

*North Butler Jr/Sr High School
Student Handbook
2016-2017*



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*Mr. Dan Huff, High School Principal
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WELCOME

Welcome to North Butler Jr/Sr High School! The staff hopes you have a great year. As a staff, we encourage you to get involved in activities. It has been proven that the more active you are, the more successful you will be.

The information in this handbook will acquaint you with the policies governing North Butler Jr/Sr High School. Please take time to read this information carefully.

Again, welcome and let's make this the best school year we have ever had!

NORTH BUTLER JR/SR HIGH SCHOOL MISSION STATEMENT

To create a positive learning environment that promotes high student achievement, responsible citizenship, and success for all.

NORTH BUTLER JR/SR HIGH SCHOOL FACULTY AND STAFF

Mrs. Susan Ackerman	Language Arts
Mr. Isaac Almelien	Mathematics
Mrs. Michelle Anderson	Nutrition Staff
Mrs. Susan Brackett	Instrumental Music
Mrs. Shellee Bartlett	Superintendent/Board Secretary
Ms. Mary Beck	Science
Mr. David Brown	Industrial Technology
Mrs. Eileen Cheney	High School Secretary
Mrs. MaTina Clark	School Counselor
Mr. Kevin Clipperton	Physical Education
Mr. Mark Dye	Custodian
Mrs. Wendy Floss	Spanish
Mr. Joel Foster	Superintendent
Mrs. Shayne Freeseemann	Media Center Associate
Mr. Joe Goodrich	Social Studies
Mr. Jym Hansen	Vocational Agriculture
Mrs. Mary Hanson	Family Consumer Science
Mrs. Julie Hearn	Special Education Paraprofessional
Mrs. Heather Holm	School Improvement Coordinator
Mr. Dan Huff	Principal
Mrs. Mary Junker	Library Media Specialist
Mrs. Jeanie Krull	Nutrition Staff
Mrs. Sandra Lamborn	Special Education
Mrs. Lindsay Landers	School Nurse
Mr. Pat Larson	Social Studies/Physical Education
Mrs. Kim Marshall	Nutrition Staff
Mr. Patrick McAlpine	Instructional Coach
Mrs. Jennifer Miller	Mathematics
Mr. Travis Miller	Social Studies/PTLW
Mrs. Stephanie Paulus	Science
Mrs. Renee Salge	Success Coordinator/At-Risk
Ms. Marne Schmidt	Special Education Paraprofessional
Mrs. Laura Schwickerath	Special Education
Mr. Gordon Smith	Art/Physical Education

Ms. Whitney Stahr
Mr. Joe Strong
Mr. Bryan Tabbert
Mrs. Corrine Thompson
Mr. Todd Thompson
Mr. Mark Yerkes

Language Arts
Vocal Music
Science
Health
Business
Custodian

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.

EQUAL EDUCATIONAL OPPORTUNITY (BOARD POLICY 102)

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.

HARRASSMENT/BULLYING

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 on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

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

Employees and/or students who believe they have suffered harassment shall report such matters to the building principal or counselor who will refer the complaint(s) to the district's investigative officer - Building Principals or School Improvement Coordinator.

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 designee 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.

CODE OF STUDENT CONDUCT

JURISDICTIONAL AND BEHAVIORAL EXPECTATIONS

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; conducts 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.

Students should remember that all teachers, secretaries, cooks, custodians, and bus drivers have authority over you and should be obeyed. These school personnel are concerned about your welfare of the entire school body; regardless of what grade level they are assigned to or what support staff position they hold. They deserve your respect and cooperation. Developing respect for authority is an important part of your education.

CONDUCT OVERVIEW

Students are expected to conduct themselves in a manner which permits themselves and others the best opportunity for a good education. The staff at North Butler Community Schools will maintain close contact with parents and students concerning disciplinary matters.

The Code of Conduct was developed by administrators and 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.

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.

DISCIPLINARY RESPONSE CODE

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. Copies of the disciplinary notices and actions will be sent to the Director of Student Services. The purpose of the meeting will be to develop an action plan for the student's return to the 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.

Student disciplinary infractions and the responses to them are divided into four levels. Each level represents progressively more serious infractions, and responses to them become progressively more severe. Both infractions and possible responses are outlined below. As it is not possible to include and anticipate all specific infractions in this handbook, any behavior or action deemed inappropriate or that disrupts the good order of the school will be subject to school discipline.

LEVEL 1

Level I offenses are minor acts of misconduct that interfere with the orderly operation of the classroom, a school function, extra-curricular/co-curricular program or approved transportation. Level I offenses are primarily 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 Level II offense.

Examples of Level I offenses include:

1. Bus Misconduct/Minor
2. Cheating
3. Classroom disruption
4. Disorderly conduct
5. Dress code violation
6. False/Misleading Information
7. Obscene Language/Materials
8. Tardiness
9. Violation of class/school rules
10. Violation of Internet policy
11. Other

Available Disciplinary Responses for Level I

1. Parental Contact (recommended)
2. Counseling and Direction
3. Verbal Reprimand
4. Restitution
5. Withdrawal of Privilege
6. Detention
7. Work Detail
8. Special Assignment
9. Warning of referral to Level II
10. Other

LEVEL II

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

Examples of Level II offences include:

1. Disrespectful/Abusive Language
2. Fighting/Minor
3. Forged/Altered Notes or Passes
4. Insubordination
5. Bullying - A bullying offense includes systematically and chronically being cruel to other students on or off NB property if it adversely impacts the educational environment at school for students or staff
6. Harassment - Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that places an NB CSD student or school employee in reasonable fear of harm to his/her person or damage to his/ her property, has the effect of substantially interfering with a student's educational performance, opportunities, or benefits and has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.
7. Repeated Misconduct (Level I)
8. Skipping/Unexcused Absence
9. Other

Available Disciplinary Responses for Level II

1. All from Level I
2. Behavior Contract
3. In-School Suspension
4. Confiscation of unauthorized material/contraband
5. Suspension from bus
6. Warning of referral to Level III

LEVEL III

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.

Examples of Level III offenses include:

1. False fire alarm
2. Fighting/Serious
3. Gross Insubordination
4. Bullying - The offense must include systematically and chronically inflicting physical hurt or psychological distress on one or more NB CSD students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment, or unreasonably interfere with the individual's school performance or participation, on or off NB CSD property if it adversely impacts the educational environment at school for students or staff. (More serious than Level II or repeating)
5. Harassment - Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that places an NB CSD student or school employee in reasonable fear of harm to his/her person or damage to his/ her property, has the effect of substantially interfering with a student's educational performance, opportunities, or benefits and has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose. (More serious than Level II or repeating)
6. Possession of Contraband
7. Repeated Misconduct (Level II)
8. Theft
9. Tobacco - including e-cigarettes

10. Vandalism/Destruction of Property

11. Other

Available Disciplinary Responses for Level III

1. All responses from Level I & II
2. Suspension from school (up to 3 days for 1st offense and 3 to 10 days for subsequent offenses)
3. Expulsion from bus (for bus related offenses)
4. Temporary or permanent removal from participation in extra-curricular programs or activities
5. Referral to Intervention Center
6. Warning of referral to Level IV
7. Notification to Law Enforcement Agency

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.

Examples of Level IV offense include:

1. Arson
2. Assault/Battery of school employee or student
3. Drugs/alcohol in school or at school activities
4. Firearms/explosives
5. Incite/Lead/Participate in major disruption
6. Repeated Serious Misconduct
7. Sexual Offenses - Including, but not limited to, inappropriate touching, sexual contact/acts in school, sexual exposure, sexual abuse, sexual battery, sexual assault, sexual harassment
8. Threats of Violence
9. Hazing - Any action or situation that endangers the mental or physical health or safety of a student at a school for purposes of initiation or admission into or affiliation with any school-sanctioned organization whether behavior is consented to or not.
10. Bullying - Any systematic and chronic, intentional, or wanton act which significantly harms or poses a realistic threat of serious harm to another person (More serious than Level III and/or repeated offender.)
11. Harassment - Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that places an NB CSD student or school employee in reasonable fear of harm to his/her person or damage to his/ her property, has the effect of substantially interfering with a student's educational performance, opportunities, or benefits and has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose (More serious than Level III and/or repeated offender.)
12. Weapons
13. Other serious Misconduct

Available Disciplinary Responses

1. Mandatory 3-10 day suspension from school with consideration of a recommendation to the board of education for expulsion.
2. Assignment/referral to alternative program/school.
3. Referral to appropriate agency.
4. Referral to substance abuse program for first time drug or alcohol violations.
5. Expulsion from the school district.
6. Notification to Law Enforcement Agency.

HARASSMENT, BULLYING, HAZING, INITIATIONS ANTI-BULLYING/HARASSMENT POLICY

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 on school-owned or school-operated vehicles while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

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.

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.

CHILD ABUSE REPORTERS

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:

Heather Holm (W) 641-816-5631

STUDENT SEARCH AND SEIZURE

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.

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.

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.

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.

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.

THREATS OF VIOLENCE

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

STUDENT DRESS

There is a strong connection between academic performance, student appearance and conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students 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 message depicting the use of alcohol or drugs runs counter to our educational mission. Likewise, to maintain appropriate community standards of decency, any apparel bearing a sexually explicit message will be treated in the same manner.

Dress and personal appearance should be safe, healthful and not interfere with or distract from the educational process. Any written material, which advertises a service not permitted to minors, will be discouraged. 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. 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. **IF IN DOUBT, DON'T WEAR IT!**

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 under garments or areas where under-garments 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 the shorts should go to the middle of the fingers (pocket linings cannot be seen). "Sophie" shorts **or pajama type shorts** are not acceptable.
5. Pants should not have holes revealing under-garments or be so baggy as to hang down and create a disruption or safety concern. Pants must rest on the waistline area. Under-garments cannot be showing 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.) Bedroom slippers are not allowed.

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.

CARE OF SCHOOL PROPERTY

We are fortunate to have a new facility. This facility can be kept in good repair and cleanliness as a result of custodial staff and through the pride and cooperation of the students and teachers. Everyone can help maintain our new school by placing litter in available wastebaskets, by using equipment carefully and properly and by discouraging others from marking walls, desks, etc. Vandalism will not be tolerated. Be proud of your new school. Help keep it in its new condition.

ILLEGAL ITEMS OR WEAPONS FOUND 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, e-cigarettes, or look-a-like substances.

Weapons are not allowed on school grounds or at school activities including hunting rifles even if unloaded and locked in cars with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school will be expelled for no less than one year 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 the portion of the 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.

CELL PHONES

Cell phones, while commonplace in our society, can be a distraction in the educational setting. Students are not to use or have their cell phones out during class. Cell phones and other electronic devices can be used beneficially in the classroom setting. With specific approval of the teacher for each specific instance, students may use their cell phones and other electronic devices in the classroom. Students' 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.
5. 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.
6. Teachers may require that students turn in their cell phones to their teacher when leaving the class with a pass.
7. 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 are not to be out/used in any locker rooms or restrooms.

Refusing to give a cell phone to the teacher/staff member when asked will be considered gross insubordination and may result in discipline up to and including suspension from school.

On the first offense cell phones will be returned to the student at the end of the school day. Upon the second offense cell phones will be returned to the student after the student has served a 30-minute detention. Upon the third offense the cell phone will be returned to the student after 60 minutes of

detention have been served. Subsequent cell phone offenses may be considered gross insubordination and consequences may include loss of all cell phone privileges, suspension from school, and the cell phone only being returned to the parent.

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 failure of the work, loss of class credit, use of the media center or use of computers. Any use of or having a cell phone out during an exam, quiz, and/or assessment will be considered cheating.

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.

DISCIPLINE PROCEDURES

Unfortunately, there are a few students who necessitate a discipline procedure be in place at North Butler High School. 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, and substitute teachers have the authority to direct students to report to the office for being disruptive, being non-cooperative/defiant, sleeping in class, being disrespectful to teacher

or other students, and other behavior the teacher determines affects the good order of the classroom. The teacher/study hall monitor 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 re-admitted to class. Teacher held detention. Teacher parent contact.
3. Second Offense - Parent and student must meet with principal and teacher to establish a re-admittance plan prior to the student being re-admitted to class. Administrative detention.
4. Third Offense - Student may be withdrawn from class and receive no credit.

BUS REGULATIONS

The school transportation program in our district is a large and important program that needs and deserves the cooperation of everyone concerned, for safety and efficiency are the two prime factors desired in order to have effective student transportation program. Regulations governing the activities of students riding the buses are only for the purpose of insuring that every rider is treated fairly and equitable and that he gets to and from his destination safely and promptly. **WE ASK THAT PARENTS DISCUSS THESE SAFETY RULES WITH THEIR CHILDREN AND IMPRESS UPON THEM THE NEED FOR FULL COOPERATION AND FOR OBEYING THESE NECESSARY REGULATIONS.**

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 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.

1. All students should be waiting for the bus when it comes to a stop. After the first few days, the daily schedule will be set and posted within the bus and adhered to as closely as possible. Drivers are instructed not to wait for those who are habitually late because their whole schedule would then be disrupted and this is unfair to the other student riders.
2. Students may be assigned seats at anytime throughout the year and must sit in their assigned seats.
3. Board the bus in an orderly manner. Remember that in many cases, there must be three students to a seat and every student has equal rights to any seat. You must remain seated while the bus is moving.
4. Students must remain seated at all times. Going from one seat to another, throwing things, roughhousing, profanity, yelling out windows, etc. will not be tolerated.
5. Anyone breaking or defacing any part of the bus will be held liable for its repair or replacement and may be denied the privilege of riding the bus.
6. The bus driver is in full command of the bus and responsible for the safety. Students must obey the driver promptly and cheerfully.

7. Those who fail to act like ladies and gentlemen, who fail to follow the written or verbal instructions of the driver, or who create disturbances on the bus will face possible suspension of transportation privileges. The driver shall warn an offender upon the first time, report 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 will be reported to the parents.
8. Remember the State Law mandates that students who board or leave the bus and who must cross the opposite side of the road must await the driver's signal that it is safe to cross.
9. There is great danger from the possibility of pushing someone in front of or under the wheels of the bus. **PLEASE STAY BACK FROM THE CURB AND DO NOT CROWD TO BE THE FIRST ONE ON THE BUS.** There is room for all and students must be careful of this hazard.
10. If you are not riding that day, please call the family preceding you on the bus route so they can inform the driver not to stop and wait. This will prevent other students from standing and waiting.
11. Glass containers should not be carried onto the bus.
12. No pop or candy will be consumed on the bus. Water, in a plastic reusable container, is fine. This is to prevent sticky spills, empty bottles, and wrappers left behind.
13. Only authorized bus riders may ride the bus.
14. Students must not throw any objects out of the bus window.
15. The back emergency door may only be opened used in an emergency situation.
16. Students are not to stick hands, arms, head, etc. out of the bus window at anytime.
17. Students will ask permission to open bus windows and will close bus windows before exiting the bus.

TRANSPORTATION IS A SPECIAL SERVICE OFFERED TO ALL RURAL STUDENTS THAT QUALIFY. THE CONDUCT OF A STUDENT MUST BE SATISFACTORY TO CONTINUE TO WARRANT THIS SERVICE AND WE RESPECTFULLY ASK FOR THE HELP AND COOPERATION OF BOTH STUDENTS AND PARENTS.

Students who come to school on the bus should return home on the bus unless they notify the driver otherwise.

Only regularly scheduled bus students are to ride the school buses. Bus students are to go immediately to the buses as soon as they are dismissed from school in the afternoon.

Riding the bus is a privilege. Improper conduct on the buses will result in that privilege being denied. Video cameras are in use on school buses for the safety of the students riding the bus. 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.

POSSIBLE CONSEQUENCES FOR INFRACTIONS

**First Offense* – warning, written notice of behavior sent home to parents.

**Second Offense* – same as first offense, 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.

DETENTION

If the classroom teacher disciplines a student, the teacher will fill out a Discipline Report Form and turn it into the office. A copy of the Discipline Report will be sent home to the parent/guardian.

Detention may be assigned to students for unacceptable behavior. Teachers may assign detention 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 within the time allowed may result in the student being suspended. Detentions have priority over activity practices or rehearsals. Informing coaches and sponsors about missing practice to serve detentions is the responsibility of the student involved.

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

STUDENT SUSPENSIONS

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.

STUDENT 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 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 the Board of Education shall be set forth in the written minutes of the Board. The penalty will be in effect until reversed.

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 ATTENDANCE

DAILY ACADEMIC SCHEDULE

The school day is from 8:20 a.m. to 3:00 p.m.

ATTENDANCE POLICY

North Butler High School philosophy on regular school attendance is based on the premise that something important happens in every class every day and the interaction of teachers and students can never be exactly duplicated. Regular attendance is an essential ingredient in developing habits of punctuality, self-discipline and responsibility. Students who do not attend on a regular basis are not able to fully derive the carefully planned outcomes of classroom learning activities such as lectures, discussions, student presentations, films, group activities, speakers, and field trips. The continuity of the instructional process is interrupted whenever a student is absent from school.

Students with good attendance records at school generally achieve higher grades, enjoy school more and participate in more activities than students with a poor attendance record. Employers are very reluctant to hire a person who has established a poor attendance record at school because this attendance pattern often is similar to attendance patterns on the job.

Teachers spend a great deal of time helping students who were absent with make-up work, tests, etc. This is a necessary part of a teacher's job when the absence is unavoidable. This is an unnecessary waste of valuable time when the absence could have been avoided.

Attendance is a shared responsibility requiring cooperation and communication among students, parents and school. It is the parent's prerogative to determine whether or not their child attends school on a specific day. It is the prerogative of the school district to determine whether or not that absence is excused.

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 (consistent with teacher's course expectations) after an absence.
5. To appeal a decision about an unexcused absence.

Assignment Requests

1. Typically, assignment requests are made only when a student is absent for more than one day. In our 1:1 environment students will be able to access most of their assignments and missed work and instruction online. Requests to pick up missed work should be made by 9:00 a.m., and may be picked up at 3:15 p.m. on the day of request.
2. If a student has prior knowledge of an upcoming extended absence from school, that student is encouraged to obtain permission from the principal to receive all make-up work prior to the absence. A phone call from the guardian will be necessary for release of the assignments.
3. The anticipated absence slip must be signed by the student's teachers prior to the anticipated absence.

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 by for periods 5 through 8 on the day of the event in order to participate in a school activity. The remaining half-day must be an excused absence. Only in extraordinary circumstances, may the principal waive this rule.

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.
- b. for period attendance, tardy is defined as arriving after the bell rings and within 10 minutes.
- 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.

Excused Absences

1. An excused absence requires communication (telephone call or written note) between guardian and the principal's office, as well as administrator approval.
2. Ideally, the guardian should contact the principal's office by telephone (641-816-5631) before 9:00 a.m. on the day of the absence, however a student will have up to 24 hours upon returning to school to arrange the necessary communication for excusing an absence.
3. If the necessary communication does not take place within 24 hours, the absence will be recorded as unexcused.
4. Parents will need to provide a specific reason for the absence in order for the school administration to determine whether the absence will be excused (for example - illness, dr. appointment, orthodontist appointment, funeral, other reason specifically explained). The school administration will not be able to excuse absences with non-specific reasons (for example - personal day, non-specific appointment, parent decision, etc.).

Excused absences may include:

Absences for the following circumstances may be at administrator discretion: The student's overall attendance record may be considered when the administrator is determining whether an absence will be considered excused.

- a. School sponsored activities.
- b. Medical, dental, chiropractic, optometric, or other valid professional appointments. Guardians are requested to make their appointments during non-school hours. The student will be excused for the appointment time and driving time only.
- c. Personal Illness. Illness over two (2) consecutive days may need verification from a doctor's office or school nurse.
- d. Required court appearance (with a judge's verification).
- e. A TOTAL ACCUMULATION of three days for verified college visits and/or military tests will be granted to juniors/seniors if cleared with the counselor and principal prior to the visit and verification by authorized college/military personnel. Students are required to complete an anticipated absence form and submit it to the office prior to departure. Check in upon arrival at the college and check out when they finish their visit. Parents must request the college visit.
- f. Funerals.
- g. Religious holidays of the student's established religious faith.
- h. School Board approved activities.
- i. Family vacations during school year (decisions will be based on the student's overall attendance

record).

- j. Other parent requests (decisions will be based on the student's overall attendance record).

Unexcused Absences

An unexcused absence is any absence that lacks the necessary communication between the guardian and the principal's office on the day of the absence or within 24 hours of the student's return to school, or from the time an administrator has determined that an absence is unexcused. The student is responsible to ensure that the necessary communication takes place. An unexcused absence will also occur when a student leaves school without parent's communication to the office prior to leaving and failure of the student to sign out properly. When a student is in school and it is necessary to leave before his/her school day is completed parent's permission is required through a note or phone call to the office.

1. An absence classified as unexcused will not be changed to excused once the defined time period of 24 hours has expired.
2. Work missed must be provided to the student.
3. Credit may be reduced for time missed due to an unexcused absence.
4. Participation points and extra credit missed during an unexcused absence need not be given for credit.
5. Extenuating circumstances may be presented to a Review Committee comprised of principal, counselor, and affected classroom teachers.
6. 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 which is double the amount of time missed.

Plan of Resolution

A formal attendance report will be mailed to the guardian after a student reaches three (3) unexcused absences in any period during a given semester. Parents will then 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 will 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 Superintendent of schools to continue enrollment in high school.

Consequences:

1. Detention time (restitution) will be assigned for being tardy to school (arriving after the 8:20 bell) as follows: Being on time is a critical skill to be developed and this policy is designed to assist students in acquiring and maintaining that skill. Please note that this policy pertains to all tardies (excluding excused appointments) to school and doesn't differentiate for the various non-appointment reasons for students arriving late to school (in the case of inclement weather and unsafe driving conditions tardies are not counted).
 - a. 3rd tardy to school per semester = 15 minute detention
 - b. 4th tardy to school per semester = 30 minute detention
 - c. 5th tardy to school per semester = 30 minute detention
 - d. 6th tardy to school per semester = 30 minute detention and mandatory parent meeting and behavioral contract.
2. Students will make up all missed class time in excess of two (2) total unexcused absences and may be required to make up any time for unexcused absences depending on the circumstances (for example: if skipping is determined).
3. In addition, "behavioral ineligibility" (non-participation in extracurricular activities) will be

enacted once a student reaches five (5) hours of detention time.

4. 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.

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, as 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 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 absences (excused or unexcused).
- Send a letter to arrange a parent meeting to create an Attendance Improvement Plan when a student has 10 absences (excused or unexcused).
- Send a letter to the parent and the County Attorney regarding excessive absences from school when a student has 15 absences (excused or unexcused). This would not apply for students that were absent for verified long-term absences due to medically verified reasons. This does apply to students who are chronically absent without a medically verified condition with written documentation from 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 students driving privileges, referral to the county attorney for mediation, and/or changes to students daily course schedule.

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.

Special Education

Students identified with special educational needs will be expected to adhere to the North Butler 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 Superintendent of Schools or his/her designee may appeal to the 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.

Admit Slips

If for any reason a student is absent all or part of a school day, an admit slip to class must be picked up at 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 one day following the absence to get work made up.

College Visits

Students are encouraged to visit college campuses on weekends or school holidays. Students are allowed a total accumulation of three verified college visits combined in their junior **and** senior year. Students requesting more than three days must have permission from the building principal. All must be arranged through the guidance counselor and **must be taken by April 30** or have special approval by the Principal.

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

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 class 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. Students who have demonstrated satisfactory work, have consistently turned in all assignments on time, and have consistently demonstrated appropriate behavior in all areas may be assigned to a general study session.

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. All students must have money in their account to eat breakfast or lunch. **No charging is allowed.**

School Cancellations and Early Dismissal

When school is cancelled because of inclement weather prior to the start of the school day, students and parents are notified over KGLO, KXEL/KOKZ, KFMW, WHO, KCHA radio and KWWL, KIMT TV Stations.

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.

Tardies

If you arrive late to school, report directly to the office for a tardy slip. Tardies to school will be handled as outlined earlier in this handbook. Tardies without a valid pass to other classes will be handled as follows:

1. 1st tardy per class per semester = Warning by teacher.
2. 2nd tardy per class per semester = 15 minute detention (teacher held)
3. 3rd tardy per class per semester = 30 minute detention (teacher held)
4. 4th tardy per class per semester = Office referral and two 30 minute administrative detentions.
5. 5th tardy per class per semester = Office referral, mandatory parent meeting, behavioral contract, and two 30 minute detentions.

It is the student's responsibility to get a pass from the teacher/staff member who detains you thus making you late to your next class. This pass should be obtained **before** leaving the teacher's room if possible.

STUDENT HEALTH, WELL-BEING AND SAFETY

Physical Examinations and Insurance Forms

Students participating in athletics are required to provide a 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 a 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 included in registration packets for 9th graders and are 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. Students are expected to know these, cooperate willingly and completely and with an attitude of making the drill the best success.

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.

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:

1. A licensed medical or osteopathic physician or dentist must prescribe the medication.
 2. 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.
 3. 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.
 4. 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.
 5. 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. This action, if medication is destroyed, should be noted on the pupil's health record.
1. Students cannot keep non-prescription medication with them during the school day. It must be kept in the office and administered by parent instruction.

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.

Asbestos Notification

Upon inspection of the boiler and heating pipelines in the 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.

School Insurance

Student Assurance Services Inc., insurance plans are available for student school insurance coverage. Students will be given brochures explaining coverage available. Those students choosing to take out the insurance will be given some time after the start of the school year to bring their premiums and to enroll in a program. This program is offered but is NOT required.

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 Heather Holm at 641-816-5631.

STUDENT ACTIVITIES

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.

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 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 trips 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 to take care of any missed class work due to the field trip in a timely manner.

Activities

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:

1. Meetings and other activities of a school organization must be approved and supervised by the group's sponsor.
2. Student behavior policies apply for all school-sponsored activities.
3. If guests who do not attend North Butler High School are to be invited, their names are to be submitted to the Principal's office.
4. 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.
5. No Sunday activities are held without the approval of the Principal or his/her designee.
6. Once a person leaves an event, there is no re-admittance.
7. Students must present their activity cards, when allowed, to be admitted to any event without charge.
8. All signs, notices, and posters must have approval from the Principal's office before they are posted in the building. All approved postings will have an Approval Stamp affixed by the office prior to posting

High School Dances

1. School dances will be closed to the public. Dances designated as High School Dances are for High School Students only, grades 9 through 12.
2. 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 guests 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, 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.
3. If a student leaves a dance, he/she will not be allowed to return.

4. 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.
5. Students or guests admitted to the dance and then are discovered or suspected of using alcohol or other illegal substances have been drinking or using other illegal substances, will be detained until the parents/guardians are called and/or law enforcement. School discipline will be imposed if it is determined that the student violated school policy.
6. Individuals causing destruction of school property or misuse of the facilities will be dealt with by the Administration.

Junior High Dances

1. School dances designated as Junior High School Dances are for North Butler Junior High School students in 7th and 8th grade. No students from other schools will be admitted.
2. If a student leaves a dance, he/she will not be allowed to return.
3. If you have been drinking or detected using other illegal substances you 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.
4. Students or guests admitted to the dance and then is discovered or suspected of using alcohol or other illegal substances have been drinking or using other illegal substances, will be detained until the parents/guardians are called and/or law enforcement. School discipline will be imposed if it is determined that the student violated school policy.
5. 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 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 Bus

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

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 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:

1. Athletes must have a physical examination verifying their physical condition as being able to participate before the student is allowed to practice.
2. Any student serving in-school or out-of-school suspension from school is ineligible to participate in any practice, game, contest, or performance.
3. 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.
4. All participants will be responsible for any equipment and uniforms issued them.
5. 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.
6. All participants will ride to and from any activities in school provided transportation. 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.

Good Conduct Policy (Board Policy 503.4R1) Effective June 1, 2008.

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

1. A school sponsored activity that happens outside of the regular curricular program and receives no credit towards graduation.
2. 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.
3. 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. A student who admits to, or is observed by law enforcement, or is observed by a school employee, or is found guilty by a court 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, sell, supply, distribute, or knowingly transport alcoholic beverages, controlled substances, or tobacco in any form
 - a1. students who attend functions (without their own parent or guardian supervision) where alcohol is present and being used, and not immediately leaving such functions
 - a2. Students who attend functions where illegal drugs/controlled substances are present and being used, and not immediately leaving such functions
 - b. a student convicted or adjudged delinquent for a felony or misdemeanor (except traffic violations or municipal curfew)
 - c. a student who participates in acts of destruction or vandalism
 - d. a student who is placed on probation by the court system
 - e. a student who has school-owned equipment or uniforms in his/her possession without authorization
3. As not every possible act of misconduct can be anticipated and listed herein, students who do not

conduct themselves in accordance with Board Policy 503.1 Student Conduct may be declared ineligible with the determination, nature, and length thereof being the responsibility of the school administrator.

4. The school district reserves the right to investigate and rule ineligible any alleged violations of the good conduct policy by a student, for behaviors mentioned above, if the alleged violation occurs on school property or at a school sponsored activity.

Penalties

For students found in violation of the good conduct code, the following penalties will apply:

First offense within the student's middle or high school career: Twenty-eight (28) consecutive days of ineligibility in all extra-curricular 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. However, for the first time, students found in violation of sections a1 and a2, 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 a1 or a2, 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.

Second offense within the student's middle or high school career: Fifty-six (56) consecutive days of ineligibility in all extra-curricular activities or eight extra-curricular programs/activities of ineligibility whichever is longer beginning with the date of the ruling issued by the school administrator. In addition, twenty hours of approved community service to be performed within fifty-six consecutive days of the decision.

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

Violations occurring while in middle school are not cumulative in the high school total. However, penalties assessed for offenses during middle 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.

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 HIGH SCHOOL ACADEMIC ELIGIBILITY

Students must be earning passing grades in five full credit academic subjects and passing all courses required for graduation to remain eligible for extra-curricular activities - see list of required courses below. At the end of a quarter, a student who has failed to pass five academic or required courses will return to eligible status when the next mid-quarter reports indicate passing grades in five academic subjects and/or required courses. *Students who do not earn passing grades in five full credit academic subjects or fail a required 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 mid-term grade checks.*

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.

Required Courses:

1. 9th Grade
 - a. Language Arts 9
 - b. Physical Science
 - c. Computer Applications
 - d. Health
 - e. Physical Education
2. 10th Grade
 - a. Language Arts 10
 - b. Biology
 - c. American History
 - d. Physical Education
3. 11th Grade
 - a. Physical Education
4. 12th Grade
 - a. American Government
 - b. Physical Education

STATE ACADEMIC ELIGIBILITY

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 check point – 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 PSEO 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 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 not limited to, the following: forfeiture of contests or events or both, involving any ineligible student(s); adjustment or relinquishment of conference/district/tournament standings; and return of team awards or individual awards or both.

JUNIOR HIGH SCHOOL ATHLETIC ELIGIBILITY

Students are to be in attendance periods 5-8 of the school day to be eligible for said activity and practice on that day. (The Principal may waive under certain circumstances with prior notice.)

To be eligible for an activity, students participating must:

- Be enrolled or dual-enrolled in school;
- Grade checks at midterm and 9 weeks.

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.

STUDENT RIGHTS AND RESPONSIBILITIES

Community Bulletin Board

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.

Notice of Non-Discrimination

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 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 life styles 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 (515) 816-5629. 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.

Parent-Teacher Conferences

Parent-teacher conferences are scheduled at various times during the school year. These times will be approved by the Board of Education when they approve the school calendar. 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 benefits from the educational opportunities available to them.

Additionally, parents are invited to visit school at any time or to arrange conferences with teachers and/or administrators regarding the education of their students. Usually problems can be resolved by a mutual understanding of all aspects by those concerned.

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 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.

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 is 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 material found relating to or in support of illegal or inappropriate activities is 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 to enhance their educational opportunities as students in the North Butler Community School District.

The Internet is 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
Racist/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, 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	Student Responsibilities
<p>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.</p> <ul style="list-style-type: none">• 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.	<p>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.</p> <ul style="list-style-type: none">• 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

<ul style="list-style-type: none"> • 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. <p>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</p> <p>Loss/Theft: Liable for the complete cost of the MacBook (\$1100), power cord (\$60), and Carrying Case (\$30).</p>	<ul style="list-style-type: none"> 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).
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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 _____

STUDENT SCHOLASTIC ACHIEVEMENT

Grades & Grading

After about 4 1/2 weeks of each nine week quarter, and whenever teachers feel necessary, Progress Report forms will be mailed to parents of students who are earning a D+ or lower in any class or whose work declines markedly. This is to inform the parents of the situation and allow the student time to get the grade improved. All students will be given a Mid-term Report Card at the mid-term of each quarter indicating the current grades in each course at that time (PSEO courses typically do not issue grades at the mid-term of the quarters).

Grades are an evaluation of the work, attitude and participation of the student. Each teacher will set his or her standards. Teachers do not grade 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 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, and to write a response to material in the record, to challenge the content of the record on grounds of inappropriate, 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 or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make-up incomplete class work. Students are expected to complete homework on time. Failure to complete homework may result in loss of class credit and a failing grade in the class. Homework is to be expected.

Student Schedule Changes

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 had the opportunity to meet with the guidance counselor when scheduling classes and parents were given the opportunity to review their student's course requests and signed their student's course registration forms. Students were also given the opportunity to meet with the guidance counselor prior to the start of school to review their schedule and make any changes as possible 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 pre-requisite course.
5. Guidance Counselor or Principal recommendation.

Study Hall

A study hall is a supervised period for study. It is the responsibility of each study hall teacher or monitor to supervise and assist students in studying. Periodic checks may be made of what a student is doing with his/her time.

Each teacher/paraprofessional in charge of a study hall will see to it that these regulations are carried out:

1. All students must sit in their assigned seats whenever they are in the study hall.
2. No students may leave the study hall without their planner.
3. Only one student at a time may check out to the restroom.
4. Students may obtain permission to work together. The time limit is to be set by the study hall teacher. Speak as softly as possible.
5. Sleeping in study hall will not be tolerated.
6. The teacher in charge of study hall may revoke the above privileges at any time. Also, any questionable literature found may be confiscated.

Academic Awards and Honor Roll

Semester

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 to a student who has earned an academic letter and continues to receive a 3.5 grade point average.

Semester and Quarter

“A” honor roll is GPA over 3.667 and “B” honor roll is GPA of 3.0 and higher. A student cannot earn an academic letter if a grade lower than a C- is posted on their report card.

Presidential Award

The Presidential Award is awarded to graduating senior students who have a cumulative high school GPA of 3.5 or higher and achieved 90% in the areas of math, science, or reading on a national standardized test.

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’s 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.

North Butler High School Chapter of the National Honor Society Procedures Guidelines

*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 course work 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 request 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:

- A. All graduating students must have 48 credits
 1. Includes 4.0 credits for Physical Education 1.0 credit per year
 2. Includes possible 4.8 credits for Band 1.2 credits per year
 3. Includes possible 4.8 credits for Chorus 1.2 credits per year
 4. Includes 1.0 credit for Driver Education

II. Courses required:

- A. English -- 8 semesters. Language Arts 9 and Language Arts 10 are required plus four more semesters of electives their junior year. College-bound students should take a Composition course.
- B. Mathematics -- 6 semesters. A sequence must be followed during the freshman, sophomore, & junior years: Math I, Pre-Algebra, Math II; Pre-Algebra, Algebra I, Algebra II; Algebra I, Algebra II, Geometry. Algebra II; Geometry; Trig/Pre-Calc
- C. Science – 6 semesters. Physical Science and Biology are required. Students must take 2 more semesters of electives.
- D. Social Studies -- 6 semesters. American History and Government are required. Students must take 2 more semesters of electives.
- E. Health -- 1 semester, during the freshman year.
- G. Computer Application -- 1 semester during the freshman year.
- H. Physical Education -- must pass 4 semesters, in grades 9-12, unless medically excused.

III. General requirements:

- A. All students are required to take a minimum of 6 academic subjects each semester in high school.

They are encouraged to take more.

- B. 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.
- C. A limit of 4 credits may be accepted from an approved alternative education program, such as, North Iowa Area Community College.
- D. 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.
- E. 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.
- F. Students must be enrolled in North Butler High School during their final semester in school to meet the requirements for graduation.
- G. 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.
- H. All exceptional or unusual circumstances concerning graduation must be evaluated by the high school principal and the superintendent of schools.

DEFINITION OF TERMS USED

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.

GRADE POINT:

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.

A student's GPA (Grade Point Average) is calculated by taking the total points earned divided by academic courses completed.

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.

PROCEDURES USED IN DETERMINING GRADE POINT AVERAGE

- 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- = .667, F = 0.
- Band, Chorus, Physical Education or pass-fail courses are not used in determining GPA.
- Honor Roll = 3.0 average or better. Any grade of D or F automatically eliminates a student from the honor roll.

POST-SECONDARY ENROLLMENT OPTIONS – SENIOR YEAR PLUS

The 1988 Legislature passed Iowa Code 261C, -- The Post-Secondary Enrollment Options Act. It allows high school juniors and seniors and TAG students who qualify to enroll in a class or classes at a post-secondary school and receive up to \$250 for "actual and customary costs of tuition, textbooks, materials and fees directly related to the course...". Transportation arrangements and costs 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. Students are responsible to the district for costs from courses not successfully completed or dropped after the first class. Students who have failed a PSEO class or have withdrawn from a PSEO class and owe North Butler money will not be able to enroll in any other PSEO courses until their obligation is paid in full.

The application procedure includes the completion of forms by the student, North Butler High School, and the post-secondary school. These forms are available in the high school guidance office. 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.

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 counselor.

MISCELLANEOUS

HALLWAY CONDUCT-HALL PASSES

The conduct of the students in the corridors is sometimes the basis used by visitors in the building in evaluating the entire school. Running and boisterous behavior are considered out of order. **While at school, inappropriate displays of affection are not acceptable.**

No food or beverages are to be consumed in the hallways. Hall passes will be required for all students unless accompanied by a teacher. A class, study hall, or library instructor must have a pass before admitting a student after the bell rings. Any student leaving a class, study hall, or the library must have a pass or some written permission.

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 are asked to leave the dance and school grounds.

FACILITIES – USE OF SCHOOL BY STUDENT ORGANIZATIONS

School district facilities are available during non-school hours to school sponsored and nonschool-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.

MEDIA CENTER

Students are welcome and encouraged to visit the Media Center. It is at their disposal for research and reference work, studying, free reading, and browsing. It is not a place to socialize. Use of the Media Center is a privilege and that privilege will be lost if conduct warrants.

Hours: The media center will be open during regular school hours when school is in session and/or at discretion of media director.

Check Out: The general collection of books and paperbacks 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 for checkout.

Attendance Policy: Students are welcome to sign out to the Media Center from study hall. Passes may also be obtained from classroom teachers. As space is limited, students should have a purpose for their visit including something constructive to occupy their time. Please sit four people to a table.

Talking: Talking may be allowed on a limited, low-volume basis. If conversation cannot be kept quiet enough to allow for studying concentration, the talking privilege will be revoked or a single student may be asked to leave the Media Center.

The defacing of Media Center materials with profanity or obscene pictures will result in immediate

suspension from the library with the offender replacing the material at his/her own expense.

A fine of 2¢ per school day is charged for overdue materials. If the fine is not paid at the time the material is returned, it will be collected at the time of the student's checking out of school at the end of the year. If fines are not collected, year-end report cards will not be issued to that student. The Media Specialist keeps a list of any student owing fines or book charges.

Students who are disruptive, idle, destructive of materials, disrespectful of people or materials, will be asked to leave and return to study hall or class.

Students on suspension may not go to the Media Center. Study hall supervisors and teachers will be notified. While under suspension, a student requiring Media Center materials to complete a class assignment must have a special pass from his/her teacher.

PEP BUS

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 personally appear and request to transport the student home.

POP/FOOD/CANDY

Pop, food and candy may only be consumed in the multi-purpose room. Pop or carry-in food (take-out pizza, delivered Fast Food, etc.) may not be consumed in the cafeteria during breakfast or lunch time.

Water in a container is acceptable.

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.

School Song, School Colors, and School Mascot

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

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 Student Council and/or precluded from being a candidate at the discretion of the Principal.

STUDENT FUNDS AND 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 are asked to stop. Violations of this rule may result in future fundraising activities being denied.

STUDENT ORGANIZATIONS – SCHOOL-SPONSORED

Student organizations shall have approval by the 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 PHOTOGRAPHS

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.

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 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.

STUDY HALL

1. **Class plan:** Come into the room bringing everything you will need to work. You will be allowed to go back to your locker only in dire emergency.
2. **Passes:** After roll is taken, you may bring up your passes to leaves. You must obtain these before the period begins. You must get these passes during the day or before your study hall from a teacher, counselor, etc. Only one student at a time will be allowed to leave on a pass. Students must get permission to leave with a pass and sign out and in.
3. Keep restroom visits to a minimum.
4. When you know that you will be absent, give the study hall teacher an advanced makeup to sign. When you have been ill, bring your slip to sign. Attendance records are kept for study halls also.
5. Everybody must be working on something. The teacher will insist on quiet so that those who need to concentrate may do so. If you are incomplete in a subject or on the ineligibility list, you may be restricted in talking opportunities and may check out only to work individually with a teacher.
6. A limited number of students may go from study hall to the Media Center each period.

TELEPHONE USE

Generally, students receiving telephone calls 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 another school activity to receive a telephone call.

Students may use the office phone if they are ill or have an emergency situation.

WEIGHT ROOM/GYMS

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. Students found using the weight room and/or gyms unsupervised may be suspended from use of the weight room and/or gyms.

School Announcements

Each day during homeroom, the announcements will posted. Student groups wishing to have a school announcement made must submit it to their sponsor/coach to submit to the office before first period. All students and school personnel will be expected to read the bulletin. Students may post community announcements on the "Community Board" with permission from the office.

Visitors/Guests

Visitors must have legitimate business in school. All visitors including parents must sign-in at the office. Parents are welcome to visit the school at any time; however, if a classroom visit is desired, approval by the principal must be obtained at least 24 hours prior to the visit. If a parent-teacher conference is desired, an appointment must be made with the teacher at least 24 hours in advance.

All visits by students must be arranged with the principal at least one day in advance. Please do not bring visitors the first and last week of any quarter or semester. **All** visitors must have administrative approval.

The following process will be followed for visitors to North Butler High School:

1. Students desiring to bring a guest must request permission from the office prior to the visit.
2. The guest is limited to spending one-half (1/2) day in the school per year.

3. Guests must be of High School age.
4. Guests may not be permitted at various times during the school year - testing periods, beginning or end of school year, and any other times where a visitor would be disruptive to the educational program.

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 the lunch and/or study hall will be asked to leave.

Legal Status of Student

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

Consumption of Food by Students

No food shall be consumed in the school building during regular school hours except in the cafeteria, in home economics, or classes where food is being prepared as part of the assignment for that day. This includes pop or juice. Pop, juice, food, candy, etc. is not to be stored in lockers or consumed in classrooms. These items are to be consumed in the cafeteria only.

Pop and Juice Machines

The pop machines will be available for use **only** after school. Students **will not** be dismissed from study hall for their use. The juice machine will be available for use before school, during the lunch periods, and after school. Pop and juice are to be consumed in the cafeteria area only, not in the gymnasiums. Pop, juice, and other drink or food are not to be kept or stored in student lockers. Pop cannot be consumed during breakfast or lunch.

Student Car & Bike Rules

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.

TEXTING AND DRIVING

Students are reminded that texting while driving and other distracted driving is extremely dangerous. PLEASE BE SAFE AND DO NOT TEXT WHILE DRIVING.

Student designated parking spaces around the high school building are reserved for junior and-senior students' vehicles during the student day. Freshmen and sophomores may park in the school parking lot on 5th street. In addition to being required to move their vehicle and facing potential detention, if freshmen or sophomore vehicles are parked in the upper classmen designated parking spaces the class of the offending vehicle will be last in the school lunch line of the offending day. Students are not permitted to park in the Visitor/Faculty/Staff designated parking spaces around the high school building. Students parking in Visitor/Faculty/Staff designated parking spaces or under classmen parking in upper class men designated school parking spaces will be asked to move their vehicle and may be assigned a detention. The class of the offending vehicle in either case will be last in the school lunch line of the offending day. Repeated infractions may be considered gross insubordination and 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.

High school students are not to drive or **occupy** cars at anytime during the school day without permission from the principal.

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 Entrance

The student entrance is 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 open and space permits), or be in the Commons until the 8:15 bell sounds.