

ROLAND-STORY HIGH SCHOOL



STUDENT HANDBOOK 2018-2019

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**PLEASE REFER TO THE 1:1
COMPUTING DEVICE HANDBOOK
FOR INFORMATION RELATING
TO LAPTOPS THE STUDENTS
WILL RECEIVE.**

**THIS IS ALSO ON THE DISTRICT
WEBSITE.**

www.roland-story.k12.ia.us

HISTORY OF THE STORY CITY SCHOOL

The first school building, the old Jennes Log Hut, was erected in 1857. Anna Sutlief taught classes. Increased enrollment caused the erection of a second building. This building cost \$500 and served as the school until 1881 when it was sold.

A third structure was constructed in 1881 at a cost of \$3,500. It was located on the east side of Elm Avenue between Broad and Story Street. By 1890, the school consisted of four rooms. The faculty was made up of three teachers and a principal. The enrollment included 62 in the principal's room, 32 in the intermediate grades and 70 in the primary grades. The school totaled ten grades. The class of 1890 was the first class to graduate from this school.

In 1905 it became apparent that quarters were, once again, becoming too crowded. To meet the situation, a new brick high school building was erected at a cost of \$7,500 on the corner of Story and State streets. The building accommodated the high school and seventh and eighth grades. The first six grades remained housed in the old frame building located on Elm Avenue.

By 1919, the high school had outgrown its facilities and a fine new structure was built. The new high school building was erected on a site adjacent to the building constructed in 1905. The high school facilities proved to be adequate until 1948, when it became necessary to construct a temporary addition to provide space for shop facilities. A bus garage was also erected to house the five school buses operating at that time.

A new gymnasium-auditorium addition was completed in 1953. The new facilities provided a seating capacity of 1200 and housed an electric organ donated by the Story City Lions Club. The 1953 addition also provided space for more classrooms.

The Story City Independent School became a community school district in 1956 with the addition of area in Story and Boone counties that totaled 51 square miles. In 1962, four sections of land in Hamilton County, formerly known as Sandness Township, were voted into the district.

The patrons of the community district voted in December 1963, to expand facilities by building a new addition to the present high school building. The new \$200,000 project called for a new vocational agriculture and industrial arts shop, mechanical drawing and agriculture classrooms and vocal and instrumental music departments. The new facilities vacated rooms in the high school building for much needed expansion in the academic areas. Enlarging and improving the athletic field was also a part of the improvements voted upon in 1963. The latest addition was scheduled for occupancy in 1965.

Voters in the Story City Community School District passed a \$470,000 bond issue on November 3, 1967, to build a new double section elementary school. This new structure was officially opened for the start of the 1969-70 school year.

The Story City Community School District and the Roland Community School District approved in an election held on October 28, 1968, the reorganization of the two school districts. The Roland-Story Community School District became effective July 1, 1969.

In 1983, a 3.5 million dollar proposal for facility renovation to replace the "older" portions of both the Middle School building in Roland and the Senior High building in Story City was rejected. The Board of Education then elected to split the issue and voters from the two communities passed a \$1,850,000 bond issue for replacement and remodeling of the middle school in Roland on May 19, 1987. Total percentage of the "yes" vote was 79.1%, with 59% of the eligible voters voting. Building on the new addition began April 4, 1988 with the entire project being completed by the beginning of the 1989-90 school year.

A vote was placed before the district's voters on March 13, 1990. The 3.9 million dollar issue was approved by a 76% margin. Groundbreaking for the new facilities began in March of 1991.

The issue was completed in two phases. Phase I which included that portions of the building that occupied the old south courtyard was completed in January of 1992 and contained the office area and new locker rooms on the lower level as well as science, home economics and three second floor classrooms. The old 1919 building was razed while classes were conducted in this area. Phase II included the kitchen, commons, IMC, six second floor classrooms, new band and vocal rooms, and the auditorium, and was available for occupancy in January of 1993. Remodeling efforts in the gym addition classrooms as well as locker rooms were completed during the summer of 1993. The use of ramps, an elevator and remodeling made the facility completely handicap accessible and "open" for community and student utilization. The entire high school facilities were virtually 99% ready for use at the beginning of the 93-94 school year. In February 2006, completion of a new gym and wrestling room were added. This facility is a big asset to the Roland-Story District and its communities!

HISTORY OF THE ROLAND SCHOOL

The first class graduated from Roland High School in 1893. It was from a three-year high school, which was started in 1891. In 1902, the high school course was extended to a four-year course. In 1949, kindergarten was added to the total program to establish a 13-year school system.

People were concerned with the education of their children before 1893. In the distant year of 1862, a school district was organized and a building erected. In 1871, the township school districts were re-arranged and the schoolhouse was moved. Another small wooden structure was constructed one mile west of town. In 1882 to 1883 a primary class was organized and conducted in a building on the east side of Main Street in Roland. Later in 1885, the community saw the need to organize an independent district, as the former school could not accommodate all the pupils. In the summer of 1885, a building was constructed and later the wooden rural building west of town was moved in to provide more space.

The agitation for consolidation was begun in 1914. A consolidation election was held on January 26, 1915. The move to consolidate the four rural school districts with the Roland Independent School carried. The new board of education made plans to construct a more permanent, new school building. Contracts for the new building were let in July of 1915, with the total estimated cost of \$51,584. Land was purchased and the new school erected on the current site.

The graduates of 1917 were the first class to graduate from this school. They were offered courses in English, algebra, agriculture, Norse, Latin, geometry, history, modern history, domestic science, manual training, bookkeeping, U.S. History, physics, German, and civics.

Several improvements were made in the years that followed. In 1940, the school board purchased more land south of the school building for additional playground space. The district decided to construct a new gymnasium in 1941. Twenty thousand dollars of the school's funds were used and the remaining \$28,000 was obtained from W.P.A. In 1950, a school dwelling was constructed, and in 1953, a six-stall bus garage was built for \$15,000.

The Roland Consolidated School became a community school district effective July 1, 1956, with the annexation of more land to the district from Hamilton and Hardin counties.

The voters in the Roland School District gave their approval in 1963 for a \$150,000 bond issue for the construction of a new addition to house new facilities for industrial arts, art, vocal and instrumental music, an elementary classroom, and a principal's office. Money was also used for building improvements in the older structure as well as the purchase of new equipment and furniture.

The Roland Community School District and the Story City Community School District approved in an election held on October 28, 1968, the reorganization of the two school districts, effective July 1, 1969.

Voters of the two communities went to the polls in 1983 to vote on a proposal to renovate existing facilities through replacement of the "older" buildings in Roland and Story City. Roland-Story voters rejected the bond issue for 3.5 million dollars. The Board of Education elected then to split the issue and the voters from the two communities responded in a May 19, 1987 election by passing a \$1,850,000 issue for replacement and remodeling the middle school building in Roland. Total percentage of "yes" votes was 79.1% with 59% of the eligible voters voting. Building on the new addition began April 4, 1988 and the new classrooms were ready for use by the second semester of the 1988-89 school year. The rest of the project was completed by the beginning of the 1989-90 school year. Two additional new classrooms were built during the summer of 1995 at a cost of \$125,000 and were in use during the 95-96 school year. In 2007 a multi-purpose room was added on the south side and is used for activities from athletics to fine arts concerts. Roland-Story students, grades 5-8, are now being educated in "new", up-to-date facilities! These facilities are a big asset to both the R-S district and the Roland community.

INTRODUCTION

The ultimate purpose of education is to help each student become an effective citizen in a democracy. To develop and accept the responsibilities and obligations of good citizenship will help you to participate successfully in the world of tomorrow. We hope that you will participate in our varied activities and thus find those things within our school, which will prepare you to live a better life and finally take your place in this complex society.

Remember that your success in this school will be directly proportional to your efforts.

ROLAND-STORY MISSION COMPONENTS

ROLAND-STORY MISSION STATEMENT

“Building a foundation of lifetime learning for our students, families, and communities.”

Roland-Story Elementary School
*Laying the foundation
and showing the way.*

Roland-Story Middle School
*Shaping learners for
today and tomorrow.*

Roland-Story High School
*Providing the tools for
success in a global society.*

CORE VALUES

- We believe people are the priority.

We are committed to people. People will always be the heart of our schools, not textbooks, test scores, technology, or tax rates.

- We believe in passionately pursuing learning.

We are committed to developing students and staff who are critical, creative, and reflective thinkers. We approach learning with passion and purpose.

- We believe in humbly serving others.

We are committed to genuinely caring for and serving others. Humility is a great strength that leads us to accept and elevate others and drives us to continually improve.

- We believe in consistently committing to excellence.

We are committed to pursuing excellence in all we do. Consistently achieving excellence leads to long-term accomplishment and success.

- We believe in communicating, collaborating, and connecting.

We are committed to sustaining strong relationships built on effective communication, meaningful collaboration, and authentic connections.

- We believe in being leaders with character.

We are committed to developing leaders with character. Leaders with character consistently demonstrate trustworthiness, respect, responsibility, fairness, caring, and citizenship.

- We believe in the power of positivity.

We are committed to creating and nurturing meaningful relationships focused on hope, optimism, and affirmation.

- We believe in focusing on the journey, not the destination.

We are committed to fostering a love for learning and enjoying the process along the way. Meaning should be found in the journey and making the most of our opportunities.

CONTINUOUS NOTICE OF NONDISCRIMINATION

It is the policy of the Roland-Story Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status, (for programs), sexual orientation, gender identity, and socioeconomic status (for programs), in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact Sara Rooney, 1009 Story Street, Story City, Iowa, 515-733-4301, srooney@roland-story.k12.ia.us. Inquiries may also be directed in writing to the director of the Region VII Office of Civil Rights, U.S. Department of Education, 10220 North Executive Hills Blvd., 8th Floor, Kansas City, MO 64153-1367, (816) 891-8156, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

The Roland-Story Community School District offers career and technical programs in the following areas of study:

- Agriculture
- Business
- Family and Consumer Science
- Industrial Technology

GRIEVANCE PROCEDURE is located in Board Policy Code No. 102.R1

See also student handbook section, Student Health, Safety and Well-Being.....Related Effective Policies.

DIRECTORY OF PERSONNEL

Board of Education: The Board of Education is delegated the following duties subject to the approval of the laymen in the community: 1) determining educational goals, 2) establishing a curriculum, 3) developing a financial plan, 4) providing building facilities and equipment, 5) employing personnel, 6) editing policies, 7) keeping fully informed in educational trends, and 8) informing the public of District Activities.

Superintendent of Schools: The Superintendent of Schools is the executive officer of the Board of Education. As such, it is his duty to see that the school is administered and operated in accordance with the established policies of the Board of Education and the State of Iowa. He meets with the Board members in all of their deliberations, making recommendations and counseling with them on all phases of the operation of the school program. The Superintendent's responsibility extends from the kindergarten through grade twelve and all of the auxiliary agencies of the school.

High School Principal: The High School Principal is the administrator of the high school, grades nine through twelve, who in the absence of the Superintendent, has been delegated the responsibility of the entire school system. He is responsible for organizing and coordinating all the various high school groups and units including the high school student council, and guiding the organizations smoothly throughout the year. He is a clearinghouse for all of the problems of the high school and is advisor to the teachers, the students, and to student groups. He directs and guides both the curricular and the extra-curricular activity programs. He is the ex-officio, co-sponsor of every class and organization in the high school system. The High School Principal is directly responsible to the Superintendent.

Middle School Principal: The Middle School Principal has the same relationship to grades five through eight as the High School Principal has to grades nine through twelve. In the absence of both the Superintendent and High School Principal, the responsibility for the entire school system is delegated to the Middle School Principal.

Elementary Principal: The Elementary Principal has the same relationship to the elementary grades as the Middle School and High School Principals, have to their respective grades.

Teachers: The duties of the teachers are to place you in learning situations to enable you to take your place in society. They also will counsel- you and advise you concerning your problems (educational and personal) and in a

minor way, supply you with general information as to future educational and vocational decisions. They, however, do not make specific recommendations as to the choice of colleges or vocations. This is the more specific duty of the Guidance Counselor.

High School Counselor: The goal of the school guidance program is to provide information, which will enable students to understand themselves and make the most of their educational, and vocational opportunities. The school district guidance program is divided into four main categories. The categories are guidance curriculum, individual planning, responsive services, and system support. Each of these categories is interdependent and assists students with their personal educational and career development and in becoming well-rounded, productive adults. Confidentiality is maintained by the employees involved in the guidance program.

Please use: <https://theisterkamp.youcanbook.me> to make appointments.

1. Personal problems.
2. Academic problems.
3. College selection.
4. Vocational career information.
5. Part-time work possibilities.
6. Other general information.

Athletic Director: The Athletic Director is under the supervision of the High School Principal and is responsible for the coordination of the athletic programs of the school district through the supervision and directing of the work of all coaches. His specific objective is to provide each interested student of middle or high school status an opportunity to participate in an extra-curricular athletic activity that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport, and the principles of fair play.

Office Secretaries: The office secretaries' work is strictly of a business nature. They prepare daily bulletins, write business letters, record attendance, receive visitors, handle excuse notes and calls, answer telephone calls, hand out supplies, record grades, maintain records, receipt school monies, and in general, assist in the daily operation of the school. Their work does not bring them into the curricular or extra-curricular instructional program of the school. They are, however, charged with assisting in student discipline.

Custodians: Custodians are essential members of the school staff, whose duties include the cleaning and maintenance of the school plant. They rely on the assistance of the students in helping keep the school plant clean and in taking good care of the building and equipment. They, too, are charged with maintaining student discipline.

Hot Lunch Personnel: The hot lunch personnel are another of the important non-teaching members of the staff with whom students come in contact. Their jobs are all important in relationship to your receiving wholesome, well-balanced noon meals. The hot lunch personnel are charged with maintaining student discipline in the cafeteria. Student cooperation, as to noise, criticism, and good manners is expected.

CURRICULUM AND INSTRUCTION

The basic instruction program of the Roland-Story Community School District shall include the courses required for each grade level by the board. The instructional approach will be nonsexist and multicultural.

The program of instruction in the regular elementary schools shall include (1) the language arts, embracing reading, writing, spelling, listening, and oral and written expression; (2) the social studies, embracing history, geography and civics; (3) arithmetic; (4) science; (5) physical education; (6) health; (7) music; and (8) arts and crafts. Each of these subject fields shall --insofar as practicable--embrace in the materials used and in the teaching procedures employed, instruction in study and work habits, library usage, safety, thrift, conservation, health and hygiene, citizenship, the establishment of purpose, and the development of character and morality. Provision shall be made for the inculcation of ideals of group and individual behavior, and to this end organized play, intramural sports games, hobby groups, and other organized student activities shall be fostered.

The middle schools shall provide instruction in the following fields: (1) English-including literature, reading, writing, spelling, listening, and oral and written expression; (2) mathematics-including arithmetic, and general mathematics; (3) general science, (4) social studies-including history, geography and civics; (5) music; (6) art; (7) physical education; (8) foreign language; (9) health; and (10) family and consumer science.

The comprehensive senior high schools shall offer work in each of the subject fields listed for middle schools, with the addition of vocational agriculture, business, and industrial tech, but in each field there shall be a greater variety of courses and more specialized instruction. The specific courses shall include instruction in the subjects for college preparatory, comprehensive, and vocational career training approved from time to time by the Board of Directors.

The board may, in its discretion, offer additional courses in the education program.

Being a citizen of the United States, of Iowa and of the school district community entitles students to special privileges and protections as well as requiring the students to assume civic, economic and social responsibilities and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges.

As part of the education 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 role quality citizens play in their country, state and school district community.

Special curriculum guides shall be prepared whenever it is felt that such guides will be of assistance in the instructional program. These guides shall be designed to provide a consistent approach to instructional problems and to furnish information about supplementary materials and related activities.

Each instructional program shall be carefully planned for the optimal benefit taking into consideration the budget of the school district and other factors deemed relevant by the board or the superintendent. Each instructional program's plan should describe the program, its goals, the effective materials, the activities and the method for student evaluation.

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the curriculum coordinator or building principal.

In all instances, the elementary, middle and high school curriculum shall meet the educational requirements established by state statute and the State Department of Public Instruction.

REGISTRATION PROCEDURES

All freshman, sophomore, and junior students currently enrolled in Roland-Story High School are to register for the succeeding year as sophomores, juniors, and seniors during the spring months before school is closed for the summer.

Any students who successfully complete the eighth grade year in an accredited school and who with their parents or legal guardians reside in the Roland-Story School District are eligible to enroll as freshmen in Roland-Story High School. Students who have been approved by the Board of Education for open enrollment or who have been accepted as a foreign exchange or international student may also enroll.

In January a session is planned for prospective freshmen students and their parents. An explanation of the various curriculums, courses offered, and extra-curricular activities are given at this meeting. After discussing this information with parents, prospective freshmen students are to return completed registration forms to the Roland-Story Middle School counselor's office. In August, about a week before school begins, freshmen will have an additional orientation meeting. They will be given their schedules, locker numbers, and a tour of the building at this meeting.

REGISTRATION POLICIES

1. All freshmen, sophomores, juniors, and seniors must enroll for at least five academic classes each semester in addition to physical education. Freshmen and juniors must also take 21st Century, Music, physical education, or 21st Century classes cannot be counted as one of the five academic classes.

2. Required classes vs. elective classes--a required class is a specific class in which a passing grade must be recorded in order to receive credit necessary for graduation from Roland-Story High School. An elective class is a class selected according to individual student skills and interests. 28.5 of the credits required for a Roland-Story diploma are attained in required classes and 19 in elective classes. Physical Education credits are also required. A complete course description guide is available to students during registration to assist in course selection.

It is necessary to successfully complete 4 years of Language Arts, freshman will take Language Arts I, Sophomores will take Language Arts II and Juniors will take Language Arts III. Seniors must choose between Language Arts IV, Communication Principles (S1) or Business/Tech Writing (S2). Also available is DMACC Lit 101 and DMACC Eng. 105. For the DMACC English courses the student must have a cumm. GPA of 3.5 or a 21 ACT score.

A student is required to successfully complete three years of math. The decision about where the student is placed to begin the math sequence is based on the student's current math course and grades, the algebra readiness test score, and other achievement and aptitude test scores.

Three years of science are required. Freshmen take Integrated Science and sophomores take either Biology or Meteorology (S1) and Horticulture (S2).

Student must successfully complete three years of social studies, one year each of American History, World History, and Government.

3. Specific registration requirements for Roland-Story High School students by grade* are as follows:

<u>9th Grade</u>	<u>10th Grade</u>	<u>11th Grade</u>	<u>12th Grade</u>
Language Arts I	Language Arts II	Language Arts III	Government
Integrated Science	American History	World History	*3 rd yr. Math
1st yr. Math	Biology or	*3 rd yr. Math	P. Ed. 11/12
21 st Century Skills	Meteorology &	*3 rd yr. Science	4th yr. Lang. Arts
P. Ed. 9	Horticulture	21 st Century Skills	*3rd yr. Science
	2 nd Year Math	P. Ed. 11/12	
	P.Ed. 10		

*3rd year Math and Science may be taken Junior or Senior year to fulfill the 6 credit requirement.

Failing to successfully complete a required course with a passing grade will necessitate adjustments to this sequence.

4. Students may select from their registration sheets any elective courses offered for their grade for which they have taken the prerequisites.

5. Courses previously taken and for which credit has already been received may not be retaken for credit. However, students may repeat classes previously taken for which credit has already been received if the following rules and procedures are in effect:

- A. The repeated class must be taken at the same building site.
- B. It must be taken as a 6th academic class.
- C. Credit will only be awarded once for a class. Students cannot gain additional credit by repeating a class.
- D. The higher of the two grades will be used to calculate the student's cumulative GPA.
- E. The lower grade will show on the transcript, but it will not be used in the cumulative GPA calculations.
- F. Students may drop a class they are repeating up to three weeks prior to the end of the semester. The dropped class will not show on the transcript.

- G. Students requesting to repeat a class must complete a "Request to Repeat a Class Form" have it signed by the teacher and return it to the counselor's office prior to the third day of the semester.
- H. Repeat courses must be taken within two semesters of completion of the original course.
- I. Students cannot repeat a course that has been used as a prerequisite for a subsequent course.
- J. Acceptance into a class is subject to availability of seats in the class.
- K. Requests that do not meet the above guidelines are subject to administrative approval.
- L. Students must maintain satisfactory progress in the class relating to academics, attendance, and behavior or they will be dropped from the class.

6. A student may not receive credit for a course if any work remains incomplete at the close of the semester.

7. Music, either vocal or band, is available to all students. Vocal music includes either mixed chorus, and/or bass clef or treble clef chorus. Auditions are held to determine mixed chorus participants. Small groups receive emphasis either before or after school. Band includes marching and concert band, which meet daily and jazz band and small groups, which meet as scheduled before school. Vocal and band students receive weekly individual and/or group lessons. Music "credits" are issued toward requirements for graduation, the classes and grades received are listed on the student's official transcript.

8. Students are not permitted to change their registration choices or drop a course without the consent of their parent/s, the counselor, and the principal. Some classes have "minimum enrollment"; a student would not be able to drop such a class. A class can neither be added nor substituted after the first three class days of the semester.

9. A student will not be allowed to drop a course after mid term grades are sent unless the student is willing to receive an "F" for the course in question for that semester. AT NO TIME MAY A STUDENT DROP TO FEWER THAN FIVE ACADEMIC CLASSES. Carrying fewer than five academic classes would prohibit the student's involvement in any extra-curricular student groups or activities.

10. Senior option is a privilege that allows seniors who do not have a 1st hour class to come 2nd hour or no 8th period class the choice to leave school after 7th period. Some seniors' schedules may not permit this. Following are some of the reasons for this option.

- A. To facilitate college and military representative visits to be accomplished without removing students from classes.
- B. To allow the seniors extended employment possibilities.
- C. To allow the seniors more freedom in the use of their time.

This privilege may be removed at any time by the request of the parent. The school also reserves the right to remove this privilege from any student who is abusing the situation (Example: Attendance or Tardies). The students are not to linger or wander around the building during the 8th period. These students may use the library, however, if such is their decision they will be considered as regular 8th period enrollees and must be in attendance the entire period.

Senior option is only offered if passing all classes and on track with credits to graduate. Attendance and tardies are both acceptable reasons to revoke privilege of student.

11. Students who transfer into Roland-Story School District have the responsibility to request that their previous school district forward their school related records. If this does not happen, Roland-Story shall request the student's cumulative records from the previous school district. Students who transfer into the school district must meet the immunization and age requirements set out for students who initially enroll at Roland-Story Schools. The Board of Education may deny admission if the student is not willing to provide the required information.

The student must provide the school district with proof of grade level and a copy of the student's permanent records from the previous school district/s. If the student cannot offer proof of grade level, the superintendent will make the grade level determination. The superintendent may require testing or other information to determine grade level placement. Students expelled or suspended from their previous school district will only be enrolled after approval of the Board of Education.

The superintendent shall determine the amount of credits to be transferred. If a student has not previously attended an accredited school, it is within the superintendent's discretion to accept or reject credits or grades. The board may deny admission if the student is not willing to provide the board with the required information.

12. Special consideration will be given to post-graduate students and to students with special needs.

13. Physical education is required each semester a student is enrolled in high school. Although credit is given for successful completion of classes, these credits cannot replace the required academic credits. The physical activity portion of the physical education requirement may be waived because of illness or a physical disability. A physician's statement must be provided. Such certification must be filed with the office at the beginning of each semester. Students must still attend the physical education classroom activities. Regular attendance shall be expected from each student, with any classes missed promptly made up. Classes will be made up by attending and participating in an off-cycle day in the PE class meeting during the student's schedule PE period. Students (10/11-12 Grade) making up Physical Education classes will ONLY be allowed to do this during their PE period. Being responsible for two days during each six-day cycle should enable them ample time to complete most session make-ups. There may be some situations that might need to go into the next cycle(s) because of extended absences. This plan will keep them with their regular PE teacher and will only affect their PE study hall. Students need to arrange the make-up in advance with their PE teacher and their PE teacher must notify the study hall supervisor. Freshmen PE students will not be able to make-up sessions in this manner. Their absences will need to be treated as absences in any other consecutive day class.

14. No more than five outside credits using the independent format (night school, E2020 correspondence courses, summer school, etc.) may be substituted for R-S "required" courses (Policy 604.10). These can be substituted only after the student has attempted the class through traditional methods and has not successfully completed the course. Students interested in taking outside credits MUST contact the counselor or principal for prior approval! A limited number of independent study courses are available for students who have failed a required course.

15. A correspondence course or E2020 course is most often used when a student has failed a class at R-S and needs to catch up on credits, but they can also be a good source for enrichment. Many students find it extremely difficult to remain motivated for the duration of a correspondence or E2020 course and will need to carefully determine their motivation and dedication prior to enrolling in such a course. Two correspondence course sources we most often use are Des Moines Area Community College and Kirkwood Community College. Students interested in taking correspondence courses MUST contact the counselor for prior approval. E2020 is arranged by the guidance office and the classroom teacher from that discipline.

16. Advanced or independent study is also available to high school students. The following guidelines are to be used when taking one of these classes:

- (A) Should be teacher initiated, i.e., a special ability has been noted in a student and extra teacher time is to be expended helping develop the student further in a particular area.
- (B) Can be used only when all other classes in that curriculum have been taken.

17. Driver education is available during the year to Roland-Story students through Street Smarts. Registration and schedules can be viewed on Street Smarts website at <https://streetsmartsdriversed.com/iowa/northern-iowa-drivers-education-classes/roland-story/>.

IN ORDER TO RECEIVE A COMPLETION SLIP IN DRIVER EDUCATION YOU MUST:

- (A) Have 30 hours of classroom instruction.
- (B) Have the equivalent of 6 hours of behind-the-wheel driving.
- (C) Receive a passing grade in the course work.
- (D) Pass the final driving examination.

TO BE ELIGIBLE TO RECEIVE YOUR MINOR'S SCHOOL PERMIT YOU MUST:

- (A) Receive your completion slip in Driver Education.
- (B) Live more than one mile from school.
- (C) Be involved in outside-of-the-school-day, extra-curricular activities.

TO BE ELIGIBLE TO RECEIVE YOUR DRIVER'S LICENSE YOU MUST:

- (A) Receive your completion slip in Driver Education.
- (B) Be 16 years old.

Credits are not issued toward graduation. Students need driver education ONLY if they desire to receive a driver's license prior to their 18th birthday.

18. Student Promotion and Retention The retention of K-12 pupils is governed by the following procedures:
Retention at the primary level (K-4) shall be recommended when a child lacks the physical, mental, or social maturity to succeed at the next grade level, or for other reasons has failed to achieve at a level which would indicate success at the next level.

Retention in the middle school level shall be recommended when the child has been judged to be capable of average or above achievement but has failed to achieve at a level, which would indicate success at the next level.

The retention of a student will be determined on the judgment of the certified staff and the principal. When it becomes evident a student in grades kindergarten through eight may be retained in a grade level for an additional year, the parents shall be informed. It shall be within the sole discretion of the board to retain students in their current grade level. In all instances the approval of the parents of the child concerned shall be sought through conferences between the teacher, principal and parents.

Students in grades 9-12 will be informed of the required course work necessary to graduate each year during pre-registration. Any student who has failed a class should be considered in jeopardy of not meeting graduation requirements. It is the student's responsibility to make sure that he/she is registered each semester for the required classes/credits necessary to meet graduation requirements. The high school counselor carefully evaluates records of all juniors at the end of the junior year to ensure that they are on target to meet credit and course graduation requirements. A letter will be mailed home to all junior parents during the summer prior to the senior year indicating that student's progress towards meeting graduation requirements. Students with less than 31 credits (comprised of required and elective classes, but excluding physical education and possibly music credits) at the end of the junior year are considered behind in meeting graduation requirements. If it appears that the student will be unable to complete the credit/course deficiencies by graduation time or to show "good faith" in how they plan to do so, the student may forfeit the privilege of participating in graduation ceremonies with "their" class and other senior privileges such as senior option. Students would be able to go through the ceremonies during the school year that the required courses/credits are completed. It shall be within the sole discretion of the board to deny graduation to a student.

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. At the high school, the Building Assistance Team (B.A.T.) under the direction of the high school counselor is responsible for this process. Representatives from the area education agency may also assist the school district in this process. Parents wanting access to this process should contact the high school counselor. Teachers and principals shall periodically, during the semester, confer with the parents of any child whose progress during the semester is unsatisfactory.

19. POSTSECONDARY ENROLLMENT OPTIONS ACT High school juniors and seniors (or freshman and sophomore students who have been identified as ELP) are able to take courses (for high school credit) at approved community colleges, private colleges, and state universities through the Postsecondary Enrollment Options Act. For courses approved by the board, on a case-by-case basis, the colleges will be reimbursed for tuition and other costs directly related to the course up to \$250. These costs will not be reimbursed if the student is enrolled full-time in the post-secondary institution. The board shall retain the authority to determine the definition of a part-time student eligible to participate in post-secondary enrollment. The school district pays only for courses, which are not offered by the high school.

This program applies only to courses taken within the traditional school year. Students may take summer classes through a college for high school credit, but will be responsible for paying for the courses themselves. Students must have taken all courses available at the high school related to a course prior to taking the course "off campus", and they must still be enrolled and taking courses at the high school.

Procedure Considerations...

1. Students need to indicate on the registration forms for the following year that they intend to take a PSEO course, and in late spring and late fall fill out PSEO registration forms with the high school counselor, and receive counselor/principal approval before proceeding with actual enrollment in the course.
2. When there is a question about whether or not a course qualifies for the PSEO, the information will be presented to a committee make up of the high school principal, teacher/s in that curriculum area, and the high school counselor.
3. Students must meet the entrance requirements of the specific college in regards to course prerequisites and their high school grade point average.
4. Students must fill out a time sheet with the counselor and principal indicating when they will need to be absent from the high school for a PSEO course. When the college is not in session and the high school is, students will be expected to be at the high school "full time".
5. Students are responsible for their own transportation to and from the off campus course and must carefully include necessary travel time in any course selection decision.
6. Students are not allowed to leave early or arrive late to a class that is being taken at Roland-Story High School.
7. Students must take physical education classes each semester that they are enrolled in high school.
8. If a student drops or fails a course, the student and/or parents will be responsible for paying for all the costs of the course, and the failed course will show up on both the high school and the college transcripts. The school district may waive the cost of the course for students who fail the course for reasons beyond their control.
9. Grades will be incorporated into the student's high school GPA using Roland-Story grade equivalents and respective Roland-Story quality points.
10. Three college credits will calculate as one high school credit.

The following factors shall be considered in the reimbursement of tuition and in the board's determination of whether a student will receive high school credit for a course at a post-secondary educational institution:

- a. The course must be taught at a public or accredited private institution
- b. A comparable course is not offered in the school district
- c. The course must be a credited course at the post-secondary institution
- d. The course is not religious or sectarian.

Prior to taking a course at a post-secondary educational institution, students must receive the approval of the board to receive credit toward the graduation requirements set out by the board.

20. OPEN ENROLLMENT - Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll unless there is a good cause as defined by the law. Open enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in loss of athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact the superintendent for information and forms. The intent of open enrollment is to maximize parental choice and access to educational opportunities, which are not available to children because of where they live.

21. DUAL ENROLLMENT STUDENTS - Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the superintendent.

22. ADULT ATTENDANCE IN REGULAR HIGH SCHOOL CLASSES - Any adult resident of the Roland-Story Community School District may enroll in any regularly scheduled high school class provided the class has adequate space and following an interview with the teacher involved it is determined that the course content will be appropriate.

The regular tuition fee will not be charged. The charge will be based on the state allowed per pupil cost for that school year. The per pupil cost will be divided by eight to determine a per period cost, then by two to determine a per semester cost per period and finally by four to determine a cost to reimburse the district for any consumable materials and texts used. This figure will be used for each one period, semester course attended.

23. It is the policy of Roland-Story Senior High School to afford equal opportunity to and not to discriminate against all persons regardless of race, color, creed, gender, age, religion, national origin, veteran's status, marital status, sexual orientation, and/or disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, and the Federal Rehabilitation Act of 1973.

All students are encouraged to give serious consideration to course selection based on career plans and individual abilities and interests. Students are encouraged to explore a wide variety of courses and to make sure that they are making decisions based on actual abilities, interests, and future plans--rather than on expectations based on outmoded stereotypes.

24. DMACC CONCURRENT ENROLLMENT COLLEGE CREDIT: Beginning the fall of the 2005-06 school year R-S began working in conjunction with Des Moines Area Community College to provide students the opportunity to earn college credit for several Roland-Story High School classes. For further details please consult the Course Description Handbook or visit with the Guidance Counselor.

25. CAREER ACADEMY ALTERNATIVE ASSESSMENT-HUNZIKER CENTER (Applies to all concurrent college courses): Students must demonstrate proficiency, using Iowa Assessment test scores, in math, reading, and/or science or be deemed proficient through an alternative assessment process, to enroll in Career Academy and/or concurrent enrollment courses.

The alternative assessment process will consist of three components:

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

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

26. SEMINAR: The seminar will provide a daily intervention where teachers spend time with students to:

1. Provide assistance/tutoring for students who need help.
2. Improve task completion rates.
3. Improve communication with teachers, students and parents on information that would affect the student's performance.
4. Improve relations in the building and community.

REQUIREMENTS FOR ROLAND-STORY HIGH SCHOOL GRADUATION

GRADUATION

Students who are in good standing and who meet the graduation requirements set by the board are allowed to participate in the graduation ceremony. Seniors who are under disciplinary action may not be allowed to participate in the graduation ceremony. Students are not required to participate in the graduation ceremony.

LANGUAGE ARTS

2 credits (1 year) Language Arts I – 9 th grade	
2 credits (1 year) Language Arts II -10 th grade	
2 credits (1 st and 2 nd semester) “selected” language arts	Total of 6 credits
2 credits (1 st and 2 nd semester) “selected” language arts	Total of 8 credits

MATHEMATICS

2 credits (1 year) – 9 th grade	
2 credits (1 year) – 10 th grade	Total of 4 credits
2 credits (1 year) – 11 th /12 th grade	Total of 6 credits

SCIENCE

2 credits (1 year) Integrated Science – 9 th grade	
2 credits (1 year) Natural Resources & Horticulture or Biology -10 th grade	Total of 4 credits
2 credits (1 year) Biology, Chemistry (11 th grade) or Physics (12 th grade).....	Total of 6 credits

SOCIAL STUDIES

2 credits (1 year) American History – 10 th grade	
2 credits (1 year) World History – 11 th grade	
2 credits (1 year) Government – 12 th grade.....	Total of 6 credits

21st CENTURY SKILLS

0.5 credit*

PHYSICAL EDUCATION- all semesters

Total of 2 credits**

ELECTIVES

19***

TOTAL CREDITS.....

47.5 credits****

Algebra I in 8th grade counts as high school credits.

21st Century Skills will be offered during 11th grade year, starting with the Class of 2018. Students will receive .5 credit per semester for the successful completion of this class.

**A passing grade must be achieved in physical education for each semester of attendance. Students will earn 0.25 credits for each semester of physical education. Physical education grades will be incorporated into the GPA. Exceptions to the physical education requirement may be granted for students who graduate early.

***For music classes: 0.5 credit for band (meets 5 periods per week); 0.25 credit for Mixed Chorus (meets 3 periods per week) and 0.25 credit for Treble Clef Chorus or Bass Clef Chorus (meets 2 periods per week). These music credits count as elective credits and will be included in the GPA.

****Total graduation credits = 47.5 for the Class of 2011 and thereafter. A student receives one credit for an academic course carried a full semester and for which a passing grade is received. Partial credits are received for music classes, physical education, and Job/Life Preparation.

Refer to Page 8 for specific registration requirements or speak with the counselor.

EARLY GRADUATION

The Roland-Story Community School's Board of Education, through a prescribed set of guidelines, makes provisions for early graduation. It is the philosophy of the school that the responsibility for early graduation belongs to the parents and the student involved. The school will cooperate with the home.

1. Students who plan to meet the graduation requirements set by the board prior to the end of their senior year may apply to the high school counselor for early graduation. In order to graduate early, students must have the approval of the superintendent, principal, and Board of Education.
2. The student shall have successfully completed the required courses as stated in the student handbook.
3. The student shall have completed the required academic credits of which no more than five may be obtained outside the regular school offerings. To receive credit for any outside courses, written approval must be given by the counselor or principal prior to enrollment in the course.
4. Students planning to graduate early will still be required to take a full year of government; this may be done by taking Edgenuity or DMACC classes.
5. In order to be an early graduate and take a minimum of outside credits a mid-year graduate must take six academic classes each semester starting with the sophomore year. A three-year graduate must take seven academic classes each semester and take two outside credits. Physical education must be taken all semesters a student is enrolled in high school. Exceptions to the physical education requirement may be granted for students who graduate early.
6. Interested sophomores must contact the counselor during the spring, junior pre-registration to determine if enough credits have been earned to graduate early, and to register for the appropriate courses, and to complete the "Intent to Graduate Early" form.
7. By November 1st of the junior year, a counselor/student conference will be held to determine if outside credits are needed.
8. By October 1st the senior year for mid-year graduates, or October 1st the junior year for three-year graduates, the student must contact the counselor and complete the "Early Graduation Commitment" form.
9. The parents/guardian of early graduates must contact the counselor the semester prior to early graduation to discuss graduation procedures and plans.
10. The early graduate must contact the principal to discuss graduation procedures, expectations, upcoming plans, and any other necessary clarifications. This shall be completed at least one semester prior to the commencement date.
11. Students who graduate early become alumni of the school district and are not allowed to participate in school activities, except for Sweetheart Ball, Junior-Senior Prom and graduation ceremonies. Early graduates will not be on Sweetheart or Prom court.
12. Early graduates may not go through the graduation ceremony if all credits are not completed.

STUDENT RIGHTS AND RESPONSIBILITIES

"Schools are judged by their students, and students judged by their school." For this reason, it is the responsibility of every Roland-Story student to follow certain rules, which make for good citizenship. Each student should be self-reliant, should respect the rights of others, and should discipline themselves at all times in a manner

which is approved and followed by fellow citizens. Each has equal rights, and great freedom can be enjoyed only when self-restraint, fair play, and a positive attitude is displayed by each Roland-Story student.

School administrative procedures and teaching methods should have as a prime objective the creation of an environment in which self-discipline is encouraged and learned. Orderly procedures are a part of that learning process; and they are a means of preventing and correcting abuses by those who seem unable or unwilling to exercise self-discipline for the common good and who, consequently may infringe upon the liberties of others.

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure; it is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

With an understanding of the purposes of discipline in a school, students are able to form a correct attitude toward it, and not only do their part in making their school an effective place of learning, but develop the habit of self-restraint which will make each a better person.

STUDENT CONDUCT

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

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

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

Removal from the classroom means a student is sent to the building principal's office. It shall be within the discretion of the person in charge of the classroom to remove the student.

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day or after school has been dismissed for the day. Whether a student will serve detention and the length of the detention shall be within the discretion of the certified employee disciplining the student or the principal.

Suspension means either an in-school suspension, an out-of-school suspension, and/or a restriction from activities. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. The student may not attend school activities or may not participate in a contest of extracurricular activities. An in-school suspension will not exceed ten days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days.

A restriction from school activities means a student will attend school and classes but will not attend or participate in school activities.

Probation means a student is given a conditional suspension of a penalty for a definite period of time, not to exceed ten days, in addition to being warned and/or punished for misconduct. The conditional suspension shall mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms shall invoke the penalty temporarily suspended.

Expulsion means the removal of a student from the school environment, which includes, but is not limited to, classes and activities for a period of time set by the board.

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

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the High School Principal for information about the current enforcement of the policies, rules or regulations of the school district.

STUDENT RESPONSIBILITIES

Being a citizen of the United States, of Iowa and of the school district community entitles students to special privileges and protections as well as requiring the students to assume civic, economic and social responsibilities and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges.

As part of the education program, students 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 are instructed in the elements of good citizenship and the role quality citizens play in their country, state and school district community.

Students at Roland-Story Senior High are expected to fulfill the following responsibilities:

1. Participation - Students have the responsibility of participating fully in the serious business of learning. Students must report to school and to all scheduled classes regularly and on time, remain in classes until excused, pay attention to instructions, complete assignments to the best of their ability, and request help when it is needed.
2. Behavior - Students have the responsibility of avoiding any behavior that affects their learning. Students must cooperate in maintaining reasonable orderliness in the school and classroom, and take reasonable care of books and other instructional materials. Students must refrain from antagonistic actions toward others.
3. Respect for Teachers - Students have the responsibility of showing respect for the knowledge and authority of their teachers. Remember, any teacher has the authority to correct a student on the spot. Students should not defy authority; to do so will only get them in more trouble. Students must use only acceptable and courteous language.
4. Respect for other students - Students have the responsibility for recognizing the rights and human dignity of fellow students. Students must refrain from name-calling, fighting, harassment, belittling, or engaging in deliberate attempts to embarrass or harm another student.
5. The Rules of Rules - This one rule is very simple: ***STUDENTS WILL RESPECT ALL PEOPLE, INCLUDING THEMSELVES, AND ALL PROPERTY, INCLUDING THEIR OWN, AT ALL TIMES.*** Fortunately, this rule is very easy to understand. It is fair to both the individual and the group. It centers on self-discipline!

DISCIPLINE

Discipline means different things to different people varying from dress and grooming practices to criminal activities in and around schools. Discipline at Roland-Story is interpreted as maintaining an environment

throughout school that is conducive to positive student learning. Accomplishing this level of discipline requires a total school and community effort where board members, administrators, teachers, parents, and students work together. Creating a school climate where student learning can take place in a safe and orderly manner is an important goal.

Good discipline begins in the home. Parents teach and set examples for their children related to acceptable behavior patterns and positive attitudes associated with school. It is the school's responsibility to reinforce positive individual behavior patterns and attitudes within our academic settings.

There is no simple, or single, solution for providing an effective discipline program in school. The best direction for establishing success is found where there is a strong level of support, understanding, and respect between the school and the home. The ultimate goal of our discipline policy is to guide students toward self-control by having them recognize their responsibilities and rights in their relationships with other people.

In order to establish a good learning environment, all students must maintain positive behavior. Positive behavior is necessary to make it possible for teachers to do the best teaching job for each student. Any student who fails to maintain an acceptable standard of behavior will be subject to reprimand and punishment.

Self-discipline, which implies responsibility for one's actions, is one of the ultimate goals of education. It is expected that high personal standards of courtesy, decency, morality and honesty shall be maintained. Respect for real and personal property and pride in one's work and achievements shall be expected of all students. Students shall respect constituted authority and conform to school rules and regulations. The behavior of Roland-Story students should at all times reflect standards of good citizenship.

It is the policy of Roland-Story High School to encourage the highest standards of student behavior in school, at school activities, and throughout the community. Courtesy to visitors in the building, to teachers, to auxiliary staff, and to fellow students is the essence of our code of behavior.

Conduct that interferes with the educational opportunities of students, that disrupts the orderly operating procedures of the school, that endangers people or property, or that reflects adversely on the school or its reputation, will necessitate immediate disciplinary action.

DISCIPLINE POLICY

I. The Discipline Policy establishes the rules governing the conduct of pupils in order to maintain a disciplined scholarly atmosphere, to achieve maximum educational benefits for all students, and to permit the orderly and efficient operation of the school.

The Discipline Policy shall apply to students:

- A. while on school premises,
- B. while on or while waiting to board school-owned and operated school buses or school-chartered buses,
- C. while engaged in school-sponsored activities, and
- D. while away from school grounds if such conduct would directly affect the good order, efficiency, management, and welfare of the school.

II. Breach of discipline is any conduct of a student, which interferes with the maintenance of school discipline. Behavior which conflicts with the educational program or which are antagonistic to the rights of other students to attain their education shall not be permitted. Breach of discipline may include, without limitation:

- A. Refusal to conform to rules and regulations, profanity, temper tantrums, loud and boisterous conduct which disturbs the orderly, efficient and disciplined atmosphere and operation of the school.
- B. Insubordination or disobedience; Refusal to comply with the request or direction of officers, employees or agents of the school acting within the scope of their employment or duties.
- C. Physical violence or threats of physical violence toward teachers, students, any other school personnel, or agents of the school.
- D. Extortion toward teachers, students, any other school personnel, or agents of the school.
- E. Possession of dangerous objects or contraband.

- F. Display of bigotry or intolerance based on age, race, creed, color, sex, marital status, national origin, religion, sexual orientation, or disability toward teachers, students, any other school personnel or agents of the school.
- G. Criminal or illegal behavior of students or non-students.
- H. Assault: A person commits an assault when, without justification, the person does any of the following:
 - 1. Any act which is intended to cause pain or injury or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act. The foregoing does not apply to voluntary participants in athletic events or other school-sponsored activities and risks reasonably associated therewith.
 - 2. Any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting, or offensive, coupled with the apparent ability to execute the act. The foregoing does not apply to voluntary participants in athletic events or other school-sponsored activities and risks reasonably associated therewith.
 - 3. Points any firearm toward another, or displays in a threatening manner any dangerous weapon or object toward another. The foregoing does not apply to voluntary participants in athletic events or other school-sponsored activities and risks reasonably associated therewith.
- I. Willful injury: Any person who does an act which is not justified and which is intended to cause and does cause serious injury to another violates this policy.
- J. Theft: A person commits theft when the person does any of the following:
 - 1. Uses school funds, equipment, or materials for political purposes or purposes not reasonably related to school functions or school-sponsored educational activities.
 - 2. Takes possession or control of the property of another, or property in the lawful possession of another, with the intent to deprive the other thereof.
 - 3. Commits any act that is declared to be theft by any provision of the Code of Iowa.
- K. Cheating: Attempting to defraud, copy, mislead or obtain benefit using an article of fictitious value or to obtain property by unlawful means.
- L. Robbery: A person commits a robbery when having the intent to commit a theft, the person does any of the following acts to assist or further the commission of the intended theft or the person's escape from the scene thereof with or without the stolen property:
 - 1. Commits an assault upon another.
 - 2. Threatens another with or purposely puts another in fear of immediate serious injury.
 - 3. Threatens to commit immediately any forcible felony.
- M. Mischief: Mischief includes damage, alteration, injury, defacing or destruction of any building, fixture, or tangible or intangible property, and includes the willful writing, making marks, drawing characters, et cetera, on walls, furniture, and fixtures.
- N. Unlawful Assembly: An unlawful assembly is three or more persons assembled together with any or all of them acting in a violent manner with intent that any or all of them will commit a public offense. A person who willingly joins in or remains a part of an unlawful assembly, knowing or having reasonable grounds to believe that it is such, violates this policy.
- O. Disorderly Conduct: A person violates this policy when the person does any of the following:
 - 1. Engages in fighting or violent behavior in the school or at school functions.
 - 2. Makes loud and raucous noise in the vicinity of the school or at school functions, causing unreasonable distress to the occupants or participants thereof.
 - 3. Directs abusive epithets or makes any threatening or rude gesture which the person knows or reasonably should know is likely to insult or to provoke a violent reaction by another.
 - 4. Without lawful authority or color of authority, disturbs any lawful assembly or meeting of persons by conduct intended to disrupt the meeting or assembly.
 - 5. By words or action, initiates or circulates a report or warning of fire, epidemic, or other catastrophe, knowing or reasonably should know such a report to be false or such warning to be baseless.
 - 6. Knowingly and publicly uses the flag of the United States in such a manner as to show

- disrespect for the flag as a symbol of the United States.
- 7. Without authority or justification, obstructs school premises or any access to school premises with the intent to prevent or hinder its lawful use by others. This shall include premises where any school function is held.
 - 8. Telephones another and uses obscene, lewd, or profane language, or threatens to inflict injury or physical harm to the person or property of any person.
 - 9. Demonstrates overt displays of affection, i.e., prolonged embracing or kissing, or physical fondling.
- P. Sexual Harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any student to another student or when made by a student to a staff member when:
- 1. Submission to such conduct is made directly or indirectly a term or condition of an individual's employment or education.
 - 2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.
 - 3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating hostile, or offensive employment or education environment.
- Q. False Reports: A person who, knowing the information to be false, conveys or causes to be conveyed to any person any false information with the intent that such person will act upon that information violates this policy.
- R. Threats: Any person who threatens to place or attempts to place any incendiary or explosive device or material, or any destructive substance or device in any place where it will endanger persons or property, violates this policy.
- S. Trespass:
- 1. The term "property" shall include any land, dwelling, building, conveyance, vehicle, or other temporary or permanent structure, whether publicly or privately owned, used by or under the control of the school corporation.
 - 2. The term "trespass" shall mean one or more of the following acts:
 - a. Entering into or remaining upon property without justification or without the implied or actual permission of the principal or other designated person in authority with the intent to commit a public offense or to use, remove there from, alter, damage, harass, or place thereon or therein anything animated or inanimate.
 - b. Entering into or remaining upon property without justification after being notified or requested to abstain from entering or to remove or vacate there from by the public employee in authority, or by any peace officer, magistrate, or public employees whose duty it is to help supervise the use or maintenance of the property.
 - c. Entering upon or into property for the purpose or with the effect of unduly interfering with the lawful use of the property by others.
 - d. Being upon or into property and wrongfully using, removing there from, altering, damaging, harassing, or placing thereon or therein anything animate or inanimate, without the implied or actual permission of the principal or other designated supervisor in authority.
 - 3. The term "trespass" shall not mean entering upon property for the sole purpose of retrieving personal property which has accidentally or inadvertently been thrown, fallen, strayed, or blown onto the school property, provided that the person retrieving the property takes the most direct and accessible route to and from the property to be retrieved, leaves the property as quickly as is possible, and does not unduly interfere with the lawful use of the property.
- T. Arson: Causing a fire or explosion, or placing any burning or combustible material, or any incendiary or explosive device or material, in or near any property with the intent to destroy or damage such property, or with the knowledge that such property will probably be destroyed or damaged, is arson, whether or not any such property is actually destroyed or damaged.

- U. Possession or Consumption of Alcoholic Beverages: No person shall possess or consume an alcoholic beverage on any public school property or while attending any public or private school-related function.
- V. Intoxication: Attendance or participation in any regular or extracurricular activity in an intoxicated state.
- W. Possession of Controlled Substances: No person shall possess a controlled substance unless such substance was obtained directly from, or pursuant to a valid prescription or order of a practitioner while acting in the course of his/her professional practice.
- X. Use of Tobacco or Controlled Substances: The use by any student of tobacco or any controlled substance shall be prohibited while such student is on school premises or in attendance or participating in school-related activity.
- Y. Truancy: Absence from school or assigned classed or activity without reasonable excuse.
- Z. Gambling.

III. Enforcement.

A courteous and respectful attitude is required of all students at all times. Misconduct of any nature will not be tolerated and will result in immediate disciplinary action. It is assumed that all students go about their classroom work seriously, creating no disturbance, or interfering in any way with the educational opportunities of others.

Students who violate the regulations or rules established by the Board of Directors of the School District including breach of discipline as defined by this policy, or who have documented cases of conduct detrimental to the best interests of the School District may be suspended or expelled from school or otherwise disciplined as provided by this policy.

The principal or designee in each attendance center shall have the authority, after proper investigation to the fact, to suspend students temporarily. Expulsion shall be by majority vote of the Board of Directors upon the recommendation of the administration. The following responses to breaches of discipline may be utilized after appropriate investigation of facts:

- A. Denial of Extracurricular Activities or Privileges. Denial of extracurricular activities or privileges shall be the declaration of ineligibility to participate in such extracurricular activities or privileges for a period of time to be specified by the building principal or his designee.
- B. Removal from class. Removal from class is that period of time a student is sent from the classroom by the teacher to the office of the principal or a designee for a period of time not to exceed one (1) day. The principal or designee shall review with the student and the classroom teacher the misconduct and determine the conditions for re admission to class or any further disciplinary proceedings. Should any student become a disturbing influence, the following procedures will be observed:
 1. Students sent from class the first time for disciplinary reasons will report directly to the Principal's office. A conference will be held and a written summary of the conference along with the reason for the referral provided for the parents.
 2. Students sent from the class a second time for disciplinary reasons will be removed from the class for a period of time determined by the severity of the situation.
 3. Students sent from class a third time face removal from class and receiving a grade of F to be put on their transcript.
 4. Administration may remove a student after the 1st or 2nd offense from a class if deemed necessary.
- C. Probation. Probation is conditional attendance during a trial period imposed for conduct which violates the regulations or rules established by the Board of Directors, including breach of discipline as defined in the Discipline Policy, or for cases of conduct detrimental to the best interests of the school. Breach of the conditions of probation may result in more severe sanctions.
- D. Detention. Detention shall be the requirement that a student remain after school, or come to school early, for purposes of discipline. This detention could be done with a teacher before, during or after school doing school service (chores for teachers, office, custodians, etc.). Outside the day spent before or after school working on class work shall count as single time. Students doing service work

during study halls shall have this counted as single time. Students may not complete detention time during their scheduled classes. The high school principal shall review and determine the detention value of school service time, on a case-by-case basis. All detention must be served prior to its pre-established due date. Overdue detention will result in further disciplinary sanctions.

- E. In-school Suspension. In-school suspension is the temporary isolation of a student from one or more classes while under proper administrative supervision. In-school suspension may be imposed by the principal or designee for violation of school rules or policies (including the Discipline Policy) where the infraction does not necessarily warrant removal from school by suspension.
- F. Removal from a specific class for the remainder of the semester. Removal from a specific class for the remainder of the semester is isolation of a student from a specific class while under proper supervision and is a permanent in-school suspension for the semester from that class where the student's conduct does not warrant expulsion from school.
- G. Temporary Suspension. Temporary suspension is that period of time not to exceed three (3) school days that a student is sent home from school for any breach of discipline as covered in Section II of this policy. The principal or designee in each attendance center shall have the authority, after appropriate investigation of the facts, to suspend students and determine the level of suspension. A suspended student shall be given the opportunity to make up work and receive credit on the same basis as other absentees. Suspended days are to be counted as absences. The initiative to make up the work must be made by the student. The building principal or designee shall attempt to hold a conference as soon as practicable with the parent(s) or guardian(s) to discuss the reasons for the suspension.

IV. Suspension/Expulsion

Administrative procedure for temporary dismissal and/or expulsion for violation of regulations and rules.

A. Whenever the Superintendent or any principal deem the presence of a student detrimental to the best interests of the school, they may temporarily dismiss him and recommend to the Board of Education that such student be expelled.

B. Any principal may temporarily dismiss any student for violation of the regulations and rules and Discipline Policy of the Roland-Story School District and shall give notice of such temporary dismissal to the President of the School Board. Such temporary dismissal shall not exceed three (3) school days. The superintendent may extend the suspension upon the principal's request for a total of no more than ten (10) school days. The president of the Board shall be advised immediately and in writing of all short term and extended suspensions. Suspension may be in-school or out-of-school as determined by the Principal. In-school suspension will be served in the office. When a student is under suspension, a conference is held with the Principal, the student, and the parents.

C. Readmission of the student after short-term suspension will be done by the building principal. Readmission after extended suspension may occur following a hearing conducted by the superintendent. The informal hearing shall be attended by the Superintendent, the Principal, the student, the parents, and any other persons deemed appropriate by the Superintendent or requested by the parent or the student. The purpose of this informal hearing shall be to determine the most appropriate educational program available for the student, or to consider an administrative recommendation to the Board for expulsion.

D. The administration shall prepare a statement in writing in duplicate, duly describing the alleged misconduct and the reason the administration is recommending the student be expelled from school and advising the student of the time and place of hearing, at which the student, his parents or anyone he chooses to represent him may appear and present such facts and statements which seem to be pertinent, and at which time and place, the committee of the Board of Education will hear all facts presented and present its findings and make its recommendation to the Board of Education, which thereafter shall take such action which it deems necessary and proper, pursuant to the rules and regulations and the discipline policy of the Roland-Story Community School District and the laws of the State of Iowa.

E. One copy of the Notice shall be filed with the President of the Board of Education and another served upon the student. The administration shall endeavor to obtain service upon the student by serving him personally, in which case the person serving the Notice shall make proper acknowledgment of service himself, or by obtaining

from the student his acknowledgment of service. If the administration is unable to obtain such an acknowledgment it may mail the complaint by registered mail to the student's last local address, according to the records of the school district. The Notice shall be served on the same date as the student is temporarily dismissed and if personal service is impossible, it shall be mailed on that date. The hearing shall be held on a date not later than five (5) days subsequent to the date of temporary suspension.

F. Promptly following the receipt of a copy of the Notice and of the acknowledgment or certification of service, the President of the School Board shall constitute a hearing panel of not less than three persons, consisting of at least three directors of the school district.

G. At the hearing, the student may be accompanied by his parents, by legal counsel or by any other advisor of his choice. The school district may also be advised by its legal advisor. The hearing panel, in its discretion, may postpone the hearing upon request when it deems such postponement necessary or appropriate; but a request for postponement for the convenience of legal counsel shall ordinarily be refused.

H. If the student should desire a more expeditious and informal procedure, they may so indicate. The hearing panel shall make every effort to work out such a procedure with the student.

I. At the hearing, the student may respond to the complaint orally or in writing. The response may admit or deny the allegations of the Notice in whole or in part. The student may also offer any explanation or comment that he believes relevant or appropriate.

J. Each party to the hearing, directly or through his legal advisor, may introduce evidence, witnesses to testify, or statements in writing and he may testify in his own behalf. To the extent that either party may rely on written statements as evidence, he shall clearly indicate how and from what source the evidence has been obtained. Each party shall have an opportunity to question any witnesses, either directly or through his legal counsel or other advisor. If the hearing panel should find it necessary to limit the number of witnesses in order to protect the hearing against disruption, confusion or unwarranted dilatory tactics, it shall have the authority to do so. The proceedings shall be administrative and shall not be conducted as an adversary proceeding.

K. If the student shall fail to appear at the hearing; or if, having appeared, he shall make no response to the complaint; the hearing panel shall nevertheless invite the school administration to submit evidence in support of the complaint.

L. If a party to the hearing should deliberately conduct himself in a manner disruptive of the hearing, the hearing panel shall be authorized to exclude him and to proceed with the hearing as if he had not personally appeared.

M. Provisions shall be made either for a transcript or for a verbatim record in the form of a tape recording of the hearing. The complaint, the student's response, the transcript or record and all other papers in the proceeding except the final disposition of the case, shall be for use only in the proceeding and in the internal processes of the school district related thereto; and that no such transcript, record or papers shall be voluntarily disclosed to any person outside the school district, except with the student's consent.

N. The hearing panel shall consider all relevant evidence introduced at the hearing and make its findings of facts. No matter not introduced at the hearing, as evidence shall be considered in making such findings. Improperly acquired evidence shall be excluded.

O. Within three (3) days after the hearing, the School Board shall consider the relevant evidence and determine such disciplinary action as it deems to be appropriate, based upon the relevant evidence and the findings of facts of the hearing panel, together with the student's prior record, as submitted by the school administration and consistent with the rules and regulations and the discipline policy of the school district and the laws of the State of Iowa. The entire record, as submitted, shall be open to the student for inspection. The School Board shall properly notify the student, as well as the Superintendent, or the person designated by him, concerning the Board's finding of facts and determination.

P. Within three (3) days after receiving notice of expulsion or other disciplinary action, the student may request reconsideration by the School Board stating his reasons. The School Board, in its discretion, may deny such request, and proceed to give effect to the expulsion or other disciplinary action; or it may grant the request, and after reconsideration, either amend or confirm its determination. It shall then proceed to give effect to its final determination.

V. Restraint and Physical Force

A. Restraint is the act of physically controlling or directing the actions of a student. Teachers and

- administrators are free to use reasonable and appropriate means of restraint as may be necessary to prevent a student from harming himself or herself or another, or to prevent a breach of discipline, to compel compliance with the Discipline Policy. Restraint should not cause serious or permanent harm.
- B. Deliberately striking a student is specifically prohibited. This shall not preclude the use of reasonable force in self-defense or defense of another.
 - C. Factors determining reasonable and appropriate actions are:
 - 1. Age.
 - 2. Physical stature and strength of the student.
 - 3. Previous history.
 - 4. Maturity of the student.
 - 5. Seriousness of the infraction.
 - 6. Apparent motive and state of mind.
 - 7. The nature of the danger to the student or the nature of the danger to another.
 - D. Whenever physical contact, reasonable force in self-defense, or physical restraint are used, it shall be reported immediately to the building principal or designee.

VI. Trespass (Unauthorized persons)

Persons should not be in the school building or on school premises at any time without authorization of the school building administrator or designee. Persons who interfere with school procedure will be required to leave the school premises. If their activities or actions disrupt the orderly operation of the school, or disrupt the disciplined, scholarly atmosphere, they may be subject to prosecution.

- A. School administrators may enlist the aid of the Police Department to have removed any unauthorized persons.
- B. Implementation of procedures dealing with unauthorized persons shall be reasonable, non-discriminatory and non arbitrary in their operation

Satisfactory school discipline can be maintained only with the full cooperation of the Board of Education, administrators, faculty, students, and parents all of whom understand what is expected and are willing to assist each other in maintaining a good learning situation.

ATTENDANCE POLICY

It shall be the policy of the Roland-Story School District to encourage regular attendance on the part of its students.

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood. While it is possible for an absent student to make up much of the schoolwork missed, it is impossible to completely compensate for absences from classes.

There are times, however, when school officials may determine that the problems associated with absence from school are out-weighed by the advantages of an activity in which the student participates and may endorse or sponsor an activity or trip. Attendance at such approved trips or activities will not be considered as an absence from school. Students who are absent from school without a reasonable excuse shall be subject to disciplinary measures, which may include, but will not be limited to, short-term and long-term suspension. Repeated infractions will likely result in being dropped from a specific class missed or expulsion.

ATTENDANCE GUIDELINES

Absences from school shall generally be considered as either of two classifications -- "Excused" or "Unexcused." The parent or guardian is to provide the reason for the absence the school will determine the classification. An absence is considered when missing 15 minutes of a class period.

I. EXCUSED

- A. Excused, UNANTICIPATED absences.
 - 1. Personal illness.
 - 2. Death or similar tragedy in the immediate family.
- B. Excused, ANTICIPATED absences -- not to exceed five days (assessed period-by-period) per school year.
 - 1. Dental and other health; an appointment card prior to or upon return must be submitted to the office for verification.
 - 2. Work at home -- pre-arranged by parents with the Principal.
 - 3. Driver license testing.
 - 4. Multi-day family trips -- must be accompanied by parents/guardian -- must be arranged in advance. Each case will be evaluated on its own merits. All work to be missed must be made up with the approval and within the timeline agreed upon with the principal and teacher(s) involved.
 - 5. Special educationally related appointments or responsibilities.
 - 6. Recognized religious observances.
 - 7. A student may be excused for public performances, clinics, or workshops, as pre-arranged with the building principal.
 - 8. To attend any IHSMA, IHSSA, IGHSAU, and/or IHSAA State level competitions/performances in which Roland-Story individuals or teams are competing/performing. Attendance at any other competition/performances in which Roland-Story individuals or teams are competing/performing can only be accomplished through approval by the principal. Students may be denied attendance if they have excessive absences.
 - 9. If Roland-Story is not competing/performing, students may only be absent from school to attend the IHSMA, IHSSA, IGHSAU, and IHSAA State level competitions/performances of those activities in which the student has been successfully involved through that season as a competitor or performer. Non-competitors or performers may only attend through approval by the principal.

II. UNEXCUSED

- A. TRUANCY: Students absent from school without verification from their parent(s) or guardian(s) are truant and will be subject to severe disciplinary action. No student may leave the school building or grounds before the close of the day or absent himself from class or study hall or noon lunch without office permission. Students truant from a study hall or noon lunch may expect to receive a 1-day, in-school suspension or a substantial detention assignment for each study hall/lunch period missed.
- B. Students that are unexcused from class may be subject to removal from the class with an F put their transcript.

ATTENDANCE PROCEDURES

EXCUSED UNANTICIPATED: All parents or guardian of students who were/are absent from school for any "excused unanticipated" reason shall either call the school or submit in written form (written notification must contain the signature of the parent or guardian) the specific reasons for the absence, the specific day or time of the absence, and verification by the doctor or dentist, if appropriate.

Failure to produce such timely notification for what might have been an excused absence shall cause the absence to be considered as unexcused.

The school reserves the right to demand a doctor's verification because of excessive "illness" absences on the part of the student. Students who have been absent because of a contagious disease may not be re-admitted without a written release statement from a doctor.

Students are responsible for arranging to make up schoolwork and are allowed to make up schoolwork only upon the approval and within the timeline agreed upon with the teacher(s) involved.

In the event that the Principal determines that it is advisable to verify an excuse given for an absence, the Principal may take the necessary steps as appropriate. If it is determined that an excuse is forged or misrepresents the facts the Principal may treat those instances of absence as unexcused and apply the necessary disciplinary action.

EXCUSED ANTICIPATED: In the event that a student has an "excused anticipated" absence from school, he shall so notify the High School Principal and his teachers and arrange to make-up work to be missed.

Students, who anticipate an absence, especially when the absence must have the Principal's prior approval, shall give advanced, timely notice to the school office of the anticipated absence. When time permits, such notification shall be in writing and signed by the parent or guardian of the student. Failure to notify the school in advance may result in the absence being considered as unexcused. There is a form available at the Principal's office that students must complete prior to the absence.

Each student absent from school must secure a class admission/make up slip from the Principal's office before he will be re-admitted to class. This will be necessary regardless of the absence's classification.

Students who have been gone for any of the UNEXCUSED absences shall not receive credit for work missed.

Students who need to leave school during the school day must receive permission from the office and have a note signed by the student's parents, have their parents telephone the office or have their parents pick them up. Students who return to class or arrive after the school day has begun must present a signed note from their parents to the office or have their parents call the school for their re-admission. Students are not released to anyone other than their parents during the school day unless the office has had direct communication with the students' parents/guardian or designee.

A student or small group may be excused to serve the community for public performances, openings, taps, etc. An individual student may not serve in this capacity more than three times during the school year.

TARDIES: Tardy students will not be admitted to class without the written permission of the Principal or the Principal's designee. In the event a student is tardy, they must report to the High School Principal's office for a tardy pass. Tardy offenders will be assessed detention time. Detention time must be completely served within five (5) school days. Student with overdue detention shall not be eligible to participate in any outside the academic day extra/co-curricular activities (practices, performances, or competition) until detention time is completely fulfilled. Failure to follow this restriction may result in the student's loss of eligibility from their next extra/co-curricular PUBLIC performance, competition, activity or event. The responsibility for the serving of detention is solely the students. Coaches may remind as necessary. Repeated tardy infractions shall result in more severe disciplinary action and eventual suspension. Students may be dropped or have their schedule changed as a result of excessive tardies to a class. Any tardy over 15 minutes becomes an absence.

EXCESSIVE ABSENCES: Students with excessive absences will be subject to additional expectations such as doctor notes, court documents, etc. Parents and students will be required to meet with administration as to the student's future at Roland-Story if attendance issues are not resolved through various communications and discussions. Students may be dropped from a class and have their schedule revised due to excessive absences. Letters will be sent at each 4 ½ week period to parents when absences reach 6 or more.

GENERAL SCHOOL RULES AND REGULATIONS

Alcoholic Beverages: The sale, use, or possession of alcoholic beverages or "look-a-like products is prohibited on the school grounds or in the building at all times. This includes any time of the year, at any activity, day or night. Any student violating this rule is subject to mandatory suspension from school. The school grounds are NOT only the area on which the buildings are located, but also any area where a school-sponsored activity is taking place, such as the football field and track, baseball and softball diamonds, park, etc. The administration shall have the

right to demand student cooperation during any investigation of suspected use or possession of intoxicants. Students may be requested to show the contents of their personal belongings for such an investigation.

Announcements: A daily bulletin of announcements is sent out and published by the high school office. It is distributed to all classroom teachers and students on email by first period in the morning. A copy of the bulletin is also posted on the bulletin board outside the principal's office. All notices of club meetings, athletic and social events, general information for the day and specific instructions are included. Students responsible for putting notices in this daily bulletin must have their notices approved by their advisor and in the principal's office the day preceding the notice. It is the responsibility of each student to be knowledgeable of the bulletin-of-the-day's contents.

Assemblies: Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away.

Automobile or Other Motorized Vehicles: All automobiles driven to school by high school students are to be parked in the lot west of the gymnasium addition ("head-in", east-west parking only), in the lot northwest of gym/auditorium, along the south curb north of the gymnasium addition, on Hillcrest south of the school, on the street east of the shop, along the curb north of the swimming pool or the swimming pool parking lot. All "NO PARKING" areas must be observed (will not warn). Any vehicles parked illegally or in a restricted zone will be ticketed and/or towed. All bicycles, motorcycles and mopeds are to be parked in the specially marked area of the school parking lot. All bicycles are to be placed in the bicycle racks located south of the gymnasium. All vehicles that are driven to school are to remain parked throughout the day unless, special permission is granted by the Principal. Vehicles are NOT to be driven around the buses when either loading or unloading. All vehicles parked on or at "school facilities" or "school grounds" shall be subject to all regular and/or specific requirements necessary for maintaining a safe and orderly educational environment for students and staff. It is expected that any materials/items NOT permitted within school facilities or on school grounds are likewise prohibited in these vehicles. All regular search and seizure policy regulations are always in effect as student vehicles are concerned. Students may be requested to "open" their parked vehicles to show contents if such is deemed administratively appropriate and/or necessary.

Bus Conduct and Other School District Vehicles: Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct.

Persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor and chaperones are to follow the school district policies, rules and regulations for student violations.

- Riders must be at the designated loading point before the arrival time.
- Riders must wait until the vehicle comes to a complete stop before attempting to enter.
- Riders must not extend arms or heads out of the windows at any time.
- Aisles must be kept clear at all times.
- Riders shall load and unload through the right front door. The emergency door is for emergencies only.
- Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.
- Riders may be assigned a seat by the driver.
- Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement.
- Riders are not permitted to leave their seats while the vehicle is in motion.
- Waste containers are provided on all vehicles for riders' use.
- Permission to open windows must be obtained from the driver.

- Classroom conduct is to be observed by students while riding the vehicle except for ordinary conversation.
- The driver is in charge of the riders and the vehicle, and the driver is to be obeyed promptly and cheerfully.
- Riders should assist in looking after the safety and comfort of younger riders.
- Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
- Riders must not throw objects about the vehicle nor out through the windows.
- Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
- Riders must keep their feet off the seats.
- Roughhousing on the vehicle is prohibited.
- Riders must refrain from crowding or pushing.
- The use or possession of alcohol, tobacco or look-a-like substances is prohibited in the vehicle.
- The good conduct rule is in effect.

Students are to conduct themselves in an orderly manner, obey the driver and use appropriate self-discipline.

Any action that distracts the bus driver in any way or shows a lack of respect for either the driver or other students will necessitate disciplinary action. Consistent inappropriate behavior or inappropriate language will be reported to the principal. The parents will be notified of the problem and the principal will make the decision regarding disciplinary action. Students may be denied the privilege of riding the bus. The parent, in that event, will have the responsibility of transporting the student until the principal and the driver can be assured of the student's desire to comply with the rules.

Formal classroom behavior need not, of course, be required of pupils in a school bus. An informal atmosphere which encourages pupils to relax, enjoy the ride, and talk with friends in an orderly, controlled, self-disciplined manner is desirable.

Cafeteria - Closed Lunch For All Students: There is no place students reveal their manners or reflect the training they have received at home more conspicuously than in the lunch room. We urge all students to us the cafeteria as a place for pleasant relaxation, conversation, and leisurely eating. All students are required to be in the cafeteria commons area during their scheduled lunch hour and are to remain either there or any other designated area until the bell rings. Free and reduced price lunch applications may be obtained from the office. Students are expected to leave the table area where they have eaten clean and orderly. FOOD AND BEVERAGES ARE NOT PERMITTED OUTSIDE THE CAFETERIA AT ANY TIME. All students are expected to observe the following rules to make the lunch period enjoyable for all.

1. The school district operates a lunch program. Students may either bring their own lunches to school or purchase a lunch or other items, including milk. Student initiated "Delivery-Service" meals shall not be allowed or permitted in the school building during the regular school day.
2. Lunch money is to be deposited into the students account ONLY before school.
3. Lunch purchases are ONLY by computerized deductions from the student's account.
4. Each senior high student is issued a unique number for accessing their individual account.
5. Students will not be allowed to charge for lunch. (No negative balances)
6. Lunch students will form an orderly line in the corridor along the north wall of the commons and enter the cafeteria at the northeast entry.
7. Students who carry lunches are to eat in the high school cafeteria, the same as those eating hot lunches.
8. Talk on a conversational level so as not to disturb others.
9. Leave the table and floor in a neat and clean condition. Return all chairs and tables to their original locations.
10. Deposit all paper and food waste in the container provided.
11. Take plates, dishes and silverware to the counter area before washing and cleaning.
12. All food is to be eaten in the cafeteria, not in the classroom, gymnasium, auditorium or other parts of the school building or grounds. Exceptions made for food labs directly related to a class curriculum.

13. Students will be in the lunchroom during lunch, seniors may be in other designated areas during their lunch break. They are not to leave the designated area for any reason without permission. Abuse of the area will necessitate the restricting of an individual's noon activities to the lunchroom only.

Candy, Food, Beverages, and Gum: Although we do not have a school-wide policy on gum chewing, each teacher has the right to deny the privilege within his/her class or any area under their supervision. Food consumption and/or drinking canned/bottled/packaged beverages are prohibited in classrooms and hallways with the exception of water. All food and beverage are to be consumed in the cafeteria, not in the classroom, gymnasium, auditorium or other parts of the school building or grounds. Exceptions made for food labs directly related to a class curriculum. The appropriate disciplinary measures to enforce this regulation are to be taken by the classroom teacher.

Cheating: Students are expected to do their own schoolwork. Cheating by looking at another students' schoolwork, coping others' work, copying from other sources or other similar cheating is not tolerated. In addition to the discipline outlined in this handbook, discipline may include the loss of class credit, and an F being placed on the transcript for that particular class.

Child Abuse: The board believes child abuse should be reported to the proper authorities. School district personnel are encouraged, and the law requires, certificate employees to report to the State Department of Human Services within 24 hours when, in the course of their employment, they reasonably believe a child has suffered from abuse.

If a school district employee or other member of the school district community believes a child has suffered abuse, which shall include sexual and physical abuse, by a school district employee in the course of their employment, it shall be reported to the superintendent immediately. The superintendent shall be the designated investigator for child abuse complaints against school district employees. However, complaints regarding child abuse by school district employees may also be reported to the high school guidance counselor, who shall be the alternate designated investigator for such complaints.

Church Night: Wednesday evenings are designated as church night. The school cooperates by not scheduling any activity on these evenings. The only exception is when an agency (county or state) schedules athletic tournaments, music or speech contest for Wednesday evenings.

Dances: Dances sponsored by the various high school organizations are held throughout the school year. All social events contemplated for the school year must be scheduled on the activity calendar in the High School Principal's office. The High School Principal must approve all scheduled social events. Policies governing the student dances are as follows:

1. Each dance will be sponsored by a student organization and is open to all eligible 9-12 students.
2. The sponsoring organization will be in charge of organizing the dance, carrying it out and putting things back in order at the close of the dance.
3. At least five faculty members, (in addition to the Principal or Superintendent) must be in attendance at each high school dance. It will be the responsibility of the sponsoring organization to request that these teachers be there.
4. Other than Roland-Story students may be admitted as a guest if they are accompanied by a Roland-Story student registered in the Principal's office previous to the date of the dance and have a form signed and faxed back to R-S high school from the home district. R-S alumni approved by the principal may also attend. Alumni from other districts, under age 21 and with Photo I.D., are eligible to participate.
5. Students may not leave the building during the dance and expect to be re-admitted.
6. A "Doors Closed" will be in effect at all dances (usually one hour after the start of the dance) and late arrivals will not be admitted. Exceptions may be made for previously arranged late arrivals.
7. Organizations may charge admission to defray expenses.

Dangerous Actions or Objects: Any student who poses a threat to the health and safety of themselves or others in the school may be immediately suspended and recommended for expulsion. Such threat can be demonstrated through assault on another, verbalized intent to injure or attempts to injure themselves or another, possession of weapons and/or any explosive materials or device on school property, or any willful action reasonably expected to cause harm to persons or property.

The use or possession of explosives/incendiary devices and the lighting of any unauthorized fire are some specific violations of this policy and shall be treated as extremely dangerous acts.

Persons found in violation should expect to be denied access to school property and all school functions. So there can be no misunderstanding, even a student who has completed all requirements for graduation, found in violation of this policy, can expect to be denied both a diploma and the right to even be present at commencement exercises.

Violators will be reported to civil authorities.

Dress Code/Student Dress/Personal Appearance: All senior high students are expected, as Roland-Story representatives, to display personal cleanliness, good grooming and appropriate attire at all times. Any form of attire or personal appearance that is either extreme, unusual, suggestive, socially unacceptable, or simply in poor taste will not be permitted. Neither dress nor personal appearance shall be contrary to good hygiene or be distractible or disruptive to the educational process. Students are expected to wear clothing, which is suitable for school and promotes respectable student-teacher relationships as well as student-student relationships.

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment. Student clothing should not unreasonably infringe on the rights of others to benefit from a quality educational environment. Under certain circumstances or during certain classes or activities a more, strict dress code may be appropriate and students must comply with the stricter requirement.

The Board expects students to be clean and well groomed and wear clothes in good repair and appropriate for the time, place and occasion. The Roland-Story High School faculty believes that our dress code standards must encourage respect, character, and reasonable levels of modesty in our working environment and our school environment. It must be realized that clothing acceptable outside the school setting may not be considered suitable for the school day and as such should not be worn to school.

It is generally accepted that school is in session daily, Monday through Friday, beginning at 8:00 A.M. and concluding at 4:00 P.M. The before school breakfast program shall also be considered as a time that these school rules will be expected to be strictly observed. There may be occasions for certain classes or activities (i.e. field trips) that this time frame may need to be expanded and students will be expected to comply. It is imperative that the following be strictly adhered to during "school time" periods.

Wearing clothing or other apparel promoting products illegal for use by minors (including, but not limited to, alcohol or tobacco); wearing roller shoes or wearing shoes with cleats, except for outdoor athletic practices; displaying obscene material, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays are disallowed.

Students must wear shoes at all times. Trench coats, dusters, large parkas/jackets, etc. are not allowed in the education setting. Sunglasses, caps, hats, hoods, bandannas, "colors", items with price tags visible, or other gang related apparel are not to be worn. Wallet chains, chain belts, extreme necklaces, or other similar beads/straps/chains are prohibited. Baggy pants that expose undergarments are not appropriate.

Underwear, underwear shirts, underwear shorts, pajama tops or bottoms, bedroom slippers, or other similar items of clothing worn as regular items of clothing, are not permitted. Midriff-baring tops, tube tops, halter tops, spaghetti strap tops, or strapless tops are not to be worn. Extreme short skirts or short shorts are also not permitted. All visible shirts, blouses or tops must cover the chest and both shoulders. No cleavage or backside should be exposed.

Any clothing that is cut/torn or worn so that it exposes excessive skin, or inappropriate areas of the anatomy and does not properly cover the body is not suitable for the school setting and is not acceptable.

While the primary responsibility for students' personal appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. The initial decision as to clothing's appropriateness for classroom attire will rest with the classroom teacher. The building will make any "questionable" final determinations of the appropriateness of the student's appearance principal. When in the judgment of the principal, a student's inappropriate dress disrupts the educational process or constitutes a threat to health or safety, the student shall be required to immediately change, make modifications to their clothing, or leave the school.

Drills – Fire, Tornado and ALICE: Fire, tornado and ALICE drills will be held periodically and unannounced. Instructions and procedures for each of these drills are posted in all rooms throughout the building. Upon the sounding of the alert bell(s), students should stop their work quickly and leave their respective rooms in a quiet, orderly manner. Students, in the case of a fire drill, should take book bags with them as they leave the room. In the case of a tornado drill, they would leave their bags in the room. In either case, they should walk rapidly, eliminate talking, and proceed along the designated route to the exit or site prescribed. In case of an Intruder drill, ALICE protocol will be used.

Drugs/Controlled Substances: The sale, use, or possession of drugs or any controlled substance is prohibited on the school grounds or in the building at all times. This includes any time of the year, at any activity, day or night. Any student violating this rule is subject to mandatory suspension from school. The school grounds are NOT only the area on which the buildings are located, but also any area where a school-sponsored activity is taking place, such as the football field and track, baseball and softball diamonds, park, etc. The administration shall have the right to demand student cooperation during any investigation of suspected use or possession of drugs/controlled substances. Students may be requested to show the contents of their personal belongings for such an investigation.

Field Trips/School-Sponsored Trips: In certain classes field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences. All classes missed must have work made up in advance or arrangements made with the teacher(s) involved.

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy. Any school-sponsored trip or activity is an extension of the school and all school rules apply. Prior to attending a field trip, students must return a note signed by the student's parents. Required fees must accompany the permission form. Students unable to afford the cost of the field trip should contact their teacher.

Fighting: Any senior high student directly involved in a "fight" situation or events leading to such activity will be subject to severe disciplinary action and likely suspension.

Firecrackers and Similar Explosives/Incendiary Devices: The igniting of firecrackers and similar explosive/incendiary devices in school situations is extremely dangerous and cannot be allowed. Such use of firecrackers is illegal in the State of Iowa. State penalties for their misuse are very serious -- up to a year in jail and up to \$1000 in fines. Any student in the school environment who is responsible or involved in igniting firecrackers or such other explosives/incendiary devices on the school premises or at school functions must be prepared to accept serious consequences for this behavior.

First Aid: In the event of accident/injury, please report immediately to an instructor and/or the Principal's office. In the event of a serious injury or illness involving a student, the school shall employ a physician at the parent's expense if the family physician cannot be located or readily reached.

Illegal Items Found in School or in Students' Possession: Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and/or being under the influence of alcohol, drugs or look-a-like substances; and

possessing or using tobacco, tobacco products or look-a-like substances. Weapons are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

Illness at School: A student should not attend school if not feeling well. To do so might affect their own health as well as endanger others. If a student should become ill while at school he/she should report to the principal's office. If a student becomes suddenly ill during class, they may leave the classroom immediately without consulting the teacher. They are NOT to leave the building without office permission. Students who become ill at school will not be allowed to go home until the parents are contacted.

Inclement Weather: When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified over WHO in Des Moines and KQWC in Webster City radio stations. The missed day may have to be made up at a later date.

If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. Parents of students who ride the bus are notified how students will be returned home with the notification that school has been dismissed. The superintendent determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they follow emergency routes or the parents are responsible for picking up the students at the student's school.

Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and re-scheduled. The principal may determine whether to hold extracurricular activities or practices. If the extracurricular activity is to be held, students and parents are notified in the same manner as the notification that school was dismissed.

Indebtedness: All book rent, library fines, breakage, assessments, property damage, and other money owed to the school must be paid before credits will be transferred or accepted toward graduation from Roland-Story High School. The issuance of final grades may be withheld pending student's payment of any monies owed the school.

Interviews with Students: A student may not be interviewed in school unless the Principal or another delegated staff member is present. No interview shall be granted unless the principal deems it essential to the welfare of the pupil or is directed to do so by court order.

If a law enforcement official or other official requests the right to see a student during school hours, this request is only honored if the school has written permission from one of the parents or is able to get in touch with one by telephone to grant their permission.

An exception to the general student interview policy will be made for child abuse investigations. The parents will not be notified concerning this kind of interview.

Law Enforcement Officials: It shall be the policy of the Roland-Story School District that a reasonably cooperative effort be maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned to conduct an investigation of alleged criminal conduct on the school premises or during a school-sponsored activity or to maintain the educational environment. They may also be summoned to maintain or restore order when the presence of such officers is necessary to prevent injury to persons or property. Administrators have the responsibility and the authority to determine when the assistance of law enforcement officers is necessary within their respective jurisdictions. The school district's administrators shall at all times act in a manner that protects and guarantees the rights of students and parents.

Legal Status of Student: If a student's legal status, such as the student's name of the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record. Students must report any change of address, or guardianship, or telephone number to the Principal's office immediately.

Lockers: Student lockers are the property of the school district provided as a courtesy to the student. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of students to keep their assigned lockers clean and undamaged. The expenses to repair damage done to a student's locker and desk are charged to the student.

To ensure students are properly maintaining their assigned lockers, the principal of the building may periodically inspect all or a random selection of lockers. However, at least one other person must be present for the inspection in addition to the school principal conducting the inspection. Student lockers may also be searched in compliance with board policy regulating search and seizure.

A student's locker can be searched whenever an administrator or teacher has a reasonable suspicion that a criminal offense or a school district policy, rule or regulation bearing on school order has been violated and the administrator or teacher has a reasonable belief that the search will produce evidence of the violation. Items in violation of school district policies, rules or regulations found in student lockers are confiscated. Illegal items may be given to law enforcement officials.

Both a book locker and a P.E. locker are issued to students at the beginning of the year. A combination padlock is issued and used with the P.E. locker. The book locker has a built-in combination lock. These two lockers should be kept locked at all times and are the location in which any items of value should be kept. Valuables kept in either of these lockers are only secure if the doors are closed completely and the locks locked. For maximum security avoid sharing either locker combination with other students. Do not leave money or valuables unattended in the locker room.

Each student is responsible for keeping these assigned lockers clean both inside and outside. Damages caused by misuse will be assessed to the student responsible. Any locker malfunction should be reported to the office immediately.

Any items found outside or on top of lockers at the end of each day, are gathered together and later discarded.

The P.E. locker area is to be used for P.E. only students will not be allowed to go to these lockers during the day unless under supervision by an instructor or in P.E. class.

Lost and Found: A general lost and found area is maintained in the school office. Articles found should be turned in to the office; an attempt will be made to return these to the owner. Losses of property should also be reported to the office. Locker room and gym area lost and found articles are to be turned in or reported to the Athletic Director.

Medication: If it becomes necessary for a student to take any form of prescribed medication at school, the guidelines for administering medication as stated in the Roland-Story Board Policy Number 5141.4 must be followed. A signed, dated statement from a parent must accompany the prescription requesting and giving permission to the school to administer the medication. All medication will be kept in and dispensed through the Principal's office and a dated record maintained.

Posting of Information: Students who wish to post or distribute information must receive permission from the principal. This applies whether the information deals with school-sponsored or non school-sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials. Any student desiring to place an announcement on a bulletin board must bring the announcement to the office for permission to post. Materials may not be posted on any surface other than the bulletin boards. The cheerleader's spirit posters are an exception; they may be posted on the block walls in the locker room area.

Practices: Practices for extra-curricular activities of any type may not be held on Sundays or Wednesday evenings. All night practices must end by 9:45 p.m.

Search and Seizure: School officials are charged by the state with operating the schools and safeguarding the health, welfare and safety of students and school personnel; therefore, when drugs, weapons, or other dangerous materials are suspected, the Principal not only has the right, but duty to make a thorough investigation.

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students, student lockers, personal effects, desks, work areas, or student vehicles or protected

student areas based on a reasonable suspicion that a school district policy, rule, regulation or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school is provided as a courtesy to a student, even if the student provides the lock for it, this shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

A student cannot expect his locker, himself or his personal belongs to be free from inspection if the administration considers a search necessary to maintain the integrity of the school environment and to protect other students.

Search and Seizure Regulations are as follows:

I. Searches, in general.

- A. Reasonable Suspicion: A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.
Reasonable suspicion may be formed by considering factors such as the following:
 - (1) eyewitness observations by employees
 - (2) information received from reliable sources
 - (3) suspicious behavior by the student or
 - (4) the student's past history and school record, although this factor alone is not sufficient to provide the basis for reasonable suspicion.
- B. Reasonable Scope: A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:
 - (1) the age of the student
 - (2) the sex of the student
 - (3) the nature of the infraction
 - (4) the exigency requiring the search without delay.

II. Types of Searches

A. Personal Searches

- (1) A student's person and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.
- (2) Personally intrusive searches will require more compelling circumstances to be considered reasonable.
 - (a) Pat-Down Search: If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible.
 - (b) A more intrusive search, short of a strip search, of the student's person, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

B. Locker Inspections and Searches

- (1) Inspections: Although school lockers are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers are properly maintained. For this reason, lockers are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker. For this reason, periodic inspections of lockers is permissible to check for cleanliness and vandalism. Periodic inspections of all or a random selection of lockers may be conducted by school officials in the presence of the student or

another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

- (2) Searches: The contents of a student's locker (coat, backpack, purse, etc.) and its contents may be searched when a school official has reasonable suspicion that the locker contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

C. Automobile Searches

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

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search.

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

A search, of course, may be made by a police officer with a valid warrant or in connection with a valid arrest. If police are involved, however, parents shall be notified and the Principal or other school official shall be present at the time of the search. In all instances a complete report of the incident together with witnesses and other pertinent information should be immediately recorded.

School Calendar/District Facilities Usage: The calendar of events for the school year will be available online with any updates or cancellations recorded as events change.

Student Property/Personal Possessions: Any student monies, property, or personal items of value are at ALL TIMES the sole responsibility of the individual student. The school WILL NOT assume liability for any personal items lost, stolen, or damaged. Money or items of value should be at ALL TIMES either kept on your person or kept in a secure area. (Perhaps a closed and locked book or PE locker.) Please be reminded that these areas are only "secure" if closed and locked and if the combination has not been shared. (The school makes no guarantee as to the absolute security of either of these areas). EACH STUDENT IS RESPONSIBLE FOR HIS/HER INDIVIDUAL POSSESSIONS!

Student Publications: Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. The school district, the board and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression.

School-sponsored publications provide a way for students to learn reading, writing, and responsible journalism. The printed materials should not encourage the breaking of laws, cause defamation of person, or contain obscenity. All publications must identify the author and/or editor and publisher.

A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. No student shall express, publish or distribute in an official school district publication material, which is:

- obscene;
- libelous;

- slanderous; or
- encourages students to:
 - commit unlawful acts;
 - violate school district policies, rules or regulations;
 - cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
 - disrupt or interfere with the education program;
 - interrupt the maintenance of a disciplined atmosphere; or
 - infringe on the rights of others.

Administrators shall review student publications and enforce the standards outlined above. In order to protect students' rights, administrative review of materials must be done quickly within a specific length of time, and students must be informed of the appeal procedure in case they disagree with an administrative judgment.

Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should follow the complaint procedure outlined in this handbook.

Non-school-sponsored publications are subject to the same standards listed. The administration may prohibit the distribution of such publications, unless the students submit a copy for administrative review.

The principal may designate the time, place, and manner of distribution for all student publications, school-sponsored or otherwise.

Study Halls (Commons): While in study hall, students are expected to conduct themselves as they would in class. Students must bring enough work to occupy them for the entire study hall. Once in study hall, students are only allowed to leave with the permission of the study hall supervisor.

Study hall periods are the same as regularly scheduled classes. Therefore students are required to spend that time in a worthwhile, educationally productive fashion. Students must plan beforehand to have sufficient work and books with them to insure that the entire study period will be spent in productive, worthwhile learning activities.

The individual supervisor in charge is to be responsible for orienting students and enforcing the established rules and regulations. Additional restrictions, specific to a particular study hall period, may be implemented as deemed necessary by those in charge. Students will be expected to orient and adjust accordingly and operate through the permission of the supervisor.

Established general rules are as follows:

1. Students must bring all necessary textbooks and/or assignment materials, or a book to read, every period. Students will be expected to be on task during study hall periods. Students will not be permitted to sleep or "do nothing".

2. Students must sit in their assigned seat until roll has been taken. Chairs, tables, and desks are not to be moved or rearranged. Students are to keep feet on floor, off of chairs, tables, and walls. There will be a "stay in your seat, no noise time" at the beginning of each period to attend to roll, make announcements, etc. At the end of each study hall, students will be expected to return to their assigned seat, pick up all garbage/trash, return books/magazines, clear tables, push in chairs, and to complete any other necessary tasks to ready the area for the next period.

3. IMC use -- the school IMC is available to students during school hours. The IMC is a place for individual study and research. It is NOT a place to socialize. Students are expected to conduct themselves as if they were in class while in the IMC. Commons students will sign out and in at the supervisor's desk to use the IMC. Period Five study hall and/or vocal study hall students may use the IMC ONLY after their respective study hall supervisor makes advance contact with the librarian to confirm available space and to issue them a pass for their pending arrival.

4. Permission may be granted by the study hall supervisor for students to work together IF the work applies to needed classroom assignments, can be done without distracting others, and the students remain on task. The assumption is that this would be in limited groups of 2 students per group. Larger numbers wishing to study/work together would need to secure advance permission from the classroom teacher initiating the group study and arrange to use one of the study rooms in the IMC. Another option might be to arrange in advance to work in their classroom under the supervision of their classroom teacher or in the classroom of any other classroom teacher who might agree to supervise them.

5. Restroom/drinking fountain regulations -- Only the designated restrooms/drinking fountains may be used by study hall students and only after properly signing out. Commons study hall students will not use a pass, but shall complete the sign out sheet at the supervisor's desk and use restrooms adjacent to the commons. Period Five study hall and vocal study hall students shall complete the sign out sheet at their supervisor's desk AND then use the pass section of their personal agenda book as a restroom pass. These student's are to use the second floor restrooms. Only one (1) boy and one (1) girl may be signed out from the commons study hall at a time and only one (1) individual at a time may be signed out from the Period Five or vocal study halls. Sign out for restroom/drinking fountain use during either Period Five study hall or vocal study halls should be limited. These study halls are but 23 minutes long with students either soon going to or having just come from a lunch break.

6. Guidance counselor -- The counselor will personally communicate with study hall supervisors to allow sign out of those students she needs to see. Students, who have not previously arranged, but need to see the counselor shall request permission from their study hall supervisor and then may sign out after confirmation that the counselor can see them.

7. Principal -- Study hall supervisors may determine whether or not the Principal is available to see a student with an immediate concern.

8. Teachers -- MANDATORY PASSES! Teacher issued passes are mandatory if a student desires to leave any study hall to work with another teacher. No student will be allowed to sign out without having a previously issued pass from a teacher. You must return to study hall before the end of the period with your pass. Passes must be completed accurately with the precise leaving and returning times shown.

9. Abuse of any of the privileges stated for any study hall or disregarding the rules set for any study hall will result in loss of privileges and/or probable parental contact and likely suspension.

Teacher Supervision: Students are not to be in the school building outside of the regular school day unless under the direct supervision of a staff member.

Textbooks: All basic texts are loaned to students for their use during the school year. The school operates on a textbook rental program where all basic texts and workbooks are made available by the school for a flat rental fee to each student. This fee has been partly set to cover any normal expected wear the materials will receive during their time. Textbooks are to be kept clean and handled carefully. All marks in textbooks should be erased at the end of the year.

Please be sure your name, grade, and school are written on the book label in case the book is misplaced. You will be required to pay for lost or damaged books.

Tobacco/Tobacco Products: The sale, use, or possession of tobacco or tobacco products is prohibited on the school grounds or in the building at all times. This includes any time of the year, at any activity, day or night. Any student violating this rule is subject to mandatory suspension from school and referral to law enforcement authorities. The school grounds are NOT only the area on which the buildings are located, but also any area where a school-sponsored activity is taking place, such as the football field and track, baseball and softball diamonds, park, etc. The administration shall have the right to demand student cooperation during any investigation of suspected use or possession of tobacco or tobacco products. Students may be requested to show the contents of their personal belongings for such an investigation. This policy includes E-Cigarettes.

Traffic in Hallways: All traffic in our hallways should move in such a way as to demonstrate courtesy and good manners. Be brisk but do not run. The majority of hallway accidents are the direct result of improper behavior. Keep in mind that running and "horseplay" in the hallways, around the lockers, and on the stairs will never be condoned.

Vandalism and Property Damage: Our school buildings and equipment cost the taxpayers to construct and maintain. Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. In certain circumstances, students may be reported to law enforcement

officials. If you should happen to damage something by accident, you must report it to a teacher or the office immediately.

Visitors: Visitors are always welcome, and we encourage parents to visit our school. Students from other schools as guests of currently enrolled Roland-Story students may visit our building during a regular school day only with permission of the administration. They must register personally with the Principal prior to the visit and are expected to follow the rules and regulations of the Roland-Story Schools. They will follow the same daily schedule as their Roland-Story student host/hostess. It will be the responsibility of the host/hostess to make all teacher-to-guest introductions and to familiarize the guest with the necessary procedural rules and regulations. Parents of currently enrolled Roland-Story Senior High Students are always welcome and are encouraged to visit their student's classes. It is expected that each student accompany their parent(s) and make all necessary introductions. For the safety of our students, all visitors are expected to sign in at the high school office and receive a visitor's pass.

Student visitors during the student lunch periods shall be restricted. The exception to this would be for our student's parent(s) or for other persons so authorized by the school to meet with students during the noon lunch period(s).

Cellular Phones: Cellular phones may be used with proper permission. If you are using these devices on school grounds during the normal school hours (8:20 to 3:30) without permission or during appropriate times the item or items may be **confiscated** from you. On the first offense the student will have the device taken away and the student will need to come to the principal at the end of the day for its return. On the second offense the item will be confiscated and a parent or guardian will need to come to the principal for its return. On the third offense the student will have the item confiscated and a parent or guardian again will need to come to the principal for its return and the student will face disciplinary action including possible suspension. Any subsequent violation after the third offense will result in additional disciplinary action and confiscation. **The school assumes no responsibility if these items are lost or stolen.**

Weapons: The board believes weapons and dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons or dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district. Parents of students found to possess a weapon or dangerous objects or look-a-likes on school property shall be notified of the incident.

Any student who brings a firearm or knowingly possess firearms to/at school or to/at a school activity shall be suspended immediately and recommended for expulsion from school for not less than one year unless the superintendent elects to recommend modification of the penalty on a case-by-case basis. In deciding whether to recommend that the board-adopted penalty not be applied to a student who brings a firearm to school, the principal, superintendent and other appropriate individuals shall confer to consider the student's status including age, grade, and special needs, and the circumstances under which the student brought a weapon to school, including the student's knowledge, purpose, and apparent intent.

Students bringing to school or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Students shall not possess weapons or look-a-like weapons at school except with the knowledge and permission of a teacher, coach, or administrator, and then only for school or educational purposes. Violation of this portion of the policy shall result in confiscation of the "weapon" and may result in detention or suspension, depending upon the student's disciplinary history.

Any student who threatens another person on school property or at a school event with a dangerous weapon or an object that resembles a dangerous weapon or who displays any object in such a manner as reasonably to

place another person in fear for his or her safety shall be subject to discipline by the principal or superintendent including possible suspension and recommendation for expulsion.

Video/Pictures: Cell phones with cameras and other portable Handheld Technology Devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and restrooms at ALL times. Students may be disciplined for any use of Handheld Technology Devices in school locker rooms or restrooms. At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include school vehicles), or at school activities (unless recording a public performance, such as a game, honor assembly, concert, contest, etc.), without the consent of a teacher, coach, or school administrator.

KNOWLEDGE OF RULES/STUDENT RESPONSIBILITY

IT SHALL BE THE INDIVIDUAL RESPONSIBILITY OF EACH STUDENT TO BECOME FULLY ACQUAINTED WITH ALL RULES AND REGULATIONS OF STUDENT CONDUCT AND BEHAVIOR.

IGNORANCE OF A RULE WILL NEVER SERVE AS AN EXCUSE FOR ITS ABUSE!

STUDENT SCHOLASTIC ACHIEVEMENT

TESTING, GRADING, AND REPORTING

Frequent and systematic monitoring of students' progress helps students, parents, teachers, administrators, and policy makers identify strengths and weaknesses in learning and instruction. A comprehensive testing program has been established and maintained to evaluate the educational program of the school district and to assist in providing guidance or counseling services to students and their families.

No student shall be required to participate in surveys or undergo analysis or evaluation without prior written consent from the student's parent in programs funded by federal money if the survey, analysis or evaluation reveals any of the listed information:

- political affiliations;
- mental and psychological problems potentially embarrassing to the student or the student's family;
- sexual behavior and attitudes;
- illegal, anti-social, self-incriminating and demeaning behavior;
- critical appraisals of other individuals with whom students have close family relationships;
- legally recognized, privileged and analogous relationships, such as those of lawyers, physicians and ministers; or
- income, but not including income required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

Teachers find out what students already know and what they still need to learn by assessing student work. They use various means, including essays, quizzes and tests, homework, classroom questions, standardized tests, and parents' comments. Teachers can use student errors on tests and in class as early warning signals to point out and correct learning problems before they worsen. Student motivation and achievement improve when teachers provide prompt feedback on assignments.

Students generally take two kinds of tests: classroom tests and standardized tests. Classroom tests help teachers find out if what they are teaching is being learned; thus, these tests serve to evaluate both student and teacher. Standardized tests apply similar gauges to everyone in a specific grade level. By giving standardized tests, school districts can see how achievement progresses over time. Such tests also help schools find out how much of the curriculum is actually being learned. Standardized tests can also reveal problems in the curriculum itself.

Standardized Testing Program: Students are frequently given standardized tests. These tests are used to determine academic progress for individual students, for groups of students and for the school district. Students are tested unless they are excused by the principal. The Standardized Testing Program at Roland-Story High School can be divided into two categories:

- I. Achievement Tests:
 - A. Iowa Assessments: -- This test is administered in February to grades nine, ten and eleven.
 - Measures academic achievement in four academic areas
 1. reading comprehension
 2. math concepts and problem solving
 3. analysis of science materials
 4. language usage 9,11, social studies 10
 - Purposes
 1. to provide high school teachers and counselors with dependable measures of the general educational development of each pupil, in order that instruction and guidance may thereby be better adapted to individual pupil needs.
 2. to provide the school administrators with a dependable basis for evaluating the school's educational offering in eight major academic areas.
 - Uses

1. Scores and summary data yielded by the Iowa Assessments are stated in terms of percentile ranks determined from three reference groups, local norms, state norms and national norms.
2. The scores are interpreted to the students in groups by the counselor and each student will receive a copy of his/her results along with an informational pamphlet.
3. Results are kept in the permanent records and the cumulative folders. Another copy of the results is kept in the guidance office.
4. The group results are given to the curriculum coordinator for use with departmental meetings.
5. The scores are used with parents and students during freshmen conferences.

B. American College Test (ACT) and Scholastic Aptitude Test (SAT): -- Colleges usually require one of these two tests before admission. They are administered at test centers five times during the school year. Students obtain registration packets from the counselor and national results are returned to the school for counselor distribution and interpretation.

C. National Merit Scholarship Qualifying Test (PSAT/NMSQT): -- This optional test is administered in October at the high school to students in the sophomore and junior classes who elect to take it. It is given for three reasons: (1) to qualify students for National Merit Scholarships, (2) to use the scores as another means of predicting academic success in college, and (3) to give students more experience with college entrance examinations.

D. State end of course exams for the following: -- Algebra I and II, Geometry and Integrated Math II, American History, Government, Integrated Science, Biology and Chemistry.

II. Interest Inventories: Juniors, sophomores and freshmen take an interest inventory as a part of the Iowa Assessments. This inventory is given to assist students with career exploration.

STANDARDIZED TESTING PROGRAM SCHEDULE:

<u>Grade</u>	<u>Test Administered</u>	<u>When Given</u>
9, 10, 11	Iowa Assessment Tests	February
10, 11	National Merit Scholarship Qualifying Test (PSAT)	October - optional
11, 10	NCRC, Practice ACT	March
11, 12	American College Test (ACT)	Off Campus - optional
11, 12	Scholastic Aptitude Test (SAT)	Off Campus - optional

Homework: Teachers assign homework utilizing Canvas, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make up incomplete class work. Students are expected to complete homework on time. Failure to complete homework may result in loss of class credit and a failing grade in the class.

Classroom Quizzes and Examinations: Students are subject to quizzes and tests in any subject, at any time, at the discretion of the instructor.

Semester Examinations: They are scheduled and required in ALL high school academic subjects and must be completed by all students. Semester examinations are administered during the last two days of each semester. Each testing period is based on your academic classes and will meet at the scheduled time of that period. Students are only required to be at school during their testing time but may go to the commons, IMC or meet with a teacher during non scheduled times of the day. Lunch is also open on these two days, students may still eat school lunch but they need to sign up and are responsible for paying like normal days if they sign up. Unexcused absences from the testing period for things such as skipping, or oversleeping will result in a zero, students that take a test during the make-up time must stay for the full retest time period.

Mid-Term Progress Reports: Reports of progress are issued by teachers at the mid-point of each semester grading period. The parents of students not achieving their level of ability or doing below average or failing work will be notified by electronic mail when possible. Parents may access grades on the district management system after they obtain their password.

Parent-Teacher Conferences: Scheduled conferences to discuss the academic progress of each senior high student with the student and their parent(s) or guardian(s) will be conducted by the teaching staff at the conclusion of the first nine-week midterm grading period.

Conference time is also scheduled at the end of the third nine-week midterm grading period for teacher-initiated conferences with those students and that student's parents who a teacher feels a conference might benefit. Parent initiated conferences are also facilitated at this time. Other conferences may be scheduled as the need might arise. These may be either teacher or parent initiated.

Grade Reports: Students receive progress reports in the form of report cards at the end of each semester. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance.

Students who receive an incomplete in a class must complete the class within (1) week. The teacher with the permission of the principal may grant extensions. Failure to finish an incomplete shall result in a failing grade and loss of credit.

Report Cards: Roland-Story High School uses the computer program, PowerSchool, for attendance taking and grade reporting.

Grading System: The evaluation of student achievement is an important function of the teacher. The marking system at Roland-Story High School is as follows:

"A" - Excellent
"B" - Good/Above Average
"C" - Average
"D" - Poor/Below Average
"F" - Failing (No Credit)
"I" - Incomplete -- The grade "I" is not a passing grade and is given only in those cases where because of illness or emergency, the student has pre-arranged to complete assignments shortly after the end of the term. Make-up work is the complete responsibility of the student.

Under some special circumstances a student could receive as a grade a "P" for pass and "Aud" for audit.

Grading Scale: -- Roland-Story High School computes the Grade Point Average (GPA) for students, on a four point scale, where:

A = 4	B = 3	C = 2	D = 1
A- = 3.67	B- = 2.67	C- = 1.67	D- = .67
B+ = 3.33	C+ = 2.33	D+ = 1.33	F = 0

STUDENT RECORDS

As a part of an orderly educational program, student records are maintained for each student enrolled in school. It is important that these records of a student remain accurate, for they play an important part in the student's life during school years as well in their adult life to follow.

The records deal mainly with:

1. Academic progress.
2. School attendance.
3. Testing and evaluations.
4. Health/Immunization records.

Student records containing personally identifiable information, except for directory information, are confidential. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the central administration office.

STUDENT RECORDS ACCESS

A student's parents may access the student's educational records. Other than the parents, only authorized certified personnel, the student, authorized government officials from the U.S. Comptroller General, the Secretary of Health, Education and Welfare, the Commissioner and Director of the National Institute of Education, the Assistant Secretary for Education and State Education Department, and appropriate authorities in a health or safety emergency may access the student's educational records without the approval or the notification of the student's parents. Records of a student who has reached the age of majority or who is attending a post-secondary educational institution may be accessed by the student's parents or others only with the student's permission.

Student directory information is released without parental permission unless the parent asks the school district not to release it. Parents must notify the school district at the beginning of the school year if they do not want the school district to release directory information. Directory information includes name, year in school, heights and weights of athletes, participation in officially recognized activities and sports, and degrees and awards received. It shall be the responsibility of the superintendent to annually provide parents with notice informing them of their rights under this policy and allowing them to deny the release of directory information. It shall be within the discretion of the superintendent to determine the method of notice that will inform parents.

It shall be the responsibility of the principal under the direction of the board secretary to approve requests for access to student records. Students' educational records may be accessed during the regular business hours of the school district. If copies of documents are requested, a fee for such copying may be charged. School district personnel shall be informed annually about their rights and about parents' rights to access student records and the procedure for doing so under this policy.

REGULATIONS ON STUDENT RECORDS

Section I. CLASSIFICATION AND MAINTENANCE OF RECORDS

Information about students that is collected and stored by school personnel shall be separated into one of the following classifications:

A. Administrative Records: This classification shall include the permanent record card and other official administrative records that constitute the minimal personal data necessary for operating the school system. It shall include the name; sex; birth date; place of birth; names, addresses, and places of employment of parents; home telephone number; number of siblings; academic work completed; level of achievement, such as grades and scores on standardized achievement, aptitude and intelligence tests; attendance records; withdrawal and re-entry; honors and activities; date of graduation; class rank; and follow-up records.

B. Supplementary Records: This classification includes the administrative records as well as verified information that is important in operating the educational system, but is of a more sensitive nature and of less historical importance. It includes:

1. Observational data such as systematically gathered teacher or counselor evaluations and observations of social and personal assets, summaries of clinical findings, and verified reports of serious or recurrent deviant behavior patterns.
2. General data such as health data, family background information, and educational and vocational plans.

C. Unverified Records: This classification includes potentially useful information not yet verified or clearly needed beyond the immediate present, including unevaluated reports of teachers, counselors and other personnel which may be needed in ongoing investigations and disciplinary or counseling actions. This record must be maintained separately from the administrative and supplementary records in order that its unverified contents be protected from unauthorized use. Such data must be reviewed and destroyed as soon as its immediate usefulness is ended, or transferred to the supplementary record. Transfer to the supplementary record may be made only if two conditions are met:

1. The continuing usefulness of the information is clearly demonstrated; and,
2. Its validity has been verified.

D. Additional Records: In addition, two other forms of information may exist, but never as a part of a student's records:

1. Confidential communications with certified guidance counselors. Communications between a student and a certified guidance counselor are confidential, and shall not become a part of the student's record. They should be kept in a separate file in the custody of the certified guidance counselor, and shall not be disclosed, except if the right of confidentiality is lawfully waived.
2. Communications in professional confidence. It is recognize that, in some instances, professionals working in the school may maintain confidential files, containing notes, transcripts of interviews, clinical diagnoses and other memory aids for their own use in counseling students.

E. Questions on Record Content: Parents shall have an opportunity for a hearing to challenge the content of their child's school records, to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.

The parents shall have the right to make written objections to any information contained in the records. Any written objection shall be signed by the parent and dated, and it shall become part of the student's supplementary record.

F. Procedures: Administrative records shall be permanent and maintained by the school for an indefinite period. When the student graduates, supplementary records shall be destroyed or shall be transferred to the administrative records if they have permanent usefulness.

G. To eliminate unnecessary or outdated information, a student's records shall be reviewed, at a minimum, when moving from elementary to middle school and from middle school to high school and upon graduation.

Section II. DISSEMINATION OF STUDENT RECORDS

A. School Officials: The school may, without the consent of either the student or parents, release student records to school officials who have a legitimate educational interest in examining the information.

B. Parents: A student's parents or guardian shall have access to the administrative and supplementary records at all reasonable times. Access to unverified records may be given parents or guardians as necessary in establishing accuracy or adding information. A school official competent in interpreting student records shall be present to explain the records that are examined.

C. Students: For the purpose of this policy, "Regulations on Student Records," whenever a student has attained eighteen (18) years of age, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student. A school official competent in interpreting student records shall be present to explain records that are examined.

D. Other Persons: The Roland-Story Schools will not furnish in any form any personally identifiable information contained in personal school records to any person other than those already listed, unless:

1. There is written consent from the student's parents specifying records to be released, the reason for such release, and to whom, and with a copy of the records to be released to the student's parents and the student if desired by the parent; or
 2. Such information is furnished in compliance with judicial order, or pursuant to any lawfully issued subpoena, upon condition that parents and the student are notified of all such orders or subpoena in advance of the compliance therewith by the school officials.
 3. In an emergency situation when the student or parents cannot be reached, the Principal or Superintendent may, at his discretion, release information as needed for the health and/or safety of individuals.
 4. When data for outside research purposes is released in such a form that no individual student is identifiable.
 5. Student records considered directory information are public records open to public examination, and such records are not confidential under Section 68A.7(1), Code of Iowa.
- For the purpose of this section the term "directory information" relating to a student, includes the following:
- a. participation in officially recognized activities and sports,
 - b. weight and height of members of athletic teams, and
 - c. degrees and awards received.

Parents or an adult student may request that a student's directory information not be released without prior consent. The school must give notice what information has been designated as directory information and allow parents or an adult student a reasonable time in which to notify the school they do not want this information released without their prior consent. Absent such a request, records containing directory information must be open to public inspection.

E. With respect to Section II, D., all persons, agencies, or organizations with authorized access to the records of a student shall be required to sign a written form which shall be kept permanently with the file of the student, but only for inspection by the parents or student, indicating specifically the legitimate educational or other interest that each person, agency, or organization has in seeking this information. Such form shall be available to parents and to the school official responsible for record maintenance as a means of auditing the operation of the system. With respect to this section, personal information shall only be transferred to a third party on the condition that such party will not permit any other party to have access to such information without the written consent of the parents of the student. The right of inspection may be exercised only during customary office hours of the school.

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

HONORS, AWARDS, SCHOLARSHIPS

The school district provides a program that established honors and awards including, but not limited to, academic letters, scholarships and good citizenship awards for students to assist students in setting goals. Students need to be aware of honors and awards and the action necessary on their part to achieve them. Students who have not attended an accredited public or private school will not be eligible for honors and awards.

Honor Roll: One of the highest academic honors that a Roland-Story High School student is able to receive is to be recognized on the "Honor Roll." Honor Rolls are established at the conclusion of semester. To be included on a roll of honor a student is required to achieve a grade point average of 3.1 or above on a 4 point scale in the academic subjects for a grading period. Honor roll lists appear in local area newspapers two times yearly.

Academic Letters: The letter to be used for academic letter winners shall be the block style R-S combination. This letter and chevron will be nearly identical to those currently used by athletics and fine arts with the exception the reversal of the red and black colors. "Academics" shall be embroidered on the face of the letter. To be eligible for an academic letter a student must attain a 3.33 semester grade point average for two consecutive semesters. (Regular semester honor roll necessitates a 3.1 average.) Each additional set of two consecutive semesters of a 3.33 GPA will earn the academic letter winner a chevron to add to the previously awarded letter.

Honor Society: Membership in the National Honor Society has become recognized nationally as one of the highest honors that can be bestowed upon a high school student. Membership is, however, more than an honor; it carries with it a responsibility and should be considered the beginning of an obligation, not merely the successful culmination of an effort to achieve recognition and honor.

Membership in the National Honor Society is based on excellence in four areas: Scholarship, Leadership, Service, and Character. Students may not apply for membership in the National Honor Society. Membership is granted only to those selected by the High School Faculty.

Candidates eligible for election to the Roland-Story Chapter of the Society must be members of the sophomore, junior, or senior class and have a cumulative scholastic average of a B (3.33 on a 4.0 scale) to meet the minimum scholastic level of achievement for admission to candidacy. Students who qualify academically for membership have met only one of the criteria necessary for admission.

The categories of Leadership, Service, and Character are judged independently by the high school faculty for each candidate. No one is entitled to be a member on the basis of specific quantifiable achievements except for Scholarship. All other student achievements and characteristics are to be evaluated by the faculty of the school as objectively as possible. Toward this end High School Staff Members apply their best judgment. But it must be recognized that the elements of leadership, character, service, and citizenship are not as quantifiable and ultimately can be applied to each candidate's record only on an individual basis, without reference to specific requirements for achievement.

The following personal attributes are considered in evaluating potential members for Leadership, Service and Character:

LEADERSHIP: Leadership should exert a wholesome influence on the school. In taking the initiative in class and school activities, the real leader strives to train and aid others to attain the same objective.

Leadership is not based merely on the holding of extra-curricular offices, but on the efficiency with which duties in and out of the classroom are performed. The price of leadership is sacrifice--the willingness to yield one's personal interest for the interest of others. A leader has self-confidence and will go forward when others will hesitate. No matter what power and resources may exist in a country, they are ineffectual without the guidance of a wise leader. Leadership is always needed, and is thus a substantive charge to each National Honor Society member.

The student who exercises leadership:

Shows initiative in academic studies.

Takes constructive lead in the classroom, at work, and in school activities.

Is thoroughly dependable in any accepted responsibility.

Promotes worthy and proper school activities.

Successfully holds school offices or positions of responsibility.

Conducts business efficiently and effectively.

Is reliable and dependable.

Is able to delegate responsibilities.

Exemplifies a positive attitude, inspiring positive behavior in others.

Contributes ideas that improve the civic life of the school.

Exercises influence on peers in upholding school ideals.

SERVICE: Service can be expressed in various ways. In the routine of the day's work, many opportunities arise to help others. Willingness to work without monetary compensation or without recognition for the benefit of those in need is the quality sought in members. Society members shall be committed to the idea of volunteering of their time and abilities to the creation of a better tomorrow. Service is not based on classroom work, projects, or activities for which grades or pay is given.

The student who serves:

Is willing to uphold scholarship and maintain a loyal school attitude.

Puts service to others above self-interest.

Gives time, effort, talents, not for personal gain but for the class, school, or community.

Renders service through the school to the community.

Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.

Works well with others and is willing to take on difficult or inconspicuous responsibilities.

Cheerfully and enthusiastically renders any requested service to the school. Performs work without complaining.

Shows courtesy by assisting visitors, teachers, and students.

Promotes worthy and proper school activities. Represents the school in various types of competition.

Definitely influences others for good.

CHARACTER: Character is the force within each individual that distinguishes that person from others. It gives each one individuality and personality. It is that without which no one can respect oneself, nor hope to attain the respect of others. It is this force of character that guides one through life and, when once developed, grows steadily. Character is achieved and not received. It is the product of constant action, daily striving to make the right choice. (Character is not based on mere personality, nor on minor incidents unless they are repeated so as to indicate a definite pattern of behavior. We must always be conscious of adolescent growth and development.)

The student of character:

Shows courtesy, concern, and respect for others.

Demonstrates highest standards of attitude toward honesty, reliability, fairness, and tolerance.

Sees others' point of view.

Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability).

Observes instructions and rules, punctuality, and faithfulness both inside and outside of the classroom.

Meets promptly individual pledges and responsibilities to the school and teachers.

Takes criticism willingly and accepts recommendations graciously.

Actively helps to rid the school of bad influences or environment.

Upholds principles of morality and ethics.

With these desirable attributes in mind, each student is scored by the members of the High School faculty: 1, 2, 3, or 4, according to the following scale:

"4" indicating that the student is considered *outstanding* in the qualities listed and highly worthy of membership

"3" indicating that the student is considered *superior* in the qualities listed and worthy of consideration

"2" indicating that the student is considered *average* in the qualities listed, but worthy of consideration

"1" indicating that the student is considered *weak* in the qualities listed, not worthy of consideration

Faculty members are requested to score the academically eligible students on the bases of contact with them in the classroom, in extra-curricular activities, and through general activity in and out of school. They are not to judge those which whom they have not had contact. It is permissible to evaluate the students only on one or two of the qualities. Any faculty member with knowledge of any trait, which would make a student an undesirable member of the Society, is asked to provide this information in writing to the Principal.

If students have done well, they deserve support; if they have not, they should be scored accordingly.

The average of the three scored areas (leadership, service, character) plus the cumulative grade point average is calculated and those students attaining an established cut-off index number (Grade 10 = 3.4, Grade 11 = 3.3, Grade 12 = 3.2) are eligible to be inducted into the local chapter of the National Honor Society.

It should be recognized that all academically eligible students may not be selected. Students who question the fact that they were not selected do not have a legal right to a hearing, but they and their parents will be given an opportunity to present their complaints to the Principal/chapter adviser for a review of the student's individual scoring. The Principal may reconvene the Faculty if warranted by a procedural error (a name being inadvertently left off a list, a mistake in averaging, etc.).

Once inducted into membership, a student is singled out. They should not only continue to demonstrate those outstanding qualities that brought about their selection, but they should also exert a new influence to improve conditions about them and promote those qualities of leadership, scholarship, and service for which the National Honor Society stands.

Although members do not have to be reelected each year, a member must continue to maintain the standards used as the basis for their election in order to retain membership. The adviser and/or the Faculty will periodically review members' performances; those who are falling below membership standards will be warned that their membership is contingent upon their maintaining membership standards. A reasonable length of time, usually one grading period, is allowed for the member to correct the deficiency. If the member fails to bring up their membership standards after the warning period, the faculty will take the action necessary to dismiss the member.

Members are expected to obey all school rules and regulations and to exhibit high standards of character and leadership at all times. Any member who deliberately violates school or civil laws may be dismissed. For flagrant violations, a member does not necessarily have to be warned. A member is allowed only one warning period. When a member has been dismissed by the faculty council, they will be notified in writing and their membership card and emblem returned. Furthermore, a student who is dismissed or who resigns may never again become an Honor Society Member.

Honor Graduates: Will be recognized at graduation. Magna Cum Laude students with a cumulative, 4 year, GPA of 3.75 to 3.89. Summa Cum Laude students with a cumulative, 4 year, GPA of 3.9 or above.

Scholarship: Scholarships to various colleges and universities throughout the state and nation are presented to senior recipients on Awards Night. A wealth of scholarships to colleges and universities are available to qualified seniors through special grants, examinations, on the basis of need, or special extra-curricular talent. Students interested in qualifying for scholarships may receive information through the Guidance Counselor.

Senior Awards: Each year the High School Faculty selects, by independent vote, from the members of the graduating class, recipients for several major awards. The major awards and their determining criteria are:

1. The Bartlett-Kinne Outstanding Senior Award is presented annually to that senior member of the National Honor Society best exemplifying the highest ideals of character, service, leadership, and scholarship.
2. The Roland-Story Faculty Citizenship Award is determined on the basis of: (1) attitude and effort in the classroom, (2) cooperation with fellow students and faculty, (3) honesty and sincerity in receiving a good education, and (4) good citizenship behavior both in and out of school.
3. The Iowa Bar Association Award for citizenship is presented to the senior who has best shown qualities of good citizenship as reflected in day-to-day activities and who has demonstrated a full comprehension of what good citizenship means. The selection of the winner shall be based solely upon the demonstrated possession of truly outstanding qualities of American Citizenship. The recipient should be active in student and community activities and a reliable and upstanding individual.

4. The Bernie Saggau Award is presented annually to the graduating senior who best exemplifies a patriotic spirit, with strong religious and moral convictions, living and professing the qualities of honesty, integrity, loyalty, and sportsmanship; believing that both games and life should be conducted by the rules.
5. The Roland-Story Challenge Award is given each year to a young man and woman in the graduating class in recognition of excellence in character and well balanced personal development as well as leadership qualities. The purpose of the award is to challenge young people to measure up to their own best qualities, aspire to attain constructive lives of service and citizenship, and to be committed to excellence.
6. The Outstanding Speech and Drama Award is presented to the graduating seniors who in the opinion of the Speech and Drama Directors/Coaches has been an outstanding contributor in the areas of Speech and Drama.
7. The Outstanding Vocal Music Award is presented to the graduating senior who in the opinion of the Vocal Music Director has been an outstanding contributor in the area of Vocal Music.
8. The Outstanding Instrumental Music Award is presented to the graduating senior who in the opinion of the Instrumental Music Director has been an outstanding contributor in the area of Instrumental Music.
9. The Outstanding Art Award is presented to the graduating senior who in the opinion of the Art Director has been an outstanding contributor in the area of Art.
10. The Career Athlete Awards are presented to those senior athletes who in the opinion of the Varsity Coaches and the Athletic Director have been outstanding contributors in the areas of Boys' or Girls' Athletics by participating fully in all available Roland-Story athletics throughout their high school careers.

Extra-Curricular Awards: It is an honor for any student of the Roland-Story High School to earn recognition in any one of the many extra-curricular activities of the school. Recognition is given in many forms: The R-S letter, chevrons, medals, pins, and/or certificates of merit or recognition.

STUDENT HEALTH, SAFETY AND WELL-BEING

It is the policy of the Roland-Story School District to assure, so far as possible, that every employee/student has a safe and healthful place in which to work. In keeping with this policy, hallways and exterior doors will be monitored with video surveillance. It is also the policy of this school district to help each employee/student recognized his/her responsibilities to safe employment/work and require that he /she adhere to those responsibilities.

It is important that everyone in the school conduct themselves carefully and with concern for their own and others' safety. Students are encouraged to notify teachers or the administration of risks of injury or harm to themselves or others.

Immunizations: Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements requirements. Students (may so be) required to pass a TB test prior to attending school. Parents who have questions should contact the office.

Physical Examinations: Parents are encouraged to have their children receive periodic physical examinations. Students participating in athletics are required to provide a school district physical examination form signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination makes the student ineligible. Students who cannot afford the cost of the physical examination should contact the coach of their sport.

Administering Medication: Students may need to take prescription or non-prescription medication during school hours. Students may carry prescription medication only with the permission of the parents and principal. The school must know the medications a student is taking in the event the student has a reaction or illness. Students must provide written instructions for administration of the medication as well as parental authorization to administer the medication.

Medication to be held in the office will be held in a locked cabinet and only be distributed by the office secretary. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student; name of the medication; directions for use including dosage, times and duration; name, phone number and address of the pharmacy (if applicable); date of the prescription (if applicable); name of the physician (if applicable); potential side effects; and emergency number of parents.

Emergency Forms: At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. Please let us know of any address, home phone, business phone, or emergency phone number changes. It is of vital importance to keep each student's emergency information up-to-date. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the office if the information on the emergency form changes during the school year.

Emergency Drills: Periodically the school holds emergency fire , ALICE and tornado drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. ALICE was initiated in 2014 for Intruder Situations.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

Communicable and Infectious Diseases: Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable disease include, but are not limited to, mumps, measles and chicken pox.

Human Growth and Development: The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

Student Illness or Injury at School: A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student is released to the student's parents or, with parental permission, to another person directed by the parents.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school contacts emergency medical personnel if necessary and attempts to notify the parents where the student has been transported for treatment.

Initiations, Hazing or Harassment: Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment on the basis of race, color, religion, national origin, sex, disability, sexual orientation, age or marital status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- submission to such conduct is made either explicitly or implicitly a term or condition of the student's participation in school programs or activities;
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile working or learning environment.

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implication; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment based upon factors other than sex includes, but is not limited to:

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc.; and
- demeaning jokes, stories or activities.

Harassment and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report student's violation this rule to law enforcement officials.

Students who feel that they have been harassed should:

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

Students should recognize that such actions are not to be tolerated and are encouraged to notify administrators, counselors, teachers, or their parents when they believe that they are victims of harassment or degrading slurs. Students can be assured that each complaint will be fairly investigated.

Sexual Abuse and Harassment of Students by Employees: The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, counselor, principal or another employee.

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

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

Harassment consists of un-welcomed actions or unwelcome language of a sexual nature or with demeaning intent related to a student's gender, race, national origin, disability, religion, marital status, sexual orientation, or age made by one student to another or from an employee of the school to a student, which is affecting academic related decisions or creating a hostile environment.

Threats: All threats of violence, whether oral, written, or symbolic, against a student or students, staff, visitors, or toward school facilities are prohibited. All such threats will be promptly investigate upon notice to administration. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion from school with loss of credit for the term of the expulsion.

The following factors may be considered in determining the extent to which a student will be disciplined for threatening, harassing or terrorist behavior: the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; the degree of cooperation by the student and his/her parent(s) or guardian(s) in the investigation; the existence of the student's criminal or juvenile history, the degree of legitimate alarm or concern in the school community created by the threat; any other relevant information from any credible source.

Student Insurance: Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact the superintendent's office. Student athletes must have health and accident insurance in order to participate in intramural or extracurricular athletics. Students must provide written proof of insurance prior to the start of the athletic activity. A letter from the parents stating that the student is covered is adequate proof of insurance. Student athletes who do not have and cannot afford insurance, should contact their coach.

Definition of a Homeless Child/Youth:

- A homeless child or youth ages 3-21;
- A child who lacks a fixed, regular and adequate nighttime residence and includes the following:
 - A child who is sharing the housing of others (includes doubled-up families) due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, or camping grounds due to the lack of alternative accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital, or is awaiting foster care placement.
 - A child who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
 - A child who is living in a car, park, abandoned building, substandard housing, bus or train station, or similar setting; or
 - A migratory child/youth who qualifies as homeless because of the living circumstances described above
 - Includes youth who have runaway or youth being forced to leave home. (Change on 12/16/2014)

Asbestos Notification: Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools.

Asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa and the U.S.S.R. The properties of asbestos make it an ideal material for insulating, sound absorption, decorative plasters, fireproofing and a variety of miscellaneous uses. There have been over 3,000 different products manufactured using asbestos. The Environmental Protection Agency (EPA) began action to limit its uses in 1973. Most of the asbestos products used as building materials were banned by 1978.

The school district facilities have been inspected by a certified asbestos inspector as required by

AHERA. the inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities, which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

Related Effective Policies/Investigations/Definitions

A. Equity/Diversity

1) MC/NS Policy 6142

Enrolled children in the school district community shall have an equal opportunity for a quality public education without discrimination regardless of their race, creed, gender, marital status, national origin, ability or disability.

The education program shall be free of such discrimination and provide equal opportunity for the participants. The education program shall foster knowledge of, respect and appreciation for, the historical and contemporary contributions of diverse cultural groups as well as men and women to society. It shall also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

Inquiries regarding compliance with equal education opportunity shall be directed to the superintendent by writing to Central Administrative Office, Compliance Officer, 1009 Story Street, Story City, Iowa 50248.

2) Equal Opportunity/Affirmative Action 4111/5154.4

It shall be the policy of the Roland-Story Community Schools to afford Equal Opportunity to and not to discriminate against all persons regardless of race, color, creed, gender, marital status, national origin, religion, age or disability.

This equal opportunity for participation by all person, includes but is not limited to, employment, career advancement, education, and experiences.

Responsibility for implementation: Superintendent of Schools

Grievance procedures providing for prompt and equitable resolution of student and employee complaints alleging any action prohibited by this policy will follow the same steps as listed in School Board Policy 4223.4

B. Complaint Policy 1312/4116.22

The complaint may be made orally or in writing. The school board recognizes that situations may arise in the operation of the system which are of concern to students, employees, parents or the public. The school board believes strongly that all concerns should be resolved at the lowest possible level of decision making by the individuals closest to the concern. Regardless of where the problem is, take your concern there first. The concerns are best dealt with through communication with appropriate staff members and officers of the system, such as the classified staff, the immediate supervisor(s), the faculty, the principals, the central office, and the school board.

Complaint Guidelines/proper procedure and the chain of authority

- 1) First addressed to the teacher or employee
- 2) Unsettled matters from (1) directed to the immediate supervisor or the building principal
- 3) Unsettled matters from (2) directed to the superintendent,
- 4) If the matter is not satisfactorily settled in (3) it may be brought to the school board.

Appeals will be heard by the Board only if the complaint has been moved through the chain of authority. Complaints taken to the school board should be placed on the agenda by contacting the Superintendent.

Complaint Format

- 1) General concerns may be stated orally or provided in written form. No specific form is required.
- 2) Harassment reports may be stated orally or provided in written form. A specific form

is available.

- 3) Alleged student abuse, Chapter 102, reports shall be in writing and witnessed. A specific form is required.

C. Abuse

1) Child Abuse Policy 4116.24

In compliance with state law and to provide protection to victims of child abuse, the school board believes incidents of alleged child abuse should be reported to the proper authorities. Employees are encouraged, and licensed employees are required as mandatory reporters, to report alleged incidents of child abuse that they become aware within the scope of their professional practice.

When a reporter suspects a student is the victim of child abuse, the mandatory reporter within twenty-four hours shall orally notify the Iowa Department of Human Services. If the reporter believes the child is in immediate danger, the local law enforcement authorities shall also be notified. Within forty-eight hours of the oral report, the reporter shall file a written report with the Iowa Department of Human Services.

2) Alleged student abuse by school employees Policy 4116.25

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

If a school district employee or other member of the school district community believes a student has suffered abuse, which shall include sexual and physical abuse, by a school district employee in the course of their employment, it shall be immediately reported to the designated Level I investigator, Larry Blaker (515-465-4429) or the alternate(s) Terri Heisterkamp (515-733-4329), Matt Patton (515-733-4301).

D. Harassment

1) Student to Student Policy 5147

Harassment of students by other students will not be tolerated in the school district. This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses, vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

Harassment prohibited by the district includes, but is not limited to, harassment on the basis of race, gender, gender identity, age, creed, color, national origin, religion, marital status, sexual orientation, or disability.

Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, suspension and expulsion.

2) Employee Policy 4139

Harassment of employees and students will not be tolerated in the school district. School district includes school district facilities, school district premises, and non-school property if the employee or student is at any school sponsored, school approved or school related activity or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in the school business.

Harassment includes, but is not limited to, race, religion, national origin, age, disability, gender, creed, color, sexual orientation, or marital status. Harassment by school board members, administrators, employees, parents, students, vendors, and others doing business with the school district is prohibited. Employees whose behavior is found to be in violation of this policy will be subject to the investigation procedure, which may result in discipline to and including, discharge or other appropriate action. Other individuals whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent or

- school board.
- 3) All Harassment Investigation
The district will timely investigate allegations of harassment. The building principal will be responsible for handling all formal complaints by students alleging harassment. The building counselor will be the alternate investigator.
- 4) Definitions
Sexual harassment, may include, but is not limited to the following:
- verbal or written harassment or abuse;
 - pressure for sexual activity;
 - repeated remarks to a person with sexual or demeaning implications
 - unwelcome touching;
 - suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements, etc.
 - such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.
- Harassment on the basis of race, creed, color, religion, national origin, marital status, sexual orientation or disability means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students. Harassment, may include, but is not limited to the following.
- verbal, physical or written harassment or abuse;
 - repeated remarks of a demeaning nature;
 - implied or explicit threats concerning one's grades, achievements, etc.;
 - demeaning jokes, stories, or activities directed at the student;
 - submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities;
 - submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student;
 - such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.
- Harassment and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. Students who feel that they have been harassed should:
- communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor or principal to help.
 - if the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:
 - tell a teacher, counselor or principal including;
 - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser did;
 - witnesses to the harassment;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser responded.

STUDENT ACTIVITIES

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetime.

The number of activities in which a student will be permitted to participate will depend largely upon his/her scholastic ability and lack of conflicts. Students having poor grades will need to discuss activities with the Principal, Guidance Counselor, and sponsor/coach. A student should have enough study time so that his/her academic work is not jeopardized. The school staff does not wish to curb any student's activities; its only concern is to support scholastics first.

Students will have an opportunity to participate in a school activity unless the activity is not offered, the activity is an intramural or interscholastic athletic activity or the student cannot participate for disciplinary reasons. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach's or sponsor's rules as well as for violation of school district policies, rules or regulations. If the activity is an intramural or interscholastic athletic activity, students of the opposite sex will have a comparable opportunity for participation. Comparable opportunity does not guarantee boys and girls will be allowed to play on each other's teams when there are athletic activities available that will allow both boys and girls to reap the benefits of school activities, which are the promotion of additional interests and abilities in the students.

Student activity events must be approved by the superintendent, unless it involves unusual travel and expense, in which case the board will take action. The action must not disrupt the education program or other school district operations.

A high school student who participates in school-sponsored athletics may participate in a non-school sponsored sport during the same season with approval of the superintendent or designee. Violations of this policy will be dealt with using the Good Conduct policy procedures.

It shall be the responsibility of the superintendent to develop administrative regulations for each school activity. These regulations shall include, but not be limited to, when physical examinations will be required, how and when parents will be informed about the risk of the activity, forms and procedures for a waiver of liability from the parent and student in certain activities, and proof of insurance on the student participating in certain activities. Students wanting to participate in school activities must be enrolled as full-time students and meet the requirements set out by the school district for participation in the particular organization/activity.

Class and Organization Meetings: Classes or organizations wishing to hold meetings must secure the permission of the High School Principal in advance. At least one sponsor must be present at any meeting.

A business agenda of said meeting must be submitted to the High School Principal. All business conducted must be strictly according to correct parliamentary procedure.

Copies of the minutes of all class meetings and organization meetings must be submitted to the High School Principal. All action taken in meetings are subject to the approval of the sponsors, the Principal, and the Superintendent.

Athletics: Any boy or girl in high school may participate in any part of the school's program of athletics, providing they meet the eligibility rules of the Iowa High School Athletic Association, the Iowa Girls' Athletic Union, and have not been declared ineligible under any of the provisions of the Roland-Story Good Conduct Code or discipline policies.

Senior High athletic teams compete in the Heart of Iowa Activities Conference. The H.O.I.A.C. began "A NEW" during the 1988-89 school year with the following member schools: Roland-Story, South Hamilton, Gilbert, Colfax-Mingo, North Polk, Prairie City-Monroe, Nevada, Greene County, and Saydell.

Roland-Story High School supports the following sports:

Varsity Football
Junior-Varsity Football
Freshmen Football
Boys' Cross Country

Varsity Volleyball
Junior-Varsity Volleyball
Freshmen Volleyball
Girls' Cross Country

Boys' Varsity Basketball	Girls' Varsity Basketball
Boys' Junior-Varsity Basketball	Girls' Junior-Varsity Basketball
Boys' Freshmen Basketball	Girls' Freshmen Basketball
Varsity Wrestling	Girls' Golf
Junior-Varsity Wrestling	Girls' Track
Varsity Baseball	Varsity Softball
Junior Varsity Baseball	Junior-Varsity Softball
Freshmen Baseball	Freshmen Softball
Boys' Golf	Fall/Winter Varsity Cheer Squad
Boys' Track	Fall/Winter Junior-Varsity Cheer Squad
Swimming (Shared/Ames)	Soccer (Shared /Ballard)

The Roland-Story High School colors are RED and BLACK.

The Roland-Story High School emblem is the Norsemen Warrior.

The Roland-Story High School student body and athletic teams are known as the NORSEMEN.

Cheerleaders: Roland-Story High School has cheerleaders in attendance at each varsity football, volleyball, wrestling, and basketball athletic contest. The cheerleader candidates are selected to represent the school. A very similar cheerleading group is also selected to lead the cheering sections for these same sports on the junior-varsity level. The cheerleaders also conduct periodic pep-assemblies, create spirit posters, and sponsor pep-buses for away contests.

Instrumental Music: The Roland-Story High School Instrumental Music Department is a member of the Iowa High School Music Association, which conducts state competition for bands, orchestras, small groups, and soloists.

The department is divided into concert and marching band groups, which make numerous public appearances each year. A jazz band and a pep-band are also parts of this department and perform at concerts and home basketball/wrestling contests.

Vocal Music: The Vocal Music Department is also a member of the Iowa High School Music Association and participates in state music competition besides making many home appearances.

The Vocal Music Department features: mixed chorus; treble and bass clef chorus; small vocal groups; and individual voice. This department also "puts on" a Musical and Variety show alternating each year.

Speech and Dramatics: The Roland-Story High School Speech and Drama Department features an annual All-School Play and participates in declamatory work on the local, district, and state basis. It is a member of the Iowa High School Speech Association. (Individual/Small Group and Large Group Speech)

Future Farmers of America: The main purpose of the Future Farmers of America is to develop agricultural leadership, cooperation, and citizenship.

Through FFA activities, the cooperative spirit is more fully developed and individual talent discovered. In the organization, the members learn to work together for a common goal. Members are given excellent opportunities to meet and cooperate with other people. The FFA strives to improve the citizenship of each student. Each member has a chance to help set up a plan for the year's work which the chapter will follow.

The colors of the organization are national blue and corn gold. The motto is filled with practical philosophy that shows the viewpoint of farm youth, the backbone of the nation:

"Learning to do, doing to learn,
earning to live, living to serve."

Family, Career and Community Leaders of America: The Family, Career and Community Leaders of America incorporated and nonprofit, is an organization that assists students in becoming better family, career and community members. It helps each student to assume responsibility in the family, career and community, to have

the goal of learning to live better today in order that their lives and those of their families may be better tomorrow.

Members work on projects which contribute to better family living; learn to be better citizens; develop creative leadership; place stress on individual responsibility and cooperation; participate in national projects; and encourage democracy in family, career and community life.

Student Council: The Roland-Story Student Council provides for student activities, serves as a training experience for both leaders and followers, promotes the common good, develops high ideals of personal conduct, acts as a clearing house for student activities, seeks to interest students in school affairs, and helps solve problems that may arise.

Its primary purpose is to advance the cause of education through a closer relationship between the administration and the student body; to organize the student body into a closer relationship with each other; and to promote the ideals of good citizenship on every occasion.

Each year the student council promotes and sponsors many worthwhile activities, among them being:

- | | |
|-------------------------------|-----------------------|
| 1. Homecoming Week Activities | 3. Sweet Week |
| 2. Homecoming Dance | 4. Student Assemblies |

Members of the Student Council, three elected from 10th-12th grade, one carry-over member, and four elected from 9th grade, are the students' representatives and have direct access to the school administration.

A Buddy for Every Buddy: The Buddy for Every Buddy program seeks to create positive peer pressure by providing a support group for students who want to live their school years in harmony with basic moral values and free from drugs and alcohol. The "Buddy for Every buddy" students that make up this support group are given opportunities to be role models for the rest of the school, to speak out for what they believe in, to provide leadership, and to demonstrate through their lives that a straight lifestyle can be a fun and rewarding alternative.

The program is student driven and functions within the Roland-Story District itself. The members work with either peers or younger students on a regular basis throughout the school year - in small group discussions and/or class activities or in one-to-one buddy situations. Because young people are usually more willing to listen to each other than they are to adults, this youth-working-with-youth approach makes it easier for students to ask questions or share their anxieties and failures without fear of being judged or misunderstood.

The group functions under a self-imposed code of conduct that is facilitated by a council selected by the membership.

Members pledge to adhere to this code of conduct or face expulsion from the group.

School Yearbook: Members of the annual staff begin at the start of the school year to collect pictures and information of school activities. The pictures and information are used to construct a history book of school life and activity throughout the year.

Key Club: Key Club is an international service organization for high school students and dedicated members around the world. It is the world's largest high school service organization. Key Club is associated with, but not part of, Kiwanis International. This student-run organization does volunteer projects in the school and community. This is a great opportunity to demonstrate your responsibility by helping your school, your community, and others.

EXTRA-CURRICULAR RESPONSIBILITY

It is the philosophy of the administration, coaches, and faculty advisors that students representing Roland-Story in extra-curricular activities have a responsibility to themselves and the school.

When a Roland-Story student volunteers for an extra-curricular activity:

1. He/She is asking for the privilege to be chosen.
2. He/She agrees to conform to the requirements and rules adhered to by that activity.
3. Foremost in importance, he/she agrees to represent Roland-Story in a dignified, wholesome, responsible manner.

Directly and indirectly, the conduct of students reflects on the standards, attitudes, and philosophy of the school. Thus, schools obtain reputations (good and bad) by the conduct of their students. Society judges by what it sees. Perhaps this judging power of our society is unfair, but it is a fact that cannot be ignored. Therefore, as long as this is a fact and as long as students are representing their school, Roland-Story will have a code of conduct that will affect all students in extra-curricular activities.

Whenever a Roland-Story student violates the rules and regulations of the State of Iowa, the Iowa High School Athletic Association, the Roland-Story Good Conduct Code, and/or rules, regulations, or discipline policies of the school district, he/she may expect to be declared ineligible for extra-curricular participation by the school principal or Superintendent of Schools.

EXTRA-CURRICULAR PARTICIPATION

Academic Eligibility for Co-Curricular Activities: Roland-Story students must receive passing grades in all academic classes the previous semester to participate in co-curricular activities. Students who do not meet this requirement are not allowed the privilege of participation. Each co-curricular participant must be successfully enrolled in five academic classes during the semester of participation.

Regulations Pertaining to Switching of Sports: Any athlete can participate in only one sport at a time. Within the first three weeks of practice an athlete may switch sports once without permission of the coaches. In order to switch sports more than that one time, the students must have permission of both coaches and the Athletic Director.

Attendance Restrictions Related to Co-Curricular Participation: In order for any student to participate in any after school, extra/ co-curricular practice or activity, he/she must be in attendance the entire day of the student's scheduled periods of the day on which the practice or activity is to be held. This also includes being a spectator or participant for any non-graded activities occurring during the regular school day (i.e. state wrestling, Buddies, etc.). Failure to follow this restriction may result in the student's loss of eligibility from their next extra-co-curricular PUBLIC performance, competition, activity or event.

If a student is absent from school on a day when he/she is scheduled to participate in any school extra/co-curricular activity, the administration will determine whether or not the student will carry out his/her participation in accordance with the following.

- Students absent from school due to illness, injury, or "oversleeping" will not be considered eligible to participate in after school or evening practices/activities on that particular day.
- The administration reserves the right to demand written permission from a physician for a student to participate in any activity when injury is involved and is the question.
- Students with any absence classified as "unexcused" will not be considered eligible to participate in after school or evening practices/activities on that particular day.
- Students absent from school to work at home will not be considered eligible to participate in either after school or evening practices/activities occurring on that particular day.
- Students having prearranged scheduled appointments approved by the principal would be eligible to participate in after school or evening practices/activities occurring on that particular day.

Exceptions to this policy regarding participation eligibility may only be granted by special permission on a case-by-case basis by the principal.

Requirements for Extra-Curricular Transportation: Unless otherwise designated by the administration, school buses are to be used for all trips or excursions outside of Story City and Roland, for all athletic, music, or speech functions.

Students taking part in extra-curricular activities taking them to other towns must travel to and from the scene of this activity by the transportation provided by the school. Failure to comply with this policy will mean elimination from the activity.

All students must return to Story City or Roland under the direct supervision of the sponsor or coach and in the vehicle prescribed by the administration for going to the activity.

Parents may request that their student(s) return with them or another adult and permission may be granted. The parents must appear in person at the event to make such a request to the coach, director, or sponsor. If the parent wants their student(s) to return with another adult, they must contact the coach, director or sponsor by telephone, send along a confirming note and the named adult must appear in person at the event to complete the request.

No Roland-Story Community School bus shall stop on the highway to pick up or discharge pupils while traveling to or from extra-curricular activities.

Activity Bus: The school district may sponsor an activity bus to transport spectator students to school activities. A fee may be charged to students riding the activity bus. Riding on the activity bus is a privilege that can be taken away.

Students who ride an activity bus must ride to and from the event on the bus. Students ride home on the activity bus unless prior arrangements have been made by the principal or the student's parents personally appear and request to transport the student home.

Physical Examination Requirement for Interscholastic Athletics: Up to date physical examinations are required of all students in interscholastic athletic competition. They must be turned in to the athletic director's office prior to practicing with the team. No one will be allowed to participate without having a physical examination on file.

ATHLETIC ELIGIBILITY/INELIGIBILITY

The Iowa High School Athletic Association requirements state that a student is not eligible for participation in interscholastic athletics:

1. if you do not have a doctor's certificate of fitness issued within the present school year.
2. if you are twenty years of age or older.
3. if your scholastic standing is below the ninth grade.
4. if you have attended high school for more than eight (8) semesters. (Twenty days of attendance constitute a semester.)
5. if you did not pass in all academic subjects last semester.
6. if you were out of school last semester.
7. if you entered school this year later than the second week of school.
8. if you have changed schools this semester. Except upon like change of residence of your parent(s)/guardian(s).
9. if you have ever accepted for high school athletic participation an award other than the unattached letter of your school.
10. if you have ever received money, expense or otherwise, for participation in any athletic activity.
11. if you have competed during the school year on a team other than your school team without the previous written consent of your Superintendent.
12. if you have trained with or have been a member of a college squad or have participated in a college contest.
13. if your habits and conduct, both in and out of school, are such as to make you unworthy to represent the ideals and standards of your school.

Roland-Story high school further requires that each participant be enrolled as a full time student (carrying at least five academic classes each semester).

Roland-Story Schools will be enforcing the "Scholarship Rule" 36.15(2) also called "No Pass, No Play" for academic eligibility. The policy states that a student will be ineligible for 30 consecutive days if any course for

credit is failed at the semester. (The eligibility will be enforced in the activity following the semester they failed the course). After the 30 day period the student will be reinstated to participate.

ROLAND-STORY GOOD CONDUCT CODE

I. PURPOSE: The purpose of the Eligibility Code is to establish and provide for the enforcement of standards of conduct for students participating in co-curricular activities in Grades 7 through 12 of the Roland-Story Community School District. Participation in co-curricular activities is a privilege. Standout students, whether in athletics, music, dramatics, or other co-curricular activities play a somewhat different role from the rank and file. Leadership brings additional responsibility, which includes expecting more of these students as to eligibility for their particular activities. The fact that students involved in co-curricular activities are often looked to as role-models gives the school an interest in assuring that younger students are not influenced by the behavior of their older counterparts.

"Co-curricular activities" shall mean interscholastic athletic competition, music programs, student publications, cheerleading, drama and speech programs, and all other school programs and activities in which students in Grades 7 through 12 may participate under the official sponsorship of the Roland-Story Community School District and for which no academic credit is awarded and which are not prerequisites for graduation from Roland-Story Community High School.

II. VIOLATIONS: It shall be a violation of the Good Conduct Code for any student who is observed by a staff member or an enforcement official or admits to or at a judicial or administrative proceeding is found guilty by substantial evidence to have committed any of the following acts even though the violation has occurred out-of-season or outside of the school year:

- A. The commission of a crime under any governmental law or ordinance except violations classified as minor traffic violations.
- B. The use, consumption, possession, or distribution of alcoholic liquor, wine, or beer, or of any controlled substance as defined in Chapter 204 of the Code of Iowa, or of any "look-alike" substance, or the possession or use of tobacco products including E-cigarettes
- C. The violation of any written rule or regulation adopted by the Board of Directors of the Roland-Story Community School District.
- D. The violation of any written rule or regulation adopted for a particular co-curricular activity by the athletic coach/activity sponsor(s), faculty member, or administrator in charge thereof, provided that copies of any such written rule or regulation have been distributed to participating students and filed with the school principal prior to the alleged violation.
- E. Any act of omission or commission which materially interferes with the maintenance of good order among students participating in any academic or co-curricular activity supervised by an athletic coach/activity sponsor(s), faculty member, or administrator.
- F. The administration reserves the right to suspend students from interscholastic activities for behavior not specifically covered in the conduct code: e.g. disrespect and insubordination to school personnel or a lack of cooperation concerning school rules and regulations.

III. ADMINISTRATIVE DETERMINATION: If it is alleged by any person to the Principal of Roland-Story Middle/High School or the Superintendent that a student has violated the Good Conduct Code, the administrator(s) shall promptly investigate the factual circumstances relevant to such allegation and based thereon shall determine whether such student has in fact violated the Good Conduct Code. Such factual determination shall be based upon substantial evidence obtained from sources deemed to be reliable by the administrator(s). Such investigation and determination shall be in the nature of an informal administrative process and shall not be limited by any formal rules of evidence or procedure. The administrator(s) shall not be required to afford the student an opportunity to secure counsel, to confront and cross-examine witnesses, or to call his own witnesses. A determination that a student has violated the Good Conduct Code by commission of a crime may be made without regard to whether the student is prosecuted or convicted of such crime by other public authorities.

IV. NOTICE TO STUDENT: The Principal of Roland-Story Middle/High School and/or the Superintendent, upon making a determination that a student has violated the Good Conduct Code, shall hold a meeting with the student. At such meeting the administrator(s) shall provide Notice of Violation of the Good Conduct Code and shall afford the student an opportunity to respond by admitting the alleged violation or by denying the alleged violation and orally presenting an explanation of the circumstances relating to the alleged violation or such other oral response as may be relevant. If founded a written Notice will be sent out of the Violation of Good Conduct Code and shall contain the following:

- A. The student's name and the names and address of the student's parents.
- B. A statement as to the circumstances of the violation the student has committed.
- C. A statement as to the determination made by the administrator(s) concerning the violation and the factual basis relied upon by the administrator(s) in making such determination.
- D. A statement describing the punishment to be imposed upon the student for violating the Good Conduct Code.
- E. A statement that the student had an opportunity, to make oral response to the administrator(s), which may be an admission of the alleged violation or a denial of the alleged violation and an explanation of the circumstances related, as may be relevant.
- F. A statement that the administrator's determination as to the student's violation of the Good Conduct Code and the punishment imposed therefore shall become final and effective as stated above upon the conclusion of the student's meeting with the administrator(s).

Five copies of the Notice of Violation shall be made. One is to be given to or sent to the parents of the student, and one will be kept on file in the office of the building principal until eligibility is reinstated and throughout the duration of the student's period of attendance, one to the Superintendent of Schools, one to the Athletic Director, and one to the Board President.

V. PUNISHMENT:

- A. If a student is not participating in an activity at the time of the violation, the student will serve the sanction in the next activity in which the student seeks to participate. The period of ineligibility begins as soon as the student does become a participant any time in the next twelve-month period. The sanction (determined period of ineligibility) will be considered as being fully served when the student works seriously to continually improve his/her individual skills and/or maintain his/her activity responsibility through full cooperation with the athletic coach/activity sponsor throughout the entire season or activity duration. It is assumed that the participant will, during this period, display a positive and willing attitude toward all instructions or requests made by the athletic coach/activity sponsor(s) and/or administration. ONLY positive action of this nature will allow the student to finish the season or activity in good standing and fulfill ineligibility requirements. Sometimes there will not be enough events left in a particular activity season for the student to be withheld from. The remaining events not served will be carried over to the next activity in which the student participates.
- B. For athletics the student shall be ineligible to participate in any co-curricular activities in accordance with the following provisions:
 1. For a first violation of the Code the student shall be ineligible for 20% of scheduled competition. Ineligible participants are not to be considered or recognized as members of a team during any contest(s), game(s), meet(s), performance(s), and/or public recognition(s). Regular practice attendance, participation, or other specific activity responsibilities shall be expected as usual.
 2. For a second violation of the code within a calendar year of the first violation the student shall be declared ineligible for 40% of the scheduled competitions. Additionally this may include attending and successfully completing a class (approved by the administration), which shall have as its emphasis an increased awareness on the negative aspect of this behavior.
 3. For a third violation of the code with in the same calendar year of the second violation the student will be declared ineligible for a full calendar year to be reinstated upon the successful completion of a class (approved by the administration), which shall have as its emphasis, an increased awareness of the negative aspect of this behavior, and serving the ineligibility period.
 4. Subsequent violations will mean a loss of eligibility for the remainder of high school career.

- C. The student representing the school in any other co-curricular activities such as music, dramatics, etc., shall also be declared ineligible to serve in accordance with the following provision:
 - 1. For a first violation of the Code the student shall be declared ineligible for a maximum period of 20% of activities. The ineligibility shall cover any and all of the previously mentioned activities falling within the assessed period. Ineligibility will be from all public performances, contests, or activities as predetermined. Regular practice attendance, participation, or specific activity responsibilities will be expected as usual.
 - 2. For a second violation of the Code within a calendar year of the first violation the student shall be declared ineligible for 40% of scheduled competitions. Additionally this may include attending and successfully completing a class (approved by the administration), which shall have as its emphasis, an increased awareness of the negative aspect of this behavior.
 - 3. For a third violation of the Code within the same calendar year of the second violation the student will be declared ineligible for a full calendar year to be reinstated upon the successful completion of a class (approved by the administration), which shall have as its emphasis, an increased awareness of the negative aspect of this behavior, and serving the ineligibility period.
 - 4. Subsequent violations will mean a loss of eligibility for the remainder of high school career.
- D. Honesty Provision: An "honesty clause" will be available if a student promptly (48 hrs) notifies the principal having supervisory authority over the student that he/she has violated the Good Conduct Code. He/she will have the ineligibility penalty reduced only on the 1st or 2nd offense.
- E. A Community Service Component may be used as partial fulfillment of an ineligibility penalty period. The possible use of the Community Service Component and the amount to be served and credited is entirely at the discretion of the Administration, whose decision shall be based on the specifics of each individual case. The specific community service activity(s) shall be selected by the student and approved by his/her parents and by the Administration. The assigned community service shall be completed prior to regaining eligibility.
- F. Any student who is implicated with any violation of parts A and B of Section II and does not inform school officials, but participates in any extra or co-curricular activity and later the student's violation is discovered, the student may be declared ineligible for an additional period of time from the time the school discovered the student was ineligible while representing the school.

VI. OTHER FACTORS RELATING TO ELIGIBILITY:

- A. DRESS: All students representing the school will be required to dress as prescribed by the faculty member responsible and approved by the administration.
- B. OTHER RULES: Coaches and sponsors may make other Rules/Procedures as they relate to their activity as long as they are approved in advance by the administration and a written copy is on file in the principal's office.
- C. STUDENT NOTIFICATION: Each student shall annually be provided a copy of the Good Conduct Code. In addition, each activity sponsor shall provide each student participant with any specific written Rules/Procedures that may be unique to their individual activity.

VII. COVERAGE:

- A. Middle school and high school students will be subject to the same Code of Conduct. The middle school conduct code record, however, will not be carried over to high school. After successful completion of the 8th grade, the student will immediately fall under the guidelines of the high school conduct code, which includes the summer prior to 9th grade.
- B. If a student does not have a subsequent violation for twelve (12) consecutive calendar months after the last violation, the subsequent violation will be considered as a first violation. If a student is declared ineligible, but does not go out for an activity for twelve (12) consecutive calendar months after the violation, the student shall not be required to serve the penalty.
- C. This code will be in effect for the entire calendar year including the student's summer participation in any school-sponsored activity.
- D. Violations will impact eligibility for running for Student Council, National Honor Society, offices for clubs, nominations for dance courts, or any other activity as deemed appropriate by administration.

VIII. APPEAL TO BOARD OF DIRECTORS: If the administrator(s) determine that a student has violated the Good Conduct Code and is, therefore, ineligible to participate in co-curricular activities for a certain period of time, the student shall have the right to appeal such determination to the Board of Directors of the Roland-Story Community School District in accordance with the following provisions:

- A. Within seven days after the date on which the administrator(s) deliver to the student the Notice of Violation of Good Conduct Code, and not later, the student or the student's parent or other representative shall deliver to the President of the Board of Directors of Roland-Story Community School District a written notice of appeal stating the student's objections to the administrator's determination and requesting an oral hearing thereon before the Board of Directors.
- B. The president shall schedule a meeting of the Board of Directors for a time within twenty days after receipt of written notice of appeal and shall in not less than five days give written notice of such meeting to the student.
- C. The Board of Directors at such meeting shall first hear evidence and statements presented by the administrator(s) and then by the student or the student's parent or other representative. Such hearing shall be conducted as an informal administrative process and shall not be governed by any formal rules of evidence or procedure. The Board of Directors shall not be required to afford the student an opportunity to confront and cross-examine witnesses who have furnished evidence to the administrator(s) or to call witnesses by compulsory process to give testimony at such hearing.
- D. The Board of Directors shall consider all evidence and statements presented at such hearing and shall make written findings of its decision within five days after such hearing. A copy of the decision shall be mailed forthwith to the student. The decision of the Board of Directors shall contain findings as to whether the administrator's determination was correct or should be reversed.
- E. An appeal by the student of the administrator's determination shall not stay the operation of the punishment imposed in the Notice of Violation of Good Conduct Code while the appeal is pending.

IX. APPEAL TO STATE BOARD: If the student is dissatisfied with the decision of the Board of Directors, an appeal may be made in writing to the State Board of Education by giving written notice of the appeal to the President of the Board of Directors with a copy, by registered mail, to the Director of the State Department of Education. Such appeal shall be taken within ten days after the date of mailing of the decision of the Board of Directors. The Director of the State Department of Education shall establish a date for a hearing within twenty days of receipt of said written notice of appeal by giving five days' written notice to the student unless a shorter time is mutually agreeable. The procedures for a hearing followed by the State Department of Education shall be applicable.

X. Any student declared ineligible under the prior school district's Good Conduct Rule, and then without having fully completed the ineligibility period at that school transfers to Roland-Story High School, may not be eligible for interscholastic competition at Roland-Story High School, until the full period of ineligibility has been completed pending review of the situation. Once that time period of ineligibility has been completed, the student is then immediately eligible for interscholastic competition at Roland-Story High School as far as any Good Conduct Rule is concerned.

Date of Adoption: 1971: Revised: Feb.1975; Aug.1976; Sept.1980; May 1982; Aug.1987; April 13, 1993, July 7, 1997, June 20, 2005

The administration shall develop rules and regulations to implement and enforce this policy.

In conclusion, Roland-Story's Good Conduct Code and discipline policies rely heavily upon common sense and good judgment. Young people know what is expected of them, and a student who displays the wrong type of conduct will be judged by the administration. Each case is judged by the evidence and circumstances of that case. The administration shall make every effort to accumulate all available evidence pertinent to the case. Any student who

wants to participate in co-curricular activities at Roland-Story will have to realize that he or she is expected to exhibit conduct that meets Roland-Story standards.

SPECIAL EVENTS

Homecoming: Homecoming is traditionally recognized as a return of Alumni to help in celebration of an athletic contest. This celebration takes the form of much cheering in support of the team during the course of the game and is climaxed with a victory dance at the conclusion. It is a fun time for all!

The annual Homecoming activities are held in the fall of each year during the football season. The game is selected by the administration and coaches. The student council and cheerleaders are in charge of all other activities, which consist of:

1. The election of a King and Queen candidate and escorts.
2. The pep meetings and skits.
3. Student "dress-up" days.
4. The Homecoming Parade.
5. The election and coronation of a Homecoming King and Queen.
6. The Homecoming Dance.
7. And other activities.

Sweetheart Ball: Members of the FFA and FHA together host a Sweetheart Ball as a winter event. King & Queen candidates (previously elected kings or queens are not eligible) and escorts are selected from the senior class. The announcing and crowning of the Sweetheart Ball King & Queen highlight the dance. A week of activity similar to Homecoming week precedes the Sweetheart Ball dance and is known as "Sweet Week".

Junior-Senior Prom: The Junior-Senior Prom is the leading social activity of the year. This formal dance is sponsored by the juniors in tribute to the seniors. Only juniors and seniors and special invited guests, who must be of freshmen class status or above, are invited to the prom. The faculty and high school support staff members are also invited as guests. The affairs are managed through a group of committees chosen from the junior class and their faculty advisor.

A Prom Queen and King are selected from the members of the senior class to reign during the Prom Dance. Five male and five female candidates are selected by the senior class and then voted on by both juniors and seniors. Previously elected kings or queens are not eligible.

Awards' Assemblies: Special assemblies are held each fall and each spring to present those awards of merit, recognition and achievement earned by Roland-Story students or student groups.

A spring "Awards Night" is also held to recognize "major" award recipients, senior awards, and scholarship/academic achievements or attainments.

Commencement: Diplomas of Graduation are presented by the President of the Board of Education at Commencement. Students who have successfully completed the graduation requirements as set by the Board of Education shall be granted diplomas. Participation in commencement exercises is optional and a privilege. The Board of Education, upon the recommendation of the administration, may exclude students from participation for violation of rules established for the orderly governance of the school and ceremony. The Roland-Story Community School District is interested in maintaining a good public image, as expected by the communities of Roland and Story City and the surrounding areas, of both the school and its students; therefore, if a student elects to participate in the commencement ceremony, he/she must be in semi-formal attire. For boys, semi-formal attire will include dress shirt, dress slacks, dress socks (preferably dark), and dress shoes; for girls, this will include dress, dress slacks and blouse, or skirt and blouse, and dress shoes. Jeans, shorts, athletic shoes, flip-flops, athletic socks, t-shirts, and any attire deemed inappropriate by the administration are not considered semi-formal attire. Students wearing such apparel will not be allowed to participate in graduation exercises. Students intentionally disrupting commencement will be removed from the ceremony. The President of the NHS and Student Council will serve as speakers for the Commencement ceremonies. If the President of either group were unable to speak, the

Vice-President of the NHS or Student Council would be selected to speak. The concert band and the mixed chorus each perform briefly during the ceremony. The juniors assist as escorts and ushers/usherettes. The traditional caps and gowns are worn by the graduates. A \$50 fee is assessed to each graduating senior to cover the cost of graduation.

FINANCE

Tuition:

1. There is no tuition charge for pupils who are legal residents of the district.
2. Tuition cost may be charged pupils who attend school in this district whose parents reside in another district.

Transportation: There are no transportation charges for students who are legal residents of this school district and reside outside the city limits of either Roland or Story City. Exception: Cost may be assessed student's transportation by school bus to extra-curricular activities scheduled out of town.

Towel Service: A towel charge is no longer assessed students for either physical education or athletics. All students are responsible for providing their own towels.

Music Uniforms/Robes and Stoles: Vocal students will have an annual assessment of \$10.00 to aid in defraying the cost of cleaning and maintenance of choral robes and stoles.

Band students will have an annual assessment of \$10.00 to aid in defraying the cost of cleaning and maintenance of band uniforms.

Padlocks: Athletics/Physical Education: A fee of \$10.00 will be charged for each padlock that is lost.

Student/Book Rental Fees: Students pay an annual book fee in the amount of \$90.00. Books must be returned at the end of the class. If books are not returned, students are charged a replacement fee. Damage to a book in excess of normal wear and tear is also charged to the student. This cost may be paid on-line through the district website as shown on the front cover.

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

The school district provides textbooks, paper, pencils, library books, and other school supplies free to all students. However, it is the student's responsibility to care for these materials. Parents may be requested to pay for any school supplies lost or not properly cared for by the student.

Organization Dues: No high school organization may assess "local" student dues of more than \$2.50 per school year. This does not include those dues necessary for membership in any student-centered outside organizations.

Receipts: Students should always obtain and keep for future reference, a receipt for any money they pay the office, whether as an individual or officer of an organization. This is the only way to prove payment of a bill.

Student Funds and Fund Raising: The only sanctioned money-raising campaign is the FFA cooperative/partnership Fruit and Cheese Sale. In this partnership, other high school organizations may, with consent of the FFA advisor and the high school principal, join in this money-raising venture sharing labor, expenses, and receipts. The FFA shall receive in addition to their share a set percentage as the managing organization. Any other money-raising campaign will need to be cleared through the Board of Education.

There will be a \$50 graduation fee (Board Approved) for students to pay during their senior year. The \$50 fee will cover the cost of gowns, caps, flowers and diploma covers.

Students may raise funds for school activities only upon approval of the principal and superintendent and Board of Education. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Classes who which to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift. Students may not solicit funds from teachers, employees or other students during the school day.

Donations: Classes or organizations contemplating donating or receiving money or merchandise of any nature to agencies outside of the school must secure permission from the Principal.

Contracts: No class or organization may make a contract with any agencies for the payment of services or merchandise without the approval of the Principal.

Activity Fund: All school monies derived through extra-curricular activities are deposited in the Roland-Story High School Clearing Account fund and credited to the proper class or organization. Only the Superintendent of Schools and the School Board Secretary are authorized to write checks on this account.

Fines: Fines may be collected for over-due library books or the loss or abuse of textbooks and other school property. The basic purpose of these fines to be:

1. To teach students to respect the property of others.
2. To teach students to recognize their responsibility to materials entrusted to them.
3. To keep the school's cost from becoming excessive.

Directives for assessment of fines for unwarranted damages:

1. Loss of book or damaged past further use . . . replacement cost.
2. Other damage will be assessed by the instructor with age of book and severity of damages taken into consideration.
3. General guidelines:

Slight/excessive writing in book	\$.50 to 1.50
Torn or damaged pages (per page)	\$.20
Slight/excessive cover defacement	\$ 2.00 to Full Rebinding Cost
Slight/excessive water damage	\$ 1.00 to Replacement
Torn or broken cover/binding (not to be rebound)	\$ 1.00 to 3.00
Torn or broken cover/binding (rebinding charge).....	\$ 10.00(Estimate)
Other as assessed	

Fines are to be assessed by the instructor and a notation made on the back cover of the damaged book. Such notations shall include the date of assessment, damage, amount of fine, and the initials of the instructor.

Insurance: Roland-Story does not provide any type of health or accident insurance for injuries incurred by the student. School or athletic accidents do happen and to help meet the cost of these accidents, several insurance plans are made available.

Families are encouraged to have accident coverage on their children, prior to participation in any sports or school sponsored activity. Review your present health and accident insurance program to determine what coverage you have. If the coverage is not sufficient or you have no insurance, please review the student insurance program available to Roland-Story students. Copies of this plan are available at the superintendent's office. An insurance "waiver" form must be on file for each athletic participant not involved in the school's student insurance program.