

NORTH BUTLER JR./SR. HIGH 2023-2024 STUDENT HANDBOOK



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NORTH BUTLER SCHOOL DISTRICT STRATEGIC PLAN AND INFORMATION

Vision Statement

Education to meet tomorrow's challenges

Mission Statement

The mission of the North Butler Community School District is to ensure a safe, positive, and student-centered learning environment which empowers all students to achieve lifelong personal excellence.

Core Values

- The Bearcat Way - Be kind, be respectful, be responsible, and be safe
- Integrity - Follow the Bearcat Way even when it's difficult
- Excellence - Strive to be your best and continue to grow
- Empathy - Understand and be sensitive to others' backgrounds and feelings

School Song: Go, North Butler! (Ohio State Fight Song)

Go, North Butler, fight you Bearcats,

Loyal fans are here.

Set the earth reverberating with a mighty cheer.

Go Bearcats!

Coaches players, we're back of you;

Win or lose we'll always be true.

Hail! Hail! North Butler High,

We will stand by the Gold and Blue.

School Colors: Navy Blue and Maize

School Mascot: Bearcats

The faculty at North Butler Jr/Sr High extend a sincere welcome. We hope that all students will be active, learn, grow, and lead in your experiences at North Butler Jr/Sr High School.

NORTH BUTLER JR/SR HIGH FACULTY AND STAFF

| | | |
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DEFINITIONS

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

JURISDICTIONAL AND BEHAVIORAL STATEMENT

This handbook is an extension of board policy and is a reflection of the goals and objectives of the school board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, employees, students and visitors with respect and courtesy. Students may not use abusive language, profanity or obscene gestures or language.

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

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

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations

and student handbook provisions as circumstances warrant including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the office for information about the current enforcement of the policies, rules, regulations or student handbook of the district.

All teachers, secretaries, cooks, custodians, and bus drivers have authority to enforce the guidelines outlined in this handbook.

ACADEMICS

Grading

It is the belief of the North Butler School District that all students can learn at high levels, but sometimes it takes some students more time and extra support to get to that high level. It is our mission to create a positive learning environment that promotes high achievement, responsible citizenship, and success for all. At the North Butler Jr./Sr. High, an intervention period is scheduled during the day to provide individualized student interventions. The following guidelines apply to assigning grades:

- Grades are based on current mastery of the standards or educational objectives of the class.
- Students will be provided opportunities to improve their understanding with extra assistance as well as be able to **complete/redo assignments for full credit within a minimum of one flex weekly grade check period**, and have multiple opportunities to demonstrate mastery of the content/standards for credit.
- Grades are a professional judgment based on a variety of data sources, including but not limited to daily work, quizzes, tests, projects, etc. There will be multiple pieces of evidence that provide enough data to establish a stable pattern.
- Grades will be kept up to date in Infinite Campus. This is essential to the process of getting students the extra assistance needed to be successful. Teachers will enter and publish grades on a weekly basis.
- Parents will be kept apprised of a student's progress. Progress reports at the midterm of each quarter will be posted in Infinite Campus for students to communicate when a student is not making adequate progress (D+ or below) or is in danger of receiving a failing mark.

Each teacher will set his or her standards with this philosophy in mind. Teachers do not grade exactly alike because of the different types of classes. It is the responsibility of the student to learn the standards set for each class and to adjust accordingly.

Notification on Student Records

North Butler Jr./Sr. High School collects and maintains records on each student in order to facilitate instruction, guidance, and educational progress of the student. Parents of students under 18 years of age and students over 18 may exercise the opportunity to review educational records of the student, to obtain copies, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy, or an invasion of privacy, and to have records explained. Parents and students who have complaints regarding the Education Rights and Privacy Act should address correspondence to the Family Education Rights and Privacy Act Office at the Department of Education in Washington, D.C., 20201.

Homework

Teachers assign homework, extra class activities, projects, or other assignments as necessary to either help reach or to demonstrate mastery of a standard. Students are expected to complete homework on time and seek help from teachers when needed. Failure to complete homework on time will result in being added to the intervention list and loss of privileges during Flex Time and/or lunch. Failure to complete work may result in loss of assignment credit and ultimately a failing grade in the class.

Student Schedules and Changes

Schedules will be distributed prior to the start of school, and class changes will be kept to a minimum. The school's master schedule was designed based on the students' selection of courses at registration. All students have the opportunity to meet with the school counselor when scheduling classes. Students were also given the opportunity to meet with the school counselor prior to the start of school to review their schedule and make any changes necessary per our master schedule and the student's schedule requirements. Therefore, once school starts schedule changes will only be made under the following circumstances:

1. Student has already taken and passed the course.
2. Student needs the course to meet North Butler schedule requirements.
3. Student is lacking a course required that year for graduation.
4. Student has not completed the required prerequisite course.
5. School counselor, principal, or teacher has made a recommendation.

Study Hall

A study hall is a supervised period for study. It is important that the study hall area be quiet and orderly so that students can study and complete work without distractions.

- Students must be seated in assigned seats.
- Students must bring work.
- Students must work quietly.
- Students listed on the weekly grade check list with outstanding assignments must work on those assignments.
- Students must obtain the teacher's or monitor's approval to leave the study hall area and must sign out noting the time, destination, and return time.
- Students may sign out one at a time to the restroom or locker for no longer than three minutes. Students who frequently ask for a pass to their locker and/or restroom will be dealt with on an individual basis.
- Students wishing to sign out to another classroom must have a pass with them upon arrival to study hall. Students will not be sent to teachers' classrooms without prior approval.
- Sleeping in study hall will not be tolerated.

The teacher in charge of study hall may revoke the above privileges at any time.

Academic Awards and Honor Roll

Semester Awards

- An Academic Letter is awarded to a student who has a 3.5 or higher grade point average for a semester. The first time a student qualifies he/she will be awarded a chenille letter.
- An Academic Gold Star is awarded each semester to a student who has previously earned an academic letter and continues to receive a 3.5 grade point average.

Presidential Award

The Presidential Award is awarded to graduating senior students who have a cumulative high school GPA of 3.5 or higher.

Valedictorian

The Valedictorian Award is awarded to the graduating senior with the highest GPA calculated to the nearest thousandth after 8 semesters. If there is a tie for the Valedictorian Award, each student will be designated as Valedictorian.

Several organizations recognize North Butler seniors with awards based on the highest GPA after 7 semesters (Iowa Governor's Scholar and KWWL's Best In Class). Each of those recognitions only allow one student to be recognized per school. If there is a tie for the highest GPA calculated to the nearest thousandth after 7 semesters, the student with the highest Iowa Regent Admission Index Score (RAI) will receive those recognitions.

Salutatorian

The Salutatorian Award is awarded to the graduating senior with the second highest GPA calculated to the nearest thousandth after 8 semesters. If there is a tie for the Salutatorian Award, each student will be designated as Salutatorian.

National Honor Society Procedures Guidelines

A NBHS Faculty Council will be designated to enforce the guidelines below for admittance to National Honor Society.

- Students with a cumulative GPA of 3.5 after THREE semesters of high school will be considered a candidate for NHS selection. Students may become academically eligible for NHS selection after the first semester of the sophomore year.
- Students who meet the GPA requirement will be given the opportunity to complete a NHS survey for review by the NBHS Faculty Council, made up of five staff members. The NHS Chapter Adviser will serve as the sixth, non-voting member.
- Students will be evaluated by the NBHS teaching staff in the areas of leadership and character.
- Student surveys and teacher evaluations will be reviewed by the Faculty Council. At that time, students will

be considered in the areas of leadership, character, and service as indicated on the survey. The Faculty Council will vote on individual student selections. The NHS Chapter Adviser will then present the results of the Faculty Council's deliberations to the principal for review.

- The NHS Chapter Adviser will notify candidates in person and in writing of their selection. The NHS Chapter Adviser will also notify students not selected for NHS induction in person and in writing.

Early Graduation (Board Policy 505.6)

Students may graduate prior to the completion of grade twelve if the coursework required for graduation under Board policy "Graduation Requirement" has been fulfilled. In such cases, the student must have the approval of the Board and a recommendation by the superintendent and the principal. Written requests by the student must be given to the Board of Education for consideration by the December meeting of the student's senior year.

A student who graduates early will no longer be considered a student and will become an alumnus of the school district. An early graduate will not be able to participate in spring student activities such as sports, music, drama, speech, dances, etc. The student who graduates early may participate in prom and commencement exercises, and the student must inform the building principal upon checkout if this is their intent.

Graduation Requirements

- I. **Credits required:** All graduating students must have 48 credits
 - Includes 4.0 credits for Physical Education 1.0 credit per year
 - Includes possible 4.8 credits for Band 1.2 credits per year
 - Includes possible 4.8 credits for Chorus 1.2 credits per year
 - Includes 1.0 credit for Driver Education
- II. **Courses required:**

| ENGLISH | MATHEMATICS | SCIENCE | SOCIAL STUDIES |
|--|---|--|---|
| 8 SEMESTERS REQUIRED | 6 SEMESTERS REQUIRED | 6 SEMESTERS REQUIRED | 6 SEMESTERS REQUIRED |
| REQUIRED: <ul style="list-style-type: none"> • Language Arts 9 • Language Arts 10 ELECTIVES: <ul style="list-style-type: none"> • 4 Semesters are Required • College-bound students are encouraged to take a composition course. | REQUIRED*: <ul style="list-style-type: none"> • Path 1 - Algebra 1A, Algebra 1B, Algebra II • Path 2 - Algebra I, Algebra II, Geometry • Path 3 - Algebra I (8th Grade), Algebra II, Geometry, Trig/Pre-Calc. ELECTIVES: <ul style="list-style-type: none"> • Math Applications • Applied Math (NIACC Credit) <p><i>*A sequence must be followed during the freshman, sophomore, & junior years. Suggested paths are listed above, but may be altered depending on individual student needs. In addition, students who enroll in Algebra I as an 8th grader MUST take 6 semesters of Math in high school.</i></p> | REQUIRED: <ul style="list-style-type: none"> • Physical Science • Biology • Chemistry or Conceptual Chemistry (1 semester) ELECTIVES: <ul style="list-style-type: none"> • 1 Semester is Required | REQUIRED: <ul style="list-style-type: none"> • World History & Geography I & II* (2 semesters) • American History (2 semesters) • Civics & Government (1 semester) ELECTIVES: <ul style="list-style-type: none"> • 1 Semester is Required <p><i>*Starting with Class of 2026</i></p> |
| Additional Required Courses | | | |
| <ul style="list-style-type: none"> ○ Health -- 1 semester during the freshman year ○ Financial Literacy - 1 semester during junior or senior year (beginning with the Class of 2021) ○ Physical Education -- must pass 4 semesters in grades 9-12 unless medically excused. | | | |

- Computer Science Essentials -- 1 semester during freshman year (beginning with the Class of 2024)

III. General requirements:

- All students (grades 9-11) are required to take a minimum of 6 academic subjects each semester in high school; they are encouraged to take more. Seniors must take a minimum of 4 courses each semester in order to be eligible for extra-curricular activities.
- In order to graduate at the end of the first semester of the senior year, students must have earned 48 credits and have met all other requirements.
- Transfer students must assume the requirements of North Butler High School effective at the time of their transfer, including the state requirements in American History and American Government.
- Students may audit a course for no credit and have it recorded on their transcript. The student must take at least 6 other subjects. Arrangements to audit a course must be made before the course begins.
- Students must be enrolled in North Butler High School during their final semester in school to meet the requirements for graduation.
- The students are responsible for knowing how many credits they have earned and whether they have taken the required courses to meet graduation requirements. Students must take the proper prerequisites before taking any course. One credit is earned per semester for each course taken (there are a few exceptions to the one credit rule). Additional credit cannot be given if students take the same course a second time. The students are responsible to know whether they have taken the proper prerequisites and/or whether they have taken the course previously.
- All exceptional or unusual circumstances concerning graduation must be evaluated by the high school principal and the superintendent of schools.

Definitions of Terms

- **Credit:** the numerical reward received for passing one semester of a course (one credit per semester).
- **Unit:** two credits equal one unit.
- **Elective:** a subject or course that may be chosen for study as distinguished from courses which are required for graduation.
- **PREREQUISITE:** the preliminary course which must be taken before a certain course may be taken -- such as, Drafting I before Woods I or Metals
- **REQUIRED COURSE:** any course required for graduation.
- **AUDIT:** a subject for which a student may enroll on a non-credit basis. A student interested in auditing a course should see the counselor to receive approval before the course begins.

Grade Point

Students earn the following points for each letter grade received at semester. A student's GPA (Grade Point Average) is calculated by taking the total points earned divided by academic courses completed.

| | |
|----|-------|
| A | 4.0 |
| A- | 3.667 |
| B+ | 3.333 |
| B | 3.0 |
| B- | 2.667 |
| C+ | 2.333 |
| C | 2.0 |
| C- | 1.667 |
| D+ | 1.333 |
| D | 1.0 |
| D- | 0.667 |
| F | 0 |

- Band, Chorus, Physical Education or pass-fail courses are not used in determining GPA.

SENIOR YEAR PLUS

North Butler High School provides students with opportunities to get a jump start on college by earning credit toward a degree through Senior Year Plus (SYP) Programs. Courses delivered through SYP provide students the

opportunity to take a rigorous college curriculum and receive, in many cases, both high school and college credit concurrently. Students may enroll in concurrent enrollment courses or PSEO courses.

Concurrent Enrollment Courses

The concurrent enrollment program promotes rigorous academic or career technical education (CTE) pursuits by providing opportunities for high school students to enroll part-time in eligible nonsectarian courses at or through North Iowa Area Community College (NIACC). Concurrent enrollment courses are offered through contractual agreements between community colleges and school districts. Through the program, community college courses are offered to classes of high school students in grades nine through twelve. These courses could be online, face-to-face at North Butler, or on the NIACC campus.

The student must meet any requirement of NIACC to qualify to take the course. If NIACC accepts a student for enrollment under concurrent enrollment, the community college shall send written notice to the student, the student's parent or guardian in the case of a minor child, and the student's school district.

Book costs for concurrent enrollment courses are covered by North Butler as part of our textbook fee. Any transportation arrangements and costs, however, must be borne by the student. Courses available to students participating must be nonsectarian and not comparable to courses offered by North Butler High School. Credit will be given by the post-secondary school and North Butler High School upon successful completion of the course.

PSEO Courses

PSEO courses are provided to North Butler students with the intention to promote rigorous academic pursuits and to provide a wider variety of options to high school students. The program allows eleventh and twelfth grade students, as well as ninth and tenth grade students identified as gifted and talented by their local district, to enroll in college courses through Iowa's four year colleges. Through the program, individual students may enroll in an eligible postsecondary course if a comparable course is not offered at their school. Successful completion of the course also generates high school credit and applies toward district subject area and graduation requirements.

The school district pays the eligible postsecondary institution for the cost of the course or \$250, whichever is lower. If the student successfully completes the course, it is provided free to the student (except possible equipment purchases). If a student fails to complete the course and is not eligible for a waiver, the student or his or her parent or guardian will be required to reimburse the district's cost.

The application procedure includes the completion of forms by the student, North Butler High School, and the post-secondary school. If you are interested in participation in this program, please contact the guidance office for more details on procedures, support services available, scheduling, and your responsibilities.

Extended Senior Release

North Butler High School's *Extended* Senior Release Program is an opportunity for seniors who are in good academic standing to develop and demonstrate *further* responsibility. Seniors who have the parent permission form signed and are in good academic standing have the opportunity, within the guidelines of the program listed below, to have release time instead of a study hall *beyond the three class periods* already allowed for Senior Release.

Based on individual student scheduling needs, graduation requirements, and the master schedule, not all students will be able to have *extended* release time.

Extended Senior Release Stipulations:

1. Seniors only - *may choose extended senior release in place of study hall(s)*
2. Must remain in the building for their whole block of classes (cannot come and go and come back during the school day)
3. Must take 4 classes/credits per semester (senior release is not a class) and all courses to meet graduation requirements.
4. Must have parental permission form signed and turned in before release is permitted.
5. Must be passing ALL classes at the end of semester and every mid-term and nine-week grading period to remain eligible for *Extended* Senior Release.
6. Students not passing ALL classes at mid-term and the end of each grading period will be assigned to study hall. Release will not be granted or reinstated until the senior is passing ALL classes.
7. Parents can discontinue release approval at any time.
8. *Extended* release privilege may be revoked or initially denied by the principal for any of the following reasons:

- A. Attendance Problems - More than 10 per semester (excluding doctor's excuses, court appearances, or funerals)
 - B. Discipline Problems - Suspensions, classroom discipline problems, etc.
 - C. Tardy Problems - More than 4 to school
 - D. Abusing privileges – i.e. - being in unauthorized areas
 - E. Taking rides from or providing rides to ANY student not authorized to leave campus.
9. Students are welcome on campus during the *extended* release time in the following areas:
- A. Sitting quietly in Commons
 - B. Media Center following media center rules if there is space available
 - C. Meeting with a teacher with a pass from that teacher
 - D. Students on *extended* release will not be allowed to "wander" in and out of these areas. Once they arrive on campus they need to go to an acceptable area and stay there. **Students will not be allowed to be in the gym, wrestling room, or any athletic locker rooms.**

Participation in the *extended* release program is fully voluntary. Although students must follow both school rules and the rules/regulations of this program, North Butler Schools will carry no liability for accident, injury, or a student's actions while a student is out of school on the *Extended* Senior Release Program.

High School Flex Release (Grades 9-11)

Guidelines

1. All 9-11 students must report to their homeroom teacher every Monday at the beginning of Flex Period.
2. To be eligible for Flex Release, at the weekly grade check, the student **must**
 - a. **have a C- or above in ALL courses**
 - i. Students who have a grade of a C- or below in any course may be **required** to stay for Flex the entire week.
 - b. **have ALL assignments completed and submitted - No Late Work**
 - i. Students with missing assignments will be **required** to stay for Flex until work is completed. Teachers will release the student from Flex when the student submits satisfactory work.
 - c. **have the parental permission form signed and turned in to the homeroom teacher.**
3. Teachers may request a student to report to their classroom during Flex for academic purposes at any time during the week. **Since the flex period is built into the regular school day schedule**, the student must stay and meet with the teacher who made the request. If a student chooses not to stay for the flex period, the student will be issued an unexcused absence. Repeated unexcused absences from Flex will result in a loss of Flex Release privileges. Parents must contact the school in advance and be approved by the office for an absence to be excused during Flex. Students leaving school during the flex period for work reasons will be unexcused.
4. Students may request to meet with a teacher for additional help and support during Flex. Students will be expected to schedule appointments in advance with the teachers.

Flex Unexcused Absence

| 1st Consequence | 2nd Consequence | 3rd Consequence | 4th Consequence |
|---|---|--|---|
| Meet with teacher; 30 minute detention | Meet with administration; Phone call to parents; 1 hour detention | Up to 1 day ISS; Loss of Flex Release privileges for 1 Quarter | Up to: 3 day ISS; Loss of Flex Release privileges for a semester/year; Ineligible for Extended Senior Release |

School Counseling Program

School counseling services are available for every student in the school. These services include assistance with educational planning -- high school curriculum, college, and/or vocational planning; interpretation of test scores, occupational information, career information, financial assistance and/or scholarships, or any other questions or

concerns the student may feel he/she would like to discuss with the counselor.

ANNOUNCEMENTS

Announcements will be posted each day and emailed via Infinite Campus. Students should review the announcements daily. Student groups wishing to have a school announcement made must submit it to their sponsor/coach to submit to the office before 8 a.m.

ARRIVAL

The main student entrance is located on 5th Street. Students who ride the bus will be dropped off on 4th Street and may enter there. Prior to school, students may go to their lockers, seek assistance from teachers (if the teacher is available), go to the media center to quietly study or read (if the media center is open), or be in the Commons until the 8:05 bell sounds. For safety reasons, students may not be in areas that are not supervised by staff.

ASSESSMENTS

In order to meet the unique needs of every student and the requirements of the Iowa Department of Education, North Butler Jr/Sr High administers a variety of assessments including: The Iowa Statewide Assessment of Student Progress (ISASP), Measures of Academic Progress (MAP), Iowa Algebra Readiness Assessment (certain grades only), as well as classroom assessments. Results of the assessments are sent home to parents, noted on report cards, and/or discussed at parent teacher conferences.

ATTENDANCE AND TARDY POLICIES

Daily Schedule

The school day is from 8:05 a.m. to 3:20 p.m. each weekday.

Attendance Expectations

Students are expected to be in class to achieve the maximum benefits of the educational program. Important learning happens in class every day, and the interaction of teachers and students can never be exactly duplicated. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood.

Student Rights and Responsibilities

1. To be informed of school board policies and school rules about absenteeism and tardiness.
2. To attend class every day.
3. To explain or document the reason for an absence.
4. To request and make up class work in a reasonable amount of time from each teacher (consistent with each teacher's course expectations) after an absence.
5. To appeal a decision about an unexcused absence.

Reporting Absences

All absences are to be reported to the office at North Butler Jr/Sr High by calling 641-816-5631 before 9:00 a.m. on the day of the absence. If notification is not received, the office will attempt to contact you via phone, email, or message via the Infinite Campus Parent Portal. If contact with a parent/guardian cannot be made that day, the student should bring a note signed by the parent/guardian to the office immediately upon return. When notifying the school, be prepared to give the following information:

- Date of absence
- Specific reason for the absence
- Name of the student
- If it is a note, the signature of the parent

If no or insufficient communication regarding the absence has been received by the office within 24 hours, the absence may be considered unexcused.

Excused Absences

The school determines whether an absence is excused or unexcused. Excused absences include only the following:

- **Injury or personal illness.** Students who are ill or advised to quarantine should not be in school. The assumption is made, however, that if students are too ill to attend school, they are also too ill to appear in public that day. Students must stay home if their temperature is over 99.6 degrees, are vomiting, have been advised by the health department to self-isolate or quarantine, or their doctor has recommended it. Illness over two (2) consecutive days may need verification from a doctor's office or school nurse.

- **Personal medical appointments.** Students are requested to make their appointments during non-school hours but may be excused for an appointment that cannot be scheduled outside the school day. Examples include doctor, dentist, chiropractic, optometric, or other valid medical appointments. The student will be excused for the appointment time and driving time only.
- **Required court appearances.** Students will be excused for court appearances with a judge's verification.
- **College visits.** Students are required to complete an anticipated absence form and submit it to the office prior to departure. Parents must contact the school in advance of the visit.
- **Important personal or family reasons.** Students will be excused for death, serious injury, or illness in the family, funerals, emergency situations, religious events, and the wedding of an immediate family member.
- **School activities.** Students may be excused for school-sponsored activities, such as field trips, athletic contests, speech activities, and music activities.
- **Vacations and other absences.** Students and parents should notify the administration at least one week in advance of their vacation to request excusal. Decisions regarding excusal will be based on the student's overall attendance record.

All other reasons are unexcused except by the discretion of the principal.

Leaving the Building During School Day (8:05 a.m.- 3:20 p.m.)

Students who need to leave the school during the school day must receive permission from the office and have parental permission to leave. ***Students should never leave school without getting the proper approval from the office or the absence will be considered unexcused.*** The student is responsible for presenting a note to the office to receive a pass and then giving the pass to the teacher of the class impacted by the abnormal arrival or departure.

Students having a professional appointment will need to bring back a signed slip from the office of that professional upon returning to school. This slip should list:

- Student name
- Time of appointment
- Time student left appointment

The student will be excused for the appointment and driving time only. A student absence for an appointment without a professional excuse will be considered unexcused.

Unexcused Absences

Unexcused absence is defined as not attending school or an assigned class without school and/or parental permission. Students of compulsory school age (6-16) will be considered truant when an absence is unexcused. Student absences will be unexcused in the following and other situations:

- The student is absent from class without knowledge or consent of the parent or guardian.
- Students leave the building without the proper permission or pass.
- Students who are in an area of the building without proper permission.
- The absence does not meet the requirements above for excusal.

In addition, an absence is considered unexcused when parental notification of absence has not been received within 24 hours of the student's return to school or from the time an administrator has determined that an absence is unexcused. An absence classified as unexcused will not be changed to excused once the defined time period of 24 hours has expired. If there is no contact with the head of household either by phone or by note, the school will assume that the head of household is unaware of the absence and will take appropriate measures which may include detention time. **Detention time is equal to the time missed for the first offense and double the time missed for the second offense.** An in school suspension will be served for the third offense and for each subsequent event.

Admit Slips and Makeup Work

If for any reason a student is absent all or part of a school day, an admit slip to class must be picked up in the office. A student must have an admit slip to return to classes that were missed. Students are to obtain an admit slip before school begins the day immediately following an absence or when they return on part day absences. Students have the number of days absent plus one extra day to get work made up upon return.

1. Work missed must be provided to the student.
2. Credit may be reduced for time missed due to an unexcused absence.
3. Participation points and extra credit missed during an unexcused absence need not be given for credit.
4. Extenuating circumstances may be presented to a review committee comprised of the principal, the counselor, and affected classroom teachers for further consideration.

Participating in School Activities Following Absence

Students must be in attendance all day (an 8:20 grace period will be allowed) on the day of an event or practice in order to participate in a school activity (performance, rehearsal, game, meet, contest or practice). The following exclusions apply:

- Field trips
- Medical appointments
- Funerals
- Verified family emergencies
- Other - if approved in advance by the principal

The medical appointment must be documented in writing from the medical office and time absent must only include the time for the appointment and driving time.

Students absent for reasons other than those listed above shall not participate in any performance, rehearsal, game, meet, contest or practice on that calendar date unless cleared with the principal prior to 3:30 p.m. that day.

Procedures for Making Up Work

- Make-up work will be provided for both excused and unexcused absences for full credit. Students are responsible for contacting their teachers for makeup work. In the case of an excused absence, students have the number of days of absence plus one day to get work made up. However, papers, projects, and tests announced before the absence will be due the day the student returns to school or as otherwise arranged by the teacher. Failure to complete make-up work or to complete the work in the above described timeline may result in loss of privileges during lunch and/or intervention time until work is completed. Credit will not be given until make-up work is completed and may therefore result in reduced credit.
- For school activities, students are expected to meet with teachers before the school activity and make-up arrangements should be discussed at that time.
- For vacations and other absences, arrangements should be made with the teachers one week in advance.
- Participation points may be given in the classroom and may vary from class to class. When students are absent from school these participation points may be lost and may affect the student's grade. It will be the responsibility of the student to request the opportunity from the teacher to make up these participation points and to make arrangements. These arrangements should be made no more than two days following the return of the student. Failure to make up participation points may result in loss of privileges during lunch and/or intervention time until completed. Failure to complete work may result in loss of assignment credit and ultimately a failing grade in the class.

Tardies

Being on time to school and to class helps students be successful and creates an efficient learning environment. Students arriving at school late at the start of the day must report directly to the office for a tardy slip.

Tardies to school at the start of the school day (8:05 a.m.-8:20 a.m.) will be handled as follows:

- a. 1st tardy to school per semester = Warning by office
- b. 2nd tardy to school per semester = Warning by office
- c. 3rd tardy to school per semester = Warning by office - parent notified by office.
- d. 4th tardy to school per semester = 30 minute detention (office held)
- e. 5th tardy to school per semester = 30 minute detention (office held)
- f. 6th tardy to school per semester = One hour detention and mandatory parent meeting and behavioral contract.

Tardies without a valid pass for periods 2-8 will be handled as follows:

- a. 1st tardy per class per semester = Warning by teacher
- b. 2nd tardy per class per semester = 15 minute detention (teacher held - documented in Infinite Campus)
- c. 3rd tardy per class per semester = 30 minute detention (teacher held - documented in Infinite Campus)
- d. 4th tardy per class per semester = Office referral and two 30 minute administrative detentions

- e. 5th tardy per class per semester = Office referral, mandatory parent meeting, behavioral contract, and two 30 minute detentions

If a teacher/staff member detains a student and makes them late to their next class, it is the student's responsibility to get a pass from that teacher/staff member. This pass should be obtained **before** leaving the teacher's room if possible.

Office Guidelines Student Absences/Tardiness/Truancy

Office guidelines for when to mark a student absent, tardy, or excused are:

- A. Arriving after the first bell rings will be counted as tardy to school (8:05 a.m. - 8:20 a.m.).
- B. Arriving after 8:20 a.m. will be counted as an absence.
- C. Missing two to four periods of the school day will be marked absent for a half day.
- D. Missing five or more periods of the school day will be marked absent for the entire day.

Arriving at School Late or Leaving School Early

Any student who arrives or departs at other than his or her regularly scheduled time must report to the office to sign in or sign out. Notification in the form of a written note or telephone call from the guardian is mandatory for a pass to be issued to excuse a student's late arrival or early departure (in the case of appointments). The student is responsible for presenting a note to the office to receive a pass to present to the teacher of the class impacted by the abnormal arrival or departure. If the defined procedure is not followed, the student will be assigned an unexcused absence in all affected classes.

Students participating in school activities must be in school for all periods on the day of the event in order to participate in a school activity. There are a few exceptions (see p. 12). Only in extraordinary circumstances, may the principal waive this rule.

Leaving School Grounds

Students are required to check out in the office before they leave the school grounds. Under no circumstances is a student to leave school without receiving permission from the office. Permission to leave will not be given to the student unless the school has received permission from the parent/guardian. Leaving the school without receiving permission from the office and following proper procedures will be considered gross insubordination and carry consequences up to and including potential suspension from school.

Consequences for Unexcused Absences

1. Students will be required to make up time missed for any unexcused absences. Exceptions may be made by the principal.
2. In addition, "behavioral ineligibility" (non-participation in extracurricular activities) will be enacted once a student reaches five (5) hours of detention time.
3. Behavioral ineligibility will end when the time is made up.

Truancy

A child who has reached the age of six and is under sixteen years of age by September 15 is of compulsory attendance age. However, if a child enrolled in a school district or accredited nonpublic school reaches the age of sixteen on or after September 15, the child remains of compulsory age until the end of the regular school year. Truancy is absence from school without the guardian's consent. In some instances a student may be considered truant because of a guardian's negligence. In case of excessive absences (15), we will consider it truancy and be contacting the County Attorney and/or the Department of Human Services. It is a parent's responsibility to see that children attend school regularly, and it is the school's responsibility to notify public officials if those requirements are not being met. A student's driver's license or permit may also be revoked if a student fails to attend school.

In order to minimize excessive absenteeism the school may do the following:

- Send a courtesy notification letter to all parents when a student has 5 unexcused absences.
- Send a letter to arrange a parent meeting to create an Attendance Improvement Plan when a student has 10 unexcused absences.
- Send a letter to the parent and the County Attorney regarding excessive absences from school when a student has 15 unexcused absences. This would not apply to students that have long-term absences due to medically verified reasons. This does apply to students who are chronically absent without a verified condition documented by a medical doctor.

Consistent with Compulsory Education provisions (as explained in Chapter 299 of the School Laws of Iowa), North Butler Administration reserves the right to use various strategies to improve overall student attendance if it

becomes a concern. Strategies designed to improve attendance may be, but are not limited to, the use of attendance contracts, verification or notes required for each absence such as a doctor's note, meetings with parents or guardians, special transportation requirements, recommendation to alternative services, amended student schedules, suspension of student's driving privileges, referral to the county attorney for mediation, and/or changes to students daily course schedule.

Plan of Resolution for Multiple Unexcused Absences

A formal attendance report will be mailed to the guardian after a student reaches five (5) unexcused absences in any period during a given semester. Parents may be asked to come to school and visit with the principal regarding their child's attendance. The meeting will allow the guardian, student, and principal to discuss a resolution to the attendance struggles that may be hindering the student's academic achievement. **Five unexcused absences in a class may result in the student being dropped from the class and not receiving credit.** Students are required to carry a minimum of six credits per semester. Failure to do so due to the aforementioned situation, the student and parent/guardian must have approval from the North Butler Superintendent of Schools to continue enrollment in high school.

Suspensions and Expulsions

When a suspension or expulsion causes a student's absence, such absence will be treated as an administrative absence rather than a voluntary student absence and will not be included under this regulation. Students will be given the opportunity to make-up all missed work due to a suspension.

Absences in Special Education

Students identified with special educational needs will be expected to adhere to the North Butler Jr/Sr High School attendance policy unless the student's failure to attend school has been identified as being directly related to the student's handicapping condition.

Attendance Decisions Due Process

Students and/or parents who are still aggrieved with the decision of the administrator may file a request for a review with the superintendent or designee within three school days after the giving of notification of the building administrator's decision. At the conclusion of the review, the superintendent or the superintendent's designee shall affirm, reverse, or modify the building administrator's decision.

Students and/or parents who are aggrieved with the decision of the North Butler Superintendent of Schools or his/her designee may appeal to the North Butler Board of Education within two school days.

Students involved in the appeal process will remain in school and will be expected to be in class until such time as resolution has been achieved.

College Visits

Students are encouraged to visit college campuses on weekends or school holidays. Students are required to complete an anticipated absence form and submit it to the office prior to departure. Parents must contact the school in advance of the visit.

BACKPACKS, BAGS, PURSES, ETC.

Backpacks, Bags, Purses, Etc.

Backpacks and purses are not allowed in classes or the lunchroom. Computer cases are allowed and required. Students should put backpacks and purses in their locker. If a student has a legitimate need or special circumstances to carry a backpack or purse to their classes, it needs to be approved by school administration prior to having the backpack or purse in class.

BEHAVIORAL EXPECTATIONS

Code of Student Conduct

The Code of Student Conduct is not meant to be an inclusive list of unacceptable behavior. Board policy 503.1 gives the Board of Education the authority to discipline, suspend or expel any student for "...conduct which interrupts the maintenance of a disciplined atmosphere." This can include behavior not specified in the Code of Student Conduct which is generally known to be inappropriate or behavior which is in violation of federal, state, county, or city laws and ordinances.

A student who has been suspended out of school may need to meet with the school administrator and parent/guardian prior to returning to classes at North Butler Community Schools. The purpose of the meeting will be to develop an action plan for the student's return to school.

Parents and students who have a good understanding of the discipline expectations outlined in the Code of Student Conduct will improve the school's ability to help each student grow to his or her potential. Working as partners in the education of our students can develop the bonds of trust and respect between the school system and parents.

The Board of Directors of the North Butler School District hereby confirms its intent to support the school discipline policy, to support school staff that enforces the discipline policy, and to hold school staff accountable for enforcing the discipline policy.


Conduct Expectations

North Butler Jr/Sr High students are expected to conduct themselves in a manner which permits themselves and others the best opportunity for a good education. The general rules for good conduct are: Be Safe, Be Respectful, Be Responsible, and Be Kind.

The Code of Conduct was developed by administrators, approved by the Board of Education, and has been placed in student/parent handbooks. The purpose of the Code of Student Conduct is to establish and communicate standards and consequences for inappropriate student behavior. By following the general rules below, most issues can be avoided.

The responsibility for children's behavior primarily rests with the parents or guardian(s). Parents are expected to accept the following responsibilities; know and support school rules; send pupils to school in the proper state of health, cleanliness, and neatness; maintain an "active interest" in their pupil's progress; cooperate with the school by reading and returning signed communications and by attending parent-teacher conferences. Students are expected to contribute to the learning environment by respecting the rights of other students and staff members and by accepting responsibility for their own learning and behavior.

More specific expectations are outlined on the next pages.

|  NORTH BUTLER SCHOOLS • NORTH BUTLER SCHOOLS • NORTH BUTLER SCHOOLS • NORTH BUTLER SCHOOLS • NORTH BUTLER SCHOOLS | | | | | | | | | |
|--|---|---|--|--|--|--|--|---|--|
| | Classroom | Cafeteria | Bus | Hallways | Restrooms / Locker Rooms | Assemblies / Events | Online | Parking Areas | |
| Be Safe | Keep hands and feet to yourself. Keep walkways clear. | Line up when it's your turn. Stay in line and wait your turn. Hang up backpacks. Follow sanitary practices. | Keep hands and feet to yourself. Keep aisles clear. Remain seated. Sit appropriately. | Keep hands and feet to yourself. Keep flow of traffic moving. Be aware. Lock your locker. | Keep hands and feet to yourself. Keep valuables in lockers. Keep floors clear and dry. | Keep hands and feet to yourself. Secure valuables. Stay in supervised areas. | Keep personal information private. Choose strong passwords. Beware of strangers. | Wear a seatbelt. Drive slowly. Be aware of surroundings. Lock your vehicle. | |
| | Follow classroom directions. Speak quietly. Use appropriate language. Respect property of others. | Keep tables and floors clean. Speak quietly and respond quickly to quiet signal. | Follow directions of the bus driver. Speak quietly. Use appropriate language. Respect property of others. | Walk quietly. Be on time for class. Use appropriate language. Respect property of others. | Practice good hygiene. Use appropriate language. Respect privacy of others. | Show Bearcat spirit. Cheer on your classmates and/or team. Use appropriate language. | Acknowledge differing opinions. Use appropriate language. Respect privacy of others. | Yield to pedestrians and other vehicles. Park only in designated areas. Respect property of others. | |
| Be Respectful | | | | | | | | | |
| Be Responsible | Be on time. Pick up after yourself. Keep phones silent and unseen. Take care of your computer. Wear proper attire. Keep food in the cafeteria. | Know your lunch number. Make one trip only to the salad bar. Take only what you will eat. Clean up after yourself. | Be at the bus stop on time. Pick up after yourself. Report any problems. | Pick up after yourself. Use your time wisely. | Flush, wash, and dispose. Pick up after yourself. Use only one towel and return it. | Pick up after yourself. Be on time for events. | Leave a positive footprint. Use reliable websites. Report inappropriate content. | Abide by traffic rules. Secure valuables. Pick up after yourself. Keep mailboxes clear. | |
| | | | | | | | | | |
| Be Kind | Help others. Say please and thank you. Stand up for others. | Use your table manners. Say please and thank you. Include others at your table. | Greet the bus driver. Share your seat. | Greet others. Wait your turn. Help others. | Thank the custodians. Wait your turn. | Be positive. Greet visitors. Include others. Help others. | Be positive when posting. Consider others' feelings. | Be considerate to the community. Allow adequate space between vehicles. | |

Major/Minor Behavior Matrix

Students are expected to be respectful, be responsible, be safe, and behind. The behaviors below are not allowed at North Butler Jr./Sr. High and are subject to disciplinary action.

| Minor - Level 1 Behaviors Teacher Managed | Major - Levels 2-4 Behaviors Administration Managed |
|---|---|
| Inappropriate Language or Gestures | Inappropriate Language, Gestures, or Actions |
| <ul style="list-style-type: none">• Use of milder inappropriate words• Profanity that is not directed but “slips out”• Unintended hurtful words (shows remorse)• Using non-verbal profanity or gestures• Sexual words or innuendo | <ul style="list-style-type: none">• Using profane language, gestures, or actions purposefully or directly at a specific person• Repeated or gross use of inappropriate or sexual words, non-verbal gestures, or actions |
| Disruption | Disruption |
| <ul style="list-style-type: none">• Unnecessary talking out of turn/interrupting• Making unnecessary noises• Being out of seat or area without permission• Sitting on top of tables• Throwing paper or other small objects | <ul style="list-style-type: none">• Repeated or excessive unnecessary talking or noises• Leaving room without permission• Making a threat that causes a disruption• False fire alarm |
| Fighting / Physical Aggression | Fighting / Physical Aggression |
| <ul style="list-style-type: none">• Mild unnecessary physical contact of any kind (pushing, shoving, bumping, play fighting, mild body contact, etc.)• Invading personal space purposefully | <ul style="list-style-type: none">• Physical aggression involving a strike of any kind with or without injury (punch, hit, slap, kick, biting, spitting, etc)• Throwing any object with intent to injure, resulting in injury, or resulting in property damage• Closing someone in a locker or closet |
| Defiance / Disrespect / Noncompliance | Defiance / Disrespect / Noncompliance |
| <ul style="list-style-type: none">• Refusing to follow directions or comply with adult request - insubordination• Inappropriately questioning an adult | <ul style="list-style-type: none">• Repeated or continuous refusal to follow directions or comply with adult request - gross insubordination• Arguing with an adult |
| Teasing / Taunting | Harassment / Bullying |
| <ul style="list-style-type: none">• Repeated remarks of a demeaning nature (name calling, spreading rumors, embarrassing someone, shaming, etc)• Intentionally blocking the path of others• Threatening to hurt others through actions or words | <ul style="list-style-type: none">• Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim (demeaning jokes, repeated demeaning remarks, stories, activities, etc.)• Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear or suffering to the victim• Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment• Remarks about race, ethnicity, or religion directed at oneself or one's own race ethnic group or religion |

| | |
|---|---|
| Property Damage | Property Damage |
| <ul style="list-style-type: none"> • Restroom damage: water on floor, paper towels, toilet paper, soap, writing on stalls, etc. • Cafeteria damage: leaving tray, spilling food, leaving trash, etc. • Classroom damage: leaving trash, writing on desks, etc. • Student possessions: taking, touching, or damaging other student's possessions or belongings | <ul style="list-style-type: none"> • Defacing/destroying any personal or school property (intentionally breaking desks or chairs, denting lockers, destroying items such as backpacks, computers, phones, etc.) • Repeated property damage minors |
| Lying / Cheating / Theft | Lying / Cheating / Theft |
| <ul style="list-style-type: none"> • Taking or hiding another's property (pencil, eraser, etc.) • Refusing to return a "borrowed" item • Copying someone else's homework • Cheating on quizzes • Not telling the truth | <ul style="list-style-type: none"> • Taking or hiding another's property (sentimental or significant monetary value) • Not telling the truth when it involves someone's personal safety or property damage • Plagiarism • Cheating on a test (1st offense) or a quiz (2nd offense) |
| Possession of a Controlled Item | Possession of a Controlled Item |
| <ul style="list-style-type: none"> • Possessing picture or graphic of questionable content | <ul style="list-style-type: none"> • Possessing a gun, knife, other weapon, matches, lighters, combustible items, or any item capable of causing bodily harm or property damage • Possessing pornographic material • Possessing or using alcohol, tobacco, tobacco products, e-cigarettes, any vaping materials, drug paraphernalia, or other unapproved items on school grounds |
| Dress Violation | Dress Violation |
| <ul style="list-style-type: none"> • Failing to modestly cover the body as per student handbook guidelines • Wearing a hat/cap or other head covering during the school day • Wearing items that are distracting | <ul style="list-style-type: none"> • Wearing clothing that reveals excess cleavage, belly, or any areas that should be covered • Wearing clothing promoting violence, controlled substances, vulgar language, or sexual innuendo • Wearing items that are unsafe |
| Cell Phone Violation | Cell Phone Violation |
| <ul style="list-style-type: none"> • Rings/vibrates/disrupts during class time • Is used to send or receive text messages during class time • Is out and/or in the hands of the student during class time | <ul style="list-style-type: none"> • Taking a picture or video of someone without permission • Using a cell phone to cheat, bully, or harass • Repeated use of cell phone in class without permission |
| Tardiness | Truancy / Unexcused Absence |
| <ul style="list-style-type: none"> • Fewer than five minutes tardy to class | <ul style="list-style-type: none"> • Tardy to school for first class • More than five minutes tardy to class • Unexcused absence • Repeated classroom tardies • Repeated school tardies |
| Parking Areas | Parking Areas |
| <ul style="list-style-type: none"> • Trash or other debris left in the parking lot | <ul style="list-style-type: none"> • Unsafe/dangerous driving in school parking lot |

| | |
|---|--|
| <ul style="list-style-type: none"> Blocking other cars in through poor parking Entering/exiting parking lot in an unsafe or careless manner Parking in non-designated student areas | <ul style="list-style-type: none"> Blocking mailboxes or driveways Driving/moving a vehicle without permission |
| Technology Violation | Technology Violation |
| <ul style="list-style-type: none"> Inappropriate use of school issued computers (photos, messaging, social media) in and outside school hours Watching inappropriate videos Playing video games with violence/adult content/etc. Unauthorized downloading | <ul style="list-style-type: none"> Using school issued computer to threaten, bully, harass, or intimidate another Possessing pornographic images Unauthorized downloading (2nd offense) Unauthorized recording of others |

MINORS - Level 1 Behaviors

Minor acts of misconduct that interfere with the orderly operation of the classroom, a school function, extra-curricular/co-curricular program or approved transportation. These offenses are often, but not always, the responsibility of the teacher/staff member involved in the situation. A student's failure to abide by the teacher/staff member's authority becomes a more serious offense.

| Sample Behavior | 1st Consequence | 2nd Consequence | 3rd Consequence | 4th Consequence |
|--------------------------------------|-------------------------|--|---|---|
| Inappropriate Language | Redirection and warning | Before/after school meeting with rules/appropriate behavior taught Parent contacted | Before/after school meeting with rules/appropriate behavior reviewed Parent contacted Behavior contract created | Office referral for further consequences |
| Dress Violation | Redirection and warning | Before/after school meeting with rules/appropriate behavior taught Parent contacted | Before/after school meeting with rules/appropriate behavior reviewed Parent contacted Behavior contract created | Office referral for further consequences |
| Technology Violation | Redirection and warning | Before/after school meeting with rules/appropriate behavior taught Parent contacted | Before/after school meeting with rules/appropriate behavior reviewed Parent contacted Behavior contract created | Office referral for further consequences |
| Cell Phone Violation | Redirection and warning | Cell phone turned into the office until end of day Parent contacted by teacher | Cell phone turned into the office until end of day Parent must call office to release | Cell phone turned into the office until end of day Parent must call office to release Cell phone use contract created |
| Tardy to Class (Other than 1st Hour) | Warning | 15 minute detention by teacher | 30 minute detention by teacher | Office referral and 1 hour detention by office |

| | | | | |
|-------------------------|-------------------------|--|---|--|
| Other Level 1 Behaviors | Redirection and warning | Before/after school meeting with rules/appropriate behavior taught Parent contacted | Before/after school meeting with rules/appropriate behavior reviewed Parent contacted Behavior contract created | Office referral for further consequences |
|-------------------------|-------------------------|--|---|--|

MAJORS - Levels 2-4 Behaviors

LEVEL II Majors

Level II offenses are intermediate acts of misconduct and are more serious or disruptive examples of the offenses in Level I. Level II also includes repeated acts of misconduct from Level I.

| Sample Behaviors | 1st Consequence | 2nd Consequence | 3rd Consequence |
|--|--|---|---|
| Repeated Level I Behaviors | Time-Out Plan or Up to 1 hour detention | Detention or up to 1 day ISS | Up to 3 days ISS |
| Tardy to School (Up to 10 minutes) | Warning by office | Warning by office | 3rd - 15 minute detention 4th - 30 minute detention 5th - 30 minute detention 6th - Parent meeting |
| Unexcused Absences / Tardy to 1st Hour Greater Than 15 Minutes / Tardy to Any Class Greater Than 5 Minutes | Detention equal to time missed | Detention equal to double time missed | ISS equal to time missed / Parent meeting / 5 or more unexcused absences may result in being dropped from class |
| Leaving School Without Permission | Up to 1 hour detention + the time missed | Up to 2 hours detention + the time missed | Up to 2 days ISS |
| Being in Unapproved Location | Warning | Detention up to 1 hour | Up to 1 day ISS |
| Removal from Classroom for Disruption | Time-Out Plan or Up to 1 hour detention | Detention or up to 1 day ISS | Up to 3 days ISS |
| Leaving Classroom Without Permission | Time-Out Plan or Up to 1 hour detention | Detention or up to 1 day ISS | Up to 3 days ISS |
| Cheating or Plagiarism | Parent Contact, Alternative Assessment, Up to 1 hour detention | Up to 1 day ISS, Loss of credit for assignment | Up to 3 days ISS, Loss of credit for assignment |
| Profane, Obscene, or Inappropriate Language/Materials | Up to 1 day ISS | Up to 3 days ISS | Up to 5 days ISS/OSS |
| Technology Violation | Detention or up to 1 day ISS Possible computer restrictions enabled | Up to 3 days ISS Computer restrictions enabled | Up to 5 days ISS/OSS Computer restrictions enabled |

| | | | |
|---|--|----------------------|----------------------|
| Physical Aggression (Not Assault) | Up to 1 day ISS | Up to 3 days ISS/OSS | Up to 5 days ISS/OSS |
| Unauthorized Photography of Others | Detention or up to 1 day ISS | Up to 3 days ISS/OSS | Up to 5 days ISS/OSS |
| Defiance / Disrespect / Noncompliance / Insubordination | Up to 1 day ISS/OSS | Up to 3 days ISS/OSS | Up to 5 days ISS/OSS |
| Dress Violation | Warning by office and change of clothing | Up to 1 day ISS | Up to 3 days ISS |
| Defacing Property | Up to 1 day ISS/OSS | Up to 3 days ISS/OSS | Up to 5 days ISS/OSS |
| Other Level II Behaviors | Detention or up to 1 day ISS/OSS | Up to 3 days ISS/OSS | Up to 5 days ISS/OSS |

LEVEL III Majors

Level III infractions are major acts of misconduct. They include repeated misconduct acts from Level II, serious disruptions of school order, threats to the health, safety and property of others, and other serious acts of misconduct.

| Sample Behaviors | 1st Consequence | 2nd Consequence |
|-----------------------------|--|---|
| Repeated Level II Behaviors | Up to 5 days ISS/OSS | Up to 10 days ISS/OSS |
| Theft | Up to 1 day ISS Police involvement | Up to 3 days ISS Police involvement |
| Vandalism | Up to 3 days ISS/OSS Police involvement Possible recommendation to board for expulsion | Up to 5 days ISS/OSS Police involvement Possible recommendation to board for expulsion |
| Assault - Verbal | Up to 3 day ISS/OSS | Up to 5 days ISS/OSS Police involvement Possible recommendation to board for expulsion |
| Assault - Physical | Up to 3 days OSS Police involvement Possible recommendation to board for expulsion | Up to 5 days OSS Police involvement Possible recommendation to board for expulsion |
| Harassment/Bullying | Up to 5 days ISS/OSS Police involvement Possible recommendation to board for expulsion | Up to 10 days ISS/OSS Police involvement Possible recommendation to board for expulsion |
| Gross Insubordination | Up to 5 days OSS Possible recommendation to board for expulsion | Up to 10 days OSS Possible recommendation to board for expulsion |
| Other Level III Behaviors | Up to 5 days OSS Possible recommendation to board for expulsion | Up to 10 days OSS Possible recommendation to board for expulsion |

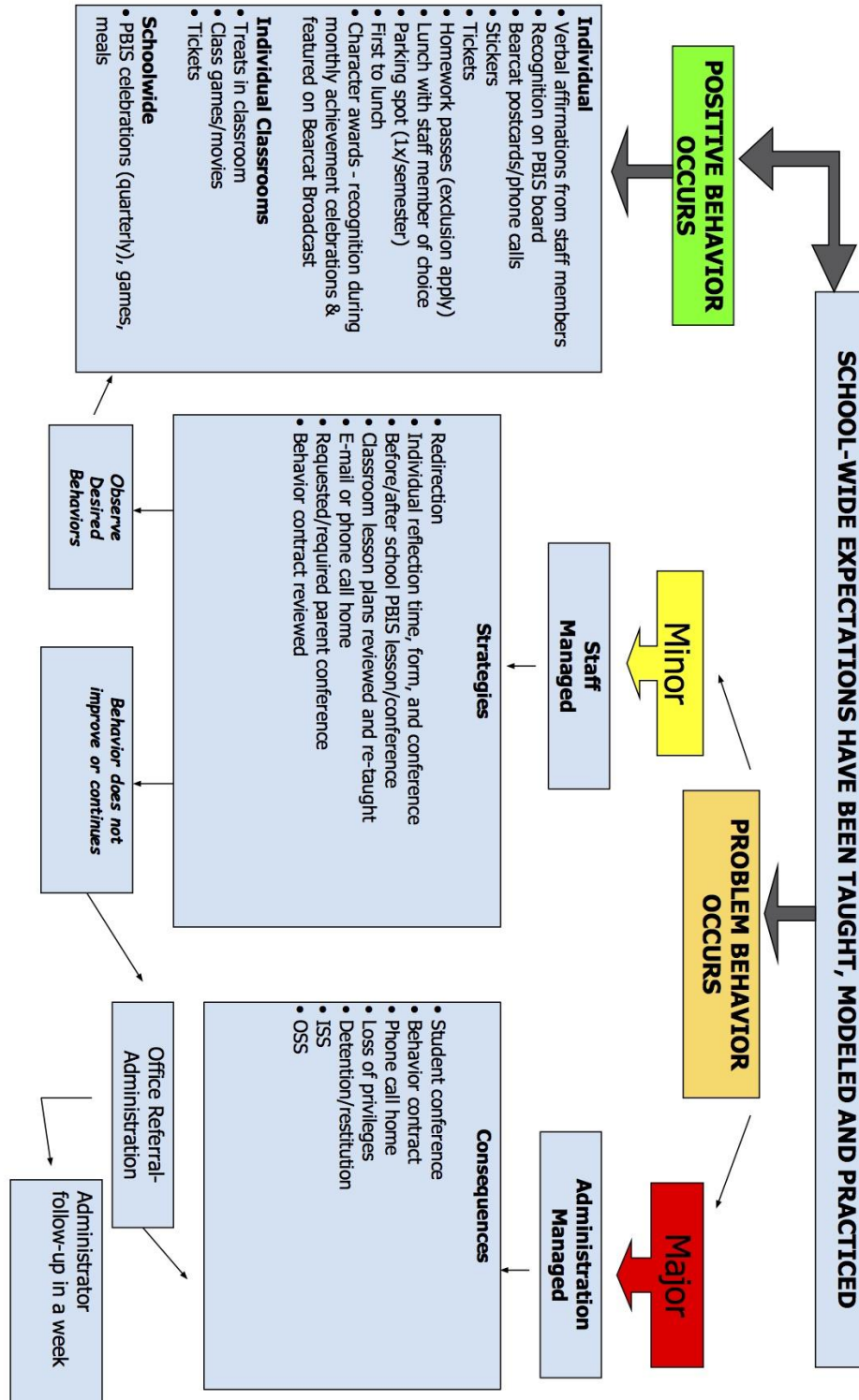
LEVEL IV

Level IV infractions are the most serious. Any Level IV act is grounds for expulsion and will result in a suspension from school with consideration for a recommendation for expulsion to the Board of Education.

| Sample Behaviors | Consequence |
|--|--|
| Repeated Level III Behaviors | Up to 10 days ISS/OSS Recommendation to board for expulsion Police involvement |
| Possession/Use of Weapon | Indefinite ISS/OSS Possible recommendation to board for expulsion Police involvement |
| Possession of Controlled or Prohibited Substance | Indefinite OSS Possible recommendation to board for expulsion Police involvement |
| Other Level IV Behaviors | Indefinite OSS Possible recommendation to board for expulsion Police involvement |

The lists above are not intended to be an all-inclusive list of behavior issues or violations and consequences but as general guidelines. Disciplinary action may be given for the violations listed or any other violations not listed are at the discretion of the staff and administration. The consequence for any disciplinary action may be modified from the list above at the discretion of the staff and administration.

Discipline Flowchart



The lists above are not intended to be an all-inclusive list of behavior issues or violations and consequences but as general guidelines. Disciplinary action may be given for the violations listed or any other violations not listed are at the discretion of the staff and administration. The consequence for any disciplinary action may be modified from the list above at the discretion of the staff and administration.

Office Discipline Procedures

When a discipline problem arises and the student is referred to the office, the following procedures will be followed:

1. The student is informed/notified of the infraction.
2. The student has the opportunity to tell his/her side of the story.
3. The teacher/supervisor/principal determines the level of discipline to be imposed, if any.

Students Directed to the Office

Any student directed to report to the office by a teacher or staff member must report directly to the office and remain in the office until released by the principal or other office staff. Failure to report directly to the office is considered gross insubordination and consequences may include suspension from school.

Teachers, study hall monitors, substitute teachers, and other staff have the authority to direct students to report to the office for being disruptive, being non-cooperative/defiant, sleeping in class, being disrespectful to the teacher or other students, and other behavior the teacher determines affects the good order of the classroom. The teacher or staff that directed the student to report to the office will submit a discipline referral to the office regarding the incident/behavior. The principal will determine the consequence based on the school discipline policy.

Re-Admittance To Class Procedures - In addition to any administrative consequences based on Code of Conduct

1. Students directed to the office from a classroom will not be sent back to that class during that class period.
2. First Offense - Students must meet with the teacher/study hall monitor that directed them to the office prior to being readmitted to class.
3. Second Offense - Parent and student must meet with the principal and teacher to establish a re-admittance plan prior to the student being readmitted to class.
4. Third Offense - Student may be withdrawn from class and receive no credit.

Detention and Mandatory Conferences

Detention or mandatory conferences may be assigned to students for unacceptable behavior. Teachers may assign detention or conferences to their own rooms, but only the principal will assign administrative detention.

Administrative detention will be held in the office. Students are to be given reasonable time to make arrangements for transportation when scheduling detentions.

Failure to serve the detention or attend the conference within the time allowed may result in the student being suspended. Detentions and mandatory conferences have priority over activity practices or rehearsals. Informing coaches and sponsors about missing practice is the responsibility of the student involved.

Failing to serve detentions or attend mandatory conferences is considered gross insubordination and consequences may include lengthening the detention time and potential suspension from school depending on the circumstances.

Staff Authority

All school employees share responsibility for the proper operation of the school. Therefore, in the absence of an administrator or teacher, custodians, bus drivers, cooks, secretaries, special services and special education personnel, or other staff who find it appropriate to take action or issue directions to students will have full authority to provide leadership. Students are required to show due respect to the entire staff at all times.

BUS POLICIES AND INFORMATION

Bus Passenger Expectations

School transportation is provided to rural students who qualify and to a few stops within the communities. We respectfully ask for the help and cooperation of both students and parents.

| |
|--|
| The Bearcat Way on the Bus |
| Be Safe |
| Keep hands and feet to yourself. |
| Keep aisles clear. |
| Remain seated. |
| Sit appropriately. |
| Be Respectful |
| Follow directions of the bus driver. |
| Speak quietly. |
| Use appropriate language. |
| Respect property of others. |
| Contact the bus driver if you won't be riding. |
| Be Responsible |
| Be at the bus stop on time. |
| Pick up after yourself. |
| Report any problems. |
| Be Kind |
| Greet the bus driver. |
| Share your seat. |

Only authorized bus riders may ride the bus. Only regularly scheduled bus students are to ride the school buses. Please call the office to make alternate arrangements.

Please note that transportation is a privilege. Students must behave well so the driver can transport students safely. The conduct of a student must be satisfactory to continue to warrant the service. Transportation privileges can be denied or suspended for failure to follow the above rules.

For the safety of students riding the bus, video cameras are in use on school buses. The content of the video tapes may be used to discipline students. Students are not informed when the video cameras are or are not in use. The driver shall warn an offender upon the first time, report to the Principal and Superintendent's office the second time, and any further infractions could result in suspension of riding privileges. Any serious disturbance or continued failure to comply with these rules will be reported to the parents.

Consequences for Inappropriate Bus Behavior

First Offense – Warning and written notice of behavior sent home to parents

Second Offense – Same as first offense and detention

Third Offense – Written notice and suspension from riding the bus for three (3) days

Fourth Offense – 10 days suspension from the bus

Fifth Offense – Expulsion from riding the bus

The principal may deviate from these steps if the severity of the problem warrants it. Please note that bus behavior may result in suspension (in or out) and expulsion from school in addition to suspension and expulsion from the bus.

Activity Bus Guidelines

Students who ride an activity bus must ride to and from the event on the bus. Students are to ride home on the

activity bus unless the student is riding home with a parent. Parents must present themselves personally to the coach or person in charge of the activity and inform the coach/sponsor that their child is riding home with them. Any exceptions to this rule must be cleared with the building principal.

Pep Bus Guidelines

The school district may sponsor a pep bus to transport students to school activities. A fee may be charged to students riding the pep bus. Riding on the pep bus is a privilege that can be taken away. Students who ride a pep bus must ride to and from the event on the bus. Students must ride home on the pep bus unless prior arrangements have been made with the principal or the student's parents to transport the student home.

Video Cameras on School Buses

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

CARE OF SCHOOL PROPERTY

Students are expected to help keep the school neat and clean. This includes some general housekeeping from all staff and students. All students should assist custodians by picking up paper and other items from the floor, by using materials, equipment, and furniture with care, and by keeping walls, desks, and other school items clean.

CELL PHONE POLICIES

7-8 Cell Phone Usage Expectations

- All electronic devices are the sole responsibility of the student. North Butler will not be responsible for investigating lost or stolen items.
- Students may use cell phones before and after school, and during passing time, as long as they do not create a distraction or a disruption.
- Cell phones/electronic devices must be stored in your locker and be on VIBRATE/SILENT MODE during the entire school day – this includes during the passing period.
- Students may use their cell phones only in the Main Office during break and lunch under adult supervision.
- Students should not have their cell phones out when visiting the restrooms or while in the locker room.
- Wired/wireless earbuds and headphones may not be worn during instructional time - study hall is acceptable.

Below is a chart outlining appropriate instances and locations for cell phone usage in school

| Cell Phone Usage Allowed | Cell Phone Usage Prohibited |
|---|---|
| Before school, 7:30-8:00 AM | During the school day, 8:00 AM - 3:20 PM (exception-passing time) |
| Passing Time | Restrooms |
| In the office with approval to contact a parent | Locker rooms |
| | In detention or in-school suspension |

9-12 Cell Phone Usage Expectations

Cell phones, while commonplace in our society, can be either an educational tool or a distraction in the educational setting. Below is a chart outlining appropriate instances and locations for cell phone usage in school.

| Cell Phone Usage Allowed | Cell Phone Usage Prohibited |
|--|--|
| During lunch | Restrooms |
| Between classes | Locker rooms |
| In class when approved by a teacher for educational purposes | In class when not approved by a teacher and during an assessment of any kind (exam, quiz, etc) |
| In the office with approval to contact a parent | In detention or in-school suspension |

Cell Phones and Other Tech Devices

Student use of cell phones / tech devices is allowed before and after school and during the student's scheduled lunch period. Phones must be kept on silent or vibrate at all times. If noise of vibration becomes a distraction in the classroom, students will be asked to silence or shut off their devices. Personal tech devices with the ability to connect to the Internet wirelessly will be treated the same as cell phones.

Cell phones / tech devices may be used in class only when approved by the teacher **for educational use**. Student cell phones may be confiscated by any teacher or staff member when the cell phone:

1. Rings or vibrates during class time
2. Is used to send or receive text messages during class time
3. Is used to take inappropriate or disruptive pictures or recordings
4. Is out and/or in the hands of the student during class time

Teachers may require that students turn in their cell phones to their teacher when leaving the class with a pass and may confiscate a cell phone and turn it into the office for not following the rules above.

| 1st Consequence | 2nd Consequence | 3rd Consequence | 4th Consequence |
|-------------------------|---|--|---|
| Redirection and warning | Cell phone turned into the office until end of day Parent contacted by teacher | Cell phone turned into the office until end of day Parent must call office to release | Cell phone turned into the office until end of day Parent must call office to release Cell phone use contract created |

Consequences for misuse of a cell phone/tech device during school hours will result in the phone/tech device being taken away and turned in to the school office. The student may pick the device up at the end of the student's scheduled school day (second offense). Any time a cell phone/tech device is confiscated thereafter, a parent/guardian must contact from the office to release device to student at the end of their scheduled day and a cell phone contract will be in effect.

If a student fails to comply with a staff request to yield possession of a cell phone, or fails to comply with restricted use consequence, a ½ hour detention will be issued. The use of headphones, and/or any other technology (including iPods, mP3 players, etc.) is only allowed with permission of classroom teacher, before and after school and during a 21 student's lunchtime. Headphones are treated the same as cell phones if taken away. Please note that the school is not responsible for any lost or stolen property.

Students having a cell phone out during any exam, quiz, and/or assessment will be considered cheating with loss of credit for the exam, quiz, and/or assessment.

Cell Phones - Other

- Taking photos or videos of others in school without their permission is prohibited and may be considered bullying/harassment.
- Cell phones are strictly prohibited from use in locker rooms or restrooms.
- Students serving in-school suspension, serving time out of class in the office, and detention will not be permitted to have their cell phone with them. The cell phone can be placed in the student's locker or vehicle or given to the school office.

Misuse of cell phones to take unauthorized photos or videos of others may result in discipline up to and including suspension from school.

Cell Phones and Bullying/Harassment

Students who use cell phones or other electronic devices to harass, bully, or threaten other students and/or school employees and/or any other inappropriate or disruptive use may have their cell phone privileges restricted or revoked in addition to any other school consequences.

CHEATING

Students are expected to do their own schoolwork. Cheating by looking at another student's work, copying others' work, copying from other sources or similar cheating is not tolerated. Discipline may include a failing grade for the work, loss of class credit, loss of use of the media center or use of computers, suspension, or expulsion. Any use of or having a cell phone out during an exam, quiz, and/or assessment will be considered cheating. See consequences in the discipline matrix.

DRESS GUIDELINES

There is a strong connection between academic performance, student appearance, and conduct. Inappropriate student appearance may cause a material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment.

Iowa's educational standards (Iowa Code Section 256.11, 1987 supplement) require that students from grades one through twelve be taught about the effects of alcohol, tobacco, drugs and poisons on the human body as part of their health and physical education. Any apparel depicting the use of alcohol or drugs or bearing a sexually explicit message runs counter to our educational mission and is unacceptable.

Dress and personal appearance should be safe, healthy, and not interfere with or distract from the educational process. Any written material, which advertises a service not permitted to minors, will not be allowed. In addition, no obscene, vulgar material or pictures on any clothing will be allowed. Such materials include, but are not limited to, buttons, badges, T-shirts or other such clothing. Hats or bandannas are not to be worn in the building. Students are not allowed to have hats in their possession during the school day, 8:05 a.m.- 3:20 p.m. Abuse of these rules may result in detention or suspension. Physical education and practice attire shall be appropriate at all times as determined by the coach/sponsor and may not be worn in the school/class area depending on the attire.

| Dress Must | Dress Cannot |
|---|--|
| Be safe | Be unsafe |
| Be healthful | Depict the use of alcohol or drugs or other unsafe activity |
| Be conducive to the educational process | Interfere with or distract self or others from the educational process |

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

1. Shirts or tops must cover the waistline area.
2. Armholes on tank tops must be tight under the armpits and straps must cover undergarments on the shoulder. No spaghetti straps. Halter tops/dresses or tube tops/dresses are not acceptable.

3. Sheer and/or revealing clothing is not allowed. All clothing with holes exposing undergarments or areas where undergarments are typically worn or with excessive tears or holes are not allowed.
4. Shorts should be of a length that when the arms are held down at the side of the shorts should go to the middle of the fingers (pocket linings cannot be seen). "Soffe" shorts or pajama type shorts are not acceptable.
5. Pants should not have holes revealing undergarments or be so baggy as to hang down and create a disruption or safety concern. Pants must rest on the waistline area. Undergarments cannot be shown if the shirt is pulled up.
6. No caps/head covering are allowed during the school day.
7. Loose hanging chains (non-jewelry) or animal choke collars are not to be worn.
8. Skirts or pants should not be so long that it becomes a safety hazard.
9. Shoes are to be worn at all times (closed toed shoes are required in the industrial tech shop.)

A student could be asked to change the offending clothing, sent home, or be placed in in-school suspension if observed wearing such items during school. If such clothing items are worn at school activities, the student could be suspended from the activity if they participate or not allowed to attend if the student is a spectator. While the primary responsibility for appearance rests with the students and their parents, the administration reserves the right to judge what is appropriate or proper and what is not. The preceding limitations are not intended to be all-inclusive. The staff and administration on an individual basis will evaluate each situation. Certain school activities or field trips may have more specific dress requirements in order to participate. Students will be given timely and proper notice of any different dress requirements for any school activity or field trip.

FACILITIES – USE OF SCHOOL BY STUDENT ORGANIZATIONS

School district facilities are available during non-school hours to school sponsored and non school-sponsored student organizations for the purpose of meetings or activities. Student groups wishing to use the school district facilities should contact their sponsor or the principal to reserve a room. School district policies, rules, and regulations are in effect during these meetings.

FIELD TRIPS

Field trips are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on a field trip is *NOT* considered an absence.

While on field trips, students are guests and are considered ambassadors and representatives of the school district. Students must treat teachers, chaperones, and guides with respect and courtesy. Specific dress requirements may be implemented for field trips, and students will be required to adhere to those in order to participate.

Field trip sponsors will provide the office and other teachers with a list of students anticipated to participate in the field trip prior to the trip. It will be the responsibility of the student to make arrangements with their teachers in advance to take care of any class work missed due to the field trip prior to the trip. A completed field trip form must be signed by each teacher prior to departure on the trip when possible and turned into the field trip sponsor. The student is responsible for communicating with each teacher in advance and completing the field trip form. Students who have not completed work and/or the form prior to trip departure may not be allowed to attend optional trips. If a student misses a trip that is required and/or graded as part of a class curriculum due to the above rule will be provided an alternate assignment to make up any missed learning and/or points.

By law, parent volunteers in classrooms or for field trips will need to have school background checks completed prior to the trip.

FOOD AND FOOD SERVICE

School Lunch Program

The North Butler Nutrition Program strives to meet the needs of all students through well balanced meals that meet all nutrition guidelines as prescribed by USDA School Food Authorities (SFA) regulations and the Iowa Healthy Kids Act of 2008.

Families may add money to their nutrition account via online payments through Infinite Campus online parent portal or send money with the student to the building secretary for deposit to their nutrition account. Any returned check will be debited to the family nutrition account along with any bank fees.

All students have use of a meal account. When an account reaches a negative balance, purchasing a la carte items will not be allowed.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received.

Closed Lunch Period

All students are to be present in the cafeteria during their designated lunch period. The remainder of the building is off limits unless the student has a pass from either the principal or a teacher. Any student leaving the school grounds during this time will be considered truant.

Guidelines for Bringing in Other Food/Beverages

Students are allowed to bring in their personal lunch and carry a water bottle to class. All food and beverages (other than water) must be consumed in the cafeteria or in class where food is being prepared as part of an assignment. Students with food or beverages (other than water) in the hallway before school will be directed to the cafeteria. Students with food or beverages (other than water) in classrooms will be directed to dispose of the items.

Students who bring a lunch to school may keep their lunch bag in their locker or the kitchen. No other food should be stored in lockers unless approved by the principal for medical reasons.

Pop, energy drinks, or other unapproved beverages should not be consumed during school hours (8:05 a.m.-3:20 p.m.) in any area. Carry-in food (take-out pizza, delivered fast food, etc.) unless packed in a personal lunch may not be consumed in the cafeteria during breakfast or lunch time or stored in lockers.

Payment of Meals

Families may add money to their nutrition account via online payments through Infinite Campus online parent portal or send money with the student to the building secretary for deposit to their nutrition account. Any returned check will be debited to the family nutrition account along with any bank fees.

All students have a meal account. When an account reaches a negative balance, purchasing ala carte items will not be allowed.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received.

FUNDRAISING

Students may raise funds for school activities upon approval of the principal at least two weeks prior to the fundraising event or the start of a fundraising campaign. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Classes who wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting the gift.

Students may not solicit funds from teachers, employees, or other students during the school day. Students who violate this rule will be asked to stop. Violations of this rule may result in future fundraising activities being denied.

HEALTH, WELL-BEING AND SAFETY

General Illness

Students should remain home when sick. Students with the following conditions should not be sent to school to inhibit the spread of the illness if the following conditions are present:

- Oral temperature of 99.6 degrees within 24 hours
- Vomiting or diarrhea within 24 hours
- Earache lasting more than a day
- Persistent cough, croup, or chest congestion
- Labored or painful breathing
- Reddened, mattering, or crusty eyes

- Moist, draining lesions on the lips or skin

If the conditions persists, please seek medical advice and clearance before returning to school.

Health Requirements by Grade

7th Grade Requirements

- *Tetanus, Diphtheria, Pertussis (Tdap) Vaccination Requirement:* Beginning the 2013-2014 school year and thereafter, students entering 7th grade and above if born on or after September 15, 2000, shall have a one-time dose of tetanus, diphtheria, acellular pertussis (Tdap) vaccine.
- *Meningococcal Secondary School Vaccination Requirement:* Beginning the 2017-2018 school year and thereafter, students entering 7th grade born on or after September 15, 2004 shall have one dose of meningococcal conjugate vaccine (A,C,W,Y). There is no provisional period to implement this requirement.

9th Grade Requirements

- *Dental Screening Requirement:* All children enrolled in ninth grade are required to have a dental screening pursuant to IDPH 641 Chapter 51. The school nurse collaborates with regional public health designees, I-Smile Coordinators, whom audit the admitting school official's compliance with IAC 641 Chapter 51. There is no school exclusion with this mandated dental screening.

12th Grade Requirements

- *Meningococcal Secondary School Vaccination Requirement:* Beginning the 2017-2018 school year and thereafter, students entering 12th grade born on or after September 15, 1999 shall have two doses of meningococcal conjugate vaccine (A,C,W,Y); or 1 dose if one dose was previously received when the student was sixteen years of age or older. There is no provisional period to implement this requirement if the student has received no meningococcal conjugate vaccine.

Physical Examinations and Insurance Forms for Athletics

Students participating in athletics in grades 7-12 are required to provide the school district a physical examination form signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport. Students must also provide the school with proof of insurance form signed by their parent prior to the start of the sport. Failure to provide proof of a physical examination and/or proof of insurance makes the student ineligible to participate.

Dental Screening

As per State Law, all freshmen entering high school and all students transferring to North Butler High School must present proof of a dental screening within the past year. Dental screening forms must be signed by a dentist or registered dental hygienist and returned to the school. Dental screening forms will be available at the office.

Emergency Drills

Fire and tornado drills will be held to assure safe passage of building occupants to the safest place. Teachers will instruct all of their classes on procedures and routes to use. In case of a real emergency, it is very important that everyone remain calm, and each class remain with their teacher so all can be accounted for.

Students will be informed of the ALICE (Alert, Lockdown, Inform, Counter, Evacuate) protocol that will be used in the incident of an intruder and/or active shooter and drills may be held. The command center will alert everyone of the situation, get information and directions to staff as quickly as possible, and get into lockdown locations. In the case of an active shooter, this protocol allows teachers to make informed decisions on how to react next (counter or evacuate) based on the threat and the location the intruder.

Administration of Medication

Students may need to take prescription or non-prescription medication during school hours. Students or parents must bring all medications to the office so they can be administered. It is the responsibility of each student requiring medication to report to the office at the appropriate time for dispensation. No medication shall be dispensed to any student unless the following rules are observed:

- A licensed medical or osteopathic physician or dentist must prescribe the medication.
- The medicine shall be maintained in the original prescription container which shall be labeled with: (a) name of pupil, (b) name of medication, (c) directions for use, (d) name of physician or dentist, (e) name and address of pharmacy, and (f) date of prescription.
- The medication, while at school, shall be kept in a designated place in a specified locked drawer or cabinet. When required, refrigeration will be provided.
- In each building housing a less than full-time nurse, access to the medication shall be under the authority of the principal of that building or a person designated by the principal.
- At the end of the school year or at the end of a dispensing time, any remaining medication shall be returned

to the pupil's parents or destroyed. If a medication is destroyed, this will be noted on the pupil's health record.

- Students cannot keep non-prescription medication with them during the school day. It must be kept in the office and administered by parent instruction.

Special Health Concerns

Parents should notify the school if the student has special health needs or concerns.

Head Lice

Head lice is an ongoing issue in every community/school but are not considered a medical or public health hazard. Children are no longer sent home due to head lice. While we all understand that head lice in schools is a nuisance, there are appropriate ways to handle the issue without excluding students from school or making students feel excluded. In fact, the Iowa Department of Public Health (IDPH) recommends that children should not be excluded from school due to head lice and should remain in school the rest of the day if they are detected. The Iowa Department of Education supports these recommendations. The nurse will notify specific parents and work with them to correct the problem.

Accidents and Illnesses

Any accidents or illnesses of students should be reported to the principal's office immediately. If the accident or illness is of a serious nature, the parents will be called.

INSURANCE

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

LEARNING SUPPORTS

FLEX Learning Time - Student Advisement, Assistance, and Enrichment Time

FLEX is a 20 minute period designed to provide opportunities for students to get extra help, remediation, complete missing/make-up work, redo work or assessments, and provide a time for various classes and group meetings. Students who have missing or late work and/or have not passed or mastered work based on classroom assessments will be required to work with specific teachers and will be assigned to a highly structured learning center.

Limited English Proficiency: The North Butler Community School District will identify, assess, and place students with limited English proficiency in age appropriate environments with an individualized plan and support systems until they are able to speak, read, write, and comprehend English according to state guidelines.

Special Education Services: The school district is served by Central Rivers AEA. Special Education Professionals such as Consultants, Speech and Language Pathologists, Occupational and Physical Therapists, an Autism Team, and a Behavioral Team are utilized by the district. Students who use these services have an IEP, an Individual Education Plan, designed to help students meet educational goals.

At Risk: North Butler Jr/Sr High has an at-risk teacher on staff. This teacher is available to give students interventions in learning as an addition to their classroom instruction. There is a process in place to identify students in need of at-risk services. Parents of students attending a regular at-risk time/session will be notified.

Talented and Gifted Learning Program: The talented and gifted program is for students in 7-12 grades. Students will have opportunities to expand on the basic curriculum, engage in projects and activities in the student's area of giftedness, or take part in concurrent enrollment courses or PSEO courses through NIACC (grades 9-12). This will allow TAG students an opportunity to go "above and beyond" and to build on areas of strength and interest. The TAG coordinator will also use multiple assessments along with the teacher and parent input to help identify gifted and talented abilities of students.

LEGAL STATUS OF A 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 office. The school district needs to know when these changes occur to ensure that the school district has a current student record.

MEDIA CENTER INFORMATION

General Information

Students are welcome and encouraged to visit the media center. It is at their disposal for research, studying, free reading, and browsing. The media center will be open during regular school hours when school is in session and/or at the discretion of the media director. Students may be given the opportunity to sign out from study hall or a classroom with a pass indicating teacher approval to use the media center for an educational purpose. The media center is also often used for study hall.

Book Check Out

The general collection of books may be checked out for a two-week period and may be renewed three times. Non-current magazines and vertical file materials (pictures, clippings, pamphlets) may be checked out for one period overnight. Reference materials should be used in the media center. If there is a special need, they may be checked out for one night. Overnight materials are due in the media center by 8:15 a.m. Reserve materials are items in high demand and are held at the circulation desk. They are treated as reference materials.

Book/Material Fines

A fine of 2¢ per school day is charged for overdue materials. Students will also be charged for materials that are lost or damaged. If the fine is not paid at the time the material is returned, it will be collected at the time of student checkout at the end of the school year. The media specialist keeps a list of any student owing fines or book charges.

Media Center Policies

- Sit four people to a table.
- Work or study quietly so other students can focus.
- Use materials in the media center respectfully.
- Check out all materials before leaving the media center.

Students must follow the directions of the supervisor of the media center at all times. Students who are disruptive, idle, destructive of materials, or disrespectful of people or materials will be asked to leave and return to study hall, class, or the office.

OPEN ENROLLMENT

Iowa's open enrollment law allows students residing in one school district to request a transfer to another school district upon the parent's request. The parent/guardian must complete an application form that is available in the superintendent's office. For students entering grades 1 through 12, the completed form must be filed with both the resident and receiving district by March 1 of the year preceding the school year for which open enrollment is desired unless there is good cause. Open enrollment may result in loss of athletic eligibility for students open enrolling. The general rule is that the parent/guardian is responsible for transporting the student to and from the receiving district. Please contact the superintendent's office for more information or questions.

PARENT CUSTODY INFORMATION

Where child custody and parental contact are an issue, we need on file documentation of the most recent court order, which addresses the custodial concerns. It will be determined from the documents provided, the rights of each parent in regards to their child/children's educational program and ability to make contact with them before, during, or after school while they are in the care of school employees.

PARENT TEACHER CONFERENCES

Parent-teacher conferences are scheduled twice during the school year. These times will be approved by the North Butler Board of Education. All parents are invited to come to school that day to discuss their student's performances. Parents and teachers will be able to discuss ways in which students can gain maximum benefit from the educational opportunities available to them. Additionally, parents are invited to visit the school at any time or to arrange conferences with teachers and/or administrators regarding the education of their students.

REPORT CARDS

Report cards are available on Infinite Campus at the end of each quarter and mailed home at the end of each semester. In addition, grades are visible throughout the year in online student and parent accounts in Infinite Campus. Students or parents may contact the teacher with any questions.

SCHOOL BOARD POLICIES

Anti-Bullying/Harassment Policy - Harassment, Bullying, Hazing, Initiations

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

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

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

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

Harassment and bullying mean any electronic, 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.

"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.

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

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

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

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;

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

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

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

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

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

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

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should: (1) tell a teacher, counselor or principal; and (2) write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 1. what, when, and where it happened;
 2. who was involved;
 3. exactly what was said or what the harasser did;
 4. witnesses to the harassment;
 5. what the student said or did, either at the time or later;
 6. how the student felt; and
 7. how the harasser responded.

Harassment Complaint Form

Name of complainant:

Position of complainant:

Date of complaint:

Name of alleged harasser:

Date and place of incident or incidents:

Description of misconduct:

Name of witnesses (if any):

Evidence of harassment, i.e., letters, photos, etc. (attach evidence if possible):

Any other information:

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

Signature:

Date:

Witness Disclosure Form

Name of witness:

Position of witness:

Date of testimony, interview:

Description of instance witnessed:

Any other information:

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

Signature:

Date:

Code No. 502.10R1

Complaint Procedure

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

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

Code No. 502.10R1

Harassment Investigation Procedures

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

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

Resolution of the Complaint

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

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal shall file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator shall receive notice as to the conclusion of the investigation.

Points to Remember in the Investigation

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

Conflicts

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

Asbestos Notification

Upon inspection of the boiler and heating pipelines in the North Butler Jr/Sr High School, the wrappings were found to contain material, which we shall treat as friable asbestos-containing material. Where wrappings were not tightly sealed, steps have been taken to correct this. Pipes whose wrappings may contain friable asbestos material are

located in various parts of the school building.

It is important to note that not all-friable asbestos-containing materials need to be removed from schools. Once such material has been identified, a program can be implemented to ensure that the material is maintained in good condition and that appropriate precautions are followed when the material is disturbed for any reason.

A record of the inspection, a diagram of the locations of friable asbestos containing materials, and a copy of relevant EPA regulations are available in the school office. For further information, please call the school at 816-5631.

Child Abuse Reporting

Iowa Code 290.17 requires that schools must notify parents/guardians of the procedures to be followed when there is reason to suspect abuse of their child by any school employee. Parents/guardians wishing to request an investigation of suspected child abuse by a school district employee should call the building principal at 641-816-5631.

Equal Educational Opportunity and Employment

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

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

The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

Harassment or discriminatory behavior that denies civil rights or access to equal educational opportunities includes comments, name-calling, physical conduct or other expressive behavior directed at an individual or group that intentionally demeans anyone based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status or creates an intimidating, hostile or demeaning environment for education. Harassment against employees based upon race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

Notice of Non-Discrimination

The North Butler Community School District offers career and technical programs in the following areas of study:

- Agricultural Education
- Business and Marketing Education
- Family and Consumer Sciences Education
- Industrial Technology Education

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with North Butler Jr/Sr High School are hereby notified that this institution does not discriminate on the basis of race, color, creed, national origin, gender, religion, sexual orientation, gender identity, age, marital status, disability, or socioeconomic status in admission or access to, or treatment or employment in, its programs and activities.

It is also policy that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and eliminate bias on the basis of race, color, creed, national origin, gender, religion, sexual orientation, gender identity, age,

marital status, disability, or socioeconomic status. The curriculum should foster respect and appreciation of the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural, nonsexist society.

Any person having inquiries concerning compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Elementary Principal at (319-267-2212). The elementary principal has been designated to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504. Any person may also contact the Director of the Region VII Office Civil Rights, U.S. Department of Education, Kansas City, Missouri, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504 or the director of the Iowa Civil Rights Commission, Des Moines, Iowa.

Homelessness

Iowa law provides a free public education to all qualifying children, including those who might be temporarily homeless. North Butler Community School stands ready to provide education services to all qualifying children currently residing in our district.

Chapter 33 of Iowa Administrative Code defines "Homeless child or youth" as a child or youth from the age of 3 years through 21 years who lacks fixed, regular, and adequate nighttime residence and includes the following:

- A. A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement;
- B. A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- C. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus, train station, or similar setting; or
- D. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs "1" through "3" above.

If you have information regarding qualified children not currently enrolled, please contact Homeless Coordinator Sam Gribben at 319-267-2212.

Interferences in School

Electronic devices including, headphones or earbuds, iPods/MP3 players, handheld video games, and other items including, but not limited to, yo-yo's, "skate shoes", can interfere with the educational setting and can be unsafe. These items should not be used during the school day and may be confiscated by a staff member. Staff have the authority to permit the use of non-dangerous items for educationally valid reasons in their classrooms on a case-by-case basis.

Headphones/earbuds are not permitted to be worn/used/in place in the hallways, cafeteria (during lunch), and in the classrooms (unless given permission by the teacher).

On the first offense non-dangerous items will be returned to the student at the end of the school day. Upon the second offense non-dangerous items will be returned to the student after the student has served a 30-minute detention. Upon the third offense the non-dangerous items will be returned to the student after 60 minutes of detention have been served. Subsequent offenses of possession of contraband items will be considered gross insubordination and consequences may include suspension from school and the non-dangerous items will only be returned to the parent.

The school does not accept responsibility for these items if they are lost, misplaced, damaged, or stolen.

Student Abuse by School Employee

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations.

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

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

Statement of intent and purpose.

It is the intent of the North Butler School Board to create a uniform procedure for the reporting, investigation, and disposition of allegations of abuse of students directly resulting from the actions of school employees or their agents. The scope of this policy is limited to protecting children in PreK-12 educational programs.

Definitions.

'Abuse' may fall into either of the following categories:

1. Physical abuse means non-accidental physical injury to the student as a result of the actions of a school employee.
2. Sexual abuse means any sexual offense as defined by Iowa Code Chapter 709, Iowa Code Section 728.12 (1), or any sexual act with or directed toward a student.

Jurisdiction: To constitute a violation of these rules, acts of the school employee must be alleged to have occurred on school grounds, on school time, on a school-sponsored activity, or in a school-related context. To be investigated, the report must include basic information showing that the victim of the alleged abuse is or was a student at the time of the incident, that the alleged act of the school employee meets the definition of abuse as defined in these rules, and that the person responsible for the act is currently a school employee.

Duties of School Authorities: The board of directors of a public school district and the authorities in control of a nonpublic school shall:

1. Annually, identify at least one designated investigator and alternate investigator at a public meeting.
2. Adopt written procedures that establish persons to whom the school will delegate a second level of investigation beyond the Level One procedures specifically described in these rules, including law enforcement authorities or the County Attorney's office, personnel of the local office of the Department of Human Services or private parties experienced and knowledgeable in the area of abuse investigation. The Second Level investigator shall not be a school employee, and shall be considered an independent contractor if remunerated for services rendered.

Threats of Violence

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

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:

1. Background of the student including any history of violence or threatening behavior
2. Student's access to any weapons
3. Circumstances surrounding the threat
4. Age of the student
5. Mental and emotional maturity of the student

6. Cooperation of the student and his or her parent(s) or guardian(s) in the investigation
7. Existence of the student's juvenile or criminal history
8. Degree of legitimate alarm or concern in the school community created by the threat
9. Other relevant information from any credible source.

Tobacco-Free Environment

School district facilities and grounds, including school vehicles, shall be off limits for any tobacco use (including any type of e-cigarette). This requirement extends to employees and visitors. This policy applies at all times, including school-sponsored and non-school-sponsored events. Persons failing to abide by this request shall be required to extinguish their smoking material or stop their tobacco use or leave the school district premises immediately. It shall be the responsibility of the administration to enforce this policy.

Illegal Items in School or in Student's Possession

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products, or look-alike substances such as e-cigarettes, vaping materials, or JUULs..

Parents of students found in violation of this policy will be contacted, and the students may be reported to law enforcement officials. Appropriate penalties will be determined by the administration.

Weapons

Weapons and other dangerous objects are prohibited in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess a weapon or dangerous objects on school property shall be notified of the incident. Violators shall be reported to the law enforcement officials.

Any student who is in possession of an object that meets the state definition of a dangerous weapon may be expelled for duration to be determined by the Board. That includes, but is not limited to, a dagger, razor, stiletto, switchblade knife, or a knife having a blade exceeding five inches in length.

Students who bring items to school that do not meet that definition but are capable of inflicting injury to others may be subject to suspension and/or expulsion. Pocket Knives, penknives and the like would fit this definition. Circumstances will dictate which possibility the administration will pursue.

In addition, any student who actually uses an object in such a manner as to indicate that the defendant intends to inflict death or serious injury upon another, and which, when the object is so used, is capable of inflicting death upon a human being may be expelled for a period of time to be determined by the Board.

Students bringing a firearm to school shall be expelled for not less than twelve months and be referred to law enforcement officials. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

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.

SCHOOL CANCELLATIONS AND EARLY DISMISSAL

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified over Infinite Campus, radio announcements (KLMJ and KWAY) and television announcements (KWWL and KIMT).

SCHOOL FEES - WAIVER OF FEES

The school district may charge fees for certain items as provided by law. Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the Business Manager, Shellee Bartlett (319-267-2205 or shellee.bartlett@northbutler.k12.ia.us), for a waiver form. This waiver does not carry over from year to year and must be completed annually.

SCHOOL PICTURES

Student pictures are taken in the fall of each school year. All students will be photographed. These photos will be used in school records, publications, and to make class composites. The students are not required to purchase the pictures but may do so if they choose to.

SEARCH AND SEIZURE

Notification of Video Cameras On School Premises

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

Searches

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

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
- The emergency requiring 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 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, book bags, etc. is permissible in emergency situations when the health and safety of students, employees, or visitors are

threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

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

Seizure

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

Searches of Student Lockers and Desks

Each student is assigned a locker for the storage of books and equipment. It is the student's responsibility to see that this locker is kept locked and in order at all times. Students are advised not to leave money or other valuables in their locker. Students are responsible for securing their locker and its contents, and keeping their locker clean. Students should not give their combination to other students. Students are not allowed to post anything on the outside of their locker. Anything on the inside of the locker must be secured with magnets. Tape is not allowed. Students are not to have obscene pictures or posters depicting the use of tobacco, drugs, or alcohol in their locker. Pop cans, bottles, food or other trash should not be stored in student lockers. If these are found in the locker, students will be asked to remove them.

Lockers are a permanent part of the building, they are considered school property and students are expected to keep them in good, usable condition. Lockers are temporarily assigned to individual students and remain the property of the school district at all times. According to School Board Policy 502.8R1 (1997), school lockers are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker. School officials in the presence of the student or another individual may conduct periodic inspections of all, or a random selection of, lockers. 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 may be searched when a school official has reasonable and articulable suspicion that the contents of the locker contain: illegal or contraband items, evidence of a violation of law, school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

Use of Drug Dogs

North Butler Schools, in conjunction with law enforcement agencies, may incorporate drug detecting dogs to screen school-issued student lockers for illegal drugs. These screenings may occur at anytime and may not be announced in advance.

STUDENT ACTIVITIES AND ELIGIBILITY

Assemblies and Pep Rallies

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away.

Activity Guidelines

A wide variety of school activities and organizations are available. All students are encouraged to take advantage of at least one of these activities. The following regulations apply to the activity program:

- Meetings and other activities of a school organization must be approved and supervised by the group's sponsor.
- Student behavior expectations and policies apply for all school-sponsored activities.

- If guests who do not attend North Butler Jr/Sr High School are to be invited (if allowed), their names are to be submitted to the principal for approval.
- Plans for any event must be made well in advance of the date of the activity and must be submitted to the principal's office.
- No Sunday activities are held without the approval of the principal or his/her designee.
- Once a person leaves an event, there is no re-admittance.
- Students must present their activity cards, when allowed, to be admitted to any event without charge.
- All signs, notices, and posters must have approval from the principal before they are posted in the building. All approved postings will have an approval stamp affixed by the office prior to posting.

Dances/Activity Nights

School sponsored dances must be approved by the principal at least two weeks prior to the dance. The dance must be supervised by at least two school employees. Students who leave a dance are not allowed to re-enter the dance. School district policies, rules, and regulations apply to students as well as non-students at school dances. Students and non-students violating school district policies, rules, or regulations will be asked to leave the dance and school grounds and may result in other disciplinary action.

High School Dances

- School dances will be closed to the public. Dances designated as North Butler High School dances are for high school students only in grades 9 through 12.
- Only North Butler students and their dates will be admitted. North Butler students who wish to bring a non-North Butler student must register their proposed guest in the office listing the guest's name, age, and school. No guest over 21 years of age will be admitted. The principal will contact the proposed guest's school to check on the status of the guest. Student guests that are under suspension, Good Conduct violation, and other disciplinary history may not be allowed to attend the dance. All guests must present a valid ID to the principal or dance sponsor upon arrival to the dance prior to being admitted to the dance.
- If a student leaves a dance, he/she will not be allowed to return.
- If a student or guest has been or is suspected of drinking or using other illegal substances, the student or guest will not be admitted to the dance. Parents and local law enforcement will be contacted. School discipline will be imposed if it is determined that the student violated school policy.
- Students or guests admitted to the dance that are then are discovered to have or are suspected of using alcohol or other illegal substances will be detained until the parents/guardians and/or law enforcement are called. School discipline will be imposed if it is determined that the student violated school policy.
- Individuals causing destruction of school property or misuse of the facilities will be dealt with by the administration.

Junior High Dances

- School dances designated as North Butler Junior High School dances are for North Butler Junior High School students in 7th and 8th grades. No students from other schools will be admitted.
- If a student leaves a dance, he/she will not be allowed to return.
- If a student has been drinking or is suspected of using other illegal substances, the student will not be admitted to the dance. Parents and local law enforcement will be contacted. School discipline will be imposed if it is determined that the student violated school policy.
- If a student has been admitted to the dance and then is discovered or suspected of using alcohol or other illegal substances, the student will be detained until the parents/guardians and/or law enforcement are called. School discipline will be imposed if it is determined that the student violated school policy.
- Individuals causing destruction of school property or misuse of the facilities will be dealt with by the administration.

Activity Free Night

Wednesday night is designated as activity-free night. No school functions or games will be scheduled at or after 6:30 p.m. on this night. The only exception would be if an agency or group outside of the school schedules tournaments or meetings on this night. Students need to be out of the building by 6:00 p.m.

Activity Tickets

Students may purchase a student activity ticket for admission to sporting events. This ticket will admit students to home events only. Not included for admission with an activity ticket are plays, tournaments, wrestling invitationals, and track invitationals. Students not wishing to purchase an activity ticket must pay regular prices to attend sporting events. Students must have their activity ticket with them to enter an event or they must pay the ticket price.

Activity Awards

Each activity for which awards are made has its own system to determine the recipients of awards. The respective sponsors will explain their basis for earning awards. Presentation will be made at the discretion of the individual directors or coaches at a time and place announced by them.

Extra-Curricular Activity Rules

Generally some of the rules for those involved in extracurricular activities are:

- Athletes must have a physical examination verifying their physical condition as being able to participate before the student is allowed to practice.
- All participants will be responsible for any equipment and uniforms issued them.
- All rules set up by coaches or sponsors of all activities shall automatically become a part of these policies. It is the responsibility of participants to familiarize their parents with these rules.
- All participants will ride to and from any activities in school provided transportation unless parents are present. If you are riding home with parents, a parent must present themselves to the coach to inform the coach/sponsor that their child is riding home with them before permission is granted. Any deviation from this procedure must be approved by the principal prior to the activity.
- Any student serving in-school or out-of-school suspension from school is ineligible to participate in any practice, game, contest, or performance.
- Any student absent from any portion of the school day (an 8:35 grace period will be allowed) (excluding field trips or medical appointments - documented in writing from the medical office to only include the time for the appointment and driving time) shall not participate in any performance, rehearsal, game, meet, contest or practice on that calendar date unless cleared with the principal prior to 3:30 p.m. that day. Exceptions will be made for funerals, verified family emergencies, and other reasons at the discretion of the principal.
- Any student who violates the Good Conduct Code, NB Social Media Guidelines for Student-Participants or does not meet academic eligibility requirements will serve a period of ineligibility as described below.

Good Conduct Policy (Board Policy 503.4R1) Effective August 23rd, 2018

Programs Covered: Extra-curricular programs/activities are defined:

- A school sponsored activity that happens outside of the regular curricular program and receives no credit towards graduation.
- Graded/required musical performances are considered part of the curricular program and are not covered under the Good Conduct and Academic Eligibility Policies. All Music Contests, Solo and Ensemble Festivals, Speech and Drama Contests, Plays, Musicals, and other non-graded performances or contests ARE covered by the Good Conduct and Academic Eligibility Policies.
- Prom and graduation exercises are not covered under the Good Conduct and Academic Eligibility Policies. Students are expected to exhibit proper conduct at these events.

Good Conduct Code

1. Students must respect and obey the law, conducting themselves both in and out of school, during the school year and during the summer months, in a manner consistent with the concept of good citizenship.
2. Any student who, if found to have violated the school's Good Conduct Code, will be deemed ineligible for a period of time as described below. A student is said to be in violation if:
 - a. He/She admits to violating one of the guidelines to a staff member
 - b. He/She is observed and/or reported by law enforcement violating the Good Conduct Code
 - c. He/She is observed by a school employee violating the Good Conduct Code
 - d. He/She is found guilty by a court, or charged by law enforcement, or referred to juvenile court services
 - e. When the administration believes it is more likely than not the student violated the Good Conduct Rule.
3. Any student will be considered to be in violation of the Good Conduct Code and may become ineligible for the following behaviors or conditions:
 - a. students who use, possess, or purchase any one of the items below regardless of the student's age:
 - i. alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use"); "possession" has been defined by the Iowa Supreme Court as being within reach of or in "close proximity to" the contraband (e.g., alcohol or other drugs);
 - ii. tobacco products or look-a-like products such as "e-cigarettes", etc.;
 - iii. vaporizing devices containing nicotine or any other substance in any form (includes the

- device itself and any products which may be used to refill or reload them;
 - iv. illegal drugs or other controlled substances or the unauthorized possession, use, purchase, or sale of otherwise lawful drugs
 - b. students who attend functions (without their own parent or guardian supervision) where alcohol is present and being used and not immediately leaving such functions
 - c. students who attend functions where illegal drugs or other controlled substances are present and being used and not immediately leaving such functions
 - d. a student who commits any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor traffic, municipal curfew, or hunting/fishing violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s) - this includes acts of destruction, vandalism, theft, shoplifting, etc.
 - e. a student who is placed on probation by the court system
4. As not every possible act of misconduct can be anticipated and listed herein, students who do not conduct themselves in accordance with the concept of good citizenship may be declared ineligible with the determination, nature, and length thereof being the responsibility of the school administrator.
 5. The school district reserves the right to investigate and rule ineligible any student who violates the Good Conduct Code for behaviors mentioned above.

Penalties

It is to be understood that the school is a separate body and that while a student may not have violated a city, state or federal law, the student may still have violated the school's rules of conduct. If a school rule is broken or an offense is committed against school personnel or their property, ineligibility may result immediately. For students found in violation of the Good Conduct Code, the following penalties will apply:

First Offense:

- a. **Honesty Provision:** Students who violate the Good Conduct Code and report said violation on their first offense to a school administrator or designee prior to the school gaining factual information will be ineligible for fourteen (14) consecutive days or two extra-curricular programs/activities of ineligibility whichever is longer beginning on the date of the ruling issued by the school administrator.
- b. **Violation Not Admitted but Substantiated:** Students will be ineligible for twenty-eight (28) consecutive days of ineligibility in all extracurricular activities or four extra-curricular programs/activities of ineligibility whichever is longer beginning with the date of the ruling issued by the school administrator. In addition the student will be required to perform ten hours of approved community service to be completed within twenty-eight consecutive days of the decision.
- c. **Mere Presence Provision:** The first time students are found in violation of sections b and c, by their attendance at such functions, and not having tested positive for use, will be issued a notice letter. The notice letter will state that upon a second such violation of either b or c, the student will then be subject to the penalties prescribed for first offense of use. Subsequent violations will follow second offense and third offense penalties.

In the above periods of ineligibility, the activities must be scheduled **and take place** to be counted toward serving the ineligibility period. Events canceled due to weather or other circumstances will not count.

Second Offense: (Doubles from 1st)

Students with a second offense in their high school career will be ineligible for fifty-six (56) consecutive days of ineligibility in all extracurricular activities or eight extra-curricular programs/activities of ineligibility whichever is longer beginning with the date of the ruling issued by the school administrator. The activities must be scheduled **and take place** to be counted toward serving the ineligibility period. Events canceled due to weather or other circumstances will not count. In addition, twenty hours of approved community service to be performed within fifty-six consecutive days of the decision.

A student may not serve the second offense penalty until the first offense penalty has been completed.

Third Offense:

Third or subsequent offense within the student's middle or high school career: One calendar year of ineligibility in all extracurricular programs/activities beginning with the date of the ruling issued by the school administrator.

Violations occurring while in junior high school are not cumulative in the high school total. However, penalties assessed for offenses during junior high school years must be completed before the student is eligible in high school. August 1 of the year in which the student enters grade nine will be considered the starting point for high

school regarding good conduct procedures.

A student may not serve the third or subsequent offense penalties until the previous offense penalties have been completed.

Other Requirements

Students serving a penalty for a Good Conduct violation must attend practices, rehearsals, and games with the team or group. Students may not dress in school-issued uniforms at events.

Student Rights and Due Process

In cases of Good Conduct ineligibility, the student has the right to tell his/her side of the incident and the right to a fair and impartial decision based on the evidence.

Appeal

Students and/or parents who are still aggrieved with the decision of the school administrator may file a request for a review with the Superintendent or designee within three school days after the giving of notification of the school administrator's decision. The student will remain ineligible during any appeal period. At the conclusion of the review, the Superintendent or the Superintendent's designee shall affirm, reverse, or modify the school administrator's decision.

Students and/or parents who are aggrieved with the decision of the Superintendent of Schools or his/her designee may appeal to the Board of Education within two school days. The student will remain ineligible during any appeal period.

North Butler Social Media Guidelines for Student-Participants

Representing North Butler Jr./Sr. High School in athletics and other extracurricular activities is a privilege. Student-participants are held in the highest regard and are seen as role models in our communities. As leaders you have the responsibility to portray your team, your group, your coaches, your directors, our school, and yourselves in a positive manner at all times - including online and on social media.

Student-participants should be aware that third parties, including the media, faculty, future employers, and college officials could easily access your information and posts online. This includes pictures, messages, videos, posts, comments, profiles, Snaps, etc. Inappropriate material found by third parties affects the perception of the student-participant and our school. This can also be detrimental to a student-participant's future options (i.e. college, profession).

Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions of the following, though this list is not meant to be all inclusive:

- Photos, messages, posts, videos, tweets, retweets, comments, or posters showing the personal use or possession of alcohol, drugs, vaping, and tobacco.
- Photos, messages, posts, videos, tweets, retweets, comments, or posters that are of a sexual or pornographic in nature.
- Photos, messages, posts, videos, tweets, retweets, comments, or posters that condone drug-related activity.
- Any content online that is unsportsmanlike, derogatory, demeaning, or threatening toward any individual or entity (examples: derogatory comments regarding our school, another school, coaches, or teammates; taunting comments aimed at a student-participant, coach, or team at another school or derogatory comments against race and/or gender).
- Any content online that depicts or encourages unacceptable violent or illegal activities (examples: hazing, sexual harassment/assault, full or partial nudity, inappropriate gestures, stalking, gambling, discrimination, fighting, vandalism, academic dishonesty underage drinking, and illegal drug use).

Failure to use social media appropriately to represent yourself, your team, and your school may result in a period of ineligibility at the administration's discretion and may serve as evidence of a Good Conduct violation with the violator subject to those consequences.

North Butler High School Academic Eligibility Policy

Students must be earning passing grades in all courses at the end of the quarter (* 6 minimum) to remain eligible for extracurricular activities. At the end of a quarter, a student who has failed to pass all courses will return to eligible status when the next mid-quarter reports indicate passing grades in all courses (6 minimum). *Students who do not earn passing grades in six full credit academic subjects or fail a course for the fourth quarter will be ineligible for four and one-half weeks from the time grades are issued during the summer athletic seasons if they participate in baseball or softball or will be ineligible in the fall at least until midterm grade checks.*

**Seniors must be earning passing grades in a minimum of 4 courses at the end of the quarter.*

During the summer, to regain eligibility in the fall, and at the student's own cost, the student may take an off-campus course(s) approved by the administration to reinstate his/her eligibility for the following quarter. Academic eligibility cannot be regained in this manner when a student fails a course for the semester.

Passing means any grade of A, B, C, D, or P. A grade of incomplete "I" shall be considered a failing grade. Failing grades also include F and any grade of W.

State Academic Eligibility Policy

To be eligible for an activity, students participating must

- Be enrolled or dual-enrolled in school;
- Have earned credit in at least four full-time classes the previous and current semester, and passed **All** courses taken for credit;
- For students in athletics, music, or speech activities, be under 20 years of age;
- For students in athletics, music, or speech activities, be enrolled in high school for eight semesters or less;
- For students in athletics, have not been a member of a college squad or trained with a college squad, nor participated in a college contest nor engaged in that sport professionally;
- Have met all transfer requirements, if the student is a transfer student, or be eligible under state law and regulations if the student is an open enrollment student.

A student is academically eligible upon entering the ninth grade.

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

A student who is eligible at the close of a semester is academically eligible until the beginning of the subsequent semester.

The superintendent of schools, with the approval of the local board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible.

Scholarship Rule 36.15(2) of the Iowa Administrative Code requires:

1. Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each semester.
2. Subject to the provision below regarding contestants in interscholastic baseball or softball, if at the end of any semester a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days.
3. If a student contestant is NOT passing all courses at the end of a semester the student is ineligible for the first period of 30 consecutive calendar days in the interscholastic athletic event in which the student is a contestant. At the end of the final semester in a school year, a contestant in interscholastic baseball or softball who receives a failing grade in any course for which credit is awarded is ineligible to dress for and compete in interscholastic baseball or softball for 30 consecutive calendar days following the end of the second semester.

If the season ends before 30 calendar days expire, the extra days carry over to the next sport in which the student is a competitor. A student may NOT use summer school or other means to regain eligibility to make up failing grades during any semester. Ineligibility for academic reasons applies to all levels of competition (varsity and non varsity) and prohibits ineligible competitors from competing in scrimmages other than intra-squad scrimmages.

If a student contestant in athletics is NOT passing all courses at any checkpoint – any mid-term as well as first and third quarter, North Butler High School shall provide appropriate interventions and necessary academic supports for students who fail or who are at risk to fail, and shall report to the Department of Education and the community regarding those interventions on the comprehensive school improvement plan. These interventions will include but not be limited to required study sessions for any student contestant who has a failing grade at any mid-term reporting period or at the end of any quarter or semester.

Passing means any grade of A, B, C, D, or P. A grade of incomplete “I” shall be considered a failing grade. Failing grades also include F and any grade of W.

A final grade is that grade that goes on the student’s transcript and which credit is awarded. A final grade is NOT the grade on the progress report that goes to students and their families at mid-term or the end of the 1st and 3rd quarter. All courses at North Butler High School including all concurrent enrollment courses are credit coursework.

Grades are considered “issued” on the day they are made available to students or parents. The “look back” period is one full academic year only (if a student has a failing grade at the end of first semester and does not go out for any activities for the next two semesters during which he/she has NO academic failure, he/she will be eligible without setting out the additional 30 days in the next sport in which he/she competes).

Be aware that if North Butler High School permits or allows participation in any event by a person in violation of the eligibility rules, the sanctions may include, but are not limited to, the following: forfeiture of contests or events or both, which involve any ineligible student(s); adjustment or relinquishment of conference/district/tournament standings; and return of team awards or individual awards or both.

Junior High Academic Eligibility Policy

To be eligible for an activity, students participating must:

- Be enrolled or dual-enrolled in school;
- Grade checks at midterm and 9 weeks with passing grades

Students with one (1) failure in any academic course will become ineligible for a minimum of one full week. After one (1) week, grades will be checked weekly and eligibility restored when the student’s grade improves to a (D-) or better in the course or courses that caused the ineligibility. However, students who agree to and adhere to an Academic Improvement Plan will retain eligibility for a 2 week period. If the student is still failing the course after the two week period, they will become ineligible until they are passing the course at weekly checks. Academic Improvement Plans will be designed by the teacher of the course. The Principal will sign off on all Academic Improvement Plans. Academic Improvement Plans may include, but are not limited to the following: (1) Before/after school tutoring, (2) classroom work/behavior expectations, (3) homework completion expectations, (4) weekly/daily progress reports, (5) make-up work completion, (6) parent signatures on work/planners, (7) extra work/study sessions and (8) test retaking. This option will only be available to a student the first time they are ineligible whether they are involved in a covered activity or not.

Special education students or students covered by a Section 504 shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the Child Study Staffing Team, towards the goals and objectives on the student’s IEP or Accommodation Plan.

School Functions At or Outside School

All school functions must be arranged through the office and approved by the school principal. Every school function must be recorded on the official online calendar that is by the school athletic director. All school functions must be properly sponsored by faculty representation and conducted according to the rules and regulations that have been approved.

Events in which students participate during school hours or as representatives of the school but at places outside of the school must be sponsored and supervised by professional school personnel. Rules of behavior shall be the same as at any in-school activity or event.

School Spirit - Sportsmanship

School spirit is an essential element to the success of a school. A school must function as a team with the administration, teachers, staff, and students working together. The demonstration of this spirit is of vital importance. This spirit should show in everyday school life, assemblies, special events, and extracurricular activities. Good

sportsmanship at athletic events is a key way to display respect for others. A good sport is admired by everyone.

Exhibiting good sportsmanship consists of positive support of our teams' efforts in ways that are considerate of other fans. A good sportsman abides by the rules, exhibits control of emotions, and is enthusiastic in displays of positive encouragement while being respectful of the opposing teams' players and fans.

Appropriate behaviors include showing proper respect during the playing of the national anthem, applause for players and coaches, acceptance of officials' decisions, responding to cheerleaders' efforts in leading yells, and encouraging surrounding fans to positively support team efforts.

Inappropriate behaviors include profanity, antagonizing an opposing player or coach, throwing objects onto the area of competition, running onto the area of competition, directing derogatory comments at officials or opposing fans, making threatening gestures or remarks, or being under the influence of alcohol or drugs.

Responsibility for enforcement rests with teachers hired as supervisors, the athletic director, on duty administrators, and the auxiliary police. Students should not become involved with policy enforcement.

Consequences of failure to comply with policy might include a reprimand, a reprimand and on-site conference, ejection from the event, and in the case of repeat or serious offenses, possible suspension from future events.

As the student body recommits itself to practicing good sportsmanship, the adult fans of our community are invited to do likewise. Adult fans are reminded that a ticket is a privilege to observe a contest and not a license to verbally assault officials, players, coaches or other fans. Adults of our community are requested to serve as models by positively supporting our teams and respecting other fans, coaches, officials, and participants.

STUDENT CAR/BIKE RULES

General Guidelines

- When a student drives a car to school, he/she should drive directly to the school grounds and park the car.
- Students are to park their cars in designated student parking areas. Bikes are to be stored in the bike rack provided at the front of the school.
- Students are reminded that texting while driving and other distracted driving is extremely dangerous. PLEASE BE SAFE AND DO NOT TEXT WHILE DRIVING.
- High school students are not to drive or occupy cars at anytime during the school day without permission from the principal.

Parking

Student designated parking spaces around the high school building are reserved for sophomore, junior, and senior students' vehicles during the student day. Freshman may park in the school parking lot on 5th street next to the ball diamonds. Students will be required to move their vehicle and may face potential detention if parked in locations that violate these rules.

Students are not permitted to park in the visitor/faculty/staff designated parking spaces around the building. Students parking in visitor/faculty/staff designated parking spaces will be asked to move their vehicle and may be assigned a detention. The class of the offending vehicle will be last in the school lunch line on the day of the offense. Repeated infractions may be considered gross insubordination and may face discipline up to and including suspension from school. These parking guidelines are only in effect when school is in session during the school day.

The school does not regulate on street parking. However, students are expected to abide by all applicable laws and be respectful to all residences and our school neighbors.

Search and Seizure in Parking Lots

The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

STUDENT COMPLAINTS

It is the goal of the district to resolve students' complaints and grievances at the lowest level. Students are encouraged to address problems to the teacher or other licensed employee, other than the administration, for resolution of the complaint. If the complaint cannot be resolved by the teacher, the student may discuss this matter with the principal within 10 days. If the matter cannot be resolved by the Principal, the student may discuss it with the Superintendent within 10 days after speaking with the Principal. If dissatisfied with the Superintendent's response, students may request to speak to the board within 10 days of the Superintendent's response. The board determines whether it will address the complaint.

STUDENT COUNCIL

North Butler Jr/Sr High School will have a student council. The makeup of the council including the officer and representative selection process will be determined by the school administration. The council's chief responsibilities lie in helping in the function of the overall program at North Butler Jr/Sr High School. In order to assist the school in this manner, the members of the council need to be conscientious, hard-working and responsible students. Students not maintaining appropriate academic or behavioral standards may be suspended and/or removed from the North Butler Student Council and/or precluded from being a candidate at the discretion of the principal.

STUDENT DUE PROCESS

An appeal for special consideration concerning existing school policy must be filed in the superintendent's office within three days of being notified of said policy being applied to a student by the school administration and any other staff members who may be involved. His decision shall be made in writing.

The superintendent's decision may be appealed within two days to the Board of Education by delivering a written appeal notice to the superintendent. The superintendent shall schedule the appeal for a regular or special meeting of the Board of Education which shall be held within (10) days after receipt of the appeal notice. The decision of the Board of Education shall be set forth in the written minutes of the Board. The penalty will be in effect until reversed.

STUDENT RECORDS – USE OF

The North Butler Community School District student handbook given to each student contains general information about the school and 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 North Butler Community 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 an objection in writing within fifteen (15) days of the date of this publication and within (15) days of enrollment should enrollment occur after the 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, E-MAIL ADDRESS, MAJOR FIELDS OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

The parents 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. No group lists of students will be released for any purpose except as required by federal law in the No Child Left Behind Act. This act requires any school district receiving federal education funds to release student names, addresses and telephone numbers to military recruiters. Parents have the right to request in writing that this information not be provided to military recruiters. Please pick up a form in the office to do this.

STUDENT ORGANIZATIONS – SCHOOL-SPONSORED

Student organizations must have approval by the North Butler Board of Directors. The superintendent shall determine qualifications and regulations for student groups and make recommendations to the Board for groups seeking approval. Applications for organizing shall be relayed to the superintendent through the building principal. Failure to comply with regulations shall result in disbanding the organization by action of the board.

STUDENT SUPERVISION

North Butler Jr/Sr High School general student supervision begins at 7:30 a.m. and ends at 3:45. Students and/or parents are expected to secure any other arrangements necessary due to individual circumstances. Students are only allowed to be in areas of the building where supervision by staff is provided. Use of non-supervised areas is prohibited.

STUDENT SUSPENSIONS AND EXPULSIONS

Suspension

The Superintendent or Principal may suspend a student temporarily for a period of time not to exceed 10 days. This may include an in-school or out-of-school suspension. Notice of suspension shall be verbal or in writing, issued immediately by the Administrator, and copies of the action sent to the Superintendent and the President of the Board of Directors.

When a student is suspended, he shall be advised of his rights to due process and may be readmitted by the administrator who suspended him.

Students serving an in-school or out-of-school suspension will not be allowed to practice or compete in extra-curricular activities/athletics on the days they are serving the suspension.

Expulsion

Only the Board of Directors may, by a majority vote, expel a student from school for the violation of the rules and regulations approved by the Board or when the presence of the student is detrimental to the best interest of the school.

When required, a student shall be expelled after a thorough investigation, consideration of alternatives, and the student has been afforded due process.

STUDENT TRANSFERS

The school district automatically transfers a student's records to a new school district upon receipt of a written request from the new school district for the student's records. Parents notified that the student's records have been sent are given an opportunity to view the student's records that were sent and the right to a hearing to challenge the content of the students' records that were sent. Parental consent is not necessary to forward a student's records to a student's new school district or for the school district to request them from a student's previous school district. When a new student transfers into the school district, the student's records are requested from the previous school district.

TECHNOLOGY/INTERNET

Technology/Internet User Agreement

Purpose

Part of the North Butler Community School District's responsibility in preparing students for the 21st Century is to provide access to the tools they will use as adults. We believe that the district computer network and the Internet are some of those tools. These tools can give our students the competitive skills necessary to perform well in high education and the marketplace.

By allowing students to participate on the Internet, they will have access to electronic communication with people all over the world, public domain software, many university library catalogs, the Library of Congress and ERIC (Educational Resources Information Center).

Internet

The Internet is a worldwide network of computer networks. It is comprised of thousands of separately administered networks of many sizes and types. Each of these networks is comprised of as many as tens of thousands of computers; the total number of individual users of the Internet is in the millions. This high level of connectivity fosters an unparalleled degree of communication, collaboration, resource sharing, and information access.

While the district will take precautions to restrict access to controversial material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal, parents should be aware of the existence of such materials and also monitor home usage of the Internet. The North Butler Community School

District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility users may procure materials that are not consistent with the educational goals of the district.

Acceptable Use/Limited Educational Purpose

The purpose of the Internet is to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. This also includes the school district network. The use of all accounts must be in support of education and research consistent with the educational objectives of the North Butler Community School District. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any United States or Iowa State regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities by for-profit institutions is not acceptable. Use for product advertisement or political lobbying is also prohibited. Illegal activities are strictly prohibited. Students requiring access for class-related activities have priority over others.

Internet/Computer Network Access is a Privilege

Use of Internet and computer network access through the North Butler Community School District is a privilege, not a right. Any inappropriate use will result in the cancellation of those privileges, suspension/expulsion, and discipline up to and including termination or possible legal action. Based upon the acceptable use guidelines in this document, the system administrators will deem what is inappropriate use and their decision is final. The system administrators may close an account at any time. The administration, faculty, and staff of the North Butler Community School District may request the system administrator to deny, revoke, or suspend specific user accounts. A user account will be issued upon completion of the Acceptable Use Form.

Etiquette

You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to:

- Be polite. Do not write or send abusive messages to others. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not reveal your home address or phone number or those of students, staff, or colleagues.
- Do not use the network in such a way that you would disrupt the use of the network by other users (e.g., downloading large files during prime usage time, downloading material that is not related to education, sending mass email messages, or annoying other users by using the talk or write function)

Note:

No electronic communication is private. Do not send private information such as credit card numbers or personal information over the Internet. People who operate the North Butler Community School District system do have access to all email, documents, and Internet access logs. Messages or materials found relating to or in support of illegal or inappropriate activities are required to be reported to the proper authorities by district personnel.

Safety

For the safety of all staff and students, there will be no personal meetings arranged via the Internet. Student names shall not be published on the Internet except for the following:

Any official school publications such as a school newspaper or annual.

Content that requires authentication of authorized individuals.

Any student that identifies himself or herself on the Internet shall only use their first name. This would include the use of district email.

Student pictures may only be published on the Internet if permission is obtained from a parent.

Security

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the network, you must notify a system administrator. Security problems are only to be identified to a district technology staff member. Passwords shall not be given to another user for any reason. A user's account is only to be used by that individual. Attempts to log on to any device as a system administrator or other user will result in cancellation of user privileges. Any user that is identified as a security risk may have access privileges revoked.

Vandalism

Vandalism will result in cancellation of privileges. Vandalism is defined as any deliberate attempt to harm or destroy data, or any deliberate action that causes physical impairment to equipment. This includes, but is not limited to, the uploading or creation of computer viruses and theft or attempting to bypass Internet filtering software.

Software and Files

Only software that is purchased by the North Butler Community School District can be installed or used on district computers. Other software is not supported and will be deleted during regular maintenance and troubleshooting. The use of encryption software that is not part of district operations is prohibited unless a building administrator knows the key or password. Student use of chat, instant messaging, ICQ (instant messaging program) or other similar software is prohibited. The use of chat, instant messaging, or ICQ software is not prohibited for staff use, but is not supported by any district technology staff or district computer systems. It will be removed during the troubleshooting of a computer problem and not re-installed by district technology staff. The North Butler Community School District makes no guarantee that this type of software will work now or in the future.

Copyright/Plagiarism

The North Butler Community School District staff and students will respect copyright laws by citing sources and not representing the work of others as your own. Do not make copies of copyrighted software or allow copies to be stored, transferred or used on the district computer network. This includes the currently popular mp3 music files and other shared files and/or programs that have been copied and shared.

Updating User Information

The North Butler Community School District may occasionally require new registration and account information from you to continue the service. You must notify the North Butler Community School District of any changes in your account information (address, phone, etc.). Acceptance forms will be required to be signed by student and staff members once per year and will follow the school district fiscal year. Upon the new fiscal year, a new form must be signed and returned for services to continue.

Liability

In no manner shall the North Butler Community School District be held responsible in any way for information accessed via the Internet, district computer network, data loss, or costs incurred that results from its use. The school district makes no guarantee that the Internet or computer network services will be up at all times.

Exception of Terms and Conditions

All terms and conditions as stated in this document are applicable to staff, students, and other individuals using computer equipment in the North Butler Community School District. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understanding of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Iowa and the United States of America.

Uniform Resource Locator Blocking

The purpose of blocking software is to provide a safe environment for student use of tools and protocols on the Internet. The Internet is an ever expanding resource that adds large quantities of content on a daily basis. However, some of the content is inappropriate for student use and may even be harmful to students' health, safety and welfare. Therefore, the North Butler Community School District has determined that it will use blocking software to limit student access to certain undesirable topics. Since it is not feasible for an individual to continually monitor the content of the Internet, the North Butler Community School District will rely on software to block access to categorized site lists, preventing use of categories of materials relating to the specific topics using the Hypertext Transfer Protocol (HTTP), commonly referred to as the World Wide Web.

Blocking these categories does not guarantee that students will be prevented from accessing materials that might fit into the category descriptions. However, it is a meaningful effort on the part of the North Butler Community School District to prevent students from accessing inappropriate, non-academic materials on the Internet.

Knowing that software and technology is always changing, the following categories (or equivalent) will be blocked (filtered out):

- Violence/Profanity
- Full Nudity
- Sexual Acts/Text
- Gross Depictions/Text
- Racial/Ethnic Impropriety
- Satanic/Cult
- Drugs & Drug Culture
- Militant/Extremist
- Quest/Illegal/Gambling
- Alcohol/Beer/Wine/Tobacco

Ongoing monitoring of categories of Internet information will be accomplished by using the district's Administrative Team.

If there is an accessible Uniform Resource Locator (URL) that may be inappropriate, students, staff and parents may request a review by the Administrative Team. Upon review, the Administrative Team will make a determination about blocking access to that site.

If there is an educationally valuable URL that is blocked, students, staff, and parents may request a review by the Administrative Team. The Administrative Team will review the request and make a determination whether to unblock the site

Student Internet/Computer Agreement

Student Signature

I certify that I have read, understand, and will abide by the North Butler Community School District Internet/Computer Agreement. I accept full responsibility for any financial obligations that are a result of my use of the services and equipment. I further understand that any violation of the regulations in the named document may constitute revocation of Internet privileges and computer access, suspension, expulsion, and/or possible legal action. This agreement is good until the end of the current school fiscal year.

North Butler MacBook Pro/Air Student Loan Agreement

North Butler Community Schools Computer Loan Agreement

Student/Borrower (Last, First):

Grade:

Parent Phone:

One Apple MacBook Pro/Air, charger and bag are being lent to the Student/Borrower and are in good working order. It is Student/ Borrower's responsibility to care for the equipment and insure that it is retained in a safe environment.

This equipment is, and at all time remains, the property of North Butler Community Schools, and is herewith lent to the Student/ Borrower for educational purposes only for the academic school year. Student/Borrower may not deface or destroy this property in any way. Inappropriate use of the machine may result in the Student/Borrower losing his/her privilege to use this computer. The equipment will be returned to the school when requested by North Butler Community Schools, or sooner, if the Student/Borrower withdraws from North Butler Community Schools prior to the end of the school year.

The District Property may be used by Student/Borrower only for non-commercial purposes, in accordance with the District's policies and rules, the North Butler Community School's Student Handbook, as well as, local, state, and federal statutes.

Student/Borrower may not install or use any software other than software owned or approved by the District and made available to Student/Borrower in accordance with this Receipt and Agreement.

One user account with specific privileges and capabilities has been set up on the laptop for the exclusive use of the Student/ Borrower to which it has been assigned. The Student/Borrower agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.

The Student/Borrower agrees to make no attempts to add, delete, access, or modify other user accounts on the laptop and on any school-owned computer.

The North Butler Community Schools network is provided for the academic use of all students and staff. The Student/Borrower agrees to take no action that would interfere with the efficient, academic use of the network.

Identification and inventory labels/tags have been placed on the laptop. These labels/tags are not to be removed or modified. If they become damaged or missing, contact tech support for replacements. Additional stickers, labels, tags, or markings are not to be added to the laptop.

An email account may be available for each Student/Borrower to use for appropriate communication. These email accounts are the property of North Butler Schools.

It is the Student's/Borrower's responsibility to regularly back up his/her files to external media such as flash drives or hard drives.

The District is not responsible for any computer or electronic viruses that may be transferred to or from Student/Borrower's flash drives or other data storage medium and Student/Borrower agrees to use his/her best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in Student/Borrower's possession.

281-IAC 18.4 indicates "...Districts may charge a fine for overdue, lost or damaged school property..." Student/Borrower acknowledges and agrees that his/her use of the District Property is a privilege and that by Student/Borrower's agreement to the terms hereof, Student/Borrower acknowledges his/her responsibility to protect and safeguard the District Property and to return the same in good condition and repair upon request by North Butler Community Schools.

North Butler Community Schools Computer Loan Agreement

Parent Responsibilities

Your son/daughter has been issued a MacBook notebook computer to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer.

- I will supervise my son's/daughter's use of the MacBook at home.
- I will discuss our family's values and expectations regarding the use of the Internet and email at home and will supervise my son's/ daughter's use of the Internet and email.
- I will not attempt to repair the MacBook, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report to the school any problems with the MacBook.
- I will not load or delete software from the MacBook.
- I will make sure that my son/daughter recharges the MacBook battery nightly.
- I will make sure my son/daughter brings the MacBook to school every day.
- I understand that if my son/daughter comes to school without his/her computer, that he/she may not be able to participate in classroom activities, and his/her grade could be affected.
- I agree to make sure that the MacBook is returned to the school when requested and upon my son's/ daughter's withdrawal from North Butler Community Schools.
- I understand that the MacBook is intended for educational use. If my son/daughter accumulates excessive unexcused absences, they could have their MacBook usage restricted or revoked.

Damage:

1st Time - Liable for up to \$250.00

2nd Time - Liable for up to \$250.00

3rd Time - Liable for up to value of the MacBook

Loss/Theft:

Liable for the complete cost of the MacBook (\$1100), power cord (\$60), and Carrying Case (\$30).

Student Responsibilities

Your MacBook is an important learning tool and is for educational purposes only. In order to take your MacBook home each day, you must be willing to accept the following responsibilities.

- When using the MacBook at home, at school, and anywhere else I may take it, I will follow the policies of the North Butler Community Schools, and abide by all local, state, and federal laws.
- I will treat the MacBook with care by not dropping it, getting it wet, leaving it outdoors, leaving it in a car in extreme weather conditions, or using it with food or drink nearby.
- I will not lend the MacBook to anyone, not even my friends or siblings; it will stay in my possession at all times.
- I will not load any software on the MacBook.
- I will not remove programs or files from the MacBook.
- I will honor my family's values when using the MacBook.
- I will not give personal information when using the MacBook.
- I will bring the MacBook to school every day.
- I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
- I will not attempt to clean or repair the MacBook.
- I will recharge the MacBook battery each night.
- I will return the MacBook when requested and upon my withdrawal from North Butler Community Schools.
- I will place the MacBook in its protective bag when not in use and when it is being moved.
- I will place my laptop in a secure location when not in use (locked up when possible).

The undersigned acknowledge the failure to timely return the MacBook Pro when scheduled or when requested shall result in liability by both parent and child for the value of the MacBook Pro. The parties acknowledge the value of the MacBook Pro/Air shall be \$1100.00. Parents are signing this agreement as guarantors for their child(ren).

Parent Signature:

Print Name:

Student Signature:

Date:

Signature of District Representative:

MacBook Pro Asset No. - MBP _____

TELEPHONE USE

Generally, students receiving telephone calls in the office during school hours are not called to the telephone. The office will take a message and forward it to the student. Only in emergency situations are students removed from class or other school activity to receive a telephone call. Students may use the office phone if they are ill or have an emergency situation.

USE OF BULLETIN BOARDS

Students or community members who wish to post or distribute information must receive permission from the principal before posting or distribution. This applies whether the information deals with school-sponsored or non-school-sponsored activities. All approved postings will have an Approval Stamp affixed by the office prior to posting.

VISITOR GUIDELINES

All visitors to the schools during school hours must sign in at the office when entering the building. All classroom visitors need to be approved by the building principal prior to the visit. Visitors will not be allowed during the first two and last two weeks of school or during assessment periods. The frequency and duration of visits may be limited to minimize disruption to the learning process.

- **Parents:** Parents are welcome to visit the classroom or to schedule a conference. Call the office or classroom teacher to make arrangements at least 24 hours in advance of the visit.
- **Other Visitors:** Only visitors that will enhance learning opportunities for students will be allowed. Obtain approval of the principal and proceed to make arrangements upon approval. Plan early as background checks may be required.
- **Other Students:** Visits by school age students may be allowed to enhance learning opportunities or to transition into a classroom. Only visitors of the same age will be permitted in classrooms. Students may be required to be accompanied by a parent or guardian. All student visitor requests should be directed to the principal at least one week in advance.

Visits from friends who drop by the school and expect a student to be called from class will be disappointed because this is not considered a reasonable interruption of the student's program. Those who stop by during lunch and/or study hall will be asked to leave.

WEIGHT ROOM/GYMS USE

The weight room and gyms are provided for physical conditioning of North Butler students. Students may not work out in the weight room and/or gyms without a faculty supervisor being present in the weight room and/or gyms at the time. Students found using the weight room and/or gyms unsupervised may be suspended from the use of the weight room and/or gyms.