



Ballard Student Handbook

Ballard Community Schools Vision Statement:
"Ballard empowers all learners."

Ballard Community Schools Vision Statement:
"The Ballard Community School District will educate the whole child,
providing the essential knowledge and skills necessary to be a
successful and responsible citizen in the 21st Century."

Last revised 2024

Administration

Superintendent	Dr. Dani Trimble	515-597-2811
Director of Teaching and Learning	Ms. Katie Claeys	515-597-2811
Director of Special Programs/ District 504 Coordinator	Ms. Audra Watson	515-597-2811
Director of Business Services	Mr. Jeff Boeding	515-597-2811
Director of Technology	Mr. Dave McGill	515-597-2811
Director of Transportation	Mr. Nathan Renz	515-597-2979
District Registrar	Ms. Amber Jungst	515-597-2811 Ext. 1002
District ELL Liaison		515-597-2811
District Homeschool Liaison	Ms. Cory Miller	515-597-2811
LSI - Food Service	Ms. Stephanie Mullin	515-597-2811 Ext. 1013

Building Level Administration

West Elementary (PK-2)	Ms. Jennifer Johnson	515-228-2890
East Elementary (3-5)	Mr. Mike Manock	515-220-4306 Ext. 4110
Ballard Middle School (6-8)	Mr. Tom Maher - Principal	515-597-2815 Ext. 3104
Ballard Middle School (6-8)	Ms. Crystal Reinertson - Assistant Principal	515-597-2815 Ext. 3103
Ballard High School (9-12)	Mr. Chris Deason	515-597-2971 Ext. 2171
Ballard High School (9-12)	Mr. Dean Lansman - Assistant Principal	515-597-2971 Ext. 2172

Table of Contents

District Level Information

- I. [General Information](#)
 - A. [Academic Calendar](#)
 - B. [District Communication](#)
 - 1. [School News](#)
 - 2. [School Closings or Delays](#)
 - 3. [Inclement Weather Plan](#)
 - 4. [Infinite Campus Parent Portal](#)
 - 5. [My Ride K-12 Transportation App](#)
 - C. [Student Registration Process](#)
 - D. [Report Cards & Parent Teacher Conferences](#)
 - E. [Visitors and Volunteers Guidelines](#)
 - F. [Community Organizations](#)
 - G. [Student Activity Passes](#)
- II. [Attendance Policy and Guidelines](#)
 - A. [School Hours](#)
 - B. [Student Arrival and Dismissal Times](#)
 - C. [Student Check in and Check out Procedures](#)
 - D. [Student Attendance](#)
 - E. [Reporting and Absence](#)
 - F. [Excusing Children from School](#)
 - G. [Partial and Excessive Absences](#)
- III. [Student Health, Well-being and Safety](#)
 - A. [Student Health Services](#)
 - B. [Immunization Requirements](#)
 - C. [Required Annual Health Screenings](#)
 - D. [7-12 Athletic Physical Requirements](#)
 - E. [Medication at School](#)
 - F. [Accidents and Illness at School](#)
 - G. [Emergency Preparedness Plan](#)
- IV. [Student Services](#)
 - A. [Student Fees](#)
 - B. [Student Meals](#)
 - C. [504 Information](#)
 - D. [Extended Learning Program](#)
 - E. [ELL](#)

- F. [Parent and Family Engagement](#)
- V. [Ballard School Board Policies](#)

Building Level Information

I. Elementary Information

- A. [General Information](#)
 - 1. [Contact Information](#)
 - 2. [Student Arrival Time](#)
- B. [Student Expectations](#)
 - 1. [School and Classroom Expectations](#)
 - 2. [Personal Appearance](#)
 - 3. [Playground/Recess Guidelines](#)
 - 4. [Treats and Birthdays](#)
 - 5. [Pets](#)
 - 6. [Electronic Devices and Toys](#)
 - 7. [Homework](#)
- C. [Field Trips](#)

II. Ballard Middle School

- A. [General Information](#)
 - 1. [Contact Information](#)
 - 2. [Student Arrival Time](#)
 - 3. [Student Dismissal Procedures - Before School](#)
 - 4. [Student Dismissal Procedures - After School](#)
- B. [Middle School Student Behavior Expectations](#)
 - 1. [Student Discipline, Detention, Eligibility](#)
 - 2. [Public Displays of Affection](#)
 - 3. [Verbal Abuse & Profanity](#)
 - 4. [Cell Phone, Electronic Devices and Accessories](#)
 - 5. [Dress Code](#)
 - 6. [Backpacks/Bags/Coats](#)
 - 7. [Bicycles and Mopeds](#)
 - 8. [Skateboards/Rollerblades/Wheelie Shoes](#)
 - 9. [Chromebook Expectations](#)
- C. [Academic Information](#)
 - 1. [Teacher Request](#)
 - 2. [Courses and Grading](#)
 - 3. [WIN](#)
 - 4. [Retakes](#)
 - 5. [Make Up Work](#)

6. [Cheating and Plagiarism](#)
 7. [Academic Dishonesty](#)
 8. [Honor Roll](#)
 9. [Student led Parent-Teacher Conferences](#)
 10. [Progress Reports](#)
 11. [Report Cards](#)
 12. [Standardized Tests](#)
 13. [Class Schedules](#)
- D. [BMS Student Services](#)
1. [Student Government: M.A.D \(Making a Difference\) Team](#)
 2. [Field Trips](#)
 3. [Dances](#)
 4. [Assemblies](#)

III. **Ballard High School**

- A. [General Information](#)
1. [Contact Information](#)
 2. [School Hours](#)
 3. [Bell Schedules](#)
 4. [Lunch Hour - Closed Campus](#)
- B. [Student Expectations](#)
1. [Cell Phone, Electronic Devices and Accessories](#)
 2. [Dress Code](#)
 3. [Behavior](#)
 4. [Motor Vehicles](#)
 - a) [Student School Permit](#)
- C. [Student Academic Achievement](#)
1. [Academic Course Policy](#)
 2. [Eligibility](#)
 3. [Honor Roll](#)
 4. [Concurrent Enrollment](#)
 5. [Post-Secondary Enrollment Options Act](#)
 6. [Graduation Requirements](#)
 7. [Early Graduation](#)
 8. [Commencement](#)
 9. [Seal of Biliteracy](#)
 10. [Silver Cord Guidelines - Service Guidelines](#)

District Level Information

I. General Information

Academic Calendar

The District maintains a calendar on its website: www.ballard.k12.ia.us. The website is the most up-to-date listing of school and District information and events. Please check the district website for the most updated information.

District Communication

The Ballard Community School District aims to inform and engage all stakeholders and the community. Whether it's weather-related cancellations or finding out the latest updates via social media, district communications are an increasingly important tool for helping families, students, visitors, and community members current on school events and district news.

School News

Major announcements and day-to-day messaging for the community (families, students, employees, community members, media, elected officials, and others) will include emails, phone and text messaging, websites, and social media. Emergency notifications will always include a text message to the contacts in Infinite Campus. We are proud to offer a variety of options for our community to connect with the district.

School Closings and Delays

Classes will be held as scheduled unless conditions such as severe weather pose danger to the health and safety of students and staff. The Superintendent will make the decision to cancel school, delay the start time or dismiss classes early. The District will report the announcement on its website, local media, and Infinite Campus to all subscribed parents and guardians.

Inclement Weather Plan

Infinite Campus:

Messages will be sent via Infinite Campus to phones and email addresses on file with the district in Infinite Campus. The system will only send to phone numbers and emails that have the “Emergency” preference checked. Please double check your Infinite Campus Parent account settings to ensure you have the correct boxes selected to receive these messages.

Website:

A message will be posted in a banner on the top of the District Home Page (www.ballard.k12.ia.us) This message may include more detailed information than the Campus Message. It is always a good idea to check the district website.

Television:

The district will notify the following television stations: WOI Channel 5, KCCI Channel 8 and WHO Channel 13

Please plan for early dismissals and let your child know in advance what they should do if school closes early.

Infinite Campus Parent Portal

Infinite Campus is the district student information system. The Infinite Campus Parent Portal allows parents and guardians to access student information and set up options for messages and emergency notifications from the district. Parents can request an activation key to create their personal account [here](#). Parents are encouraged to download the [Campus Parent App](#) to their mobile device to ensure that they can access their student’s information at any time. The “Campus Parent” app is available for download on both Apple or Android devices.

My Ride K-12 Transportation App

The Ballard Transportation Department utilizes the Traversa Routing System. Parents are encouraged to download the My Ride K-12 App. My Ride K-12 is available for download on both [Apple](#) or [Android](#) devices. If you haven't already, please download the app, log in, and make sure your contact information is correct.

Using the app, you can now view your student's bus location in real time and know the exact time it is expected to arrive daily. All transportation information will be communicated via the app rather than Infinite Campus.

Student Registration Process

Parents/Guardians must register their students online each school year regardless if students are new or returning to the district. The [district website](#) provides instructions for registration. If you need assistance, contact the District Registrar at 515-597-2811.

Report Cards & Parent Teacher Conferences

Ballard Community Schools provide parent-teacher conferences in the fall and in the spring. Elementary report cards are distributed near the end of each trimester and/or prior to conferences. Parents and guardians have the opportunity to sign up for a conference to review the student's progress. Parents and/or teachers may request additional conferences as needed.

Visitors and Volunteers Guidelines

Visitors need to arrange classroom visits with the teachers prior to coming. Please do not bring small children or pets. All visitors must report to the main office before entering the building. Visitors will be required to check into the office with a photo id and will be processed through the nationwide system. The Raptor Visitor Management school security system screens for sex offenders, alerts staff of custody violations and provides districtwide reporting for all visitors.

A formal background check will need to be processed through the Ballard Community School District Office for a parent volunteer that drives students, chaperones students overnight or works as a volunteer coach.

Community Organizations

Ballard Community Schools is supported by many community organizations that promote social activities for families and support the district through fundraising events. You can find more information on these organizations by visiting the links below.

[Ballard Elementary PTO](#)
[Ballard Education Foundation](#)
[Ballard Dollars For Scholars](#)
[Ballard Fine Arts Booster Club](#)
[Ballard Athletic Booster Club](#)

Student Activity Passes

Students may purchase an activity ticket for admission to certain school district activities. Students not wishing to purchase an activity ticket must pay regular admission prices to attend school district activities.

District Level Information

II. Attendance Policy and Guidelines

School Hours

School hours are consistent between all buildings. School hours are as follows:

Monday, Tuesday, Thursday, Friday: 8:00 am - 3:15 pm

Wednesday: 8:00 am - 1:30 pm

Student Check in and Check out Procedures

Students arriving after 8:00 am or leaving prior to dismissal time must be signed in or out by using the intercom system at the front door. Students in grades PK - 8th grade must leave school with a parent or guardian or with another adult for whom the parent or guardian provides verified permission. A parent needs to send an email to attend-bus@ballard.k12.ia.us or call the bus barn if a student will not be following their typical transportation routine.

Student Attendance

Ballard Community Schools value consistent and punctual attendance as a prerequisite for a complete education. Parents and guardians are responsible under Iowa law to make sure the children in their care receive an education. By Iowa Law, children who have reached the age of six years old and are under sixteen years of age by September 15th, must attend school. Attendance is a shared responsibility among students, parents, and the school which requires cooperation and clear communication. Students will be expected to attend school regularly and to be on time in order to maximize their learning opportunities and to develop important life habits of punctuality, self-discipline, and responsibility.

Any middle school or high school student who is involved in extracurricular activities must be present for half the school day (3.5 hours) to practice or participate in their activity that day. This is waived for some types of excused absences along with special circumstances granted by building administration.

Reporting an Absence

Parents should send an email to attend-bus@ballard.k12.ia.us or call their child's school of attendance before 8:30 AM if their child will not be at school. Email is the preferred method of communicating absences because the information is automatically shared with the transportation department and building secretaries, but for your convenience you may also call anytime and leave a message with the building secretary. Your cooperation will be greatly appreciated.

Excusing Children from School

Requests from parents or others for children to be taken from school must always be handled by the principal, or designee (in advance when possible). Students with an unexcused absence may have disciplinary consequences with their building administrator. Children are not allowed to leave the school grounds during the school day unless it is cleared through the office. A parent needs to send an email to attend-bus@ballard.k12.ia.us or call the bus barn if a student will not be following their typical transportation routine.

Partial and Excessive Absences

There is a strong correlation between attendance and success in reaching learning standards and benchmarks. Staff and families will work together to find solutions and possible assistance before absences become excessive. The following procedures will be used for absences.

Communication regarding absences will begin after 3 unexcused absences. If a student reaches 10% absenteeism (excused or unexcused), a letter will be emailed or mailed to the guardian, at the principal's discretion upon review of attendance, regarding the number of absences the student has accumulated. In addition, the principal/designee will make contact with the parent/guardian to notify them that a letter has been sent regarding their student's absences and a meeting to discuss their student's excessive absences may be required. This student support meeting may include the student, parent, principal, guidance counselor, nurse, and/or truancy officer. In extreme or unusual circumstances of student absence, principals/designees may choose to adjust the above procedures.

- Students arriving between 8:00 AM and 9:00 AM will be marked tardy.

- Students arriving after 9:00 AM and before 11:30 AM will be marked absent for a half day.
- Students leaving after 11:30 AM and before 2:30 PM will be marked absent for a half day.

District Level Information

III. Student Health, Well-being and Safety

Student Health Services

If you have concerns about your child's health, we encourage you to contact your physician for their advice. Students should be kept home if he or she:

- Has a fever of 100 degrees or higher
- Has been vomiting within the last 24 hours
- Has had diarrhea within the last 24 hours
- If they are complaining of a severe sore throat and/or you see white spots in their throat. Please consult a doctor before returning to school as this indicates a need for medical intervention.

Before returning to school we ask that these students be without the above symptoms without the aid of fever reducing medication (such as Tylenol or Ibuprofen) for 24 hours. This will help us control the spread of illness to other students.

Immunization Requirements

Iowa law requires a parent to verify proper immunization against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, hepatitis B and varicella to enroll in school. At least one dose of each immunization must be given before starting school. An immunization or exemption certificate must be on file with the school nurse by the time the student starts school as this is required by state law and Board Policy 507.01.

Please review the immunization requirements per the Iowa Department of Public Health as the State of Iowa has passed some new requirements in recent years. The state of Iowa requires students entering 7th grade to have both a Tdap vaccine and a meningitis vaccine. For those students entering 12th grade, you will need to show proof of two doses of meningitis vaccine. The meningitis vaccine must be received before the first day of 7th or 12th grade and an updated immunization record must be sent to the school nurse before the first day of school.

If you have specific questions or need more information on immunizations or any of the health screening, please talk to your medical care provider or school nurse. Your healthcare provider should be able to provide you with the appropriate immunization certificate however if you need a blank certificate of immunization or exemption form, please click [HERE](#).

Required Annual Health Screenings

Required by Iowa law, dental screenings are to be completed for all students entering kindergarten and ninth grade. Students entering kindergarten must have had a screening completed no sooner than 3 years of age and no later than four months after school enrollment. It can be completed by a licensed doctor, advanced registered nurse practitioner, physician assistant, nurse, dental hygienist, or a dentist. Students entering ninth grade must have proof of a dental screening by a dentist or dental hygienist completed no earlier than one year prior to enrollment and no later than four months after enrollment. The results of this screening need to be submitted to your school nurse on the designated dental screening form which can be located on the Iowa Department of Public Health's [website](#). One may also locate a dental screen exemption on the same site.

The State of Iowa requires all incoming kindergarten and third grade students to have a vision screening prior to the first day of school. This exam can be completed by a licensed eye doctor or optometrist, your child's health care provider at the time of his or her school physical, a free clinic, KidSight, or a county health department. A screening will be valid if it is done up to 1 year prior to enrollment and no later than 6 months after enrollment. The results of this screening need to be submitted to your school nurse on the designated vision screening form which can be located on the Iowa Department of Public Health's [website](#).

7-12 Athletic Physical Requirements

All student athletes in grades 7-12 are required to have an updated [physical](#) on file with the Activities Department prior to participation in any school sports. Physicals are valid for 13 months and need to be submitted through the Student Activities Portal on the Ballard Activities [website](#).

Medication at School

Most students taking medication can be adequately treated by taking the medication before and after school. However, some students' health and educational needs require them to take medication during the school day. For these students, the District will assist in administering medication under the direction of a legal prescriber if parents and guardians provide a written

request. Medication must be brought in by parents/guardians in properly labeled prescription containers and stored in the health office.

Accidents and Illness at School

If your child becomes ill or has a serious accident at school, you will be notified as soon as possible. Parents should notify the school of any change in phone number, cell phone number, emergency numbers, or address immediately. No child is ever sent home until arrangements have been made with the parent or guardian.

Emergency Preparedness Plan

In each room of the school we post an emergency evacuation route to follow during an emergency. We hold fire drills, tornado drills, lockdown and evacuation drills, and other safety drills regularly during the year. Please see District [Board Policy 507.05](#).

District Level Information

IV. Student Services

Student Fees

All students are assessed a textbook fee for each academic year. Information on student fees can be found on the [District Website](#).

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the building secretary or check the Ballard web site at www.ballard.k12.ia.us for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Student Meals

Breakfast and lunch are available to all students. Lunch purchasing and accounting will be conducted each morning. Lunch menus and any information concerning the lunch program can be accessed on the school website.

Lunchtime Solution Inc. (LSI) will attempt to have a "peanut-free" menu for all Ballard Elementary Centers. LSI will do its best to not serve foods containing peanuts or peanut by-products in elementary lunches. LSI and Ballard Community Schools cannot mandate what students bring in sack lunches from home.

Families meeting federal and state income requirements who complete the Iowa Eligibility Application may be eligible for free or reduced-price school meals and supply fees. Families must apply each year. [Application forms](#) are available on the District website.

504 Information

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, the Ballard Community School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system. The Ballard Community School District has the responsibility under Section 504, which includes the obligation to identify, evaluate, and, if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. See the Ballard 504 Handbook for more detailed information on the district [website](#).

Extended Learning Program

The Ballard Community School District, in accordance with Iowa Code (Chapter 257.44) supports the following definition of giftedness in our PK-12 system: Ballard strives to identify and empower gifted and talented students. Gifted and talented students demonstrate or demonstrate the potential for outstanding performance in any or all of the following areas:

- High academic ability in math and/or Reading-Language Arts
- General intelligence
- High levels of creativity and leadership

Ballard maintains a systematic identification procedure in compliance with Iowa Code, absent of bias regarding gender, socioeconomic status, or ethnicity. The district provides identified students with a variety of programming options designed to meet their individual needs and to provide enrichment and challenge above and beyond grade level curriculum.

Ballard Community School District Acceleration Guidelines

Acceleration of a student is an individual matter, and the case of each student shall be considered on its own merits and with regard to the best interests of the student. These decisions shall be made by the principal(s) of the school the student is attending or will be attending, after consultation with the professional staff involved and with the parents or guardians. Acceleration requests must occur prior to May 1st, unless extenuating circumstances are present.

The Ballard CSD is committed to meeting the needs of all students through quality differentiated learning opportunities. Within the talent pool of students identified to receive gifted and talented services through the district's Extended Learning Program (ELP), there may be students who are capable of learning at a faster pace and in greater depth than their age-level peers. For these students, differentiation within the classroom, participation in ELP pull-out classes, and other services is insufficient to meet their needs. In such cases, individual acceleration may be pursued. Acceleration refers to two educational options detailed below.

Whole Grade Acceleration (Grade Skipping)

The practice of assigning a student to a grade level higher than the student's chronological peers for the purpose of providing an adequately challenging curriculum. Examples:

- After completing the first grade year, a student is placed in a third grade classroom on a full time basis at the beginning of the next school year.
- After completing the fall semester of the fifth grade, a student is placed in the sixth grade at the start of the second semester.

Individual Subject Acceleration

The practice of assigning a student to a grade level higher than the student's chronological peers for the purpose of providing an adequately challenging curriculum in one or more subject areas.

Example:

- A third grade student performing above grade level in reading and math goes to a fourth grade teacher every morning for instruction in these subjects and returns to the third grade classroom for instruction in other subject areas.
- A seventh grade student takes high school algebra rather than seventh grade math

Criteria: A student being considered for Acceleration should meet the following criteria:

- Students should demonstrate superior skills 2 grade levels above his/her current placement.
- Students should demonstrate superior intellectual abilities/talents.

The Iowa Acceleration Scale will be used as the assessment tool in the acceleration procedure.

Procedure:

1. Students are referred to the building principal by a parent or teacher using the Acceleration Request form.

2. Building principal communicates a request to the ELP coordinator.

3. ELP coordinator organizes a child study team (which may include some or all of the following individuals—parent/guardian, principal, ELP coordinator, ELP teacher, classroom teacher, guidance counselor). ELP coordinator schedules a meeting with the child study team to discuss the student's needs using existing academic and performance data to determine if acceleration should be pursued.

- If not, process complete; documentation will be filed.

4. If yes, the Iowa Acceleration Scale will be used as an assessment tool.

A. Additional information collected and testing conducted by the ELP coordinator. Iowa Acceleration Scale process completed.

B. ELP coordinator schedules a follow-up meeting with the child study team to make a determination on appropriate student placement.

C. If acceleration is not recommended, the process is complete. Documentation is filed. The student will continue to receive the ELP services outlined in the student Individual Extended Learning Plan (IELP).

5. If acceleration is recommended, a student's IELP is updated with an acceleration plan, including a timeline and schedule for implementation.

A. Students will begin acceleration on a six-week trial basis.

B. ELP coordinator schedules a child study team for a follow-up conference to monitor student progress.

C. The team will recommend one of the following options:

- Student continues in the current placement
- Student returns to previous classroom placement

ELL Program

English Learners (ELL), students who have identified English as a second language and demonstrate the need for language acquisition services may be eligible for English Learner (ELL) services. Initial referrals for this program are generated through completion of a Home Language Survey as part of the enrollment process. Additional referrals can be initiated by contacting the building principal or Director of Special Programs.

Parent and Family Engagement

Parent and family engagement is an important component in a student's success in school. In order to facilitate parent and family involvement, it is the goal of the district to conduct outreach and implement programs, activities and procedures to further involve parents and families with the academic success of their students. Please refer to [Board Policy 505.08](#) for more information regarding Parent and Family Engagement within the Ballard Community School District.

Ballard School Board Policies

Please visit the School Board website to view the Ballard Community Schools complete [Board Policy Manual](#).

[Board Policy 102: Equal Education Opportunity](#)

[Board Policy 104.01: Anti-Bullying/Anti Harassment Policy](#)

[Board Policy 104.02: Discrimination](#)

[Board Policy 501.16: Homeless Children and Youth](#)

[Board Policy 502.07: Student Substance Abuse](#)

[Board Policy 502.08: Search and Seizure](#)

[Board Policy 503.01: Student Conduct](#)

[Board Policy 503.01 \(R1\): Student Conduct - Escalating Levels of Response](#)

[Board Policy 503.05: Corporal Punishment](#)

[Board Policy 503.04: Good Conduct Rule](#)

[Board Policy 503.04 \(R1\): Good Conduct Rule - Eligibility Code for Extra-Curricular Activities](#)

[Board Policy 507.02: Administration of Medication to Students](#)

[Board Policy 507.05: Emergency Plans and Drills](#)

[Board Policy 603.08: Teaching about Religion](#)

Building Level Information

I. Elementary Information

Contact Information

Ballard West Elementary Grades PK-2 105 East Main Street Slater, Iowa 50244 Phone: 515-228-3890 Fax: 515-228-3892 Attendance/Transportation Reporting: attend-bus@ballard.k12.ia.us	Ballard East Elementary Grades 3-5 505 West 4th Street Cambridge, Iowa 50046 Phone: 515-220-4306 Fax: 515-220-4310 Attendance/Transportation Reporting: attend-bus@ballard.k12.ia.us
---	--

Student Arrival Time

Doors will open at 7:40 am. Students eating breakfast will report directly to the cafeteria. All other students will report to classrooms or designated areas. Please arrive between 7:45-7:50 to allow students time to get to class on-time.

School and Classroom Expectations

Providing a safe school environment is a district focus. Students will be encouraged to use appropriate manners in and around the school facilities, both during school hours and at extracurricular events. Behavior Supports are implemented at Ballard East and Ballard West Elementary. We expect our students to:

West: Be Safe Be Respectful Be Responsible Be Kind Be a problem solver
East: BE Respectful BE Responsible BE Safe BE a Leader

Students are expected to demonstrate these attributes throughout the school. The staff will help students by teaching them the appropriate behaviors, re-teaching appropriate behaviors when needed, and monitor students.

Personal Appearance

There is no specific dress code in the elementary schools, but we encourage children to dress in a manner consistent with standards of respect, good character, and reasonable levels of modesty that contribute to the learning environment. Clothing that promotes the use of alcohol, drugs, or tobacco is not permitted.

Adequate clothing is required for all students during cold weather conditions. This includes coats, gloves, hats and boots. It is strongly recommended that students wear enclosed shoes to protect their feet. Toe/foot injuries are common when students wear flip-flops or sandals during recess.

Playground/Recess Guidelines

Playground rules and regulations are designed to assist the teacher/recess supervisor in designing and implementing a positive, safe, and orderly recess. Staff and students will develop rules appropriate for the students' age group.

Students go outdoors for recess unless the temperature/wind chill is 0 degrees or staff determines that rain, wind or other weather conditions are excessive. Recess supervisors have the authority to adjust procedures depending on the weather conditions. Please provide your children clothing appropriate for the weather. We require students to wear coats if the temperature is below 50 degrees.

Treats and Birthdays

Classrooms will celebrate birthdays by the teacher's discretion. Prepackaged treats are allowed.

Pets

Due to multiple health concerns, pets are not allowed at school.

Electronic Devices and Toys

Personal electronic devices and toys are not to be used during the school day without permission from a teacher.

The District would encourage students to leave such devices at home to prevent them from being lost or stolen. Leaving electronic devices or valuables of any kind in a backpack, jacket pocket, or locker while at school is not recommended.

Homework

Homework may be assigned by classroom teachers and is intended to reinforce concepts that have been taught during the school day. We encourage parents to create a study space, study time, and study routine at home to help students develop good study habits.

Field Trips

Grade level field trips will occur throughout the school year. Families will be notified ahead of time regarding location and purpose.

Chaperones are sometimes needed to attend student's field trips. Classroom teachers will organize chaperones. No siblings will be permitted to attend field trips.

Lost and Found

We house lost and found items on the school's lost and found table. All unclaimed articles will be donated. Please mark your child's clothing and other articles to help with identification.

Building Level Information

II. Middle School Information

Contact Information

Ballard Middle School

Grades 6-8

509 N Main Ave

Huxley, IA 50124

Phone: (515) 597-2815

Fax: (515) 597-2818

Attendance/Transportation Reporting:

attend-bus@ballard.k12.ia.us

Student Arrival Time

Our doors do not open before 7:00 am. Students are not allowed in the building before 7:00 unless a student is under the direct supervision of a teacher or coach. When doors are unlocked students are only allowed to report to the cafeteria or to the gym in the bleachers.

Student Dismissal Procedures - Before School

Cafeteria before school expectations

- Students need to stay seated at the tables until dismissal.
- One student per seat.
- Students getting breakfast need to follow the same procedures they do for lunch. Once finished, pick up after themselves and push in chairs when dismissed.

Dismissal from Cafeteria (Commons) area

- No food or drink leaves the Cafeteria

- Students will quietly walk from Cafeteria to their lockers / class

Gym bleachers before school expectations

- Students may enter from any of the three entrances and proceed to their designated area on the bleachers.
- No food or drinks allowed in the gym.
- Students are expected to sit and talk quietly or appropriately use their technology, read, etc... until dismissal.

Dismissal from Gym

- 6th graders will use the South doors (by weight room) to exit and head to their pod.
- 7th graders will use the North doors (by the girls locker room) to exit and head to their pod.
- 8th graders will use the East doors (by main entrance) to exit and head to their pod.

Student Dismissal Procedures - After School

Students are to leave the building no later than 3:30 pm unless they are in a supervised activity.

Middle School Student Behavior Expectations

Students are to conduct themselves in a manner consistent with their age and grade level. For all students, this includes respect and consideration for others. This conduct is expected while on school premises, while on school owned and/or operated school or chartered buses; and while attending or engaging in school activities on or off school property.

Students who exhibit inappropriate behavior in the opinion of the staff and/or administration shall be subject to discipline. Inappropriate behavior includes behavior which disrupts or interferes with the educational program, the orderly and efficient operation of the school or school activity, the rights of other students to participate in the educational process or activity, or the educational atmosphere. Disciplinary measures may include, but not be limited to, removal from the classroom, detention, suspension, probation, and expulsion.

“Bomber 3”

1. **BE RESPECTFUL:** Students who use appropriate language in class, have positive interactions with peers and adults, follow directions in a timely manner to support instructional pacing, and contribute positively to the learning environment.
2. **BE RESPONSIBLE:** Students who make responsible choices by using technology appropriately when needed for instruction, talking with peers at appropriate times that are focused on the learning task, being prepared for class with work completed, and materials with them, and on time to class remaining present during instruction.
3. **HAVE SELF-CONTROL:** Students who are on-task, collaborate, give effort, and complete tasks with the purpose of learning at high levels.

Student Discipline, Detention, Eligibility

Student conduct and behavior is a choice that first starts with making good decisions. At BMS, the staff is collectively committed to acknowledging positive, appropriate behavior while also handling less-than-suitable conduct in four main ways

- Firm, fair, and consistent
- Provide students with choices
- Hold students accountable
- Communicate with parents/guardians regarding behaviors which are documented as Student Discipline Referrals in Infinite Campus

The majority of student behavioral choices and decisions are categorized as either:

Minor - Managed and addressed by teachers, support staff, etc.

Major - Involve administrators as they are either more serious than a Minor level offense or are repeated Minor behaviors.

Removal From Class

Teachers may send students from class when the continued presence of the student interferes with the ability of other students to learn. This disruption could be for excessive talking, insubordination, as well as other reasons. Upon being sent from class, students should go directly to the office. The student will meet with the assistant principal, principal, or counselor and remain in the office for the remainder of the class period. A second removal from class that same day may result in the student being kept in the office for the remainder of the day.

Communication

Parents/guardians will be notified about student behavior from classroom teachers, Asst. Principal, School Counselor, or Principal.

Parents/guardians will be notified about student academics from the classroom teacher.

Detention

Detentions may be assigned to students for unexcused absences, tardies, and other discipline infractions. The student does not get to choose when he/she serves the detention. It will be decided by staff and/or parents of what time works best. When a student receives a detention, he/she must report to the appropriate room that day for the assigned detention. Detention periods will be from 7:00 a.m. - 8:00 a.m., during the lunch period, or 3:15 p.m. - 4:15 p.m. Monday - Thursday and Friday a.m. or during the lunch period. If a student does not serve the detention assigned within 2 days, the student will be assigned in-school suspension.

- Students kept (either before/during/after school) will be supervised by the assigning staff member.
 - Assigning staff members are responsible for documenting and notifying parents via phone or email of reasons for student serving time before/during/after school.
- Lunch detentions are to be served during lunch with the staff member who assigned the detention or in the office.
 - Students will always be provided the opportunity to eat.
- Other reasonable staff-assigned consequences could include:
 - 1:1 meeting for reflection, having students be responsible for a mess they caused, etc.
 - Removal from activity to take a break outside the room with the ability to return after a conference with the teacher to reset self before entering the room does not warrant a detention.

Public Displays of Affection

BMS is an academic institution and therefore students shall not engage in physical displays of affection inappropriate for a public setting. PDA include, but are not limited to: disruptive, distracting, inappropriate or indecent behavior including inappropriate or sexually explicit dancing. As well, PDA also includes embracing, kissing, and otherwise engaging in inappropriate behaviors that make others uncomfortable. PDA will not be tolerated in school or on school property and may result in disciplinary measures.

Verbal Abuse & Profanity

Verbal abuse which includes “name calling” and the use of profanity is not appropriate for a school setting and absolutely will not be tolerated. Students who choose to verbally abuse and/or use profanity directed towards other students or staff members will face appropriate disciplinary actions.

Cell Phone, Electronic Devices and Accessories

Electronic devices and cell phones are a part of everyday life and modern culture. However, these devices can become disruptive in an educational setting.

To be consistent across every classroom, the following guidelines apply:

1. Electronic devices, including cell phones, will be put into the classroom pocket holder as students enter the classroom.
2. Devices will remain in the “off” position during the instructional school day.
3. Devices are strictly prohibited from use in restrooms, locker rooms, during assemblies, the library or any area where a reasonable expectation of privacy exists
4. Taking photography, recording video, and any other such activities are strictly prohibited unless it is for an educational purpose approved/assigned by a class or teacher

Teachers have the right to restrict electronic devices from their classroom and may confiscate the items if they become disruptive. Confiscated items will be returned to the student by the end of the day from the staff member that confiscated it. If the student continues to not comply with BMS expectations or refuses the request of a staff member, the student will be directed to the office and the student’s non-compliance will be addressed accordingly.

Cell phone misuse can result in checking a student’s phone into the office at the start of the school day and returning it at the end of the school day for 4 weeks. Parents will be notified when your child has lost their phone privileges at school and are required to turn it into the office.

Students who choose to bring technology devices to school do so at their own risk. Ballard Middle School is not responsible for broken, lost or stolen property including technology devices and cell phones.

Exceptions to the above policy will be based on student’s individual educational needs

including medical, 504 and Individual Education Plans (IEP's) and those in Alternative Education Placement (AEP)

Dress Code

Students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment.

Head Wear:

1. Ball caps, bucket hats and stocking caps are permitted. The hats must be worn to show your ears and not cover the face.
2. Hoodies are not to be worn on the head.
3. Head bands, bandanas, and do-rags are permitted.
4. Sunglasses are not permitted.

Special dress days may allow for sunglasses. You may be asked to remove your head wear during class if it becomes a distraction.

Clothing:

1. Shorts shall be worn to not expose the buttocks. Fitted shorts that cup the buttocks are not permitted (example: spandex volleyball shorts).
2. Pants that expose underwear or are lower than the waist are not permitted. Pants will not have holes or tears above the palm when arms are resting at sides.
3. Skirts will come to rest at mid thigh while standing.
4. Pants, shorts, and skirts will be worn so as to not expose any undergarments.
5. Shirts that cover shorts to appear as to not wearing anything underneath are not permitted.
6. Leggings must not be see-through.
7. Midriffs are permitted as long as the belly button will not be visible. Shirts will come to rest at or near the waistline of the pants with arms at sides.
8. Spaghetti strap tank tops are permitted as long as undergarments are not showing.
 - a. Only bralette or sport bra straps are the exception.
9. Shirts and tops will fully cover the entire chest area. Shirts or tops that expose cleavage will not be permitted. (Hand width from collar bone)
10. Clothing advertising or promoting items illegal for use by minors including, but not limited to alcohol or tobacco will not be permitted.

11. Clothing displaying obscenity, profanity, vulgarity, racial and/or sexual remarks, making reference to prohibited conduct or similar displays or that creates a disruptive educational environment will not be permitted.
12. Shirts that support **local (Ballard School District)** business are permitted.
Example: Fence Line
13. Shirts that support our armed forces are permitted.

Students inappropriately dressed:

1. Students may be asked to change and given a warning.
2. Students will be given clothing from the office to wear if they do not have something to change into and parents will be notified.

Backpacks/Bags/Coats

For safety and the elimination of non-educational items in classrooms, backpacks, bags, and coats are **not** allowed in classrooms. Backpacks, bags, and coats are to remain in lockers during the school day with the exception of PE class.

Bicycles and Mopeds

Riding a bicycle to and parking it at the student's attendance center is a privilege. Students who fail to follow the regulations set by the principal of their attendance center or the school district will be subject to withdrawal of their privilege to ride a bicycle to their attendance center and may also be subject to other disciplinary action.

Students riding bicycles or mopeds are to enter and leave school using the southeast driveway (front entrance). Bicycles and mopeds are to be parked in the appropriate areas. Bicycles are not allowed in the back parking lot.

Skateboards/Rollerblades/Wheelie Shoes

Skateboards, roller blades, wheelie shoes, or any other similar items are not allowed in the building at any time unless prior approval is granted by administration.

Chromebook Expectations

Chromebooks are issued to 6th graders at the beginning of the academic year. Students get to keep the chromebook through the conclusion of 8th grade. At the end of their 8th grade academic year, they will turn in the chromebook and charger back to the district. The

chromebooks are the responsibility of the student. Students and parents sign a chromebook contract when then the student receives his/her chromebook.

It is recommended that your student leaves their chromebook charger at home. Students can charge their chromebook at home and it will hold a charge through the next day. If your child's charger comes up missing, they are responsible to replace it.

Students are responsible for their chromebook. Any misuse of their chromebook may cause limited use of their chromebook. The following are examples of misuse:

1. Gaming during work or instruction time
2. Researching inappropriate websites
3. Using browser that aren't Google Chrome or adding apps that are not approved by the teacher
4. Mistreating: Throwing, kicking or dropping the chromebook

Mistreatment of Chromebooks may result in:

1. Student may be charged for replacement parts for excessive damages
 - a. Parents will be notified of damages to the chromebook and the costs to repair them
2. Chromebook being taken by the teacher and alternative assignment given in paper and pencil format
3. Leaving chromebook at school only
4. Leaving chromebook in the designated area and only being allowed to use it with permission and returned to the designated area after the class it was needed in.

Academic Information

Success in academics is the number one priority. Students are expected to complete all formative and summative work assigned in classes. Teachers will officially post/update progress reports for students on Infinite Campus approximately every two weeks. Teachers provide help to students in a variety of ways and we recommend students make use of the assistance available. Please visit directly with the classroom teacher to make arrangements for academics.

Teacher Request

BMS is fortunate to have an excellent team of qualified and certified teachers. Courses taught by more than one instructor use the same curriculum and assessments as well as grade book reports. The process to create BMS' schedule including assigning students to classes is a comprehensive one. As a staff, we take the responsibility of class placement very serious and many factors are considered in the process of placing every student including:

- The program needs of the student
- A balance of achievement levels in reading and math
- The social needs of students
- The compatibility of students with each other
- Other data and evidence as it applies to each student, class, and teacher

Therefore, because BMS' focus is on improving student achievement by meeting each student's needs and forming well-balanced classes across all contents, we generally do not honor requests for specific teachers as BMS is committed to providing quality education in every classroom to every student.

Courses and Grading

Required, Elective, and Exploratory Courses

<u>6th Grade</u>	<u>7th Grade</u>	<u>8th Grade</u>
Math Science Literacy Social Studies WIN PE Art Spanish Computer Science Guidance Band Choir	Math Science Literacy Social Studies WIN PE Art Spanish FCS Health Band Choir	Math Science Literacy Social Studies WIN PE Art Spanish FCS Computer Science Band Choir

WIN

BMS has a built-in academic help period in reading called WIN (What I Need) which occurs every day of the week for 30 minutes that consists of targeted intervention for students who need additional support as an extension of their learning in reading and or math. WIN is mandatory for all students regardless of their ability as it is the belief of all BMS staff that students should always be challenged to continuously grow.

Retakes

Retakes are another opportunity to show proficiency or growth in a learning target. The following guidelines will be used for retakes as based on a student's needs:

- Open to all students within a timeframe designated by the teacher.
- Additional learning and/or reteaching determined by the teacher, is required.
- The retake assessment may not be the exact same original test.
- The highest score of a retake will be recorded in the grade book.

Make up Work

Students who have been absent will be expected to make up for the missed work. For each day a student has been absent, he/she will be allowed two days in which to complete the work. This time may be extended by the teacher. It is the student's responsibility to check with teachers for make-up assignments on the day they return. Students who have advance notice of an absence should notify the office prior to the absence.

Cheating and Plagiarism

Any time a person uses someone else's words, ideas, pictures, music, or graphics without giving credit to the source those words ideas, pictures, music or graphics came from, that person is committing plagiarism. Yes, this does mean that any time you use words or pictures or music from the Internet or out of a book or from the paper of the person sitting next to you in class, you are committing plagiarism- unless you give credit to the source. It is important to remember that plagiarism is cheating. It is also illegal. There are basically two kinds of plagiarism. The first kind is blatant. This means that the cheating is totally obvious.

Examples

- Looking at the test or worksheet or quiz of another student and claiming that person's answer(s) as your own (even if you change some of the words).
- Making a copy of someone else's essay or poem or project and claiming it as your own (even if you change some of the words.)
- Downloading a paper or poem or project off of the internet and claiming it as your own (even if you change some of the words).
- Taking something word-for-word from a textbook, Internet source, novel, or other resource and not using quotation marks.
- Taking ideas from the Internet or from a newspaper or magazine article or from a book or encyclopedia, paraphrasing them (putting them into your own words), and not giving the source credit.

- “Borrowing” pictures or graphics or ideas or music from the internet to include in your own project and not giving the source credit.
- Cutting and pasting from anywhere and not giving the source credit.
- letting someone else do all of the work on a group project and then putting your name on the project.

Academic Dishonesty

Students who engage in academic dishonesty, at the discretion of the teacher, may earn zeros and/or no credit for an assignment, not be allowed to retake or make up assessment, may be given alternative assignment to complete, loss of privileges, and may be subject to an office referral.

Student led Parent-Teacher Conferences

Student led parent-teacher conferences are held twice a year. The conferences follow the first and third nine-week periods. These conferences are intended to better acquaint the parents and teachers with the individual needs of the students.

Progress Reports

Parents will be notified when mid-term grades are posted and can check student progress on Infinite Campus. Contact the building secretary in the middle school office at 597-2815 ext. 3100 to get instructions for accessing Infinite Campus or to be added to the mailing list if you don't have access to a computer at home or work. The purpose of the reports is to inform the parents of student difficulties so that both the parents and the teaching staff can help individual students to improve their situations.

Testing

Report Cards

Grades will be posted at the end of each semester. The grades on the semester report become a part of each student's permanent record. You can check Infinite Campus for first semester grades. Parents will be notified when semester grades are posted and can check student grades on Infinite Campus. Contact the building secretary in the middle school office at 597-2815 ext. 3100 to get instructions for accessing Infinite Campus or to be added to the mailing list if you don't have access to a computer at home or work. Generally, grades will be posted and available for viewing report cards one week after the end of the quarter or semester grading period.

At the midpoint of each semester (the end of the 1st and 3rd nine weeks) midterm grades will also be posted. This quarter grade is a progress report to give students and parents an idea of the student's work at that point.

Standardized Tests

Students in grades 6-8 are given standardized tests annually to determine their levels of achievement, interest, and ability. Since the results are a part of their record, it is to their advantage to do the best they can. Grades 6-8 will be taking the Iowa Assessments. Other standardized tests may be given or offered to students throughout the year.

Class Schedules

Bell Schedules can be found on the [Middle School page](#) of the Ballard District website.

BMS Student Services

Student Government: M.A.D (Making A Difference) Team

The purpose of this group is to improve the culture and climate of the middle school. We have amazing students that do awesome things both in the classroom and in our community. Those students that carry great character traits should be recognized for their efforts in Making a Difference.

“Be the change you want to see in the world!”

This is a group of 6th, 7th, and 8th graders that have been selected by the teachers for representing Ballard with integrity on a daily basis. We model great character traits in the classroom, run our quarterly assemblies, and help recognize all the great deeds and accomplishments the student body has done throughout the year.

Field Trips

Field trips are considered as an integral part of the curriculum. The principal must give

prior authorization for all field trips and/or excursions. Notices will be sent to the parent explaining the nature of the trip. A parent that prefers their student not to participate in a trip should notify the school in writing. If a student does not participate in a field trip, he/she will remain in school as usual.

Dances

The Student Council puts on dances throughout the year. These dances are for Ballard students only. Non-BMS students or guests will not be allowed to enter the dance. Students are to comply with our school dress code as well as our behavior expectations. Students that choose not to comply will be asked to leave.

Assemblies

Whenever there is a scheduled assembly, students will be dismissed to the assembly from a class after their attendance has been taken. Assemblies will be held in the auditorium. Each classroom teacher has a designated area for their class to sit. Students will walk with their class and sit in their designated areas. No electronics, food or drinks will be allowed in the auditorium. Students are expected to listen and pay attention to speakers, honor people being recognized and be quiet while the speaker(s) are talking.

Building Level Information

III. High School Information

Contact Information

Ballard High School

Grades 9-12

701 Ballard Drive

Huxley, IA 50124

Phone: (515) 597-2971

Fax: (515) 597-2964

Attendance/Transportation Reporting:

attend-bus@ballard.k12.ia.us

School Hours

School hours are consistent between all buildings. School hours are as follows:

Monday, Tuesday, Thursday, Friday

8:00 - 3:15 pm

Wednesday

8:00 - 1:30 pm

Students are to leave the building no later than 3:30 p.m. unless they are in a supervised activity.

Bell Schedules

Bell schedules will be posted on the Ballard High School [website](#) and linked in the student Infinite Campus Portal.

Lunch Hour - Closed Campus

Each student will have an individual meal account. Deposits can be made daily before first period classes begin. Accounts must have a positive balance for students to use an account to eat lunch. Students may also pay cash for their lunches. All students will be required to stay at school during the lunch period. We do not have open campus lunch for students.

Student Expectations

Cell Phone, Electronic Devices and Accessories

Cell phones can be a major distraction for students during class and are disrespectful to the learning environment.

To be consistent across every classroom, the following guidelines apply:

1. Student's will keep their cell phones in their locker during the school day. Students will be allowed to check their phone between classes and they will be allowed to have their phone during lunch time. Cell phones will not be allowed in the classroom or during study hall.
2. Cell phones will not be allowed in restrooms or locker rooms. Students should refrain from taking pictures or video in restrooms or locker rooms.
3. Students should refrain from taking pictures or videos without permission from all parties involved. Additionally, students should not share pictures or videos without permission of all parties involved.

Consequences

1. Students may use cell phones, in an appropriate manner, between class periods and during their lunch period. Students may NOT use cell phones during class. **(This includes checking your phone in the hallway while on a pass during the class period)**
 - a. If a teacher sees or hears a cell phone that is NOT stored in the designated space, the student will give the phone to the teacher and the phone will be taken to the office by the teacher. Students will retrieve the phone from the office at the end of the day. There will not be any warnings given, however, expectations are reviewed by building Principals to all

students at the beginning of the year.

2. Violations of the policy will result in the following:
 - a. 1st Offense: Student's phone will be stored in the office for the remainder of the school day.
 - b. 2nd and 3rd Offense: Student's phone will be stored in the office for the remainder of the day and the following day. Staff will notify the student's parents.
 - c. Any subsequent violations will result in the following:
 - i. Student's phone will be checked into the office each day before school starts for one week. Staff will notify the student's parents.
 - ii. Students may be assigned In School Suspension and parents will be notified.

Dress Code

Students are to maintain a high degree of personal grooming and wear clothing conducive to an educational atmosphere. While the primary responsibility for appearance rests with the students and their parents, the administration reserves the right to judge what is proper and what is not.

Dress Code Policy

1. Ball caps are permitted. Hoods are not to be worn on the head. Stocking caps are not to be worn. Headbands are permitted. Bandannas are not permitted. Sunglasses are not permitted unless medically necessary. Special dress days may allow these. All of these are subject to teacher classroom policy and you may be asked to remove your hat during a specific class.
2. Shorts shall have a minimum 3.5" inseam. They will not "cup" the buttocks. (nylon athletic shorts all allowed)
3. Skirts will come to rest at mid thigh while standing.
4. Shirts and tops will fully cover the entire chest area. Shirts or tops that expose cleavage will not be permitted.
5. Midriff Rule: The belly button will not be visible. Shirts will come to rest at or near the waistline of the pants with arms at sides.
6. Pants and jeans will not have holes or tears above the 3.5" inseam mark.
7. Leggings: Must not be seen through.
8. No clothing that depicts illegal substances, sexual innuendo, degrading slogans, etc, will be tolerated. (students will be required to change or turn shirt inside out)

Exceptions: Any exceptions to this policy will be made only by Mr. Deason or his designee.

Behavior

Students are to conduct themselves in a manner consistent with their age and grade level. For all students, this includes respect and consideration for others. This conduct is expected while on school premises, while on school owned and/or operated school or chartered buses; and while attending or engaging in school activities on or off school property.

Students who exhibit inappropriate behavior in the opinion of the staff and/or administration shall be subject to discipline. Inappropriate behavior includes behavior which disrupts or interferes with the educational program, the orderly and efficient operation of the school or school activity, the rights of other students to participate in the educational process or activity, or the educational atmosphere. Disciplinary measures may include, but not be limited to, removal from the classroom, detention, suspension, probation, and expulsion.

Motor Vehicles

All students who drive motor vehicles to school are required to do the following:

1. Register vehicles with the office. Fill out vehicle form (**\$2 parking tag fee**)
2. Park in the student parking lot only.
3. The school reserves the right to refuse to allow a student who does not abide by school driving regulations to park at the school.
4. Students will maintain proper control and speed of their vehicle at all times when on school property.

Student School Permit

This license is commonly referred to as a minor's school license or permit. Many questions on its use have been raised and the following provisions are reviewed as they are contained in the Code of Iowa, Section 321.194, the Iowa Administrative Code, Chapter 26 and as interrupted by the Iowa Attorney General's Office.

1. Age requirement: 14 - 17 years. (Ballard's age guideline is 15-16 years.)
2. School transportation is not available to the activity.
3. Distance of at least one mile between school and residence.
4. Successful completion of driver education unless exempted because of hardship.
5. Need for a license must be verified by the high school principal.
6. Valid for attending courses of instruction and/or extra-curricular activities.
7. Valid for traversing the most direct and accessible route between residence and

school/s of attendance.

8. Valid for attending school/s in the district of parents' or guardians' residence or a contiguous school district if attending because of open enrollment or shared program.
9. Valid for use only between 6:00 a.m. and 10:00 p.m.
10. Valid for transporting other students from the licensee's residence to the same school. Stopping on the way to pick up or discharge other students is a violation.
11. Valid for attending extra-curricular activities at the school/s of attendance. This includes attending as a participant or as a spectator.
12. Extra-curricular activities must be at the school/s of attendance. This would include practice fields or facilities located on the school grounds within the district. Attending elsewhere would be a violation.
13. Suspension of license could result upon a single moving violation conviction.
14. Revocation of license would result if two or more moving violation convictions occurred.
15. Subsequent to license revocation the department shall not grant an application for a new motor vehicle license until the expiration of one year or until the licensee's sixteenth birthday, whichever is the longer period.

Student Academic Achievement

Academic Course Policy

Freshmen and sophomore students will be required to schedule courses in the building for a full academic course load. Juniors are required to be in the building for a full academic course load unless they are taking an off-campus college course or an online course with a DMACC study period during the first or last block of the day. Seniors will be required to take five academic courses with two of them being in the building per semester. Exceptions may be made with administrative approval.

Students may schedule one study hall per semester.

Before choosing courses, students and parents should carefully read the course offerings. Questions about the courses should be addressed to the advisors, teachers, or counselors. Classes should be chosen with much thought since students will be expected to take the classes they select and remain in them for the duration of the course. Ballard High School encourages students to enroll in challenging courses. If students need to change from one academic course to another, they may do so during the first week. After one week, a drop becomes an F on their report card/transcript. Students who wish to withdraw from a course after the first week of each must first get approval from the principal or assistant principal.

Failing Required Courses

All required courses that are failed need to be made up for credit. There are multiple ways to do this.

- Component Recovery
- Receiving an Incomplete & getting 2 weeks extension to get to passing grade (Must be at or above 50% at the end of the semester)
- Retaking the course in the classroom
- Success Center
 - The Success Center at Ballard High School is a unique credit recovery program that allows students to earn credits to meet graduation requirements. Most courses are available through PLATO, an instructional program that offers a variety of computer-based tutorials, applications, and mastery testing.
 - Students enrolled in the Success Center are able to work at their own pace and are supervised by a licensed teacher. They are able to practice skills and then use their knowledge on applications and tests.
 - Credit recovery means that a course will be applied toward graduation credits; however, **the “F” received previously will remain on the student’s transcript.** Students who take courses through the Success Center will receive a pass/fail grade instead of a letter grade.

Qualifications for the Success Center:

For credit recovery:

1. The student must have previously taken and failed a course in the regular classroom.
2. The student meets with a high school guidance counselor to schedule a Success Center course.

Notice: Any student who wishes to improve their grade in any course that was not a “failed” course must do so in the regular classroom within a year following when the course was first taken.

Eligibility

The State Board of Education passed new Academic Eligibility standards for students participating in athletic competitions sponsored by the Iowa High School Boys Athletic Association or the Iowa Girls High School Athletic Union. The Music and Speech Associations created similar policies with slightly different periods of ineligibility that will apply to students participating in activities sponsored by their organizations.

This rule will require all high school students (grades 9-12) to have passing grades in all of their classes (this includes dual credit courses, reduced credit courses, and

non-academic courses) at the end of each semester in order to avoid a period of ineligibility. A student must receive credit in at least 4 subjects at all times.

Students who receive an “F” in any course will be ineligible for a period of time (see below) depending on the type of activity in which they participate.

- **Athletics:** If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 20 consecutive calendar days.
- **Music/Speech:** 20 school days immediately following issuance of grades.
- **Cheer/Dance:** 20 school days immediately following issuance of grades.

Under this state policy, it would be possible for a student who is involved in multiple activities to serve up to three periods of ineligibility in three different extracurricular activities during the course of a 12-month period. Examples can be found on the Iowa Department of Education website, Iowa High School Athletic Association website, or the Iowa Girls High School Athletic Union website.

The most important thing to remember is this: we must all remind our student-athletes that they are students first and academics should never take a backseat to athletics or any other extra-curricular activity. Students who work hard in the classroom, take advantage of support programs offered by the school, and pass all of their classes will never be affected by this new policy. Students need to be eager beavers to earn all passing grades. Because Withdrawals and Incompletes are considered "failing" by the State, the student needs to govern himself/herself accordingly. Please refer to Board Policy 503.04.

Honor Roll

Scholarship is recognized and encouraged through an academic honor roll. An honor roll list is compiled at the end of each semester. Any student with a 3.3 average will be considered a member of the honor roll (rule exception - any student with a “D” will not be on the honor roll).

Concurrent Enrollment

Students must demonstrate proficiency, using ITED test scores, in math, reading, and/or science or be deemed proficient through an alternative assessment process, to enroll in Career Academy and/or concurrent enrolled courses.

The alternative assessment process will consist of three components:

1. Academic standing – All eligible students who are in good academic standing as defined by their home district and high school principal.
2. Graduation Progress – All eligible students who are on pace to successfully graduate as defined by their home district and high school principal.
3. A recommendation from their high school principal.

Any student not meeting proficiency requirements through ITED scores in math, reading, and/or science, but who meet both academic standards outlined in 1 and 2 above, and who is recommended by their building principal will be eligible to enroll in Career Academy and/or concurrent enrolled courses.

Post-Secondary Enrollment Options Act

The Post-Secondary Enrollment Options Act is intended to promote rigorous academic pursuits and provide a wider variety of options to high school students. Students regularly enrolled in the Ballard Community School District in the 9th or 10th grade (who have been identified by the District as gifted and talented) and students in the 11th or 12th grades are eligible to participate in the post-secondary enrollment plan.

The student must be enrolled only part-time in the post-secondary institution and must continue to be enrolled in courses (including physical education unless properly excused from P.E.) at Ballard High School. A comparable course must not be available at Ballard High School. The course must be a credit-bearing course and must be taken for credit. The course must be in the discipline area of mathematics, science, social sciences, or humanities, vocational-technical education, or must be a course in the career options program offered by an area community college. The course must be offered during Ballard's normal school year.

An eligible student wishing to enroll in an eligible course pursuant to this policy must submit an approved application form to the District and must apply at the post-secondary institution. The District must certify eligibility before the provisions of this policy relating to payment of fees and credit are applicable. The student is responsible for applying and enrolling in the post-secondary institution and for informing the institution that enrollment is pursuant to the Post-Secondary Enrollment Options Act.

Graduation Requirements

Please refer to [Board Policy 505.05 - Graduation Requirements](#) for a complete listing of Ballard's student graduation requirements.

Early Graduation

Students seeking early graduation must adhere to the Board of Education's program. They must schedule their classes meeting graduation requirements before their intended graduation date. Prior to their final year, students must meet with parents, counselor, and principal to discuss reasons for early graduation and academic record. The group will then present signed paperwork to be approved by the Board of Education.

Commencement

Students who have successfully completed graduation requirements in the District shall be granted District diplomas. Appropriate commencement ceremonies will be held annually.

Seal of Biliteracy

This award recognizes students who demonstrate an advanced level of academic proficiency in two or more languages, one of which is English. Students will demonstrate English proficiency through any of the following assessments:

- A score of 18 or higher on the English portion of the ACT
- A score of 470 or higher on the English portion of the SAT
- A score of 3 or higher on the AP Language or AP Literature exam
- A score of a 4 or 5 in all domains in the ELPA21
- A score of Proficient or Advanced on his/her most recent ISASP

Students will demonstrate Spanish proficiency through the ACTFL Assessment of Performance toward Proficiency in Languages (AAPPL) Measure, which will be administered in early February. The cost to take the AAPPL is \$20, and the student is responsible for that cost. The Seal of Biliteracy will be affixed to the student's diploma and indicated on the student's transcript. More information may be obtained on the high school website or by contacting the Director of Teaching and Learning, Katie Claeys (515-597-2811 x 1011 or kclaeys@ballard.k12.ia.us).

Silver Cord Guidelines - 200 Hours - Service Hours

Ballard Community School's commitment to education spans far beyond the typical classroom setting. Ballard students are given the opportunity to volunteer and provide service, which can result in a Silver Cord at Graduation after completing 200 hours of approved service.

Service Definition: Work performed by one that serves others outside of one's family.

Rules and Expectations: (200 hours required)

1. Students can start earning service hours the summer after their 8th grade year. It is suggested that students complete a minimum of 50 hours of approved service activities per school year to reach 200 total hours of service, however, students may accumulate their 200 hours in varying amounts during their four years of high school.
2. Service hours should be submitted monthly.
 - a. Summer hours must be submitted during the 1st - two weeks at the start of school.
 - b. During School - hours must be submitted at the semester's end
3. Student Manager hours - Complete a season in good standing with Coach's signature receive:
 - a. 50 hours maximum per season
 - b. Eligible for manager letter (at coach's discretion; if applicable)
4. Senior hours must be turned in by the first week of May their graduating year
 - a. No hours will be accepted after this date