health Curriculum

The health curriculum is an important part of the K-12 curriculum in the Belmond-Klemme schools. Major topics addressed are personal health; food and nutrition; environmental health; safety and survival skills; consumer health; family life and human sexuality; substance abuse, misuse, and nonuse; emotional and social well-being; prevention and control of diseases; and health resources and careers. As mandated by the Code of Iowa, Senate File 2094, a student is not required to take instruction in the human growth and development portion of the health education curriculum if the parent or guardian writes a request to the school principal for the student to be excused from this portion of the health curriculum. The course of study and the health textbooks used to guide the health curriculum may be examined upon request in the Administration Offices. Please contact your building principal for further information.

Homelessness

The term “homeless children and youths” --

- means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and
- includes—
 - children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals, or are awaiting foster care placement;
 - children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));
 - children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
 - Migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

Additional services provided. Contact, Homeless Coordinator, Cynthia Jensen at 641-444-4300

Human Growth & Development

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction. In the event of a student being excused from part of the instruction, an alternative will

be assigned.

Inclement Weather

When school is canceled because of inclement weather prior to the start of the school day, students and parents will be notified over the radio and television stations as well as the school alert system. The missed day may have to be made up at a later date. If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. The superintendent determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they follow emergency routes or the parents are responsible for picking up the students at the student's school. Extra-curricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and rescheduled.

The district encourages parents to check the district website and/or sign up for the school alert system for notifications. Closing of school for weather or other emergencies will be announced on area radio stations KLSS/FM 106.1 MASON CITY, WHO/AM 1040 DES MOINES, KIOW/FM 107.3 FOREST CITY, KIAQ/FM 96.9 FT. DODGE, KQWC/AM1570-FM 95.7 WEBSTER CITY and on television channels KIMT CHANNEL 3 MASON CITY, KCCI CHANNEL 8 DES MOINES.

Interviews by Outside Agency

As a general rule, students are not routinely interviewed by individuals from outside of the school district. However, if an individual (such as a law enforcement officer or child protective worker) wishes to speak to a student, the request typically would come through the administrative office. While the school is required to allow confidential student access to licensed DHS officials or law enforcement officers, the district still has a legal obligation to ensure that the best interests of the child remain a priority. In the event that a law enforcement officer would take a child into custody, the officer must make an attempt to contact the parent(s) of the child. In the event that a child abuse investigator would interview a student, making contact with a parent prior to the interview is not required.

Legal Status of Student

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record.

Library/Media Center (LMC)

The school media center is designed and available for the benefit of the student. Students may enter the media center between the hours of 8:00 a.m. and 3:45 p.m. with permission or during appropriate study time.

Lockers

Student lockers and desks are the property of the school district. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance at school. Backpacks should be stored in student lockers, and not brought into the classroom unless pre-determined as necessary by a nurse or administrator on a case-by-case basis. It is the responsibility of each student to keep the student's assigned locker clean and undamaged. The expenses to repair the damage done to a student's locker and desk are charged to the student. Lockers are not to be shared or used to store other student's items. It is the student's responsibility to see that the locker is locked at all times and students are not to give their combination to any other student. Students are responsible for what is in their assigned lockers.

Lockers are school-owned and subject to inspection if deemed necessary by the school administration. **If you must bring an item of great value to the school, a secretary will be happy to place it in the school safe.** The school is not responsible for items stolen from lockers. Do not store open drink containers or food in your locker. Lockers cannot display or promote prohibited substances like tobacco, alcohol, weapons, or illegal drugs. Lockers cannot display material that is obscene or contributes toward the harassment of others. Permission must be obtained from the principal to put any items on the lockers, and no clear tape will be allowed (inside or outside of the locker).

Although school lockers, desks, and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in ensuring lockers, desks, and other spaces are properly maintained. For this reason, lockers, desks, and other spaces are subject to unannounced inspections, and students have no legitimate expectation of privacy in the locker, desk, or other space. Periodic inspections of all or a random

selection of lockers, desks, or other spaces may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials. The contents of a student's locker, desk, or other space (coat, backpack, purse, etc.) may be searched when a school official has reasonable and articulated suspicion that the contents contain illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

Loud and/or Disruptive Noises

Noises determined by school personnel to be disruptive to the learning process are not allowed. This includes all verbal and nonverbal noises during school hours. Disciplinary consequences will result in those students who fail to comply.

Loud Music

Students who play car or truck stereos loudly on school property create a disruption to the learning process. Students will face disciplinary action if a disruption to learning occurs.

Inappropriate Language

Any language that is profane, vulgar, or obscene will not be tolerated. It is considered a form of harassment. Any slang or colloquialism, which demeans or harasses an individual or group is against the law and will be dealt with by disciplinary action.

Medication Policy

All medications, including over-the-counter medication, must be administered through the School Nurse or Trained Office personnel only. All prescription medication requires a physician or dentist note along with a parental/guardian signature. We recommend that all medication be brought to school by the parent or guardian and handed directly to the office secretary or school nurse. All medicines, including over-the-counter medication, are to be sent to school in the original container with the student's name. Students are not to carry any over-the-counter medication while at school. This includes aspirin, Tylenol, Ibuprofen, cold medicine, or cough syrup. At no time are students to give medication to another student. Students may receive Tylenol or Ibuprofen only from authorized school personnel only if the parent/guardian has signed the medication permission forms turned into the school nurse.

Notification of Rights under FERPA For Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records including "directory information" about the student. General student directory information includes such items as student name, graduation year, school activities, photos, and other information typically found in school yearbooks. The District is required to notify parents that this information may be released in the context of student achievements and awards, such as participation in officially recognized activities and sports (which might include pictures, videotaping, field trips, and/or tests necessary for various education and/or athletic programs) as well as academic accomplishments.

The release of certain directory information makes it possible for students to be honored and recognized for achievements. Some examples of this type of information could include: (1) a student recognized in the local newspaper for academic or athletic achievements; (2) a student's name, jersey number, height and/or weight printed in a school athletic program; or (3) a student's name and a photo included in the school yearbook. 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:

- 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.

- 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 rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write to the School Principal (or appropriate school official), clearly identify the part of the record they want to be 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 decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 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 officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

(Optional) Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

- The right to file a complaint with the U.S. 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
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Multicultural & Nonsexist Education

Children enrolled in Belmond-Klemme Jr/Sr High School shall have an equal opportunity for a quality public education without discrimination regardless of their race, color, national origin, creed, religion, sex, disability, sexual orientation, socioeconomic status, gender identity, or marital status. Equal opportunity, in compliance with state and federal laws, shall apply to the programs and activities offered by the school district.

The educational program fosters knowledge of and respect for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. It also reflects the wide variety of roles open to both men and women and provides equal opportunity to both sexes.

Nuisance Items

School is not a place for nuisance items. Items or objects that serve no purpose to the educational mission of the school are not to be brought into the school. Examples are cell phones in the classroom during school hours, iPods, skateboards, shoes with skates, water guns, pets, firecrackers, toys, electronic devices, personal magazines, lighters, lasers, etc. Nuisance items will be confiscated and appropriate disciplinary action taken. Beepers, pagers, mobile-telecommunication devices, earbuds, music players, and personal electronic tablets are not allowed to be played during the day unless given express permission by the classroom teacher of record.

Cell Phones

Cell Phones are not to be used inside a bathroom or locker room during the school day. **Cell phones may be used before 8:30 in the school cafeteria, during lunch in the school cafeteria, outside, or in the gym, in hallways during passing times, and after school.** The use of a cell phone in any other location is not allowed.

The school reserves the right to hold the confiscated item for repeat offenders. Abusing these privileges may result in students not being allowed to possess a cell phone in the school building for 30 school days. The school day begins with the first bell at 8:20 a.m. and continues until 3:30 p.m. Students needing to use a phone may use the school phones before school, during lunch, and after school after securing permission from the office or use their cell phone in the office after gaining the permission of the principal or designee.

Any unauthorized electronic device seen or heard in all non-allowed areas will be subject to confiscation of such device and disciplinary action may follow. Parent pick-up will be required if an electronic device is confiscated for the second time during the school day. If a student is late to class due to the use of a cell phone without the permission of the principal or designee, the student will have the device confiscated for the rest of the day. On the second offense, the student loses the right to possess a phone on school property for thirty school days. **The school does not assume responsibility for electronic devices brought to school or any other non-school-related items confiscated by the administration.**

Parking

The school provides parking as a privilege in the designated lots. Students who drive to school must obey all good driving practices. Unless students have received prior permission from school administration, vehicles are to remain parked until school is dismissed for the day, unless the student has an open campus period and desires to leave school for the period. Students may park in areas designated by the school. Permission from the office is necessary before students go to their cars during regular school hours.

Students may not park along the front curb of the main lot nor in the loading area between the ag shop and gym or in the handicapped zone on the north side of the building. Students are not to park on the west side of the high school by the transportation building. **Violators may be ticketed or towed at the owner's expense without further notice.** Drive carefully when coming to and leaving school. Be especially aware of elementary school children.

Passes

Students are expected to properly sign out and secure the permission of the teacher when leaving a classroom to use the bathroom facilities, visit their locker, or get a drink. All students are expected to have a pass from a teacher when they are in the hallway or going to another location in the school building. Students are not to stop by other classrooms, the office, the guidance office, the library, the nurse's office, or any other area between classes. **Students are expected to take the most direct route and move as quickly and safely to their intended destination.** Students may only report to a classroom if the

teacher has requested they do so. It is the student's responsibility to report to their next period and get a pass before reporting to any of these areas. Failure to follow this rule may result in disciplinary consequences. The office will not write passes for students during the school day unless they are called to the office.

Pass/Fail Option

Students may elect to take one non-required course per semester on a pass/fail basis. **This is available so that students may be encouraged to take individually challenging courses. Students must complete the application by the end of the first quarter of the course.** Signed permission must be obtained by parents, instructors, the counselor, and the principal. Applications are available in the guidance office.

Philosophy

Belmond-Klemme Schools have the responsibility to provide a public education to all individuals until they graduate, drop out, or reach the age of 21. To discharge this function effectively and equitably, school authorities and parents must ensure an environment in this school, which is conducive to an appropriate learning environment. While there are many factors that may affect the learning environment, the most destructive are inappropriate conduct and lack of consistent, effective discipline.

Federal and state laws confer rights and freedoms to every citizen both in and out of school. At the same time, every citizen has a responsibility to respect the rights of others. In school, these rights and responsibilities must work with providing every student an opportunity to learn. Rules and Policies, which establish discipline guidelines for students, are necessary and basic to their growth and development. Schools must prepare students for their responsibilities as adults in a democratic society. Organizations, businesses, and industries cannot operate successfully without rules and procedures. Our discipline code reflects the community's standards for expected student conduct. The discipline code should strive to facilitate the development of a student's self-control and self-discipline. The discipline code is an integral component of the educational process and a commitment to an effective learning environment for all students and staff.

Physical Education

PE is a required course by state law. Students are expected to dress out in a complete change of clothes from which was worn to school that day. Physical education dress must be appropriate for a school setting. Non-marking tennis shoes, t-shirt, pull-on shorts, socks, warm-ups, or sweats for cool weather. Be prepared for wet grass, humidity, and wind. All jewelry must be removed for participation in P.E. class. All student items stored in the school lockers are to be locked up at all times. Only physical education or athletic items are to be stored in locker room lockers. Seniors will gain CPR training prior to graduation, as part of their PE curriculum.

Chapter 103-Physical Restraint Policy

Notice: Corporal Punishment, Restraint, and Physical Confinement and Detention

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

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

If you have any questions about this state law, please contact a Belmond-Klemme School Administrator at your child's attendance center. The complete text of the law and additional information is available on the Iowa Department of Education's website: www.iowa.gov/educate.

Student Discipline Associated with School Sanctioned Events

Possession of or Use of Alcohol

Possession, use, or under the influence of alcohol at school or at a sanctioned school events away from school.

- 1st violation – 2-5 days of suspension, police report, possible alcohol evaluation prior to re-admittance at the parent’s or guardian’s expense.
- 2nd violation –10 days of suspension, possible long suspension/expulsion hearing with board, police report, alcohol evaluation prior to re-admittance at parent expense, possible Alternative School assignment.
- 3rd violation – 10 days of suspension, alcohol evaluation prior to re-admittance at parent expense, expulsion hearing by board, police report, Alternative School assignment.

Possession of or use of drugs

The possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug on school property or at sanctioned school events away from school.

First Offense—ISS or 1-180 day out-of-school suspension. Student assigned to the Alternative School. The police will be notified.

Subsequent Offense—1-180 day out-of-school suspension. Expulsion proceedings enacted. Student assigned to the Alternative School. The police will be notified.

Possession of or attendance at a school event while under the influence of any unauthorized prescription drug, substance, unauthorized inhalants, counterfeit drugs, imitation controlled substance or drug paraphernalia, including drug substances and illegal drugs defined as substances identified under schedule I, II, III, IV, V in section 202 of the Controlled Substance Act on school property or at a sanctioned high school event away from school.

- First Offense—10-180 days out of school suspension. Drug test/evaluation at parent expense prior to return. The police will be notified.
- Subsequent Offense—10-180 days out of school suspension or expulsion. Drug test/evaluation prior to returning at the parent’s/guardian’s expense. Students assigned to the Alternative High School for a minimum of 90 days. Expulsion proceedings enacted. The police will be notified.

Sale, purchase, or distribution of any prescription drug, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substance, or drug-related paraphernalia, including controlled substances defined as substances under schedules I, II, III, IV, or V in section 202 of the controlled substance on school property or at a sanctioned school events away from school.

- First Offense— A penalty of 10 - 180 days of out-of-school suspension or expulsion. Drug test at parent/guardian expense prior to return. The student is assigned to the Alternative School program for the remainder of the semester or 90 days minimum. The police will be notified.
- Subsequent Offense— A penalty of 10 - 180 days of out-of-school suspension or expulsion. A drug test prior to returning at the parent/guardian expense. The student will be assigned to the Alternative School. The police will be notified.

Possession of or Use of Tobacco

Possession or use of tobacco, simulated tobacco, or e-cigarettes on school property or at a sanctioned school events away from school.

- 1st violation – 1-3 days ISS or out-of-school suspension, police report.
- 2nd violation – 1-5 days ISS or out-of-school suspension, police report.
- 3rd violation – 5-10 days ISS or out-of-school suspension, police report.

Concurrent Enrollment Classes

Concurrent enrollment classes are available to juniors, seniors, and TAG students. These classes are online classes offered by area community colleges and four-year colleges. These classes are free to the student, and a study hall will be assigned for each college-level course. Open campus privileges will not be available for these study halls. Study halls will be held in a predetermined location with supervision.

Belmond-Klemme High School offers a number of Concurrent Enrollment classes taught on our campus or available online by either one of our teachers or a college instructor. Students may take these classes as a Junior or Senior. All concurrent enrollment classes are recorded on the student's transcript both at Belmond-Klemme and at the college offering the class. Grades lower than a "C" are not transferable to another college. The grades recorded do affect eligibility for activities as well as open campus. Mid-term grades will be treated as their equivalent quarter 1 and quarter 3 grades issued by Belmond-Klemme and will be used to determine eligibility in any athletic, fine art, or sponsored activity. If a student fails a concurrent enrollment class they are highly encouraged to reflect on the need for further college credit classes as it could negatively affect their eligibility for financial aid, entrance into colleges, as well as the student's GPA. Further, students who withdraw or fail a concurrent enrollment course will not be allowed to register for a course the following semester unless given written permission by the building principal. Belmond-Klemme is not required to provide books for these classes.

Public Display of Affection

Inappropriate displays of affection such as holding hands, embracing, or other similar conduct may be offensive to other people and is not acceptable conduct in a school setting.

Restitution

Restitution may be required of students who have stolen, damaged, vandalized, or lost school or personal property. Vandalism includes but is not limited to toilet papering, graffiti, etc. Any student identified to be associated with such activities may be subject to suspension and/or charges. These students will be responsible for cleaning the campus/area.

Schedule Changes

Students may NOT drop/add a class after the 5th day of each semester unless the administrator and counselor approve. There must be a conflict or a mistake in the schedule for the schedule change. No dropping or adding classes will be permitted after two weeks from the beginning of the semester without administrative approval, or designee. Additionally, an add/withdrawal form must be completed.

School Activities (Travel)

Travel to and from school-sponsored activities should be done using school transportation and drivers. Parents/guardians have permission to pick up and transport their student to and from events as long as they communicate with the sponsor/coach.

School Announcements

Students are responsible for knowing the content of daily announcements. Students who wish to have an item included in the daily announcements must have permission from the principal, or designee. Universal announcements will be posted on Infinite Campus for student and parent access and read at a pre-designated time of day.

School Events

All school rules apply at school-sponsored events, whether home or away. Students are not allowed to leave an event unless going home. Students who leave are not allowed back into the event. At all home athletic games, students in grades K-6 must be accompanied by an adult who assumes responsibility for the student while attending the game or event. All students in grades K-12 are expected to sit in their designated sections or sit with their parents/guardian during the course of the game. During football games, students in grades K-6 will sit in the North End bleachers and 7-12 will sit in the South End bleachers. Students may get up to use the restroom or concession stand at the end of each quarter and will be expected to return to their seats once play resumes. Students are not to be horse playing behind the bleachers or student center during the game. Students who fail to follow the rules may be asked to leave and/or face disciplinary action at school. Students are expected to practice good sportsmanship at all times. If a student is absent due to illness and/or injury for one-half of the day, or more, then they will not be permitted to attend a Belmond-Klemme athletic event, either as an athlete or fan. A student will be allowed to participate if a doctor excuses the absence.

School Safety

Because of the nature of the world we live in today, all school doors except the main entrance will be locked during the school day. Visitors must be buzzed into the main office. We ask that all students recognize the need for locked doors in order to provide a safe learning environment and ask them to respect that doors are locked for a good reason. Any student who opens

locked doors by push-bar without a staff member's permission will be subject to repercussions, up to and including In-School Suspension.

Signing In & Out of School

All students of any age must have parent permission. that wish to leave school must secure the permission of their parent or legal guardian. All students of any age must secure the permission of the front office to leave the school building during the school day, including those students with open campus privileges. A school day is defined as arrival onto school property in the morning and departure from school property after the dismissal bell. All students leaving the building must enter/exit through the front office during school hours. Failure to do so will lead to disciplinary measures, including but not limited to, losing open campus privileges.

Standardized Testing Policy

This policy is intended for all K-12 faculty administration and support staff to ensure the integrity of the information obtained from the use of educational assessments. A meeting will be held annually, at a minimum, to review this policy.

Building officials will acquire testing materials. The preparation of students, for the most part, is basically a function of what students learn throughout the year in their classrooms. Each proctor will follow the directions in the "Directions for Administration" document, as well as the schedule established for the tests by the principal or his designee in each building.

Student Council

Each year the Belmont-Klemme Jr. High and Sr. High Student Councils help to raise funds for scholarships and charities, plan Homecoming and Winter Sports, sponsor dances and other social events, promote the image of students within the community, and improve communication between students and faculty. Individual students, school clubs, and organizations should use the councils as their collective voice. Students that represent the student body must meet the Co-Curricular Eligibility Policy.

High School

Class officers and student body elections are held in the spring. The full council is composed of Student Body President, Vice President, Secretary, Treasurer, and three representatives from the Freshman, Sophomore, & Junior classes. Seniors must run for a specific position (i.e. Student Body President, Vice President, Secretary, and Treasurer). Students who have violated the Good Conduct Code policy prior to the election will not be eligible to participate in the student council. Similarly, students who violate the Good Conduct Code while holding office will forfeit their office.

Junior High

Elections shall take place in September through class meetings. The students receiving the top three votes in each grade level shall be declared the representatives. In case of a tie, there shall be a runoff election for that grade level.

The entire junior high student body shall vote on the representative with the election taking place before the end of September. The Student Council Sponsor shall approve the forum and procedure for the election.

For elections, an online voting form will be used to determine elected representation.

Student Discipline

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action.

Any conduct not included herein, or an aggravating circumstance of any offense or action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent, and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school property, including playgrounds, parking lots, and school transportation, including the process of loading or unloading, or at a school activity, whether on or off school property.

Student Dress Code

The Board of Education expects students' dress and grooming to be neat, clean, and in good taste so each student may share in promoting a positive, healthy, and safe atmosphere within the school district. While it is not possible to define or assess by written policy every possible attire or grooming issue, the expectation of the policy is clear. The administration is empowered to require modifications to the appearance or attire so that the appearance or attire no longer disrupts the educational process or presents a health or safety issue. Non-compliance with this policy will result in disciplinary action. Free speech and religious freedom are not restricted by this policy.

The Belmond-Klemme 7-12 Dress Code

The Belmond-Klemme School District Board of Education believes that the health and safety of the students and staff are of paramount concern and any apparel that might jeopardize student or staff health and/or safety should be prohibited.

The board believes some apparel worn at school draws attention away from the school's learning environment, directs it toward thoughts or expressions of violence, bigotry, hate, and abuse, and should be prohibited.

The board believes that a standardized dress code helps to prepare students for their futures through:

- Focusing on instruction
- Keeping students personally safe by providing a high level of security
- Developing a sense of school pride
- Maintaining an appropriate level of health and hygiene

Other items may be banned due to student safety or welfare.

Grooming and Attire will be clean, sanitary, safe, and odor-free. Clothes should fit comfortably and not attract undue attention.

The following pants/skirts/dresses/bottoms may not be worn in the Belmond-Klemme Schools:	
Bottoms that permit undergarments and/or pocket lining to be seen or garments that allow areas above the mid-thigh to be exposed.	Positive Educational Environment
Bottoms that are sheer or see-through above the mid-thigh.	Positive Educational Environment
Bottoms whose waist is worn more than one inch below the natural waistline.	Positive Educational Environment, Safety
Bottoms with gang-related symbols, profanity, alcohol, tobacco, tobacco substitutes, sexual connotations, or other inflammatory or provocative issues.	Positive Educational Environment, Safety, Gang (Cult/Hate Group), Appropriate Discipline
The following Shirts/Tops/Dresses/Outfits may not be worn in the Belmond-Klemme Schools:	
Tops that are halters, tubes, bare midriff, backless, or tops that expose skin from the armpit to the top of the bottoms.	Positive Educational Environment

Tops that allow undergarments to be visible.	Positive Educational Environment
Tops that are sheer or see-through without a solid garment that aligns to the above criteria	Positive Educational Environment
Tops with gang-related symbols, profanity, alcohol, tobacco, tobacco substitutes, sexual connotations, or other inflammatory or provocative issues.	Positive Educational Environment, Safety, Gang (Cult/Hate Group), Appropriate Discipline
The following footwear may not be worn in the Belmond-Klemme Schools:	
Footwear that has skates or similar items as a component of the shoe.	Safety
Shoes that are elevated into a high platform or with a spiked heel. (Stiletto)	Safety
Any shoes that are not meant for outdoor wear.	Safety
Footwear with gang-related symbols, profanity, alcohol, tobacco, tobacco substitutes, sexual connotations, or other inflammatory or provocative issues.	Safety, Gang (Cult/Hate Group), Appropriate Discipline
The following Headwear may not be worn in the Belmond-Klemme Schools:	
Hats, visors, caps, bandanas, do-rags, hairnets, scarves, or similar, unless prescribed by a physician or approved by the principal or his/her designee. Hoods on hoodies may not be worn. (Headbands are permissible)	Safety, Gang (Cult/Hate Group)
Sunglasses and other custom glasses that grab attention, unless prescribed by a physician or approved by the principal or his/her designee.	Safety, Gang (Cult/Hate Group)
Headwear with gang-related symbols, profanity, alcohol, tobacco, tobacco substitutes, sexual connotations, or other inflammatory or provocative issues.	Safety, Gang (Cult/Hate Group), Appropriate Discipline

The following belts may not be worn in the Belmond-Klemme Schools:	
Belts with any type of protruding object.	Safety, Gang (Cult/Hate Group)
Belts with studs or chains hanging off.	Safety, Gang (Cult/Hate Group)
Belts with gang-related symbols, profanity, alcohol, tobacco, tobacco substitutes, sexual connotations, or other inflammatory or provocative issues.	Safety, Gang, Positive Educational Environment
The following accessories may not be worn in the	

Belmond-Klemme Schools:	
Excessive Jewelry (jewelry that is distracting or poses a safety hazard)	Positive Educational Environment, Safety

Appeals Committee

A committee will be established to hear appeals to the dress code or to seek clarification if an outfit is appropriate for the school setting in which it is intended.

Committee Members

- A single female and a single male from the freshmen and sophomore classes combined for a total of two members from both classes.
- A single female and a single male from the junior and senior classes combined for a total of two members from both classes.
- Three teachers whose membership is a rolling one-year assignment. The teachers can ask to be replaced on the committee at the start of the new school year.
- One administrator will be assigned to the committee as well.

Committee Guidelines:

The committee is used solely to determine whether the garments align with the school dress code or if they are prohibited to be worn at school by the dress code. The committee will not create any new policies or administrative rules by which the students must abide.

The committee will meet on a bi-monthly basis, or when needed to determine the suitability of garments as it aligns to the school dress code.

The committee can be utilized in two different ways:

- As a pro-active body in which students will bring in questionable clothes to be viewed by the committee prior to the student wearing the garment at a school event.
- As an appeal body for students who were asked to change clothing during a school event.
 - The student will file an appeal of a teacher’s/administrator’s decision and will not wear the garment again until the appeal is heard.
 - The student will bring the garment to school and present in front of the committee. The committee will make a decision in one week and will alert the student and parent(s).
 - The administrator will break a tie vote. The vote will be taken after meeting in a closed session to discuss the merits of the appeal.

Student Expulsion

The Board may, by a majority vote of the members present at a hearing to determine the severity of the alleged misconduct, expel a student from school. The legal grounds for expulsion are:

- violations of rules and regulations set or approved by the Board;
- evidence that the presence of the student is detrimental to the best interests of the school.

The expulsion of a student shall be considered only after a thorough investigation of the facts, with procedural due process, observed.

Disciplinary hearings shall be scheduled by the superintendent when, in the superintendent's opinion, the expulsion of the student is one of the alternatives in dealing with the case under consideration.

Students expelled from school shall be considered for readmission only by the Board of Directors. The procedures for reconsideration shall be forwarded to the student in the letter of expulsion.

Administrative Procedure for Temporary Dismissal & Expulsion

Temporary Dismissal

- Any student who shall violate any of the rules or regulations, including the Co-Curricular Eligibility Policy, of the school district, may be temporarily dismissed from school by the superintendent, a principal, or vice-principal.
- Any student who has been temporarily dismissed shall immediately leave the school building and grounds and shall not re-enter the same until the dismissal time has elapsed, without the prior permission of the student's principal.
- The length of temporary dismissal shall be at the discretion of the administrator making the same, but shall in no event exceed 10 school days, including the day of dismissal.
- The principal making a temporary dismissal shall notify the superintendent of such action as soon as practicable thereafter.
- The superintendent shall on the same day the dismissal is made cause a written notice to be mailed to the parents of the dismissed student, which notice shall state the reason for which the dismissal was made, the duration of the dismissal, the date on which the student shall again attend school and that the student shall not re-enter any school grounds or buildings or attend any functions during the time the dismissal is in effect, without prior specific permission from the student's principal.

Expulsion

- Any student who habitually violates the rules and regulations of the school district, including the Co-Curricular Eligibility Policy, or who flagrantly violates the same may be expelled from school.
- The recommendation for expulsion may arise out of the same act or acts and be in addition to and contemporaneous with a temporary dismissal or may be independent thereof.
- The superintendent shall cause a statement to be prepared which shall detail the reasons expulsion is recommended.
- The superintendent shall set a date, time, and place for hearing on the recommendation of expulsion and shall appoint a hearing board of three members, two of whom shall be directors of the school district, and none of whom shall be a teacher or administrator from the same school building attended by the student.
- Notice of the date, time, and place of hearing and of the names of the hearing board with a copy of the statement referred to in Section 3 above shall be served upon the student at least three (3) clear days before the date set for hearing. Service of the notice shall be (a) by personal delivery to the student; or (b) by delivery to a person over eighteen years of age residing in the student's usual place of residence; or (c) if service cannot be obtained under (a) or (b), by mailing the same, addressed to the student, at his/her address as shown by the school records, by certified mail, return receipt requested, and the date of mailing shall be considered the date of service. Return of service or acknowledgment thereof shall be filed with the secretary of the school district board of directors.

Suspension/Expulsion from Other School Districts – A student will not be considered for enrollment until the term of the suspension/expulsion has expired.

Student Fee Waiver & Reduction Procedures

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

Waivers

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

- Partial Waivers--a student will be granted a partial waiver of fees charged by the school district if the student or the student's parents meet the financial eligibility criteria for reduced price meals offered under the Child Nutrition Program. **(A partial waiver shall be based on the same percentage as the reduced price meals, OR the reduction percentage will be 50 percent.)**
- Temporary Waivers--a student may be eligible for a temporary waiver of fees charged by the district in the event the student's parents are facing financial difficulty. Temporary waivers may be applied for at any time throughout the school year and shall not extend beyond the end of the school year.
- Application--Parents or students eligible for a fee waiver shall make an application on a form provided by the school district. Applications may be made at any time but must be renewed annually.
- Confidentiality--The school district will treat the application and application process as any other student records and student confidentiality and access provision will be followed.
- Appeals--Denial of a waiver may be appealed to the superintendent.
- Fines or charges assessed for damage or loss to school property are not fees and will not be waived.
- Notice--the school district will annually notify parents and students of the waiver. The following information will be included in registration materials and printed in the Student Handbook.

Students whose families meet the income guidelines for free and reduced-price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students 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 secretary at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Student Publications Code

- Official school publications defined.
 - An "official school publication" is material produced by students in the journalism, newspaper, yearbook, or writing classes and distributed to students either free or for a fee.
- Expression in an official school publication.
 - No student shall express, publish, or distribute in an official school publication material, which is:
 - Obscene;
 - Libelous;
 - Slanderous; or
 - Encourages students to:
 - commit unlawful acts.
 - violate school district policies, rules, or regulations.
 - cause the material and substantial disruption of the orderly and efficient operation of the school or school activity.
 - disrupt or interfere with the education program.
 - interrupt the maintenance of a disciplined atmosphere.
 - infringe on the rights of others.
- The official school publication is produced under the supervision of a faculty advisor.

Responsibilities of students:

- Students writing or editing official school publications will assign and edit the news, editorial, and feature contents of the official school publications subject to the limitations of the student publications code and the law.
- Students will strive to achieve professional standards of accuracy, fairness, objectivity, and thoroughness in each and every aspect of official school publications.
- Students will strive to achieve professional standards of grammar, usage, punctuation, and spelling for clarity and accuracy of official school publications.

Responsibilities of faculty advisors:

Faculty advisors will supervise student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech.

Liability

Student expression in an official school publication will not be deemed to be an expression of the school district. The school district, the board, and the employees or officials are not liable in any civil or criminal action for any student expression made or published by students unless the employees or officials have interfered with or altered the content of the student expression. The liability, if any, is only to the extent of interference or alteration of the speech or expression.

Appeal procedure

- Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication will seek review of the decision through the student grievance procedure, under board policy 502.6.
- Persons who believe they have been aggrieved by a student-produced official student publication will file their complaint through the citizen grievance procedure, under board policy 214.1.

Time, place, and manner of restrictions on official school publications:

- Official student publications may be distributed in a reasonable manner on or off school premises
 - Distribution in a reasonable manner will not encourage students to:
 - commit unlawful acts;
 - violate school rules;
 - cause material and substantial disruption of the orderly and efficient operation of the school district or school activity;
 - disrupt or interfere with the education program;
 - interrupt the maintenance of a disciplined atmosphere; or
 - infringe on the rights of others.

Student Records

Notice to Parents

The Belmond-Klemme Community School District maintains records on each student in order to facilitate the instruction, guidance, and educational progress of the student. The records contain information about the student and his/her education and may include, but are not limited to, the following types of records: identification data, attendance data, a record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports. The school will publish activity participation, roster information, honor roll, and other such material with specific parent/student permission unless you notify us that you do not wish this information to be made public.

The records of each student are generally located in the school which he/she is attending. Any exception will be noted in the student's other records or by the person in charge of record maintenance for each school building. The district policy on student records can be secured on request. The person responsible for the maintenance of student records of the Elementary School is the building principal. Ms. Cekay Jensen, Secondary Principal, is responsible for maintaining student records at the Belmond-Klemme Jr/Sr High School.

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

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

Student records are reviewed and inappropriate material removed periodically and, at a minimum, whenever a student moves from the elementary level to middle school level to high school level and when a student transfers out of the district. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance. Permanent student records, including a student's name, address, phone number, grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation. Permanent student records will be kept in a fire-safe vault.

When personally identifiable information, other than permanent student records, no longer needs to be maintained by the school district to provide educational services to a special education student, the parents or eligible students are notified. This notice is normally given after a student graduates or otherwise leaves the school district. If the parents or eligible students request that the personally identifiable information be destroyed, the school district will destroy the records. Prior to the destruction of the records, the school district must inform the parents or eligible students the records may be needed by the parents or eligible students for social security benefits or other purposes. In the absence of parents or an eligible student's request to destroy the records, the school district must maintain the records for at least three years after an individual is determined to be no longer eligible for special education.

Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to the 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 principal or person in charge of each attendance center may release the following types of information to the public, where appropriate, keeping in mind the privacy of the student and the student's family and the totality of the surrounding circumstances: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, and awards received, the most recent previous school or institution attended by the student and other similar information. The parent shall be given a reasonable period of time, at least sixteen (16) days, after such notice to inform the district that any or all of the information with regard to his/her child should not be released without his/her prior consent.

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

Use of Student Records

The student handbook or similar publication is given to each student, which contains general information about the school, shall contain the following statement which shall be published at least annually in a prominent place in a newspaper of general circulation in the School District:

The following information may be released to the public in regard to any individual student of the School District as necessity or desirability arises. Any student over the age of eighteen (18), parent, or guardian, not wanting this information released to the public must make objection in writing within fifteen (15) days of the date of this publication and within fifteen (15) days of enrollment should enrollment occur after that date, to the principal or other person in charge of the school which the student is attending. It is desirable to renew this objection at the beginning of each school year.

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

DATED _____

The parent shall be given a reasonable period of time, at least sixteen (16) days, after such notice to inform the district that any or all of the information with regard to his/her child should not be released without his/her prior consent.

Student Registration

Students register in March and April for the next year's classes. The official student registration and appropriate fees are collected in August. Student schedule forms are available at that time.

Students will take a minimum of eight subjects per an eight-period daily schedule unless approved by the principal and/or counselor. Students with college-level classes will have a period allotted for each college-level class. Any open enrollment in or out of the district must be completed by March 1st of the year previous to the school year wanting to attend a new district unless identified circumstances apply which allow later open enrollment.

Student Searches

In order to protect the health and safety of students, employees, and visitors to the school district and for the protection of the school district facilities, students and their belongings and school-owned lockers and desks may be searched or inspected. Periodic Inspections of school lockers, desks, or other facilities or spaces owned by the school and provided as a courtesy to a student may be conducted by a drug-sniffing animal. A search of a student will be justified when there are reasonable grounds for suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as the following:

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

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

- The age of the student;
- The sex of the student;
- The nature of the infraction; and
- The emergency required the search without delay.

A student's body and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body, handbags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

Students are permitted to park on school premises as a matter of privilege, not as a right, and it is provided as a courtesy to a student. The school retains authority to conduct routine patrols of the student parking lot. The interior of a student's automobile on the school premises may be searched without a search warrant if a school official has reasonable and articulable suspicion to believe that illegal, unauthorized, or contraband items are contained inside.

Student Suspension/Due Process

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

of the professional staff.

The principal of each school building may temporarily suspend a student for a period not to exceed 10 days for disciplinary reasons by following the due process procedures. The minimal due process procedures include the right of students to:

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

The superintendent may extend the suspension upon the principal's request, for a total of no more than 10 days. The president of the Board shall be advised immediately and in writing of all short-term and extended suspensions.

Readmission of the student after short-term suspension will be done by the building principal. Readmission after extended suspension may occur following a hearing conducted by the superintendent. The purpose of this informal hearing shall be to determine the most appropriate educational program available for the student or to consider an administrative recommendation to the Board for expulsion.

The informal hearing shall be attended by the superintendent, the principal, the student, the parents, and any other persons deemed appropriate by the superintendent or requested by the parent or the student.

Parents and students should be aware that under certain circumstances school officials are obligated to inform law enforcement authorities of certain types of student misbehavior. In addition, legal action may be instituted against the student.

Summer School

Summer School may be required for all junior high students who fail the semester of any core class. Core classes include math, science, English, and social studies. If a student decides not to take summer school, the student will repeat the classes they failed. High School students have the option of enrolling in Summer School to complete a failed class. There will be 2 sessions of summer school held each summer.

Threats of Violence

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

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

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

Transportation Rules & Procedures

The Belmond-Klemme Community School District believes that the transportation of students to and from school is serious business. Because of this, certain rules and procedures have been established that will facilitate our goal of delivering students to school and home again in a safe and efficient manner. Students are expected to follow the rules established for school bus behavior.

The bus driver is responsible for supervising the students on his or her bus at all times. The drivers are expected to exert a positive influence on students and are expected to be positive role models in terms of courtesy, good grooming, friendliness,

and helpfulness. Students are expected to follow the directions of the bus driver and are expected to treat the bus driver in a friendly and cooperative manner.

Activity shuttles will run each night from Belmond to Goodell to Klemme, and Belmond to Rowan at 5:45 p.m., dropping off students on the west side of the park in Klemme, Main Street in Goodell, and Main Street in Rowan. The activity routes will be evaluated periodically for the number of riders. The availability of our activity shuttles will be determined by student needs.

In order to assist the drivers, students, and parents in understanding what exactly is expected of students, the following rules and procedures have been established for the year:

- All students should be waiting for the bus when it comes to a stop. After the first few days, the daily schedule will be set and posted within the bus and adhered to as closely as possible. Drivers are instructed not to wait for those who are habitually late because their whole schedule would then be disrupted and this is unfair to the other student riders.
- Students are to board the bus in an orderly manner. Remember that in many cases there must be three students to a seat and every student has an equal right to any seat. You **MUST** remain seated while the bus is moving.
- Going from one seat to another, throwing things, roughhousing, profanity, yelling out the windows, etc. will not be tolerated.
- Anyone breaking or defacing any part of the bus will be held liable for its repair or replacement and may be denied the privilege of riding the bus.
- The bus driver is in full command of the bus and responsible for your safety. Students must obey the driver promptly and cheerfully.
- Students who fail to act like ladies and gentlemen, who fail to follow the written or verbal instructions of the driver, or who create disturbances on the bus will face possible suspension of transportation privileges. The driver shall warn an offender upon the first time, report him or her to the principal and superintendent's office the second time, and any further infractions could result in the suspension of riding privileges. Parents will be notified when a student's riding privileges are in jeopardy.
- Remember that State Law mandates that students who must cross to the opposite side of the road when boarding or leaving the bus, must await the driver's signal that it is safe to cross. Students should also look both ways to ensure it is safe to cross.
- **PLEASE STAY BACK FROM THE CURB and DO NOT CROWD TO BE THE FIRST ONE ON THE BUS.** There is great danger from the possibility of pushing someone in front of or under the wheels of the bus. There is room for all; the students must be careful of this hazard.
- If you are not riding on a particular day, please call the Jr-Sr High School office at 444-4300, ext. 2240 as early as possible so the secretary can then radio the bus driver. You could also call the family preceding you on the bus route so they can inform the driver not to stop and wait.
- Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.
- Permission to open windows must be obtained from the driver.
- Riders should assist in looking after the safety and comfort of younger riders.
- Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions, and proceed to cross the road or highway **only** on a signal from the driver.
- Shooting paper wads, squirt guns, or other material in the vehicle is not permitted.
- No balloons are allowed on the buses.

As stated in the jurisdictional statement at the beginning of the student handbook, the school bus is an extension of the school and all school rules in the handbook apply to school buses as well.

Visitors/Guests to the Schools

Parents and adults of the school district may visit district schools at any time. We ask only that advance notice is given and approved by the building administrator if visiting a classroom. All visitors are to enter the building on the east side by the main office and report to the main office upon arrival. Teachers will notify the office if a visitor is coming to their classroom. Students are not to bring guests with them to school unless approved by the administration. Anyone who disrupts or disturbs classes or school activities or hinders the instructional process will be asked to leave. Failure to leave at the administration's request will result in the use of law enforcement. All visitors must visibly wear school-provided identification at all times inside the building.

Weapons or Dangerous Objects on School Property or at a School Event

A weapon is defined in USG 921, A dangerous weapon as defined in USC 930 (g) (2) Includes all knives or other instruments or devices used or designed to threaten or assault, Suspension/Expulsion, use of law enforcement.

Penalty For Possession Of Any Weapon Fitting The Above Definition Under School Supervision:

1st violation - 5-10 day out-of-school suspension; school board expulsion hearing; police referral

2nd violation – 10-day out-of-school suspension; school board expulsion hearing; police referral

“Look-Alikes”

Any student who threatens another person on school property or at a school event with a dangerous weapon or an object that resembles a dangerous weapon, including, but not limited to a toy pistol or rifle, squirt gun, cap gun, rubber knife, or plastic grenade, or who displays any object in such a manner as to place another person in fear for his or her safety shall be subject to discipline as listed above by the principal or superintendent including possible suspension and recommendation for expulsion.

I.D.E.A.-Covered Student

The Weapons Policy and the Administrative Rules shall be construed in a manner consistent with the “Individuals with Disabilities Education Act.” Schools are allowed to place a special education student, who brings a firearm to school, in an alternative educational setting “for not more than 45 days” (unless the parent/guardian appeals, in which case the student stays in the alternative placement during the pendency of the due process hearing process). Schools will need to hold staffing (IEP) team meetings for the purpose of discussing the two questions that must be answered before a special education student can be either disciplined (punished) or removed from the building to another placement. To review, those two questions are, Was the student’s placement appropriate at the time he/she engaged in this misconduct (brought a firearm to school) and, is the student’s misconduct (bringing a firearm to school) related to his/her disability? Students with disabilities have the right to continued education. Special Education students will not be “expelled” in the traditional sense of the word, even if they conclude that the student’s placement was appropriate and that the act of bringing a firearm to school is not related to the student’s disability; the student’s placement will be changed. It is therefore clear that the “chief administering officer” of the school may well recommend a modification to the one-year expulsion period if the student involved in *bringing a firearm to school* was an IDEA student.

Knowledge of Weapons in School

Students who have knowledge or belief of the existence of a weapon on school grounds or at a school activity shall promptly report to a school official. Failure to report will be grounds for suspension or expulsion from school.

Students may not normally use non-destructive objects such as pencils, rulers, compasses, or books in a threatening or assaultive manner. The use of any object in a dangerous way will be treated as if the item used were a dangerous weapon. The superintendent shall promptly notify and refer to law enforcement or juvenile authorities any student who brought a firearm to school.

The superintendent and principal(s) shall be responsible for notifying staff, students, and parents or guardians of this policy.

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

Authorized Persons/Educational Purposes

“The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes.”

The building principal after inspecting the weapon and disabling such weapon could approve weapons being used as a speech prop, a theater production prop, or for use in Hunter Safety classes. Other uses may be approved that in the judgment of the Principal, supports the Educational Program. Any weapon approved shall be stored in the vault of the office when not directly in use for the purpose approved by the Principal.

Jurisdictional Statement

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. Students are expected to treat teachers, other employees, students, visitors, and guests with respect and courtesy.

This handbook and school district policies, rules, and regulations are in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school operated buses or vehicles or chartered buses; while attending or engaged in school activities. A violation of a school district policy, rule, or regulation may result in disciplinary action and may affect a student's eligibility to participate in co-curricular activities whether the violation occurred while school was in session or while school is not in session.

Students are expected to comply with and abide by the school district's policies, rules, or regulations will be disciplined for conduct that disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, and expulsion. Discipline can also include prohibition from participating in co-curricular activities, including co-curricular athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate, or establish school district policies, rules, and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it.

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. Students are expected to treat teachers, other employees, students, visitors, and guests with respect and courtesy.

This handbook and school district policies, rules, and regulations are in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school operated buses or vehicles or chartered buses; while attending or engaged in school activities. A violation of a school district policy, rule, or regulation may result in disciplinary action and may affect a student's eligibility to participate in co-curricular activities whether the violation occurred while school was in session or while school is not in session.

Legislative Updates 2023

The following changes to the Iowa Code have been adopted by the Iowa General Assembly and signed by the Governor, effective July 1, 2023. The Belmond-Klemme CSD Board has adopted the following statutes and incorporates the same into the Jacobson Elementary Handbook, subject to the adoption of administrative rules. The summary of the Department of Education is considered advisory unless it is specifically authorized by state statute. The changes do not apply to administrative rules, declaratory orders or materials required by federal law or courts.

HF 430- Investigation of Complaints against School Employees- Modifies the investigation and reporting of founded allegations of abuse by district employees and prohibits certain practices of school districts regarding transparency of founded allegations against district employees. <https://www.legis.iowa.gov/legislation/BillBook?ga=90&ba=hf430>

HF 602- Student I.D. cards- Requires information regarding crisis hotline access be printed on ID cards issued to students in grades 7-12 and optionally for students in grades 5-6. <https://www.legis.iowa.gov/legislation/BillBook?ga=90&ba=hf602>

HF 604- Student Behavior and Discipline- Expands the reporting requirements under Iowa Code section 279.15A requiring a classroom teacher to report any threat of violence or incident of violence made by a student that results in injury, property damage, or assault.

- Classroom teachers are required to report these instances to the principal within 24 hours and may notify the parents/guardians of the student(s) involved.
- Administrator is required to report the matter to the parents/guardians of the students involved within 24 hours of receiving the report from the classroom teacher.

The bill also requires school districts to adopt and publish grade-appropriate policies that detail how a student may be disciplined for threatening or perpetrating an act of violence that results in injury, property damage, or assault. The Department of Education is required to adopt model policies with respect to the same. [HF 604](#)

SF 482- Single and Multi-occupancy Changing Areas and Restrooms (Bathroom bill). Requires elementary and secondary public schools to designate multiple occupancy restrooms and changes areas only for use by persons of corresponding biological sex.

[bill, SF 482](#)

SF 496- Education Omnibus, Parental Rights in Education

- a. Requires schools to secure prior written consent before administering certain types of surveys to students.
- b. Establishes a procedure for intra-district enrollment in response to proven instances of bullying.
- c. Requires notice to parents within 24 hours of a report that their student may have been the victim of conduct constituting harassment or bullying.
- d. Modifies education requirements related to age-appropriate and research-based human growth and development in grades K-12.
- e. Prohibits a school district from providing any program, curriculum, test, survey, questionnaire, promotion or instruction related to gender identity or sexual orientation in grades K-6.
- f. Expands standards for library programs which ensure programs contain only age-appropriate materials and provides for investigations by the Iowa Department of Education to investigate allegations of non-compliance and a multi-step process should a school district or employee knowingly violate the law.
- g. Requires a school district to publish policies and procedures on its website, including:
 - i. Requests for the removal of educational materials from a classroom or library.
 - ii. Requests for review of decision made by the board of directors of the school district and the petition process under Iowa Code section 279.8B
 - iii. The review of instructional materials, which does not include lesson plans, used in a classroom.

[Iowa Legislature - BillBook](#)

Complaint Form
(Discrimination, Anti-Bullying and Anti-Harassment)

Date of Complaint: _____

Name of Complainant: _____

Are you filling out this form for yourself or someone else (please identify the individual if your are submitting on behalf of someone else)

Who or What entity do you believe discriminated against, harassed, ot bullied you (or someone else):

Date and place of alleged incident(s):

Name of any witnesses (if any):

Name of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-Economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preferences	<input type="checkbox"/>	Other: Please Specify
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against, harassed, or bullied. Please be specific as possible and attach additional pages if necessary.

I agree that all of the information on this form is accurate and try to the best of my knowledge.

Signature: _____

Date: _____

