



Aldo Leopold Intermediate School

3075 Sunnyside Avenue
Burlington, IA 52601
(319) 753-8390

Vida Long, Ext. 3001
Principal

Sara Watkins, Ext. 3002
Associate Principal

**Student Handbook
2023-2024**

Vision Statement

BCSD strives to have a profoundly positive impact on each student's adult quality of life brought about by students' individual and collective educational experiences.

Mission Statement

Inspiring and challenging students through diverse opportunities

**BURLINGTON INTERMEDIATE SCHOOL
GENERAL INFORMATION
2023-2024**

REGULAR SCHOOL HOURS

8:15 AM - 3:15 PM

Students are not to arrive at school prior to 7:25 am. Students are expected to wait outside unless instructed otherwise by the building staff. All students are to leave the building and grounds by 4:15 p.m. unless they are under the direct supervision of a staff member. On early dismissal days students are to leave the building and grounds within 10 minutes of dismissal time.

OFFICE HOURS

7:30 AM - 3:45 PM

DISTRICT HANDBOOKS

Students enrolled at Aldo Leopold Intermediate School will be expected to adhere to the building handbook as well as the District Student Handbook. All Handbooks are available on the District webpage and hard copies are available upon request.

BREAKFAST AND LUNCH PROGRAM

A federally regulated breakfast and lunch program are provided. Students will not be allowed to leave the campus for lunch unless accompanied by the student's parent or guardian or written permission from the student's parent or guardian. If school is delayed, breakfast will not be served. Money may be added to the students account each morning as per each building's designated time. Other district level lunch procedures may be found in the lunch section of the Board of Education section.

CAMPUS VISITORS

We welcome parents, guardians, and other community citizens who want to visit our school. All visitors must check in at the office, sign in, and receive a visitor's badge. Students who attend another school may not visit during the school day.

CARE OF SCHOOL PROPERTY

Students are expected to treat school property with care and respect. Students found to have damaged or destroyed school property may be required to reimburse the district, and may be subject to additional disciplinary actions.

SCHOOL RULES AGAINST BULLYING

- We will not bully others.
- We will help students who are bullied.
- We will include students who are easily left out.
- When we know somebody is being bullies, we will tell an adult at school and an adult at home.

Bullying among school children is a very old phenomenon. Some children are frequently and systematically harassed and attacked by other children, and many adults have experienced it from their school days. This harassment may be done directly (open attacks, words, gestures or physical contact) or indirectly (being excluded from the peer group or rumors being spread) cyber bullying is also prohibited.

Our goal is to achieve better peer relations at school and to create conditions that make it possible for both victims and bullies to get along and function better in and out of the school setting.

COMMITMENT TO SAFETY

Recognizing that every student has the right to a safe environment where everyone is treated with respect:

- I understand that I have an essential role in school safety and violence prevention.
- I will immediately report any threats of violence, suicide, presence of weapons or explosives to school administrators, allowing them to investigate and determine the seriousness of the report.
- I will do all I can to stop harassment of others.
- I will promote the acceptance of individual differences, recognizing that diversity contributes to the strength of the Burlington Intermediate School.
- I understand that cyberbullying is not allowed due to the negative impact on the learning environment.

POSITIVE BEHAVIOR INTERVENTION SUPPORT AT INTERMEDIATE SCHOOL

Grayhounds are RESPECTFUL, RESPONSIBLE and SAFE

Positive Behavior Intervention Support (PBIS) will allow us the opportunity to provide a consistent and fair behavior plan. Students achieve higher levels when they know expectations and feel safe. PBIS sets detailed expectations in every area of the school while putting an emphasis on safety.

PBIS is not new to education. It is based upon a long history of research in areas of behavior and in structural design. Positive behavior needs to be taught through modeling, explicit instruction, and practice.

The success of PBIS will improve with time and with the participation of our families. School behavior plans that are followed in the home greatly improve their effectiveness in the school.

LUNCH DETENTION

During student lunch time students are assigned structured lunch for behaviors outside of the classroom, or is not a classroom behavior disruption (tardy, misbehavior on playground, behavior or hallway misconduct).

TRUANCY

This policy will be based on the natural consequence of failing to be in school, which will result in students making up the instructional time that they have missed while truant from school. Unexcused missed time will be documented in the office, with accumulated time being served Thursday's after school. Time is accumulated from Thursday AM to Wednesday PM. If time to be made up exceeds the set 1 hour 45 minutes available on Thursdays, the time will be carried over. Individual arrangements may be made with administration to repay time on an available basis. Bussing will be available from the PIECES After School Program, or students may be picked up by parents/guardians.

Tardies to classes throughout the day will be handled by teaching staff. Expectations for timeliness to class will be shared with students by staff. Excessive tardies will also be forwarded to Truancy Officer Scott Mason and a parent meeting may be scheduled to brainstorm ideas to improve on-time attendance.

NON-ESSENTIAL / NUISANCE ITEMS

Students are not permitted to have cell phones or any other nonessential items that are potentially disruptive to the learning environment on their person during the school day. This includes but is not limited to iPods, Mp3 players, pagers, electronic games and other items not on a recommended list of student supplies. Students who use their cell phones or students with a ringing or vibrating cell phone while class is in session will have their phone confiscated.

- **1st Offense-** Nuisance item confiscated and returned to the student at the end of the day
- **2nd Offense-** Nuisance item confiscated and returned to a parent
- **3rd Offense -** Nuisance item confiscated and returned to a parent

- **4th Offense** – Nuisance item confiscated and the student is assigned a detention. Nuisance item is returned to a parent after the detention is served.

SCHOOL LOCKER

Each student is assigned a locker with a padlock and or lock combination. No personal padlocks may be used on hallway lockers. The student is to use only his/her assigned locker. This locker is to be used for essential school items only. No open containers or bags of drinks or snacks are allowed in student lockers. Students are expected to keep the lockers in neat condition, be sure they are locked, and not give anyone their locker combination. Report any loss and/or vandalism to the office immediately. Lockers are school property and subject to search by authorized school personnel as provided under Iowa Law (HG528).

STUDENT EXPECTATIONS

The purpose of our discipline plan is to provide a safe and productive school environment. To help achieve that, students should:

- Follow directions the first time given.
- Be on time with the appropriate materials.
- Treat people and property with dignity and respect.
- Keep hands, feet, objects, and mouth to yourself.
- Talk at a conversational level with appropriate language.
- Students must have a signed hall pass from the “hall pass” section in their assignment book when in the hallways during classes.

BICYCLE/SKATEBOARD/ROLLER BLADES/MOPEDS

The school is unable to assume responsibility for loss, theft, or damage, and it is recommended that each student provide a lock for their bicycle. All bicycles should be pushed on school grounds. Skateboards and roller-blades are not allowed on school grounds. Students who are of legal age to ride mopeds to school and have the moped legally registered may ride them to school. They must follow all of the traffic rules, park in a legal parking spot, and register the moped with the school office in order to maintain this privilege.

TECHNOLOGY BEHAVIOR MATRIX

Technology is a vital part of education. To increase student access to technology, the district assigns Chromebooks to all intermediate school students. All students are also issued a bag and a charger. The chargers have been labeled with the identification number from the bottom of the Chromebook. The chargers should be kept in the front pouch of the bag and carried with the student at all times.

There are also certain district restrictions that will apply during the school day as well (ie: no Facebook access during the school day). We have developed two tiers of accessibility to monitor student use of the Chromebooks. Every student begins on tier 2 unless a guardian requests for their student to be placed on tier 1. Students who violate district technology policies may be moved to tier 1 temporarily when requested by an administrator as well.

The Chromebooks are district property and each student will be issued the same Chromebook for four years, so it is important they take good care of their bag and device. Students are allowed one accidental damage for free each year and anything after the first damage will be billed for parts to the student’s account. Students will take any damaged Chromebooks to the library to have sent to the tech department for repairs.

Level:	Apps/ Sites Available
Tier 1	Google Drive, Kahoot, Socrative, Schooltube, and other sites teachers have identified as necessary for class use•
Tier 2	Access to Gaming Sites, Interactive Sites, and Sports sites; ESPN, Sports Illustrated, Fan Fiction, Manga, Entertainment sites and Streaming Music; Pandora, Spotify, and more

ELECTRONIC DEVICE

Elementary students should not possess cell phones or other personal electronic devices during the school day. Items brought to school should be kept in the student's bag, locker, or other designated storage area. Students may use their devices before and after school as long as their use of the device is not causing disruption.

DISCIPLINE PROCEDURES

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

STUDENT BEHAVIOR	DISCIPLINE ACTION
Angry/Arguing/Pushing	ODR / ISS
Chronic violation of school rules	ISS/OSS
Derogatory statements/Profanity/Gestures	ODR- OSS
Destruction of property	ODR/ISS/OSS-Police Intervention
Disorderly conduct	Parent Conference and OSS-Police Intervention
Failure to report to office	ODR
False fire alarms	2-10 OSS- Police Intervention
Fighting	3-10 OSS-Police Intervention
Gang activity	3-10 OSS-Police Intervention
Harassment (verbal, physical, sexual)	Parent Conference and ISS or OSS- Police Intervention
In hall without pass	ODR
Inappropriate hall conduct	ODR
Insubordination/Uncooperative/Non-compliant	ISS/OSS
Leaving school without permission	Parent Conference and ISS
Lunchroom Conduct	Removal from lunchroom & recess, ISS/OSS
Lying	ODR
Out of Bounds	ODR/ISS/loss of privileges
Racial/Ethnic Slurs	3-10 OSS
Stealing/theft	0-10 OSS-Police Intervention
Threats/Assault	3-10 OSS-Police Intervention
Vandalism	3-10 OSS-Police Intervention
ATTENDANCE/TARDY	
Tardy to Class	Classroom consequence
Tardy to School	1-3 Warning, 4+, loss of privileges;
Truant from school or class	ODR / Referral to Truancy Officer
CLASSROOM/HALLWAYS	
Cheating/Plagiarism	Teacher action/parent conference/ODR
Conduct/disrespect toward staff	ODR
Conduct in classroom	ODR
Conduct in an office detention	ISS/OSS

Detention/ISS misconduct	Parent Conference and/or 3-10 OSS
Open defiance	Parent Contact and ISS/OSS
NON-ESSENTIAL ITEMS	
Dangerous objects	3-10 OSS, Police Intervention
Not reporting dangerous objects or weapons	ISS/OSS
Possession/use of fireworks	3-10 OSS, Police Intervention
Possession/use of illegal weapon/look alike weapon	3-10 OSS and or Expulsion, Police Intervention
Possession of nuisance items	Confiscated and parent may claim/ODR
Possession of tobacco	3-10 OSS, Police Intervention
Possession and/or under the influence of drugs/alcohol (or look alike drugs)	Follow Board Policy 502.7, Police intervention, 5 days OSS & referral to drug treatment, failure to comply - recommend expulsion
Second offense possession and/or under the influence of drugs/alcohol	Follow Board Policy 502.7, Police Intervention, OSS, recommend Expulsion
Sale and/or distribution of drugs or look alike / drug paraphernalia	Follow Board Policy 502.7, Police Intervention, OSS, recommend Expulsion
CAMPUS/BUS BEHAVIOR	
Conduct on bus	Follow School Bus Policy
Conduct on campus	ODR/ISS/OSS
Loitering	Warning/ODR
Trespassing	Police Intervention



PBIS Grayhound Expectations

Burlington Community School District

	Cafeteria	Bathroom	Hallways	Playground/ Gym	Library	Office/Clinic	Assembly	Car/Bus Line	Drinking Fountain / Water Fill Station	Classroom
Be Respectful	<ul style="list-style-type: none"> Follow directions Use table manners Maintain appropriate Voice Level 1 	<ul style="list-style-type: none"> Keep clean Close Door Maintain appropriate Voice Level 1 	<ul style="list-style-type: none"> Keep hands and feet to self Walking feet 	<ul style="list-style-type: none"> Share equipment Include everyone in play 	<ul style="list-style-type: none"> Follow directions Maintain Appropriate voice level (1-2) 	<ul style="list-style-type: none"> Be polite Wait your turn Introduce yourself to office/clinic staff Share your reason of being in office/clinic 	<ul style="list-style-type: none"> Voice level as assigned Be active listener Stay seated until dismissed 	<ul style="list-style-type: none"> Listen for directions Maintain appropriate voice level 1 	<ul style="list-style-type: none"> Maintain appropriate voice level (1-2) 	<ul style="list-style-type: none"> Wait your turn Accept differences Be helpful Take care of classroom and classroom materials Be on time
	<ul style="list-style-type: none"> Stay in cafeteria Clean up trash 	<ul style="list-style-type: none"> Go / Flush / Wash Trash in trashcan 	<ul style="list-style-type: none"> Follow directions Pick up trash 	<ul style="list-style-type: none"> Follow directions Line up quietly when asked 	<ul style="list-style-type: none"> Return your Books on time Choose a good fit book in a timely manner 	<ul style="list-style-type: none"> Finish task and go back to class in a timely manner 	<ul style="list-style-type: none"> Keep hands and feet to yourself Respect personal space 	<ul style="list-style-type: none"> Sit in straight line Stay in area 	<ul style="list-style-type: none"> Get a drink or fill water bottle in a timely manner Finish task and go back to class in a timely manner 	<ul style="list-style-type: none"> Come to class prepared Complete your own work Turn in completed work
	<ul style="list-style-type: none"> Keep hands and feet to self Keep hands and feet to self 	<ul style="list-style-type: none"> Wash hands with soap Keep feet on ground 	<ul style="list-style-type: none"> Keep to the side Eyes forward 	<ul style="list-style-type: none"> Use equipment correctly Play safely 	<ul style="list-style-type: none"> Keep hands and feet to yourself 	<ul style="list-style-type: none"> Keep hands and feet to yourself 	<ul style="list-style-type: none"> Keep hands and feet to yourself Respect personal space 	<ul style="list-style-type: none"> Keep hands and feet to self Give personal space 	<ul style="list-style-type: none"> Keep hands and feet to yourself Report water spills to an adult 	<ul style="list-style-type: none"> Keep hands and feet to self Maintain appropriate voice level



**BURLINGTON COMMUNITY SCHOOL DISTRICT
ALDO LEOPOLD INTERMEDIATE SCHOOL SUPPLY LIST 2023-24**

This is a general list. Other items may be requested later.

	5th Grade	6th Grade
1"-1.5" Binder with loose leaf paper for Science	1	1
#2 Pencils (package of 12)	3	3
Glue Sticks	5	4
Pencil Box	1	
3 Ring pencil case		1
3 Ring binders 1" for ELA	1	1
Binder Dividers	1 set	
Dry erase markers (set of 4) \ Eraser	2	1
Single subject Spiral notebooks (wide line)	2	
Loose leaf paper (wide line)	1 pkg	2 pkg
Two pocket folders	5	1
Eraser (Aldo-pink for art)	2	2
Set of 8 (or more) colored pencils	1	1
Set of 8 colored markers (water based)	1	1
Highlighter	1	4
Ear buds or Headphones (at least one set)	1	1
Composition notebooks (9 3/4 x 7 1/2); 1 for Art	2	
Scissors	1	1
Clorox Wipes (to Homeroom Teacher)	2	2
Large box tissues (to Homeroom Teacher)	4	4
Hand Sanitizer (to Homeroom Teacher)	1	1
Technology Cleaning Wipes (to Homeroom Teacher)	1	1
Computer Mouse-Wired (optional)	Buy ONE to use with their Chromebooks	