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Burlington Community School District

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Scott Mason, Director of Transportation
Brent Krieger, Director of Buildings and Grounds

Public Notice

It is the policy of the Burlington Community School District not to discriminate on the basis of race, color, creed, sex, marital status, national origin, religion, sexual orientation, gender identity, age, or disability in its educational programs, activities, or employment practices.



GO GET 'EM GRAYHOUNDS

**Go Get 'Em Grayhounds,
C-mon and Fight with all your might.**

**Go Get 'Em Grayhounds,
You've got the courage and the might.**

**Keep fighting,
Go get 'Em Grayhounds
so everyone can tell
that even though you won or lost
you fought like...**

B - B - BUR, L - L - ING, T - T - TON,

Burlington, Burlington YEAH!

**Go Get 'Em Grayhounds,
March Proudly at the fore,
And when we raise our banner high
Fight on forever more**

| | |
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2023-2024 SCHOOL CALENDAR

| | |
|--|---|
| <p>AUGUST 2023</p> <p>11,14,15 New Teacher Professional Learning 16,17,21,22 Teacher Work Days/PD 23 FIRST DAY (Begin 1st Trimester)</p> | <p>FEBRUARY 2024</p> <p>9 2 Hr. Early Out (Prof. Development) 22 End of Second Trimester 23 No School (Professional Learning) 24 Vice-Versa Dance</p> |
| <p>SEPTEMBER 2023</p> <p>1 2 Hr. Early Out (Prof. Development) 2 Special Kids Rodeo 4 Labor Day (No School) 15 No School (Prof. Development) 29 Homecoming Nominations Assembly</p> | <p>MARCH 2024</p> <p>8 No School (Professional Development) 11-15 No School (Spring Break) 18-22 Food Drive 29 No School</p> |
| <p>OCTOBER 2023</p> <p>1 Powder Puff/Ruff N Tuff 5 Parade & Carnival & Crowning of King 6 2 Hr. Early Out (Prof. Development) 6 Homecoming Game & Queen Coronation 7 Homecoming Dance 20 No School (Prof. Development)</p> | <p>APRIL 2024</p> <p>1 No School 12 2 Hr. Early Out (Prof. Development) 20 Prom 20-21 Post prom 26 No School (Professional Development)</p> |
| <p>NOVEMBER 2023</p> <p>3 2 Hr. Early Out (Prof. Development) 10-12 Musical 16 End of 1st Trimester 17 No School (Prof. Development) 22-24 Thanksgiving Holiday (No School)</p> | <p>MAY 2024</p> <p>5 Dragon Boat Races 10 2 Hr. Early Out (Prof. Development) 17 Projected Seniors Last Day 23 Senior Awards Night (?) 25 Graduation 27 Memorial Day (No School) 30 Last Day of School</p> |
| <p>DECEMBER 2023</p> <p>8 2 Hr. Early Out (Prof. Development) 21 2 Hr. Early Out 22-Jan. 2 Winter Break (No School)</p> | <p>JUNE 2024</p> <p>3 First Day of Summer School 27 Last Day of Summer School</p> |
| <p>JANUARY 2024</p> <p>12 2 Hr. Early Out (Prof. Development) 15 Martin Luther King Day (No School) 21 Net Covered Volleyball 26 No School (Prof. Development)</p> | <p>JULY 2024</p> <p>TBD School Registration for the 2024-2025 School Year</p> |



BCHS BELL SCHEDULE



2023-2024

Regular Schedule

| | | |
|-------------------|-----------------|---------|
| Zero Period | 6:55-7:55 AM | 60 mins |
| First Period | 8:00-9:00 AM | 60 mins |
| Announcements | 9:00-9:05 AM | 5 mins |
| Second Period | 9:10- 10:10 AM | 60 mins |
| Third Period | 10:15-11:15 AM | 60 mins |
| Fourth Period | | |
| Wave 1 | | |
| Lunch | 11:20-11:50 AM | 30 mins |
| Class | 11:50-12:50 PM | 60 mins |
| Wave 2 | | |
| Class | 11:20- 11:50 PM | 30 mins |
| Lunch | 11:50- 12:20 PM | 30 mins |
| Class | 12:20- 12:50 PM | 30 mins |
| Wave 3 | | |
| Class | 11:20- 12:20 PM | 60 mins |
| Lunch | 12:20- 12:50 PM | 30 mins |
| Fifth Period | 12:55- 1:55 PM | 60 mins |
| Sixth Period | 2:00-3:00 PM | 60 mins |
| After School | 3:00-3:45 PM | 45 mins |
| Contract day ends | 3:45 PM | |

Advisory Schedule

| | | |
|---------------|-----------------|---------|
| Zero Period | 6:55-7:55 AM | 60 mins |
| First Period | 8:00-8:55 AM | 55 mins |
| Second Period | 9:00-9:55 AM | 55 mins |
| *Advisory | 9:55-10:25 AM | 30 mins |
| Third Period | 10:30-11:25 AM | 55 mins |
| Fourth Period | | |
| Wave 1 | | |
| Lunch | 11:30-12:00 PM | 30 mins |
| Class | 12:00-1:00 PM | 60 mins |
| Wave 2 | | |
| Class | 11:30- 12:00 PM | 30 mins |
| Lunch | 12:00- 12:30 PM | 30 mins |
| Class | 12:30- 1:00 PM | 30 mins |
| Wave 3 | | |
| Class | 11:30- 12:30 PM | 60 mins |
| Lunch | 12:30- 1:00 PM | 30 mins |
| Fifth Period | 1:05- 2:00 PM | 55 mins |
| Sixth Period | 2:05- 3:00 PM | 55 mins |
| After School | 3:00-3:45 PM | 45 mins |

MTSS Schedule

| | | | | |
|----------------------|---------------|----------|----------|---------|
| Zero Period | Class | 6:55 AM | 7:55 AM | 60 Mins |
| First Period | MTSS | 8:00 AM | 8:20 AM | 20 mins |
| | Class | 8:20 AM | 9:00 AM | 40 mins |
| Announcements | | 9:00 AM | 9:05 AM | 5 mins |
| Second Period | MTSS | 9:10 AM | 9:30 AM | 20 mins |
| | Class | 9:30 AM | 10:10 AM | 40 mins |
| Third Period | MTSS | 10:15 AM | 10:35 AM | 20 mins |
| | Class | 10:35 AM | 11:15 AM | 40 mins |
| Fourth Period | | 11:20 AM | 12:55 PM | |
| | Wave 1 | | | |
| | Lunch | 11:20 AM | 11:50 AM | 30 mins |
| | MTSS | 11:50 AM | 12:10 PM | 20 mins |
| | Class | 12:10 PM | 12:50 PM | 40 mins |
| | Wave 2 | | | |
| | MTSS | 11:20 AM | 11:40 AM | 20 mins |
| | Class | 11:40 AM | 11:50 PM | 10 mins |
| | Lunch | 11:50 AM | 12:20 PM | 30 mins |
| | Class | 12:20 PM | 12:50 PM | 30 mins |
| | Wave 3 | | | |
| | MTSS | 11:20 AM | 11:40 PM | 20 mins |
| | Class | 11:40 PM | 12:20 PM | 40 mins |
| | Lunch | 12:20 PM | 12:50 PM | 30 mins |
| Fifth Period | MTSS | 12:55 PM | 1:15 PM | 20 mins |
| | Class | 1:15 PM | 1:55 PM | 40 mins |
| Sixth Period | MTSS | 2:00 PM | 2:20 PM | 20 mins |
| | Class | 2:20 PM | 3:00 PM | 40 mins |

Assembly Schedule

| | | |
|-------------------|---------------------|----------------|
| Zero Period | 6:55-7:55 AM | 60 mins |
| First Period | 8:00-8:50 AM | 50 mins |
| Announcements | 8:50-8:55 AM | 5 mins |
| Second Period | 9:00-9:50 AM | 50 mins |
| Third Period | 9:55-10:45 AM | 50 mins |
| Fourth Period: | | |
| Wave 1 | | |
| Lunch | 10:50-11:20 AM | 30 mins |
| Class | 11:20-12:20 PM | 60 mins |
| Wave 2 | | |
| Class | 10:50-11:20 AM | 30 mins |
| Lunch | 11:20-11:50 AM | 30 mins |
| Class | 11:50-12:20 PM | 30 mins |
| Wave 3 | | |
| Class | 10:50-11:50 AM | 60 mins |
| Lunch | 11:50-12:28 PM | 30 mins |
| Fifth Period | 12:25-1:15 PM | 50 mins |
| Sixth Period | 1:20-3:00 PM | 60 mins |
| Assembly | 2:20-3:00 PM | 40 mins |
| After School | 3:00-3:45 PM | |
| Contract day ends | 3:45 PM | |



BCHS BELL SCHEDULE

2023-2024



Two Hour Early Release Schedule

| | | |
|----------------|-----------------|---------|
| Zero Period | 6:55-7:55 AM | 60 mins |
| First Period | 8:00-8:40 AM | 40 mins |
| Announcements | 8:40-8:45 AM | 5 mins |
| Second Period | 8:50-9:30 AM | 40 mins |
| Third Period | 9:35-10:15 AM | 40 mins |
| Fourth Period | 10:20-11:00 AM | 40 mins |
| Fifth Period | 11:05-11:45 AM | 40 mins |
| Sixth Period | 11:50- 12:30 PM | 40 mins |
| Dismiss/ Lunch | 12:30-1:00 PM | 30 mins |

Two Hour Late Start Schedule

| | | |
|-----------------------------|-----------------|---------|
| Zero Period | Canceled | |
| Regular contract day begins | 9:45 | |
| First Period | 10:00-10:40 AM | 40 mins |
| Second Period | 10:45-11:25 AM | 40 mins |
| Fourth Period | . | |
| Wave 1 | | |
| Lunch | 11:30-12:00 AM | 30 mins |
| Class | 12:00-12:45 PM. | 45 mins |
| Wave 3 | | |
| Class | 11:30-12:15 PM | 45 mins |
| Lunch | 12:15-12:45 PM | 30 mins |
| Third Period | 12:50-1:30 PM | 40 mins |
| Fifth Period | 1:35-2:15 PM | 40 mins |
| Sixth Period | 2:20-3:00 PM | 40 mins |
| After School | 3:00-3:45 p.m. | 30 mins |
| Contract day ends | 3:45 p.m. | |

ELECTRONIC DEVICES

CHROMEBOOKS AND OTHER ELECTRONIC DEVICES WILL BE USED IN THE CLASSROOM ONLY FOR ACADEMIC REASONS.

Students are not permitted to have cell phones or any other nonessential items that are potentially disruptive to the learning environment out and in use during instructional times, unless directed by an adult to do so. This includes, but is not limited to cell phones, iPods, 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 period.
- **2nd Offense**- Nuisance item confiscated and returned to the student at the end of the day
- **3rd Offense**- Nuisance item confiscated and returned to a parent or guardian
- **Refusal to follow policy may result in In School Suspension**

Video recording and taking photos are strictly forbidden in certain locations (e.g., locker rooms, restrooms, etc.) whether the device be a camera or part of a cell phone. In other locations, students must obtain permission from the administration or a teacher before capturing video, audio, or photos on school property (except for during public events such as games and concerts). Posting damaging video or pictures taken on school grounds to social media websites is also prohibited. Students found in violation of this portion of the electronic devices policy are subject to consequences up to expulsion and potential criminal charges.

SENIOR PRIVILEGES INFORMATION

Seniors who have administrative approval are entitled to leave campus during their Study Hall time and during their scheduled lunch segment.

Students must carry their Senior Privilege Card at all times and present it upon request to be excused from Study Hall or lunch and to be admitted to the library. Failure to carry the ID card could result in loss of privilege at the time a student is requesting to leave campus.

To qualify for Senior Privileges:

1. Students must be on track to graduate.
2. Students must abide by the Student Code of Conduct (i.e., any violation of Student Code will result in loss of Senior Privileges).
3. Students must abide by the BHS Attendance Policy. Class cutting and/or unexcused tardies/absences will result in loss of Senior Privileges.
4. Anytime a class is assigned to Study Hall, students with Senior Privileges are also required to be in Study Hall.

Senior Privileges will be revoked when any one of the above criteria is violated.

Seniors returning from lunch must enter the cafeteria and remain there until the bell rings.

In order to ensure a safe learning environment, seniors using their Senior Privileges must be either off-campus or in the cafeteria.. Seniors who lose their privileges may re-apply to their building principal for possible reinstatement following a minimum thirty (30) school day revocation. Senior privileges are effective only after all application and parental signatures have been completed. A student leaving school/campus unauthorized will be subject to disciplinary actions.

THE PATH TO GRADUATION

Burlington High School offers a balanced curriculum of over 200 courses in eleven instructional areas. Minimum standards of the Iowa State Department of Public Instruction and North Central Association are met and often exceeded. Specific course offerings and graduation requirements reflect these standards.

The Student Program of Studies is published each year and contains the following: Course Offerings Descriptions, Graduation Requirements, Guidelines for Schedule Changes and Withdrawal from Class, Guidelines for Seniors Attending SCC, Guidelines for Adult Education, and Early Graduation Policy.

This Program of Studies is intended to help students and their parents plan a realistic educational program. Students planning to apply for college should take a majority of their courses in the following academic areas: Math, Science, Social Studies, and English.

Please select courses carefully. Schedule changes are generally allowed only for the following reasons:

- Conflicts or missing course
- To access a course for graduation which is currently not in the schedule
- Inappropriate level placement (ex: Algebra I teacher recommends Pre-Algebra)

Burlington High School students are required to earn 48 credits to meet graduation requirements. This is a minimum, and students are encouraged to earn more than the minimum.

CREDITS

Graduation credit is awarded based upon the meeting pattern each Trimester. A course meeting daily during the trimester receives one credit. A course meeting on alternate days receives one-half credit per trimester. The amount of credit for each course is listed in the Program of Studies Booklet.

Graduation ceremonies shall be held once each year at the close of the third trimester. To be eligible to take part in graduation exercises and receive a diploma, a student is required to have earned credits in accordance with the regulations set forth and must be a student in good standing before the completion of the senior year.

Burlington Diploma. A total of 48 credits is required for graduation with a Burlington Community School District diploma. A credit represents one trimester of study meeting daily or the equivalent thereof. The amount of credit for each course is published annually. A minimum of a “D-” grade is required to earn a credit.

The following required credits must be included for a Burlington Community School District diploma, unless the student qualifies for an Individual Education program:

| | |
|---|---|
| <p style="text-align: center;">English</p> <p>8 credits including: 2 credits English 1 or equivalent 2 credits English 2 or equivalent 2 credits English 3 or equivalent 1 credit English 4 (multiple courses meet requirement) 1 credit Speech (multiple courses meet requirement)</p> | <p style="text-align: center;">Social Studies</p> <p>6 credits including: 2 credits World Studies or AP Euro Study or equivalent 2 credits American Studies or AP US H or equivalent 1 credit Behavior Science or equivalent 1 credit Government or equivalent</p> |
| <p style="text-align: center;">Math</p> <p>6 credits including: 2 Trimesters of Algebra I or equivalent 2 Trimesters of Geometry or equivalent 2 additional Trimester of Math</p> | <p style="text-align: center;">Science</p> <p>6 credits including: 2 trimesters of Biology or equivalent 2 trimesters of either Physical Science or Physics or equivalent 2 trimesters of either Chemistry or Practical Applications of Science or equivalent</p> |
| <p style="text-align: center;">Physical Education and Health</p> <p>4 PE credits (At least 1 required per year) 1 Health credit</p> | <p style="text-align: center;">Financial Literacy</p> <p>1 Trimester of Financial Literacy</p> |

Students are required to earn a total of 5 credits in the area of physical education/health. A student who fails to successfully complete a physical education course, and then subsequently is medically unable to participate in physical education, shall make up the physical education course at a later time when possible.

Electives. Electives shall be chosen by the student in consultation with parents, teachers, and counselors to complete the total number of required credits for graduation.

Students Requiring Special Education. The Iowa State Board of Education amended Iowa's special education rules to conform with ESSA-required language related to the graduation of individuals eligible for special education. This amendment makes clear that a regular high school diploma must be fully aligned to State required standards. In Iowa's case, that would be the graduation requirements set forth in Iowa Code section 256.7(26): four years of English, three years of math, three years of social studies, and three years of science ("4-3-3-3"). To earn a regular high school diploma going forward, a child with a disability must complete 4-3-3-3. It is no longer permissible to award a regular high school diploma based on IEP goal attainment solely.

Pre-High School Credits. Students who complete required high school credits (e.g. Algebra) in an accredited school in the United States prior to high school will have the course recorded in the high school record.

Senior Year Plus. Credits earned in accordance with the Senior Year Plus program will be counted towards graduation. The grade will be recorded on the student's transcript, will be calculated in the student's grade point average, and will count towards class rank.

Transfers In. If a student has previously attended an accredited school in the United States, appropriate course credit shall apply towards graduation requirements. Grades from the prior accredited school in the United States will be recorded in the student's transcript, will be calculated in the student's cumulative grade point average, and will apply towards class rank.

Competent Private Instruction. A student who received competent private instruction and showed appropriate progress in accordance with law may receive a Burlington Community School District diploma provided the student meets all of the following requirements:

1. The student must earn both the required minimum number of total credits and the required number of subject area credits by a combination of credits from competent private instruction and from completion of courses in an accredited school in the United States.
2. The student must earn a minimum of 24 credits from enrollment in an accredited school in the United States.
3. The student must earn a minimum of one credit in Government and a minimum of one credit in American Studies from an accredited school in the United States.
4. The student must demonstrate proficiency in the course work accepted from competent private instruction. This may be either by demonstration of work in a portfolio or by testing as determined by the administration.
5. Grades from competent private instruction will be evaluated by the curriculum director and high school principal and only those courses that meet with their approval will be included in the student's transcript. They will not be calculated in the student's cumulative grade point average, and will not apply towards class rank.

Foreign Study. Students may earn up to 12 credits towards graduation through study in a foreign country if the coursework is comparable and with approval in advance by the High School Principal or Curriculum Director. Grades from foreign study will not be recorded in the student's transcript, will not be calculated in the student's cumulative grade point average, and will not apply towards class rank. The student must earn a minimum of one credit in Government and a minimum of one credit in American Studies from an accredited school in the United States.

Early Graduation. Students are permitted to graduate at the end of a trimester or summer session provided all graduation requirements are met. Students must complete their final trimester in the Burlington Community School District in order to qualify for early graduation, except that a student may complete the final graduation requirements in the summer. Students graduating early will be ineligible for participation in extracurricular activities and class activities, except that they may attend prom and commencement activities.

Supplemental Coursework

Sometimes students are behind in credits and need to pursue ways to make up credits so that they will be considered back on track for graduation. Students can earn credits outside the regular school day and/or school year, but must obtain administrative approval in order to use these courses for graduation purposes. Students are to seek assistance from their guidance counselor to complete the necessary paperwork for approval.

PARENT CONFERENCES

Parent conferences will be held during the school year. Individual conferences may be scheduled at parent and/or teacher request as needed during the year. Parent contacts are encouraged, including phone calls, notes and class visits.

INTERNSHIPS

The Internship Program provides students with a planned and supervised career development experience related to their learning and career goals. Internships will be arranged through the Career Center. Credit will be awarded based on the experience arranged.

CORRESPONDENCE COURSE(S) AND INDEPENDENT STUDY GUIDELINES

- Any student at BHS who wants to take a correspondence class or an online class must obtain the pre-approval of the principal or assistant principal.
- Online course and correspondence course work must be completed and turned in to the teacher or principal by 3:00 p.m. on the Tuesday prior to graduation. The principal will determine whether or not the work is sufficient and timely. The principal will either approve or deny credit based on the quality of student work. Correspondence courses can not be used to improve class rank.

RETAKING A CLASS

The following guidelines exist

- Students are to work closely with their counselor and administrator to determine the benefits of retaking a class in which they feel they have not developed mastery of essential concepts and skills.
- Upon completion of the repeated course, the higher grade will be used in the cumulative grade point calculation.
- Both the original grade and the retake grade will show on the transcript.
- A student cannot receive double credit for a course that is repeated unless stated in the Program of Studies Book that it can be repeated for credit.
- GPA/Rank will be re-determined at the end of the trimester.

GRADE POINT AVERAGE

Burlington High School operates on a traditional 4.0 grading scale, with an A equal to 4 points. Report cards reflect both the current grading period and the student's cumulative unweighted GPA to date.

At the conclusion of the senior year, Bonus Points will be calculated which may alter class rank considerably.

Honor Roll will be determined by the following criteria:

1. 3.0 GPA or higher
2. Full time student.

****Student transcripts will provide cumulative unweighted GPA and weighted GPA. ****

Teachers will make reasonable attempts to contact parents when a student is in danger of failing. The parent of any senior in danger of not graduating will receive written notification at the end of the second trimester. Parents are advised to contact their student's assigned counselor, teacher(s), administrator or the principal when they feel their student is not performing satisfactorily academically. Parents may also access their child's grades and attendance electronically via the Infinite Campus parent portal.

GRADE CARDS

Grade reports are issued at the end of each trimester. The grading system is as follows:

| | | | |
|---|---------------|---|------------------|
| A | Excellent | S | - Satisfactory |
| B | Above Average | U | - Unsatisfactory |
| C | Average | W | - Withdrawn |
| D | Below Average | X | - Excused |
| F | Failing | I | - Incomplete |
| | | P | - Pass |

INFINITE CAMPUS

Infinite Campus is our student information system. Your child's attendance and grades may be accessed through the Infinite Campus Parent Portal. To access it, you will need a unique username and password. In order to obtain access, each parent will need to apply in person at the main office of the Burlington High School with a driver's license (or other state issued ID). Each parent is advised to keep this information in a secure, confidential place. Training for parents on the use of the parental portal will be scheduled.

AP COURSES

Eligible Students: Students enrolled in the Burlington Community School District who have met the entrance requirements published in the program of study handbook.

ATTENDANCE PROCEDURES

Notification of Absence:

Within 48 hours of the absence: the parent/guardian must notify the Attendance Office of a student's absence.

If the **absence is not cleared** by the parent/guardian **within 48 hours**, the absence may become unexcused.

The parent/guardian may call the office at **753-2211** at the following extensions; **1031 or 1032** from 7:30 A.M. to 4:00 P.M. Nurses can be contacted at ext. **1030**.

Student Attendance

In accordance with Iowa Law, it's the parent's responsibility to cause the child to attend school. If a child of compulsory attendance age (**between 6 and 16 as of September 15**) who is enrolled in the district is truant for more than six (6) days per year, the Attendance Improvement Specialist/building principal shall notify the county attorney in writing of apparent violation of the compulsory age attendance law by the child's parent or guardian, as per Iowa Code 299.11.

Any and all absences, these steps will be taken through the Attendance Office:

1st and 2nd Absences: The automated communication system will send out a phone call, e-mail, and/or text message to parents.

3rd Absence: Attendance: A letter will be sent home to parents and a problem solving meeting may be called to discuss possible supports/interventions needed to address the attendance issues.

Additional absences will be addressed via the attendance contract established after the third absence until that plan has proved to be ineffective at which time a recommendation for change in schedule or placement will be made.

Recommendations could include:

1. Drop from class/Remain in class
2. Online Coursework
3. Change of schedule
4. Summer School
5. "Incomplete Grade" status until make-up time is resolved with teacher
6. AEA referral

Absence Procedures Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center. The importance of regular attendance cannot be over emphasized. Research consistently shows a strong correlation between attendance and academic achievement. When a student is absent, it is the responsibility of the parent to call in the absence to the school office before 10:00 a.m. If the parent does not call, the school will make an attempt to call for the excuse. The school needs and requires an emergency contact number in case of interrupted phone service. If there is no contact, the student must bring a signed written excuse to the office the day they return. Failure to meet this requirement will result in an unexcused absence.

Students are expected to show up on time for school every day. Certain absences may be excused under this policy, but students will still be required to make up work missed due to any absence. Excessive absences may result in disciplinary action under this policy. Truancy is any absence from school or from a class or classes without parent/guardian AND school permission. Students who are truant six days or more during any school year will be reported to the County Attorney as truant. This policy shall apply to all students including special education students except in those cases where decisions involve a special education student's evaluation or placement.

Attendance - In accordance with Iowa law, it is the parent's responsibility to cause the child to attend school (Code of Iowa, Chapter 299)

TARDINESS AND LACK OF ATTENDANCE MAY INVOKE A LOSS OF PRIVILEGES TO PARTICIPATE IN SCHOOL FUNCTIONS INCLUDING BUT NOT LIMITED TO EVENTS SUCH AS HOMECOMING ACTIVITIES, VICE-VERSA DANCE, PROM, DRAGON BOAT RACES, ETC.

It shall be at the discretion of the administration to increase/decrease consequences issued to a student, depending on mitigating circumstances. The guidelines are 8 tardies by the end of the 1st trimester, 16 tardies by the end of the 2nd trimester, 24 tardies by the end of the 3rd trimester.

School Sponsored Activities

On occasion students will miss class due to school sponsored activities (having to leave early to participate in a school athletic event, speech contest, etc.) Students should notify the teacher one day in advance and make up written assignments. Two college visits for seniors will fall into this category. Students will not be counted absent.

Appointments

Parents/guardians are asked to call the attendance office at 753-2211, ext: 1022, 1023, or 1031 prior to the medical, dental, legal or court appointment to excuse the student. Students are asked to sign out from the office as they leave and sign into the office upon return to campus. Failure to follow these procedures could result in disciplinary action. Parents should make every effort to arrange appointments before or after school or during a study hall period.

Suspensions:

Students who do not comply with Burlington High School behavior expectations may be suspended from attending classes. In-school and out of school suspensions will be assigned at the discretion of the administrator dealing with the issue. At times the consequence given will be a combination of out of school and in-school suspension for one offense to allow for the student to get assistance in assigned work.

In-School Suspensions:

Students are responsible for doing their homework during the time they are suspended. Homework will be brought to the student who will remain in the in-school suspension area for the entire day including lunch. Students who are given an in-school suspension may attend practices or events during the term of their suspension. Students will surrender their phone upon entering ISS. Failure to do so may result in consequences.

Out of School Suspensions:

Students are responsible for doing their homework during the time they are suspended. Homework may be picked up in the office/clinic at a designated time or acquired via Google Classroom. The homework will be due the day of their return to school. Tests will be made up upon return or as determined by the teacher. Students are not to be on school grounds during the term of their out of school suspension nor are they allowed to participate in or attend school events.

PHYSICAL EDUCATION (Board Policy)

Students in grades kindergarten through twelve shall participate in physical education courses unless they are properly excused. Valid excuses shall include that the student is physically unable to participate due to illness or injury or the student has been exempted upon religious grounds.

Students in grade nine through twelve may be excused if the students are enrolled in an academic course not otherwise available. In addition, a student in grade twelve may be excused if the student is enrolled in a cooperative, work study or other educational program authorized by the District which requires the student's absence from school. Students participating in an organized and supervised athletic program shall also be enrolled in physical education unless otherwise excused under this policy.

If a student is medically excused from physical education, the student cannot participate in athletics. A doctor must clear the student from both in order to participate.

CPR TRAINING: Students must participate in a CPR training program prior to graduation.

PHYSICAL EDUCATION INFORMATION: Grades: The grade on the transcript will reflect the trimester grade.

If a student has an extended Doctor's excuse, to receive credit for the trimester, the student must participate in at least ½ of the classes.

Attendance: Physical Education is a participation class. Therefore, it is the responsibility of the student to be in class. If he/she is not in attendance for any reason, make-up is expected. Makeups should be arranged with physical education staff. All make-ups must be made up during the unit in which the non-participation occurred.

If a student has more than 9 non-participation days during a trimester, the student will not receive credit for the trimester

POST SECONDARY ENROLLMENT OPTIONS ACT

Eligible Students: Students enrolled in the Burlington Community School District in the eleventh or twelfth grades are eligible to participate in the postsecondary enrollment plan. Students in the ninth or tenth grade who have been identified by the District as gifted and talented students are also eligible to participate in the postsecondary enrollment plan. The students must be enrolled only part-time in the postsecondary institution.

Eligible Courses: Postsecondary courses must meet all of the following conditions to be considered under this policy:

- A. The course must be from an institution of higher learning under the control of the Iowa Board of Regents, from an area community college, or from an accredited private institution.
- B. The course must be a nonsectarian course.
- C. The course must be a credit bearing course that can lead to an educational degree at the postsecondary institution and must be taken for credit.
- D. The course must be in the discipline area of mathematics (including mathematical sciences, computer science and statistics), science (including astronomy, biology, botany, chemistry, geology, physics and zoology), social sciences (including anthropology, economics, geography, political science, psychology and sociology), or humanities (including literature, foreign language, philosophy, civilizations, and history), vocational-technical education, or must be a course in the career options program offered by an area community college.
- E. The course must be offered during Burlington's normal school year; summer school courses are not eligible. However, students who have completed eleventh grade but who have not yet graduated may take college semester hours of credit during the summer at their own expense and receive credit for the hours towards graduation.
- F. A Burlington Community School District high school student who wished to take Southeastern Community College classes must perform at the proficient level (or higher) on the most recent ITBS/ITED reading comprehension and math test or its equivalent or meet college readiness standards required by the post-secondary institution.

CONCURRENT ENROLLMENT

Eligible Students: Students enrolled in the Burlington Community School District in the eleventh or twelfth grades are eligible to participate in the postsecondary enrollment plan. Students in the ninth or tenth grade who have been identified by the District as gifted and talented students are also eligible to participate in the postsecondary enrollment plan. The students must be enrolled only part-time in the postsecondary institution. Students may only earn 23 college credit hours per academic year under this program. Students may take additional college level courses but it will be at their own expense.

Eligible Courses: Postsecondary courses must meet all of the following conditions to be considered under this policy: The course must be from an institution of higher learning under the control of the Iowa Board of Regents, from an area community college or from an accredited private institution.

- A. The course must be a nonsectarian course.
- B. The course must be a credit bearing course that can lead to an educational degree or certificate at the postsecondary institution and must be taken for credit.
- C. The course must be offered during Burlington's normal school year; summer school courses are not eligible.
- D. A Burlington Community School District high school student who wishes to take Southeastern Community College classes must perform at the proficient level (or higher) on the most recent ITBS/ITED reading comprehension and math test or its equivalent or meet college readiness standards required by the post-secondary institution.

Application: 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 postsecondary institution. The District must certify eligibility before the provisions of this policy relating to payment of fees and credits are applicable. The student is responsible for applying and enrolling in the postsecondary institution and for informing the institution that enrollment is pursuant to the Postsecondary Enrollment Options Act.

Fees: The District shall pay for each eligible course directly to the postsecondary institution the lesser of the actual and customary costs of tuition, textbooks, materials and fees charged by the postsecondary institution or \$250. However, if the student fails to complete and receive credit for the course, and the student does not receive a hardship waiver from the Great Prairie Area Education Agency, the student is responsible for the costs of the course.

Credit: Eligible students successfully completing eligible courses pursuant to this policy shall receive credit towards the minimum credits required for graduation using the following equations:

| College Semester <u>Hour Credit</u> | High School <u>Credit</u> |
|--|------------------------------|
| 4 | 1 1/3 |
| 3 | 1 |
| 2 | 2/3 |

Withdrawal from a postsecondary course shall be subject to the same rules as withdrawal from a District course.

Transcript: The grades received from the postsecondary institution will be recorded on the student's transcript, and will be calculated in the student's grade point average.

Transportation: Students and their parents and guardians shall be responsible for transportation. Transportation costs are not reimbursable.

Counseling: The guidance services of the District shall include guidance on postsecondary course enrollment under this policy.

COUNSELING OFFICE

Students needing to meet with a counselor are to schedule an appointment. This may be done online or through the counseling secretary located in the counseling office. Counselors will assist students, parents, and the public needing information in the following areas:

1. Enrollment and Orientation
2. Program of Studies Planning and Registration
3. Student Schedule Update
4. Student/Parent/Teacher Conferences and Staffings
5. Student Records
6. Testing
7. Study Skills
8. Counseling Services at BHS
9. Counseling Services in the Community
10. Career Information
11. College Admission Procedures
12. Scholarships and Financial Aid

SCHOLARSHIPS, AWARDS, FINANCIAL AID

Seniors are eligible for monetary assistance through scholarships, awards, and financial aid. Available scholarships are published throughout the year through daily announcements; information can be obtained through the Burlington Guidance Office. Most of the local scholarships are published in a booklet, which is available in February. Students should also investigate other sources, including: employers (student's and parent's), parent's labor union, parent's clubs and fraternal organizations, family's church, family's life/health insurance companies, student's college choice.

Many of the local scholarships are a part of the Gold Form Application Process, where students can fill out one application form and be eligible for several local scholarships/awards. Applications may be picked up in the counseling office and must be returned by the last school day of February.

Financial papers (FAFSA) opens up online October 1 for federal, state, and institutional support. All students planning to continue their education in some form after high school need to complete the FAFSA. Again, this form is completed online.

TRANSCRIPTS

Students who wish to have a transcript (a copy of the permanent record card) sent to colleges for admission purposes, should contact the counseling office. It is necessary that a release form be completed prior to mailing of the transcript.

In May, seniors must notify the registrar as to where their final transcript should be sent.

WITHDRAWAL FROM SCHOOL

Students withdrawing from school must complete a clearance sheet, including a parent signature. Under Iowa State Law, a person must **finish** the year in which they turn 16.

HEALTH AND CLINIC: Policies and Procedures

CHILD ABUSE (Board Policy)

The Code of Iowa requires certified school employees, including teachers and school nurses to file a report with the Department of Social Services when the person "reasonably believes a child has suffered from abuse." The requirement to report is mandatory. Legal reference: Chapter 232, Iowa Code.

INJURY OR ILLNESS

School personnel will notify a building administrator or the school nurse when a student becomes ill or is injured at school.

In emergencies, a student will be transported to the appropriate medical facility at once.

Authorized school personnel will administer emergency or minor first aid when needed. The Board, however, is not responsible for the treatment of children; the responsibility of the school is to see that an ill or injured child receives prompt, competent attention and is turned over to the care of the parents or qualified medical personnel as quickly as possible.

ADMINISTERING MEDICATION POLICY (Board Policy)

1. When a child brings medication to school, Iowa Law requires:
 - A. That medication must be identified, have the child's name on the bottle, as well as the doctor's name, dosage and be in the proper prescription bottle. Request an additional prescription bottle from the store for school use.
 - B. A current authorization form must be completed and on file in the school office.
 - C. Please contact the school when there is a medication or dosage change.
2. All medication will be kept in the school clinic. Students are not allowed to carry prescription medicine in their pockets, purse or backpack.
3. The medication is to be administered only by a responsible adult as designated on the authorization form. This means the medication is not taken unless an authorized person administers and observes the child actually taking the medication. This is to provide a system that will assure maximum confidence in accuracy and safety.
4. If a child needs medication for a short period of time, it should be regulated by the parents so that it is not being taken during school hours. The parent may come to school with the medication and administer it, or the parents should provide the completed "Authorization to Administer Medication to Children in School" form.
5. The school must have written permission from the parent and physician to give the medication during school hours. These authorization forms are available at your physician's office or school.
6. Any deviation from these policies is outside of our jurisdiction and the school cannot be held responsible. (This is intended to cover those children who continue to bring medication without knowledge of school personnel.)
7. For nonprescription drugs we will follow the same procedure as for prescription drugs. This includes antihistamines, aspirin, ointments, etc. Parental permission is sufficient for students to bring and take cough drops on their own unless the student is taking other medication. When students are taking other medications, a doctor's permission will be necessary for them to take cough drops.

LIBRARY PROCEDURES

LOAN PERIOD: Regular collection is three weeks with renewal privileges. Reserved books and most reference books are available for one period. Current magazines are not circulated out of the library. Back issues can be checked out for one period or overnight after the 6th period.

LOST BOOKS: Price of replacement copy.

OVERDUE NOTICE: Sent out periodically through a class.

CHECKING OUT LIBRARY MATERIALS: All items checked out are the responsibility of the student.

ADMITTANCE TO LIBRARY: Students are encouraged to use the library before and after school as well as during the school day. Students coming into the library during the school day must present admittance slips. Slips are given to the person at the charging desk. Students coming to the library with a class are expected to sit in a designated area with the teacher in charge of the class.

CONDUCT IN LIBRARY: Students coming to the library are expected to conduct themselves in a manner consistent with the atmosphere of study proper to a library. As a Grayhound you are always asked to: Be Respectful, Be Responsible, and Be Safe!

TELEPHONE MESSAGES

Telephone messages to students will be limited to emergency situations only. If a student has a need to use the phone, one is available for their use in the office or clinic areas. Cell phones may be used with instructor or supervisor permission.

LOCKERS

Each student is assigned a locker which they are then responsible for maintaining. Students are asked not to utilize lockers assigned to other students. Students are expected to keep lockers in neat condition, to keep them locked, and not disclose locker combinations to other students. Students are advised not to leave money and/or valuables in lockers and to report losses and vandalism to the office immediately. The school will not be held responsible for thefts from lockers. Students may be asked to correct inappropriate decorative items that promote the use of alcohol or drugs, profane, racially biased, gang related or offensive language/pictures, or sexually inappropriate references. **The school administration reserves the right to make random inspection of any and all lockers at any time without notice in accordance with Iowa Law. This includes the right to search lockers and the parking lot with drug-sniffing dogs, without prior notice.**

RESPECT FOR PERSONAL AND SCHOOL PROPERTY

Care of books and personal property is the responsibility of the student. Students will be held financially responsible for any willful damage, or damage as a result of horseplay or neglect, to any school or personal property. In addition, disciplinary action may be taken.

DISASTER EVACUATION PROCEDURES

Procedures to evacuate the building due to emergency situations are established to protect the safety of students and staff. By design, any evacuation will be carried out in a disciplined and controlled manner.

The fire evacuation procedure is as follows:

1. The signal to evacuate for fire is an intermittent blast of the fire horn.
2. Everyone is to leave the building quickly, but in orderly fashion, and move to the designated evacuation point.
3. Fire exits assigned for each room are listed on a sign in each classroom. A second exit may be used as an alternate escape route if the main exit is blocked.
4. **Classes are to stay grouped together once outside to make it easier to account for students and facilitate reunification with parents if necessary.**
5. No one is to return to the building until three rings of the all-clear bell.

The tornado evacuation procedure is as follows:

1. The signal to evacuate to the safe room will be a steady siren.
2. Classroom teachers will lead their classes to the safe room.

3. When entering the safe room, students are to move to the furthest point from the door as possible. This will allow others trying to enter the safe area the ability to do so quickly.
4. When students arrive in the assigned area, they will crouch on the floor and cover their faces and heads with arms and hands.

LOST AND FOUND

A lost and found service is maintained in the main office. Pupils finding articles should leave them in the office or should report there for lost articles. This should be done immediately, as the office cannot permit articles to accumulate.

WAIVER OF STUDENT FEES

Student fees may be waived by the District for families who meet certain criteria for temporary or financial hardship or other statutory criteria. However, in order for such fees to be waived, the parent or student must apply for an annual waiver through the building principal's office.

Participation in any of the following programs qualifies families for a waiver of student fees:

- Free and reduced priced lunch (income guideline)
- Family Investment Program (FIP)
- Supplemental Security Income (SSI)
- Open Enrollment Transportation Assistance
- Students living in a foster home

MEAL OPTIONS AT BHS

The Burlington High School has a well-equipped kitchen and cafeteria. There is a kitchen manager located on site. Lunch and Breakfast are available every day school is in session.

The nutrition program is directed and supervised from a central office located at Burlington High School. The food service program operates on a non-profit basis.

Applications for free and reduced price meals may be completed anytime during the school year and are available at registration and in the main office. All applications are processed at our central office and are kept strictly confidential. Once approved, the application meal status will be good for the entire school year. All applications for free or reduced price meals will expire on September 30th of the following school year.

Students are encouraged to keep funds on their account. Cash or check deposits into accounts can be made in the High School cafeteria 7:30 a.m. through 10 a.m. at the cashier window. For those that wish to put money on their account online, there is RevTrak, an online payment service, located on our BCSD website under the parent tab. In an attempt to keep the lines moving so all students can be served, **MONEY CAN NOT BE ACCEPTED IN THE LUNCH LINE.**

Numeric keypads and scanners are used on all the meal serving lines. The student will be responsible for their account number.

Food deliveries from local restaurants to BHS students will NOT be accepted. A parent may bring a student a meal to be dropped off to the front office during the student's scheduled lunch time.

MOTOR VEHICLE USE

Students who drive cars, trucks, motorcycles, or mopeds to school must park in the south lot **in un-numbered spots. Numbered spaces are reserved for teachers and staff.** Students are encouraged to ride-share. There are 445 student parking spaces reserved for seniors and juniors on a first come, first serve basis.

All students are to park only in the South Lot. Cars and trucks are to be between the yellow lines and head-in. Motorcycles and mopeds are to be parked in the area on the north side of the lot so designated.

Daily checks of school parking areas will be made. Students with vehicles parked in unauthorized areas, vehicles parked improperly, (i.e., backed in, taking two spaces, parked on median or grass) will be disciplined and fines will be assessed.

Students who park in a numbered space or park improperly will be given

- First Offense - Warning,
- Second Offense - Parent phoned
- Third Offense - Vehicle will be towed

School administrators reserve the right to search any vehicle in our school parking lot without prior notice in accordance with Iowa Law.

GUEST FORM FOR DANCES

A Burlington High School student who is inviting a guest to a dance must complete the [Guest Form for Dances](#) and return it to the office no later than the date on the form. Juniors and Seniors who invite B.H.S. sophomores and freshmen students to Prom, must also complete the Guest Form. Permission to attend is at the discretion of the Burlington High School Administrative Team.

STUDENT CODE OF CONDUCT

Burlington Community School District has a district wide code of conduct that covers all levels which can be found in the district portion of the handbook. In addition to the overarching district expectations the following expectations pertain particularly to the High School.

Citizenship As part of the educational program, students shall have an opportunity to learn about their rights, privileges, and responsibilities as citizens of this country, state, and school district community. As part of this learning opportunity, students shall be instructed in the elements of good citizenship and the desirable role citizens play in their country, state, and school district communities.

Students should conduct themselves in a manner fitting to their age level and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management, and welfare of the school district

- A. **CONDUCT TOWARD STAFF:** Each student is expected to act with honesty and be polite to all staff. Cheating, lying, forgery or the use of forged notes, false calls, open defiance, failure to give correct name when asked, derogatory statements or gestures will not be tolerated.

Out-of-School Conduct: Anything which can be defined as harassment against a teacher by any current student outside of school or school hours falls under the jurisdiction and will be dealt with by school authorities. The necessary disciplinary action will be taken by the principal or principal's designee.

“It is our opinion that when a high school student refers to a high school teacher in a public place on a Sunday by a lewd or obscene name in such a loud voice that the teacher and others hear/see the insult, it may be deemed a matter for disciplinary action at the discretion of school authorities. To countenance such conduct, even in a public place, without imposing sanctions could lead to devastating consequences in the school.” **(Supreme Court Decision)**

- B. **CONDUCT IN CLASSROOM:** Each student is expected to attend class regularly at the assigned time, to come prepared with materials for the class, to abide by the expectations set by the teacher and to conduct himself/herself in a respectful manner.

- C. **CONDUCT ON CAMPUS:** Each student is expected to conduct himself/herself in an orderly, disciplined, respectful manner. Name-calling, profanity or obscene gestures, racial slurs, or public displays of affection will not be tolerated. Food or drink is to be consumed **ONLY** in the cafeteria or other designated areas. Burlington High School wishes to be a good neighbor to the families and businesses around the school. Students are prohibited from behavior which infringes on the rights or property of school neighbors.
- D. **CLOSED CAMPUS:** Burlington High School has a closed campus except for seniors with approved senior privileges; once a student comes on school property, he/she is not permitted to leave without permission. Each student is expected to be in his/her assigned area during building hours 8:00 A.M. – 3:00 P.M., unless one of the following exceptions applies:
1. Students who arrive at the building prior to 7:55 A.M. will remain in the cafeteria.
 2. A student needing to see a staff member prior to 7:55 A.M. must report to the cafeteria and check in with the cafeteria supervisor for permission to be in the academic wing.
 3. Only students involved in after-school activities are permitted to be in the building after 3:30 P.M. At that time, the academic wing will be closed. Students waiting for rides may wait in the cafeteria but must leave by 4:45 P.M. at the latest.
 4. During the noon period, a student is to remain in the cafeteria, gym, or south courtyard area. Any other area will be considered Out-of-Bounds unless permission is otherwise given. Students are **NOT** allowed to be in the parking lot during lunch time.
 5. When the “AM” warning bell sounds, students are expected to report to class. A bell will ring at 7:55 A.M. at which time all students can enter the academic area and prepare for their 1st period class which begins at 8:00 A.M. **Students are to be respectful and should keep free and clear access to lockers and hallways for all students.**
- E. **OFF-CAMPUS/OUT-OF-BOUNDS:** Students are not permitted to leave school property while scheduled for classes without prior permission. Students out-of-bounds during a scheduled class time will be considered truant.
- F. **CONDUCT ON BUS:** Students are expected to conduct themselves in a polite, orderly, disciplined, respectful manner, and to abide by the rules set by the Transportation Department (SBP 702.8).

Failure to comply will result in:

1. The building principal or Director of Transportation shall be authorized to suspend a student from riding a school bus three (3) school days for the first (1) and second (2) school bus violations. Parents will be notified of such actions.
2. Students who receive a third (3) school bus notice may be suspended for five (5) school days by the building principal or the Transportation Director. Parents will be notified of such actions.
3. Students who receive a fourth (4) school bus violation notice shall be referred to the office of the Superintendent of Schools or his designated representative. Parents will be notified of such action and will have the opportunity to set a hearing.
4. Students who receive a fifth (5) school bus violation notice may, at the discretion of the Superintendent of Schools, be recommended to the Board for removal from the school bus for the remainder of the school year or the semester.
5. More severe disciplinary measures may be taken in steps one through three above depending on the seriousness of the violation.

Special Needs Students: Modifications to discipline procedures may be required to ensure that the student's Individual Education Plan (IEP) is followed.

- G. **CONDUCT IN CAFETERIA:** A student is expected to abide by the rules of conduct in relation to the use of the school cafeteria, lunch program, and noon period. Each student will have a 30-minute lunch period. Lunch may be purchased daily, weekly, or monthly. Students bringing a sack lunch from home are to eat in the cafeteria/courtyard.

While in the cafeteria, the following courtesies are expected:

- Wait patiently for their turn in line and respect others ahead of them.
- Deposit litter in trash barrels.
- Return trays, dishes and utensils to the dishwashing area.
- Remain in assigned areas (cafeteria, courtyard).
- All food and drinks must be consumed in designated areas and are to travel the shortest distance between the student's plate and his or her mouth; in other words, food should not be thrown.

Participation in or inciting physical or disorderly conduct could include any or all of the following: loss of privileges such as attending dances, games, or other school sponsored activities, suspension, or a citation. A parent meeting may be necessary before returning to school.

NOTE: Laws require the school to shut off candy and pop machines during the lunch periods. The machines will not work, including the coin return, if money is deposited during the "OFF" times.

During the lunch periods, the following procedures will be in effect:

- No students are to be in any part of the administration area or industrial technology building without permission/pass.
- Students are to remain in the cafeteria area until the bell rings unless they receive permission to leave.
- Students may be granted permission to go to the library, guidance office, administrative office, or clinic.
- Only restrooms in the cafeteria are to be used.
- A student who finishes eating prior to the end of the lunch period, may stay in the cafeteria, go to the courtyard, or be passed to the library. Students must remember that classes are in session and that orderly, quiet conduct is expected.
- Loitering in the parking lot is strictly prohibited during lunch period and during the school day. Going to the parking lot without permission is considered out of bounds.
- Only seniors with approved senior privileges may leave for lunch.
- Food deliveries from outside sources will not be accepted or allowed.

- H. **FIGHTING:** Fighting is defined as two or more students engaging in a physical altercation, including the exchange of blows, shoves, struggle, kicks, offensive physical conduct, or physical contact motivated by anger. Play fighting will not be tolerated.
- I. **CHRONIC DISRUPTION OR VIOLATION OF SCHOOL RULES:** Behavior that disrupts the educational process of others that recurs on a regular basis over a period of time can not be tolerated. **DEPENDING UPON THE FREQUENCY AND SEVERITY**, failure to refrain from engaging in disruptive behavior may result in suspension either in or out of school for up to 10 school days. In some cases, a recommendation may be made to the Superintendent of Schools to call a meeting of the School Board to consider an expulsion from school.
- J. **DISSEMINATION OF INAPPROPRIATE MEDIA:** Electronic devices have proliferated our society bringing with them the ability to communicate information quickly to large numbers of individuals. Disseminating media that is illegal or created with the intent to cause another individual anxiety, pain or embarrassment will be construed as harassment. Sharing nude photos, even if shared willingly, will result in disciplinary action as well as possible legal consequences.
- K. **RECKLESS DRIVING:** Students are to drive carefully and prudently in the school lot and on streets in the vicinity of the school. Squealing of tires, fishtailing, racing engines, speeding, etc. will not be tolerated.
- L. **TAMPERING WITH MOTOR VEHICLES:** Students are prohibited from damaging, entering, or in any way disturbing parked vehicles.
- M. **DRESS CODE** Burlington Community School District has a district wide dress code policy. Dress Code is outlined in the District's Handbook.

BHS Behavior Management Philosophy

BHS believes all students are responsible for their own actions and must be taught to respect the rights of others. Students have a right to learn and teachers have a right to teach in a safe environment. No students have a right to disrupt the school environment, especially if they are preventing other students from learning or are threatening the safety and rights of others. Restorative Justice practices may be used to ensure that discipline situations are not merely punitive in nature but also a learning experience for the student. Emphasis is on “making things right”. Students are provided a consequence appropriate to their actions, but there is also an effort to teach replacement behaviors and help the student repair the damages their behavior has caused to relationships they have with teachers and their fellow students.

Classroom Expectations

Students are not allowed to disrupt in class or anywhere on the school property, which includes the school bus. When disruptions occur, students may be referred to the office at teacher’s discretion. Students will then meet with an administrator and based upon this meeting, may return to the referring teacher’s class the following day. Students are permitted to go to all other classes and locations where they have been responsible, such as the library, cafeteria, and hallways.

ACTIONS INITIATED BY STAFF MEMBERS:

1. **CONFERENCE:** Any staff member may call a problem solving meeting concerning the conduct of an individual student. This meeting may include a teacher, a student, a student’s parents or legal guardian, a counselor and/or an administrator as deemed necessary.
2. **PHYSICAL RESTRAINT:** Restraint, which is considered the act of controlling the actions of a student when the student’s action(s) may inflict harm to him/herself or to others, is not considered physical punishment.

Teachers and administrators must feel free to use whatever reasonable means appropriate at the time, if it is necessary to prevent a student(s) from harming themselves, others, or school property.

DISCIPLINE MANAGEMENT SYSTEM

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- ISS/OSS |
| Destruction of property | ODR/ISS/OSS-Police Intervention |
| Disorderly conduct | Parent Conference and OSS-Police Intervention |
| Failure to report to office | ODR - Detention |
| 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 | ODR - Detention/ISS/OSS |
| Leaving school without permission | Parent Conference and ISS |
| Lunchroom Conduct | Removal from lunchroom &, 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 | |
| Attendance | 6 unexcused absences County Attorney referral |
| 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 - Detention/ISS/OSS |
| 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 |

Special Education students are expected to follow school rules and their behavior plans; however, consequences may be altered according to each individual educational plan.

A. Suspension: Suspension is a penalty for serious infractions and shall be used when it has been determined that a student's presence is detrimental and disruptive to the educational process or constitutes a threat to the health or safety of others. Suspensions are also utilized as part of the discipline management plan. The following stipulations and provisions apply to a student who is suspended whether the penalty is an in-school suspension or out-of-school suspension:

1. The student will be expected to study and complete assignments during the suspension period.
2. The student will receive credit for work completed; however, he/she will be penalized when assignments are not turned in within a reasonable time after the suspension.
3. All of the student's teachers will receive notice of suspension dates.
4. The student will not be permitted to attend, participate in, or compete in any school activity or event in or out of town, during an out of school suspension.
5. In addition, a student on out-of-school suspension is not permitted on school property without specific permission from a building principal.

BURLINGTON COMMUNITY SCHOOL DISTRICT EXTRACURRICULAR HANDBOOK

CLUBS/ORGANIZATIONS

A wide variety of clubs are available for students. Each sets its own dues and draws up its own constitution, which must be chartered by the Student Council. School policy requires all clubs to have a purpose connected with school services or student interests and forbids any physical initiation. A list of clubs and organizations at BHS are as follows:

| | |
|--|--|
| STUDENT COUNCIL- Sara Parris | TECHNOLOGY STUDENT ASSOCIATION (TSA) - Sara Parris |
| SENIOR CLASS CABINET - Annette Mosbach | GAY-STRAIGHT ALLIANCE - Gabrielle Lewmix |
| CHEERLEADING - Cherie Reed (F) | CLUB M - Cassie Gerst / Krystel Henning |
| DANCE TEAM - Makayla Lilly-Sherwood | DREAM CATCHERS - Lorie Bray |
| BHS LEO Club - Lara Kendell | FCCLA - Linette Helling / Judy Ouderkirk |
| NATIONAL HONOR SOCIETY- Christina Hess-Haughey | SCIENCE OLYMPIAD - Nicole Dobson |
| FOREIGN LANG. CLUB - Christina Hess-Haughey | HOSA - Mary Zippe |
| ECOLOGY CLUB - | CREATIVE WRITING CLUB - Thomas Boyd |
| VAAP AFTER SCHOOL CLUB - Tony Onesto / Deborah Coyle | BRING CHANGE 2 MIND - Lorie Bray / Amy Kristensen / Jennifer Frice |
| SPEECH & DEBATE - Dale Kurth | JUNIOR CLASS CABINET - Heather Hayes |
| VARSITY CLUB - Cherelle Colemon | COLOR GUARD - Heather Hayes |
| BAND - Derrick Murphy | CROCHET CLUB - Gabrielle Lewmix |
| ORCHESTRA - Diana Wells | FELLOWSHIP OF CHRISTIAN ATHLETES (FCA) - John Flaherty |
| VOCAL MUSIC - James Flaherty | DRAMA CLUB - James Flaherty |
| NTHS - Sara Parris / Brian Johnson | PATHFINDER - Betsy Wolf |
| DECA - Brian Mumm | RENAISSANCE - Betsy Wolf |

NATIONAL HONOR SOCIETY

The purpose of the National Honor Society is to create enthusiasm for scholarship, and to develop character in the students of secondary schools. Membership is an honor bestowed upon a student. Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.

Selection Procedure:

- The faculty will determine eligibility of candidates.
 - Must be a member of the sophomore, junior or senior class.
 - Must have been in attendance at the school an equivalent of one semester.
 - Must have a cumulative scholastic average of at least 3.5 or 3.6 with bonus.
- Scholastically eligible students will be notified and given a "Student Activity Information Form" to complete.
- A list of scholastically eligible students will be given to all teachers for their input on candidates.
- The Student Activity Information Form and faculty input will be reviewed by the faculty council. Candidates receiving a majority vote of the faculty council will be inducted into the chapter.
- Once elected to National Honor Society, a student must maintain a cumulative GPA of 3.4.

For more information about Clubs and Organizations at Burlington High School, contact a sponsor, school counselor, administrator, or the principal's secretary at 753-2211, ext. 1020.

Burlington Athletic Booster Club Welcome

Welcome!

As a parent of a BHS student/athlete, you are automatically a member of our club. Good News! There is no fee for being a member. We would love to have you come to our meetings and give us your ideas and opinions.

Meetings: 3rd Wednesday of the month, 6:00 P.M. @ The Drake.

We raise money through our concessions, Annual Golf Tournament, and other events.

We spend our money on capital improvements, such as our newly constructed concession stands at Bracewell Stadium and Burlington High School, coaches clinics, a strength coach at BHS, new sports equipment, etc. We also provide and maintain items that our school district funds cannot.

We would like to Welcome you again and ask that you help us make this year a great year for all of our students/athletes.

WELCOME LETTER FROM THE ATHLETIC DIRECTOR

Athletic Director Welcome

BURLINGTON COMMUNITY HIGH SCHOOL

Activities Department

To the Student–Athletes and Their Parents–Guardians:

As the Activities Director for the Burlington Community School District, I would like to personally welcome you to the extracurricular programs at Burlington High School. It is our goal that each participant will have a positive, educational experience. Our extracurricular programs provide many valuable lessons and we hope that all of our student-athletes will become better people for having been a participant in our programs. Home-schooled students are eligible for athletics in our school district if they are dual enrolled. For more information please contact the Administration office.

This Extracurricular Handbook has been developed to inform you of the various policies and procedures of the Burlington Athletic Program. It is very important that not only the student-athlete but also the parents/guardians read through this handbook and become familiar with this information.

A copy of the Emergency Information and Acknowledgement /Insurance sheet along with a completed up-to-date physical form, must be returned to the Activities Office before any participation in extracurricular practices or contests will be permitted.

As you read through this handbook please pay particular attention to the “Good Conduct Rule” and the “Academic Requirements”. Your complete understanding of these two areas will help eliminate potential future problems and set out how important good conduct and academic achievement are viewed by the Activities Department and our Burlington Community School District.

Your success in our extracurricular programs will be determined by your attitude and effort. Best of luck to you as you set your personal and team goals and work to attain these. The doors to our Activities Office are always open to you. Feel free to stop in for assistance and guidance or to offer your suggestions, or call 319-753-2211, Extensions 1044 or 1021. Let's display our loyalty and support and be proud to be a GRAYHOUND.

Sincerely Yours,
Jay Huff
Activities Director

ORGANIZATION AND ADMINISTRATION

Iowa High School Athletic Association – Iowa Girls' High School Athletic Union

The Burlington Community Schools are members of the Iowa High School Athletic Association and the Iowa Girls' High School Athletic Union. The purpose of these organizations is to promote, develop, direct, protect, and regulate amateur interscholastic athletic relationships between member schools and to stimulate fair play, friendly rivalry, and good sportsmanship among contestants, schools, and communities throughout the state.

Southeast Conference

Burlington is a member of the Southeast Conference. The Southeast Conference includes Burlington, Fairfield, Fort Madison, Keokuk, Mount Pleasant, and Washington High Schools.

The management of this conference is handled by the athletic directors, with final responsibility and authority vested in the Board of Control, consisting of principals of the member schools.

The Burlington Community Schools

The Board of Education, responsible directly to the people, is the educational agency for the public schools. It has ultimate jurisdiction over athletics, which are an integral part of the total educational program of the Burlington Community School District.

Superintendent of Schools

The executive function is delegated to the Superintendent of Schools, who is charged with the responsibility for devising ways and means of executing efficiently the policies adopted by the Board of Education.

The Superintendent recommends to the Board of Education the appointment of all personnel who are given any responsibility for handling of inter school and interscholastic **extracurricular activities** and recommends to the board for approval policies and procedures recommended by his staff and is directly responsible to the Board of Education for the successful performance of the organization.

High School Principal

The high school principal, as administrative head of the school, is the head of all activities in the school, including **extracurricular activities**. Responsibility for day-to-day operation of the athletic program is generally delegated by the principal to the activities director and coaches.

STUDENT ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES (Board Policy)

The Board of Directors of the Burlington Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the District throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or inappropriate. Participation in extracurricular activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, by the administration, and by individual activity coaches and sponsors. The Activities Director shall keep records of violations of the Good Conduct Rule.

The following activities are covered by the board's policy:

Athletics, cheerleading, drill team, dance team, instrumental and vocal music performances, drama productions, speech and debate contests, and any other performance or contest where the student represents the school.

Academic Eligibility:

Language for the New No Pass No Play Rule

Iowa Code 36.15 (2) Scholarship Rules.

- a. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.
- b. All contestants must be under 20 years of age.
- c. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or “hour” or the equivalent thereof, at all times. To qualify under this rule, a “subject” must meet the requirements of 281—Chapter 12. Coursework taken from a postsecondary institution and for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. No student shall be denied eligibility if the student’s school program deviates from the traditional two-semester school year.
 - (1) Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this sub-rule, “grading period” shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades.
 - (2) 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 30 consecutive calendar days.
- d. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student’s individualized education program.
- e. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances, such as health, may be the basis for an appeal to the executive board which may extend the eligibility of a student when the executive board finds that the interests of the student and interscholastic athletics will be benefited.
- f. All member schools shall provide appropriate interventions and necessary academic support for students who fail or who are at risk to fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan.
- g. A student is academically eligible upon entering the ninth grade.
- h. A student is not eligible to participate in an interscholastic sport if the student has, in that same sport, participated in a contest with or against, or trained with, a National Collegiate Athletic Association (NCAA), National Junior College Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization’s sanctioned team. A student may not participate with or against high school graduates if the graduates represent a collegiate institution or if the event is sanctioned or sponsored by a collegiate institution. Nothing in this sub-rule shall preclude a student from participating in a one-time tryout with or against members of a college team with permission from the member school’s administration and the respective collegiate institution’s athletic administration. [This is NOT a substantive change; it clarifies the “college squad” rule.]
- i. No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.

- j. The local superintendent of schools, with the approval of the local board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.
- k. Remediation of a failing grade by way of summer school or other means shall not affect the student's ineligibility. All failing grades shall be reported to any school to which the student transfers.

GOOD CONDUCT RULE

To retain eligibility for participation in Burlington High School extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times.

Students who represent the school in an activity are expected to serve as positive role models to other students and to the members of the community.

Any student who, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the Good Conduct Rule will be declared ineligible for a period of time, as described below. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- possession, use, purchase of, or distribution of tobacco products, regardless of the student's age;
- possession, use, or distribution of vaping pens and or products, regardless of the student's age;
- possession, use, purchase of, or distribution of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use"; "possession" has been defined by the Iowa Supreme Court as being within reach of or in "close proximity to" the contraband e.g., alcohol or other drugs);
- possession, use, purchase of, or distribution of illegal drugs, or the unauthorized possession, use, purchase of, or distribution of otherwise lawful drugs;
- engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing violations which are considered simple misdemeanors in the criminal system), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- inappropriate or offensive conduct such as assaulting staff or students, insubordination, or hazing or harassment of others. (This could include group conduct.)
- possession or use of a firearm or a "look alike" firearm including, but not limited to, splat guns, orbeez guns, bb guns, etc.

Penalties:

Any student who is found by the administration to have violated the Good Conduct Rule, during the school year or during summer, is subject to a loss of eligibility as follows:

First Offense Within the Student's High School Career- 25% of the performance dates, and if the offense involves substance abuse, the student must attend ADDS or similar agency approved by the administration.

Second Offense Within the Student's High School Career- 50% of the performance dates, and if the offense involves substance abuse, the student must attend ADDS or similar agency approved by the administration.

Third or More Offense(s) Within the Student's High School Career- Twelve (12) calendar months, and the student must attend ADDS or similar agency approved by the administration.

1. The number of performance dates shall be utilized for determining dates of ineligibility. Example: The varsity season has 12 performance dates and the junior varsity has 3 performance dates. A student declared ineligible for 25% of the performance dates shall be ineligible for three varsity performance dates and all junior varsity events during that period of time.

2. The period of ineligibility attaches immediately upon a finding of a violation by the administration if the student is eligible for and currently engaged in an extracurricular activity. If the student is not currently eligible or engaged in an extracurricular activity, or if the ineligibility period is not completed during the current activity, the period of ineligibility is carried over to the time the student seeks to go out for the next activity.
3. However, if the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation.
4. If a student drops out of an activity prior to completion of the ineligibility period, the full penalty or the remainder of the penalty, at the administration's discretion, will attach when the student next seeks to go out for an activity, subject to the 12-month limitation above.
5. If a student violates the Good Conduct Rule while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty.
6. The penalties shall accumulate during grades 9-12, commencing with the completion of the 8th grade school year. However, if the student does not have another violation during a 12-month period, the accumulation will start over.
7. An ineligible student shall attend practices or rehearsals but may not "suit up" nor perform/participate.
8. A student who has been declared ineligible for participation in extracurricular activities by another school district who then enrolls in the Burlington Community School District shall be ineligible for participation in extracurricular activities in the Burlington District for the balance of the period of ineligibility as if the student were still enrolled in the former district, except that the student shall be allowed to participate in practices regardless of the former district's policy on practices during periods of ineligibility. The student may file a written request with the Activities Director to have the term of ineligibility imposed by the former district reconsidered. The administration may shorten the period of ineligibility if it is determined that the student would have received a shorter period of ineligibility if the student had been enrolled at Burlington at the time the ineligibility was imposed by the former district.
9. The number of periods of ineligibility imposed by former districts shall be considered when imposing sanctions for a violation of the Burlington Good Conduct Rule after enrollment in the Burlington Community School District. (Example: if the student had one period of ineligibility in grades 9 through 12 prior to enrolling in Burlington, a violation of the Burlington Good Conduct Rule shall be treated as a second offense.)

Violations Occurring During Ineligibility:

If a student is ineligible at the time of a violation of the Good Conduct Rule, the penalty for the violation will not begin until the student regains eligibility. Example: A student academically ineligible for a semester is found to have been in possession of tobacco, a Good Conduct Rule violation. When the student is again academically eligible, the penalty attaches. Example: A student violates the Good Conduct Rule and is ruled ineligible for 25% of performance dates. While ineligible, the student again violates the Good Conduct Rule. The second penalty attaches when the first penalty is completed.

Academic Consequences:

There will be no academic consequences for the violation (e.g., detention, suspension, expulsion from school, or grade reduction/withholding) unless the violation of the Good Conduct Rule occurred (a) on school grounds or school property; or (b) at a school event regardless of location; or (c) the violation has a direct and immediate negative impact on the efficient operation of the school despite occurring off school grounds/time.

Appeals:

Any student who is found by the Activities Director or his/her designee to have violated the Good Conduct Rule may obtain review of this determination by appealing to the principal within five (5) calendar days of being advised of the finding of violation.

The penalty will be in effect until reversed. If the student is dissatisfied, he or she may then seek review by appealing to the Superintendent within five (5) calendar days of the principal's determination. The penalty will be in effect until reversed.

If the student is still dissatisfied, he or she may seek further review by the school board by filing a written appeal with the board secretary at least five (5) calendar days prior to the next board meeting. A special meeting of the board will not be called. The review by the board will be in closed session unless the student's parent (or the student, if the student is 18 or older) requests an open session. The grounds for review by the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the policy. The penalty will remain in effect pending the outcome of the meeting with the board. If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

Other Factors Relating to Eligibility:

1. **Attendance.** A student must be in school and attend classes no later than the start of fourth period preceding any scheduled event or practice in order to participate, unless the student was absent for an appointment approved by the administration.
2. **Other Rules.** Coaches and sponsors may make additional rules as they relate to their activities as long as the rules are approved by the Activities Director and shared with the participants. Violation of these rules may also result in dismissal from the activity.
3. **Physical Forms.** Every participant in athletics, cheerleading and the dance team must have a physical examination form completed within the 12 months immediately prior to participation.
4. **Concussion/Brain Injury Form** - Annually, every student (grades 9-12) and their parent/guardian must receive and sign a concussion and brain injury information sheet provided by the Iowa High School Athletic Association and Iowa Girls High School Athletic Union before the student is able to participate in interscholastic sports, cheerleading, and dance in any way (practice or competition) on file in the activities office.
5. **P.E. Doctor's Excuse.** A student excused from P. E. with a doctor's excuse may not participate in an athletic activity.

Disqualification

A. Disqualification – Interscholastic Competition

Student athletes participating in interscholastic competition in grades 7-12 are governed by the rules and guidelines of the IGHSAU and the IHSAA. Any student disqualified from an interscholastic contest by game officials for flagrant, violent, or verbal misconduct will be ineligible for the next regularly scheduled game/meet at that level of competition and all other games/meets in the interim at any level in addition to any other penalties the IGHSAU, the IHSAA or the school district may assess. The second violation carries a four regularly scheduled game/meet ineligibility. If penalties are imposed at the end of the sport season and no contest remains, the penalty is carried over in that particular sport until the next school year. The penalty is NOT imposed from one sport program to the next sport program.

EXCEPTION: If a senior (12th grade) athlete is ejected from the last contest of the season in a given sport, the penalty is carried over to the next sport program the athlete participates in. Anytime a student-athlete is

ejected from a game/meet, he/she does not participate for the remainder of that day. The student is also suspended from the next scheduled, rescheduled, or contracted date at that level of competition and all games/meets in the interim at other levels of competition.

B. School Equipment

An athlete shall not have in his or her possession any school-owned equipment from this school or any other school except that which has been issued by the coach. This equipment should only be worn by athletes while in school or as a member of a squad. This clothing should not be worn on weekends or for any other reason than mentioned previously. The student is responsible for any equipment issued if lost or stolen.

C. Emergency Information

It is the responsibility of the parents and the student-athlete to provide emergency information for athletic participation. The student will be responsible for turning an Athlete-Parent Emergency information/consent form into the Activities Office before participating in sports for that year. This form can be found in the back of this handbook or can be picked up in the activities office. Hawk-i insurance forms are available in the main office at the high school.

Starting and Ending Dates

Starting and ending dates for sports seasons as determined by the Iowa High School Athletic Association, the Iowa Girls' High School Athletic Union, and/or the Burlington Community School District will be adhered to strictly. However, pre-season conditioning of athletes (weight training, running, etc.) is encouraged. For all practical purposes, when a team is eliminated from tournament competition, the season is ended. Opportunity will be made to allow athletes to work on specific skills through open gyms in the off season. These open gyms will follow guidelines established by the state athletic association.

Equipment Procedures

A. Athletic Equipment

1. In most sports, practice and/or game equipment will be issued to athletes by the head coach. Athletes will be responsible for said equipment.
2. All equipment will be returned when the athlete finishes the sport, either at the end of season or on quitting the sport. This is to be done immediately.
3. Any equipment will be paid for by the athlete if it is lost or destroyed through negligence. Cost of equipment will be determined by the Athletic Department and will be based on replacement cost.
4. No athletic letter award will be given to students who have not returned all equipment/or uniform checked out nor have paid all bills on equipment delinquencies.
5. A student will not be permitted to practice or play on a team the succeeding season if he or she has not paid all equipment bills or has not returned all equipment/uniform checked out from a preceding season.

B. Training Room (First-Aid) – the purpose of this room is to care for and prevent athletic injuries. Athletes will enter this room only if they need this type of assistance **and only under proper supervision.**

1. All school first-aid materials are to remain in the training room or in first-aid kits under the direction of the Trainer or Student Trainers at practices or games.
2. At no time should there be any first-aid materials in student lockers. This includes adhesive tape.
3. "Horse Play" is never tolerated in any athletic area and especially in the Training Room. This is not an area in which to "hang out".
4. If you have no injury — you do not belong in this room!

Travel in School Buses by Athletic Teams

Students should be familiar with the school district policies affecting school-provided transportation. The following would apply on athletic trips:

1. When on a road trip you are a part of a team. All student-athletes are expected to return on the bus. When certain extenuating circumstances arise, the student-athlete may request to ride home with parents. The parent must sign the student out at the end of the event. The parent will make physical contact with the coach at the event, to physically reinforce the intent to ride home with that parent. It is not acceptable practice to allow student-athletes to ride home with someone else's parents.
2. The trips to and from a game or other event will be made on the same bus unless otherwise directed by the school representative in charge of the event.
3. Students will be expected to conduct themselves in an orderly manner that would include: (a) conversing in normal tones; (b) singing appropriate songs; (c) remaining in their seats; (d) being courteous and obeying the coach and driver; (e) **no scuffling or rough-housing; and (f) radios with ear-phones only.**
4. Bus windows will remain closed unless permission is obtained from the driver to open them. The driver will control the ventilation of the bus. If windows are open, students are to keep hands and heads inside.
5. Obscene literature is prohibited.
6. No liquids are allowed on the bus.
7. No eating on the bus if there are seating accommodations at the restaurant. If accommodations are not present, eating is permitted on the bus. All refuse will be placed in waste baskets and the bus left clean.
8. Failure to follow the bus regulations will result in appropriate disciplinary action.

In addition, students are reminded of the following:

- a. The emergency door is to be used only for emergencies and not as an entrance or exit. Please do not block the emergency door with equipment.
- b. There may be occasions when it is necessary for athletes to dress on the bus. If this is done, care should be taken that valuables are not left on the bus with student clothing.
- c. In the interest of the safety of all, distraction of the driver by excessive noise, scuffling, etc. should be avoided. The driver needs to be able to concentrate on the job of driving.

State and District Tournament Trips

It is a real honor and great accomplishment to qualify for a state tournament. In order to give you the opportunity to be successful in state competition there must be certain guidelines to follow:

1. In team sports, the number of players who will accompany a team to the state tournament will be left to the discretion of the coaches and the Activities Director.
2. Varsity head coaches and their appropriate assistants will be considered part of the traveling squad.
3. Financial and all other arrangements for the entire trip will be handled by the Activities Director if accompanying the group or by his designee.
4. Each head coach will be expected to file with the Activities Director and Principal written guidelines given to all parents and students who make the trip indicating what standards will be expected of the team while away from Burlington.
5. The head coach will determine the eligible students to make the trip with the approval of the Activities Director and Principal. Under no circumstances will a coach permit a vote of the team to determine the traveling squad.
6. If, after the team participates, there is a layover period of 48 hours or more before the next activity, the team will return home following the first event and return to the site when required unless otherwise authorized jointly by the Principal, Activities Director, and Superintendent or designee.
7. Cheerleaders of sports participating in a state tournament series shall attend based on the discretion of the activities director. The following guidelines may be used:
 - a. Football – if the team makes the playoffs.

- b. Wrestling – if at least one wrestler qualifies for the state tournament.
 - c. Basketball – if the team makes the state tournament.
 - d. Cheerleaders will be transported by school vehicles and allowed to attend only when accompanied by their sponsor.
 - e. If there are consecutive nights of participation, cheerleaders will be fed and lodged overnight; otherwise, on events involving non–consecutive days, they will return to Burlington until the next event.
8. Any unusual circumstances not covered above that should arise will be resolved jointly by the Principal, Activities Director, Superintendent or designee, and the head coach of the sport involved.
9. These policies will in no way supersede those policies established by the Burlington Community School District, Iowa High School Athletic Association, and the Iowa Girls' High School Athletic Union.

Late Return

For **extracurricular** events in which students return late from an out–of–town trip, each student will be expected to attend all scheduled classes the following day.

Cheerleaders

Cheerleading is an integral part of the BHS **extracurricular activities**. It is important to recognize that the primary importance of cheerleaders is to promote school spirit and encourage positive crowd participation during **extracurricular** events.

The cheerleaders will fall under the guidelines of the BHS Athletic Handbook. They are expected to follow the same rules and procedures followed by BHS athletes and teams. On road trips, the cheerleaders will be accompanied by their sponsor when possible, otherwise they are under the jurisdiction of the head coach.

Cheerleaders will be selected in the following sports: 1) Football; 2) Boys & Girls Basketball; and 3) Wrestling. Tryouts will be held for each individual sport. Candidates may cheer for no more than two (2) sports.

Burlington High School will conform to the cheerleader tournament limitation set forth by the Iowa High School Athletic Association and the Iowa Girls' High School Athletic Union. There shall be no more than six (6) cheerleaders per sport including mascot for tournament competition. If both sexes are represented on any particular squad, there may be as many as six (6) cheerleaders of each sex for regular season play for a total of twelve (12), but never more than a total of six (6) for tournament competition as well as out–of–town regular season play.

If both sexes are represented on a squad, determination of the six (6) members to attend a state sponsored event will be based upon a proportional representation of both sexes on an alternating basis. This is to be done by a drawing by lot. If this does not resolve selection of the squad, a committee made up of the principal, activities director and sponsor will make the final decision.

Transportation for all events will be provided by Burlington High School. A sponsor or administrator will accompany cheerleaders when school vehicles are used to transport them. The mode for transportation for each sport will be:

- a. Football – Activity bus or separate school vehicle.
- b. Boys & Girls Basketball – Team bus if chartered or separate school vehicle.

Cheerleaders' criterion for awards is as follows:

- a. Attends all practices and events.
- b. Finishes the season in good standing.

Injury Report

Any student, if injured on the way to school, during school, on the way home from school, or during a school-sponsored activity, should make sure an Injury Report has been filled out and turned in to the school clinic. If a student is covered by school insurance, it is his-her responsibility to report to the school nurse to initiate an Insurance Claim.

Athletes injured in sports should make sure the Athletic Trainer has filled out an Injury Report and submitted it to the Activities Office. Athletes, too, have the responsibility to follow-up to initiate the Insurance Claim if injury resulted in ambulance service, doctor's care, or hospital expenses. Remember insurance companies have no way of knowing about an injury unless you inform them through a claim sheet.

Ejection Rule

It is the intent of the Burlington Community School District that athletic activities are for the physical and educational well-being of students. Therefore, students are expected to conduct themselves in all competitions in an exemplary manner as representatives of the programs, the school, and the student body.

Any student disqualified from an interscholastic contest by game officials for flagrant, violent, or verbal misconduct will be ineligible for the next regularly scheduled contest at that level of competition and all other contests in the interim. In some cases, the school officials and/or the state governing bodies may impose additional penalties.

This rule applies to all competitions from grades 7-12 and for all ejections for flagrant conduct (physical and verbal). The school principal, activities director, and coaches are to see that this rule is properly communicated to all student athletes.

The procedure is as follows:

1. Upon a student-athlete being ejected from an interscholastic activity, his/her coach will report the ejection to the Activities Director.
2. The Activities Director will then fill out the proper report to be sent to the appropriate state association.
3. The Activities Director will then formally notify the athlete and coach affected of the activity(s) to be missed by said athlete.
4. If the next contest is out-of-town, the athlete will not travel with the team in any capacity.

Gymnasium and Swimming Pool Procedures

- At no time is it permissible for individuals or groups to work out in the gymnasium and/or swimming pool without authorized supervision. You will be asked to leave otherwise.
- At no time will individuals or groups be working out, jogging, swimming, or just "messing around" while teams or squads are having an official practice session.
- Athletes in the gymnasium or swimming pool for one sport will refrain from using equipment not specifically for their sport.

Open Gyms

Open gyms (or the open wrestling room or swimming pool), approved by the activities director and principal, and are always operated for the benefit of all students in the school district. They will be properly announced to the student body, and under no circumstance will instruction and teaching be given by any coach. (Some gym periods will be considered an intramural activity and will be supervised accordingly by that department.) The open gym concept will be strictly operated under the guidelines set forth by the state athletic associations.

1. A member or associate member school may open its gym or athletic facilities for the purpose of making recreational activities available for all students or the community. When students are participating in an open gym in the hours immediately before or after school, school personnel shall be assigned to supervise. Open gyms are subject to the following restrictions:
 - a. The supervisor shall not engage in any type of coaching nor participate during supervision.
 - b. Attendance by students is voluntary.
 - c. Volunteer or paid coaches may not directly or indirectly require the attendance of students or require the performance of activities by students prior to the legal practice period for that coach's sport.
 - d. Open gym shall not be called or posted for specific sports.