

# NORTH TAMA HIGH SCHOOL

## 2018-2019 STUDENT HANDBOOK

Revised August 18, 2018

### *Table of Contents*

STAFF FOR 2018-2019.....	5
<b>GENERAL INFORMATION.....</b>	<b>6</b>
MISSION STATEMENT.....	6
PHILOSOPHY.....	6
GOALS .....	6
ACCREDITATION.....	6
HOMELESS CHILDREN AND YOUTH.....	7
SCHOOL FEES & FINES / FEE WAIVER .....	7
EMERGENCY FORMS .....	7
COMPLAINTS AND GRIEVANCES.....	7
DEFINITIONS.....	8
PHYSICAL ACCESS TO ALL CLASSROOMS .....	8
STUDENT HANDBOOK.....	8
<b>ACADEMIC CONCERNS.....</b>	<b>9</b>
GRADUATION REQUIREMENTS .....	9
EARLY GRADUATION .....	9
SCHEDULES FOR SENIORS.....	9
SECOND SEMESTER SENIORS .....	9
COURSES OFFERED AT NORTH TAMA.....	10
POSTSECONDARY ENROLLMENT OPTIONS.....	10
CORRESPONDENCE COURSES .....	10
COURSES TAKEN THROUGH AN OUTSIDE AGENCY .....	11
CONTRACTED COURSES.....	11
PERFORMANCE TESTING FOR CLASSROOM CREDIT.....	11
REGULATIONS REGARDING SUBJECTS.....	11
RETAKING A COURSE.....	11
SCHEDULE CHANGES .....	11
8 PERIOD DAY / BLOCK SCHEDULE .....	12
HOMEWORK.....	12
TESTS.....	12
TESTING PROGRAM .....	12
GRADING / REPORT CARDS.....	13
HONOR ROLL / GPA .....	13
ACADEMIC LETTER .....	13
PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE .....	13
PROGRESS REPORTS.....	13
PARENT VISITS AND CONFERENCES.....	14
GUIDANCE SERVICES .....	14
CHEATING.....	14
PLAGIARISM.....	14
STUDENT DIRECTORY INFORMATION.....	14
STUDENT RECORDS .....	14
STUDENTS TRANSFERRING TO ANOTHER SCHOOL.....	15

<b>INSPECTION OF EDUCATIONAL MATERIALS.....</b>	<b>15</b>
<b>HUMAN GROWTH AND DEVELOPMENT .....</b>	<b>15</b>
<b>RELIGION BASED EXCLUSION FROM SCHOOL PROGRAM.....</b>	<b>15</b>
<b>DUAL ENROLLMENT .....</b>	<b>15</b>
<b>OPEN ENROLLMENT .....</b>	<b>16</b>
<b>FIELD TRIPS.....</b>	<b>16</b>
<b>ASSEMBLIES.....</b>	<b>16</b>
<b>SCHOOL TO WORK .....</b>	<b>16</b>
<b>PHYSICAL ACTIVITY .....</b>	<b>17</b>
PHYSICAL EDUCATION.....	17
Grading Scale and Point System:.....	17
<b>STUDENT PUBLICATIONS.....</b>	<b>19</b>
<b>VIDEO-TAPING .....</b>	<b>20</b>
<b>CITIZENSHIP .....</b>	<b>20</b>
<b>HEALTH, WELL - BEING AND SAFETY.....</b>	<b>20</b>
GENERAL INFORMATION.....	20
SCHOOL DAY .....	20
NURSE'S OFFICE .....	20
MEDICATION.....	21
STUDENT INSURANCE .....	21
PHYSICAL EXAMINATIONS.....	21
HEALTH SCREENING.....	21
IMMUNIZATION .....	21
COMMUNICABLE AND INFECTIOUS DISEASES .....	22
INTERROGATION OF STUDENTS BY OUTSIDE AGENCIES .....	22
HAZING.....	22
HARASSMENT OF EMPLOYEES AND STUDENTS.....	22
Initiations, Hazing, Bullying or Harassment.....	22
SUSPECTED CHILD ABUSE BY SCHOOL EMPLOYEES .....	24
EQUITY ISSUES.....	24
NONDISCRIMINATION.....	25
EDUCATIONAL OPPORTUNITY .....	25
ASBESTOS NOTIFICATION.....	25
WEATHER NOTICE .....	25
FIRE AND TORNADO DRILLS .....	26
ELEVATOR .....	26
<b>STUDENT ACTIVITIES.....</b>	<b>26</b>
GENERAL INFORMATION.....	26
CONDUCT AT SCHOOL ACTIVITIES .....	26
ACTIVITY TICKETS.....	27
GOOD CONDUCT CODE.....	27
I. STATEMENT OF PHILOSOPHY .....	27
II. VIOLATIONS GOOD CONDUCT CODE.....	27
III. STUDENT AGREEMENT .....	28
IV. APPLICABLE ACTIVITY PROGRAMS .....	28
V. DEFINITIONS.....	28
VI. APPLICATION OF THE GOOD CONDUCT CODE.....	29
VII. CONDUCT REQUIREMENTS .....	29
VIII. DETERMINATION OF VIOLATION .....	29
IX. PENALTIES FOR VIOLATION(S) OF THE GOOD CONDUCT CODE .....	30
X. SUSPENSION/EXPULSION UNDER THE STUDENT CODE OF CONDUCT .....	31
XI. STUDENT APPEAL.....	31
XII. SCHOOL ATTENDANCE.....	32

XIII. SCHOLASTIC ELIGIBILITY .....	32
XIV. ELIGIBILITY OF TRANSFER STUDENTS .....	32
FORM .....	33
<b>SHARED ATHLETIC PROGRAMS.....</b>	<b>34</b>
<b>ATHLETIC AWARDS .....</b>	<b>34</b>
Kent Vesley Fresh/Soph Award.....	34
Tonja Rickert Fresh/Soph Award .....	34
Bruce Erickson Award Jr/Sr Male Athletic Award Criteria .....	34
Outstanding Jr/Sr Female Athletic Award Criteria .....	35
<b>INSURANCE FOR ATHLETES.....</b>	<b>35</b>
<b>CHURCH NIGHT .....</b>	<b>36</b>
<b>OPEN GYM.....</b>	<b>36</b>
<b>PICTURES FOR STUDENT ACTIVITIES.....</b>	<b>36</b>
<b>HOMECOMING WORK INFORMATION .....</b>	<b>37</b>
<b>SCHOOL-SPONSORED STUDENT ORGANIZATIONS.....</b>	<b>37</b>
<b>STUDENT ORGANIZATIONS USING SCHOOL FACILITIES.....</b>	<b>37</b>
<b>STUDENT FUNDS AND FUND RAISING .....</b>	<b>37</b>
<b>SCHOOL DANCES.....</b>	<b>37</b>
<b>PROCEDURES AND REGULATIONS.....</b>	<b>39</b>
<b>ATTENDANCE .....</b>	<b>39</b>
Philosophy .....	39
PROCESS FOR EXCESSIVE ABSENCES .....	40
PROCESS FOR UNEXCUSED ABSENCES .....	40
<b>TARDIES.....</b>	<b>41</b>
<b>AMBULANCE PAGER / OTHER PAGERS.....</b>	<b>41</b>
<b>ADMIT SLIPS .....</b>	<b>41</b>
<b>TEMPORARY ADMITS.....</b>	<b>41</b>
<b>OBTAINING DRIVER'S LICENSE OR PERMIT .....</b>	<b>42</b>
<b>ADVANCED MAKE-UP .....</b>	<b>42</b>
<b>ABSENCE FROM SCHOOL TO WORK.....</b>	<b>42</b>
<b>WORK RELEASE .....</b>	<b>42</b>
<b>SIGN OUT PROCEDURES.....</b>	<b>42</b>
<b>STUDY HALL RULES .....</b>	<b>43</b>
<b>LIBRARY PROCEDURES.....</b>	<b>43</b>
<b>PROCEDURES FOR USE OF COMPUTERS.....</b>	<b>44</b>
<b>LOST AND FOUND.....</b>	<b>44</b>
<b>VALUABLES .....</b>	<b>44</b>
<b>LOCKERS .....</b>	<b>45</b>
<b>YEAR END CHECK OUT PROCEDURES .....</b>	<b>45</b>
<b>LUNCH CARDS.....</b>	<b>45</b>
<b>BREAKFAST PROGRAM.....</b>	<b>46</b>
<b>SCHOOL LUNCH PROCEDURES .....</b>	<b>46</b>
<b>ALA CARTE PROGRAM.....</b>	<b>46</b>
<b>POSTING OF INFORMATION .....</b>	<b>46</b>
<b>DAILY BULLETIN - ANNOUNCEMENTS .....</b>	<b>47</b>
<b>TELEPHONE USE .....</b>	<b>47</b>
<b>MESSAGES TO STUDENTS.....</b>	<b>47</b>
<b>VISITORS TO SCHOOL.....</b>	<b>47</b>
<b>AFTER SCHOOL / AFTER ACTIVITIES.....</b>	<b>47</b>
<b>GYM FLOOR.....</b>	<b>47</b>
<b>NHS SELECTION PROCEDURE.....</b>	<b>48</b>
<b>TRANSPORTATION .....</b>	<b>50</b>
<b>BUS DISCIPLINE POLICY .....</b>	<b>50</b>

PHILOSOPHY.....	50
BUS SAFETY & DISCIPLINE.....	50
PEP BUS TO GAMES.....	51
ACTIVITY BUS.....	51
STUDENTS WHO MISS AN ACTIVITY BUS.....	52
STUDENT DRIVING AND PARKING.....	52
<b>S T U D E N T   C O N D U C T.....</b>	<b>52</b>
GENERAL INFORMATION.....	52
DUE PROCESS.....	53
SUBSTANCE ABUSE .....	53
USE OF TOBACCO .....	53
FIGHTING.....	53
THREATS OF VIOLENCE .....	54
WEAPONS .....	54
USE OF PROFANE LANGUAGE.....	54
STUDENT APPEARANCE.....	54
MUSIC PLAYERS .....	55
CELL PHONES.....	55
SKATEBOARDS/SKATES .....	55
SCHOOL ROMANCES.....	55
GUM.....	55
POP AND SNACKS.....	56
INAPPROPRIATE CONDUCT.....	56
BACKPACKS & DUFFEL BAGS.....	56
CONSEQUENCES FOR INAPPROPRIATE CONDUCT .....	56
SHORT ISOLATION FROM THE CLASSROOM .....	57
STUDENT SENT FROM CLASS TO PRINCIPAL'S OFFICE .....	57
DETENTION.....	57
SUSPENSION.....	57
EXPULSION.....	58
DISCIPLINE OF SPECIAL EDUCATION STUDENTS.....	58
CORPORAL PUNISHMENT/REASONABLE PHYSICAL FORCE .....	58
PHYSICAL RESTRAINT.....	59
SEARCH AND SEIZURE.....	59

It is the policy of the North Tama County Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender, identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination on the North Tama Website: [www.n-tama.k12.ia.us](http://www.n-tama.k12.ia.us) under Parents/Students section. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Craig Josh Youel, Elementary Principal, 605 Walnut Street, Traer, Iowa 50675, 319-478-2265, E-mail: [jyouel@n-tama.k12.ia.us](mailto:jyouel@n-tama.k12.ia.us).

## NORTH TAMA COUNTY COMMUNITY JR-SR HIGH SCHOOL

### STAFF FOR 2018-2019

David Hill	.....	Superintendent
Andrew Meister	.....	Principal
Judy Boerm	.....	Student Success Coach
Matt Cibula	.....	Agriculture, FFA
John Daub	.....	Business Education, Computer Science
Mike Estes	.....	Drivers Ed
Julie Giblin	.....	Special Education
Channing Halstead	.....	Band, Swing Show, Band Council, Music Parents, Coach
Rebecca Kenealy	.....	Family Consumer Science, Health, FCCLA
Brenda Jensen	.....	K-12 Media, JH & HS TAG
Katey Holbach	.....	JH Language Arts, JH Student Council, Coach
Susan Johnson-Olson	.....	Instructional Support Coach
Karisa Kladivo	.....	JH and HS Mathematics, Coach
Levi LaRue	.....	Language Arts, Publications, Prom, HS Student Council
Colin Lobdell	.....	Special Education
Kristi Martin	.....	Spanish, Spanish Club
Danica Minard	.....	Art, Art Club
Trevor Larson	.....	Physical Education, Health, Coach
Juliana Reisner	.....	Counselor, JH Skills, JH Careers
Tyson Roberts	.....	HS & JH Social Studies
Michael Runge	.....	Mathematics, Coach
Rick Samuelson	.....	Physical Education, Industrial Tech
Terry Shay	.....	Vocal, Swing Show, Vocal Council, Music Parents
Mike Skopec	.....	Science, Coach
Alex Tagtow	.....	Science, Coach
Matt Walston	.....	Social Studies, Coach, NHS
Hollie Hampton	.....	Language Arts
Andrea Woehlk	.....	Junior High Special Education, Coach

**School Board:** David Calderwood, Doug Dvorak, Tiffany Feisel, Mona Larsen, Cheryl Popelka, Valerie Bradley, Rod Zobel

**Transportation:** Sandy Dengler, Pat McLean, Joel Larsen, Joe Weber

**Cooks:** Heidi Elliott, Ellen Stoakes, Stacey Vogeler, Elsa Weida, Roxann McKinley Lazenby

**Secretaries:** Sandy Dengler, Suzanne Earley, Terrill Karr, Trish Kennedy, Patty Calderwood

**Custodians:** Missy McKinley, Jack Halupnick, Pat McLean, Shawn McKinley, Joel Mask

**Special Ed. Associates:** Maureen Johanningmeier, Brenda Hoeg, Tammy Wendt, Lyla Whannel

**Nurse:** Dee Benda, Kathy Lohf

# GENERAL INFORMATION

## MISSION STATEMENT

The mission statement of the North Tama County Community School is:

## OPENING DOORS TO LIFE-LONG LEARNING.

## PHILOSOPHY

The philosophy of the North Tama County Community School recognizes a shared responsibility for the education of our young people. This responsibility is assumed by the school, the student, the home, and the community. We feel that a good school is one that sets realistic goals based on this sharing.

We view the mission of the North Tama County Community School as being preparation for the future. This preparation includes a fundamental knowledge of basic skills and a desire for continued learning throughout life. Areas of future needs include the principles of democracy, world citizenry, family living, health and safety, recreation and leisure, interpersonal relationships, careers and community service. It is anticipated that each area of study, each activity and each organization of the total environment will direct its efforts toward the attainment of these objectives.

To achieve this end, we believe that the North Tama County Community School must provide an atmosphere where our students can prepare for active future citizenship with ever increasing opportunities for self-actualizing, self-evaluating, and decision-making.

We also recognize the importance of providing both equality and equity in our educational programs; that is providing both the opportunity for all students to have equal access to programs and the opportunity for all students to have access to programs that meet individual needs and goals.

In accomplishing these goals we consider the joining of technology and education to be of critical importance. Preparation for the twenty-first century requires of our students a thorough understanding of how to apply modern technology to their daily lives.

## GOALS

Students prepare for the future through:

1. a fundamental knowledge of basic skills
2. a desire to learn throughout life
3. learning the principles of democracy
4. learning about world citizenry
5. learning family living skills
6. learning health and safety skills
7. learning recreation and leisure activities
8. learning values of interpersonal relationships
9. learning about careers
10. learning about community service
11. joining education and technology

In all these areas, the processes of self-actualization, self-evaluation, and decision-making are stressed.

## ACCREDITATION

The North Tama County Community School (*K-12*) is accredited annually by the Iowa Department of Education. North Tama is in full compliance with all Iowa School Standards.

## HOMELESS CHILDREN AND YOUTH

“Homeless child or youth” is defined as a child or youth from the age of 3 years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:

1. A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement;
2. A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or
4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs “1” through “3” above

## SCHOOL FEES & FINES / FEE WAIVER

The North Tama Board of Education believes students should respect school district property and assist in its preservation for future use by others. Students may be assessed fines, charges, or fees for the materials needed in a course, for overdue school materials, for participating in activities, or for misuse of school property.

The Board recognizes that while certain fees charged students are appropriate and authorized, some students and their families are not financially able to pay the fees. The North Tama Schools will grant full waivers, partial waivers or temporary waivers depending upon the circumstances and the student or student's parents ability to meet the financial criteria. Parents of students meeting specific financial eligibility standards (*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*) will be eligible for a waiver of student fees or a reduction of student fees based upon the request of the parent.

Parents or students eligible for a fee waiver shall make an application on the form provided by the school district. Applications may be made at any time but must be renewed annually. The school district will treat the application and application process as any other student record and student confidentiality and access provisions will be followed. Denials of a waiver may be appealed to the Superintendent.

Fines or charges assessed for damage or loss to school property are **NOT** fees and will **NOT** be waived.

## EMERGENCY FORMS

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. Parents must notify the office if any of the information or the legal status (*such as name or custodial arrangements*) change.

## COMPLAINTS AND GRIEVANCES

It is the goal of North Tama to resolve students' complaints and grievances at the lowest level. Students are encouraged to address problems to the student's teacher or school employee other than the administration, for resolution of the complaint. If the complaint cannot be resolved by the teacher, the student may discuss the matter with the Principal within ten (10) days. If the matter cannot be resolved by the Principal, the student may discuss it with the Superintendent within ten (10) days after speaking with the Principal.

## DEFINITIONS

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as Superintendent or Principal, also means that individual's designee. 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 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.

## PHYSICAL ACCESS TO ALL CLASSROOMS

The North Tama County School District has a plan that outlines how all programs and services are accessible to persons with disabilities when there are physical access barriers. All conferences are held in the high school gymnasium that is handicap accessible. We can hold all other meetings in rooms that are handicap accessible such as the ICN room. We have both short term and long term plans for student accessibility depending on the length of the disability. If you have any questions or would like a copy of these plans, please stop in the main office on the first floor or just call 478-2911. You may ask for the superintendent or high school principal.

## STUDENT HANDBOOK

This handbook is your guide to the North Tama High School. Students are expected to read, comply with, and keep this handbook. This handbook is an extension of Board policy and is a reflection of the philosophy and goals of the Board. The Board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity level with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guest with respect and courtesy.

This handbook and school district policies, procedures, rules and regulations are in effect while students are on school grounds; school district property or property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, procedures, rules and regulations are in effect twelve (12) months a year. A violation of a school district policy, procedure, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extra-curricular activities whether the violation occurred while school was in session or not.

Students are expected to comply with and abide by the school district's policies, procedures, rules and regulations. Students who fail to abide by the school district's policies, procedures, rules and regulations may be disciplined for 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: Verbal reprimand; loss of certain student privileges; short isolation from the classroom; student sent to the office; detention; restriction from school activities; in school suspension; out of school suspension; and expulsion from school. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The North Tama County Community School reserves and retains the right to modify, eliminate or establish school district policies, procedures, rules and regulations as circumstances warrant, including those contained in this handbook. Students or parents with questions or concerns may contact the Principal's office (478-2911) for information about the current enforcement of the policies, procedures, rules or regulations of the North Tama County Community School District.



# ACADEMIC CONCERNS

## GRADUATION REQUIREMENTS

The classification of each student is determined by the number of credits earned. One credit is earned by successfully completing one course for one semester. *(For courses taken under the block schedule, one credit is earned by successfully completing one course for one quarter. Classes that do not meet every day or that do not meet for the full class period will receive a partial credit.)* Forty-eight credits (48) are required to graduate. Students are expected to have at least 12 credits at the completion of their first year of high school; at least 24 credits at the completion of their sophomore year; and at least 36 credits at the completion of their junior year. Any student who is more than two credits short of the numbers listed above will not be advanced to the next grade classification.

Of these credits, there must be at least 6 in mathematics, 6 in science, 6 in social studies and 8 in English. Students must also earn a credit in Health, in Computer Applications, in Intro To Computers, and in Keyboarding. Students will need 4 CTE credits in order to graduate. *(CTE (Career and Technical Education) areas include Agriculture, Business, Family and Consumer Science, and Industrial Technology; School to Work will also count.)* In addition, all students must take and pass 8 semesters of Physical Education. Each student enrolled at North Tama High School, as a requirement for graduation, will take and pass a competency test in writing.

Students must have all time made up, fees paid, and fines paid in order to graduate.

Students who do not have at least 40 credits going into their last semester will not be considered for graduation.

The 48 credit requirement for graduation **MAY** be adjusted by the Principal for students who transfer from another school, students in special education or in other unusual situations.

Students in good standing and who meet the graduation requirements may participate in the graduation ceremony. It is possible students who are serving disciplinary action at the time of graduation will not be allowed to participate.

## EARLY GRADUATION

The North Tama County Community School District maintains an officially adopted School Board policy *(Code #605.6)* of Early Graduation. Students may graduate prior to the completion of grade twelve **IF** the course requirements stated in the Graduation Requirements *(listed above)* have been fulfilled.

Students wishing to graduate early must make application to the Principal at least one quarter before they will complete their graduation requirements. Students will then be notified when they have completed their course work for Early Graduation.

Students who graduate early will **NOT** be eligible for extra-curricular activities after they complete their course work. A student who graduates early will no longer be considered a student and will become an alumnus of the school district. However, the student who graduates early may participate in commencement exercises and prom. Participation in commencement shall be limited to receiving the diploma and accepting any awards that may be presented at graduation.

## SCHEDULES FOR SENIORS

In certain situations, a senior may be allowed to take less than a full class load during the first semester of their senior year. An example of when this may be allowed would be when the student has a regular job. Students interested in this possibility should contact the Principal if they have questions about this.

## SECOND SEMESTER SENIORS

Seniors who are in their final semester of school may take only the amount of subjects needed to graduate, if they so desire and **IF** they receive the approval from the Principal. However, 1) they **MUST TAKE**, and **PASS** Physical Education; 2) students may **NOT** participate in any extra-curricular activities the

second semester or during the summer, if they are enrolled in less than 6 courses; 3) students may **NOT** be anywhere in the building or on school grounds before or after the completion of their daily schedule. Students will be given detention if they are in the building or on school grounds after the completion of their daily schedule without permission from the Principal.

Students must make **WRITTEN APPLICATION** to the Principal by November 30. The application must be signed by the student's parents. The **STUDENT AND THEIR PARENTS** must then have a conference with the Counselor and/or the Principal, who will make the final decision in approving the application.

Students must take six (6) courses to be eligible for the Honor Roll.

## **COURSES OFFERED AT NORTH TAMA**

North Tama High School offers a wide range of courses to meet the needs of all students. Selection may be made from college prep courses, tech prep course, vocational courses and courses designed to meet the individual needs of specific students.

A complete listing of the courses and a description of each can be obtained from the Guidance Office or from the Principal.

## **POSTSECONDARY ENROLLMENT OPTIONS**

The Postsecondary Enrollment Options Act (*Chapter 261 C, Iowa Code*) was enacted to promote rigorous academic pursuits and to provide a wider variety of options to high school students by enabling 11th and 12th grade students to enroll part time in nonsectarian courses in eligible postsecondary institutions of higher learning in Iowa. A 9th or 10th grade student who is identified as a gifted and talented student according to the school district's criteria and procedures may participate under this act. Students who are eligible for Early Graduation will be permitted to participate under this Act for the remainder of their Senior year.

Only certain courses will be eligible under this Act. Students may **NOT** enroll if a comparable course is offered at North Tama. The North Tama County Community Schools will pay the college or university for the cost of tuition, textbooks and fees up to \$250 for one course only. Any additional costs will be assumed by the student. The student is responsible for their own transportation. If the student fails the course or drops out of the course, the student must pay the cost of the course.

Students who have completed the eleventh grade and have not completed the graduation requirements of North Tama may take courses at postsecondary institutions during the summer and earn graduation credit. The **STUDENT**, not the North Tama County Community Schools, is responsible for paying the cost of attending courses taken during the summer at the postsecondary institution.

Grades received for courses taken under this Act will be recorded as Satisfactory / Unsatisfactory for the student's high school records. This will **NOT** be counted as part of the student's high school grade point average. Normally, six (6) college semester hours of credit will translate to one (1) high school unit of credit or two (2) semester credits. Normally, nine (9) college quarter hours of credit will translate to one (1) high school unit of credit or two (2) semester credits. More credit may be awarded if the Principal so determines.

By March 1 of each year, the school will provide information on this Act to 8th, 9th, 10th, and 11th grade students. Students wishing to participate under this Act should register with North Tama by March 15. Necessary forms may be obtained from the Counselor or Principal. Students must submit usual application materials as required by the postsecondary institution.

More detailed information, including a copy of the law and Department of Education guidelines, is available on request. Contact the Counselor, Principal or Superintendent.

## **CORRESPONDENCE COURSES**

The North Tama County Community School District, recognizing the importance of interaction among students and the interaction of students with a qualified classroom teacher, will not accept or approve credits derived from correspondence courses to meet graduation requirements except under very special circumstances and on an individual basis.

The student must have the approval of the High School Principal and the Superintendent.

There will be no additional cost to the district.  
All outside courses will not count on the GPA. The final grade will appear on the transcript.

### **COURSES TAKEN THROUGH AN OUTSIDE AGENCY**

North Tama County Community students who wish to take a course through an outside agency (*community college, summer school program, AP courses, etc.*) must have the approval of the High School Principal and the Superintendent prior to taking the course to receive graduation credit.

There will be no additional cost to the district.  
All outside courses will not count on the GPA. The final grade will appear on the transcript.

### **CONTRACTED COURSES**

Contracted Courses will count towards the GPA. The final grade will appear on the transcript. For certain contracted classes, students had to be proficient on their last standardized test. Please see Mrs. Reisner or Mr. Rea for a list of those classes.

### **PERFORMANCE TESTING FOR CLASSROOM CREDIT**

The North Tama County Community School District, recognizing the importance of the classroom instructional experience meeting the needs of students, will **NOT** grant credit by performance testing for course work which ordinarily is included in the credit curriculum.

### **REGULATIONS REGARDING SUBJECTS**

All students are required to take six (6) classes per semester as well as Physical Education. School officials will make every effort to check that students are taking the required number of courses. It is also the responsibility of the student to be aware of the regulations regarding subjects and to check that their schedule meets the regulations. A student may take five classes and 2 music classes (*both vocal and instrumental music*) for their 6 classes. A student may take 5 classes, a music class, and TAG for their 6 classes. For certain courses there may be prerequisites that must be met.

The Principal may allow a student to take less than a full load in very special situations - i.e. - second semester senior, special education student, student with a serious health concern.

The Principal's approval is needed to take seven courses.

### **RETAKING A COURSE**

**STUDENTS WHO FAIL A REQUIRED COURSE MUST RETAKE THAT COURSE UNLESS THE PRINCIPAL ASSIGNS ANOTHER COURSE FROM THAT DEPARTMENT.**

As a general rule, students may not retake a course they have passed. A student may be allowed to **AUDIT** a course they have already taken. They will **NOT** receive any additional credit for the course and their original grade will **NOT** be changed.

### **SCHEDULE CHANGES**

A schedule change must have the approval of the Counselor, the teachers involved, the student and the student's parents. Students will not be allowed to change just because they wish to be in a different section of a class. Students will have **two (2)** days to make schedule changes.

## 8 PERIOD DAY / BLOCK SCHEDULE

**SOME** classes will meet for a block of two regular periods

1 <sup>st</sup>	8:15 – 8:59
2 <sup>nd</sup>	9:02 - 9:46
3 <sup>rd</sup>	9:49 - 10:33
4 <sup>th</sup>	10:36 - 11:20
Homeroom	11:23 – 11:50
Lunch	11:50 - 12:20
5 <sup>th</sup>	12:20 – 1:04
6 <sup>th</sup>	1:07 – 1:51
7 <sup>th</sup>	1:54 – 2:38
8 <sup>th</sup>	2:41 – 3:25

(Adjustments will be made for early dismissals, inclement weather, etc.)

## HOMEWORK

Homework assignments are an important part of the educational process. Homework should not be viewed as busy work, but as a major part of the daily progress made by each student. Because of the differences in the individual courses, teachers will differ in the amount and type of homework assigned. It is the **STUDENT'S RESPONSIBILITY** to be aware of the standards set forth and adjust accordingly.

## TESTS

Because of the differences in the individual courses, teachers will differ in the amount and type of testing done. The teacher will inform the student of the testing procedures for the specific course and it is the **STUDENT'S RESPONSIBILITY** to be aware of those procedures.

Semester tests will be administered during the last two days of the semester. In some courses, a semester test may not be given. Examinations **MAY** follow an established test schedule, with special rules for student attendance and conduct.

## TESTING PROGRAM

A comprehensive testing program is used at North Tama to evaluate the educational program and to assist in providing guidance and counseling services to students and their families. Standardized tests will be given to some or all students of North Tama Jr-Sr High School. Students are tested unless excused by the Principal. Tests given include: ACT; Algebra Aptitude Test; ASVAB; ITBS; ITED; MAP; PLAN; and PSAT / NMSQT. A special schedule will be established for tests of this type.

Students will **NOT** be required to submit; without parental authorization; to surveys, analysis or evaluation which reveals information concerning:

- political affiliations
- mental and psychological problems potentially embarrassing to the student or family
- sexual behavior and attitudes
- illegal, anti-social, self-incriminating and demeaning behavior
- critical appraisals of individuals with whom students have close family relationships

- legally recognized, privileged and analogous relationships, such as those of lawyers, physicians and ministers
- income, but not including income required by law to determine eligibility for participation in a program or for receiving financial assistance under such programs.

### GRADING / REPORT CARDS

Grades are an evaluation of the work, attitude, participation and effort of the students. Each teacher will set his or her standards. All teachers do not grade alike because of the differences in the courses. It is the responsibility of the **STUDENT** to be aware of the standards set forth for each class and adjust accordingly.

The letter grading system of **A, B, C, D, and F** is used at North Tama. Teachers may use plus or minus with the letter grade. "Incomplete" will be given for situations where the required work has not been completed because of necessary absence from class. The incomplete should be removed with five (5) days, unless the Principal grants an extension because of unusual circumstances. In certain situations, students will be graded on a pass/ fail system - they will receive "P" for the satisfactory completion of the course work.

A computerized report card will be mailed or e-mailed home at the end of each quarter. The report card does **NOT** need to be returned to school. Non-custodial parents who would like a copy of the report card and other reports should make a written request to the North Tama School.

### HONOR ROLL / GPA

The High School Honor Roll will be announced at the end of each nine weeks. The Honor Roll will be based on the 4-point system. (**A - 4.0; A- = 3.667; B+ = 3.333; B = 3.0; B- = 2.667; C+ = 2.333; C = 2.0; C- = 1.667; D+ = 1.333; D = 1.0; D- = .667; F = 0.0**).

A 3.00 average will be required for a student to be named to the "B" Honor Roll and a 3.667 average will be required for the "A" Honor Roll. The student must be taking at least six (6) courses. The student's Grade Point Average (**GPA**) will also be determined on the 4-point system.

### ACADEMIC LETTER

The purpose of the Academic Letter is to recognize those students who demonstrate outstanding academic achievement. This is to stress the importance of working hard to obtain outstanding grades. Students must have a GPA of at least 3.5 for two consecutive semesters. The student must be taking a "full" class load. The student must have no violations of the "Good Conduct Policy" during the two consecutive semesters.

Students will receive a certificate for each time the requirements are met.

### PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE

The purpose of the president's award for educational excellence is to recognize academic success in the classroom. To be eligible for this award, students must have a 3.5 cumulative grade point average AND they must also score in the 85th percentile or higher in math or reading on either the ACT or the Iowa Assessments.

### PROGRESS REPORTS

Four times during the year, at the middle of each nine week grading period, a progress report is sent to parents if the student is encountering difficulty in various subjects. The parent may contact the school or a teacher to set up a conference to discuss the matter. Parents may check grades on-line or request a progress report at any time.

## PARENT VISITS AND CONFERENCES

Parent-Teacher Conferences can be scheduled anytime during the school year at the parents' convenience. Formal Parent-Teacher Conferences are scheduled during the first and third nine week periods. Parents are invited to visit the school at any time.

## GUIDANCE SERVICES

North Tama is fortunate to have two Counselors to serve the K-12 students of this District. Guidance services are available to every student in high school. These services include: assistance with educational planning; interpretation of test scores; occupational and career information; study help; help with homework; school and/or personal concerns; or any other questions the student may feel they would like to discuss.

Students wishing to visit the Counselor should contact the guidance office to make an appointment. Except in emergency situations, students should make appointments for a time when they are in study hall.

## CHEATING

Cheating is giving or receiving information or using materials on tests, assignments and projects when it is not allowed, and tampering with work of other students.

Students found to be cheating will be disciplined according to the severity of the situation. They may lose points, have their grade lowered one letter grade for the semester, or fail the course for the semester. Repeat or serious offenders may be suspended or expelled.

## PLAGIARISM

Plagiarism is using someone else's writings, passages, or ideas and calling them your own. This includes downloading from the Internet and passing it off as your own work. Plagiarism is a very serious matter. It will be dealt with in a serious manner. Students who are guilty of plagiarism **will be** disciplined. They shall not receive any credit for the assignment, have their grade lowered one letter grade for the semester, or fail the course for the semester. Repeat or serious offenders may be suspended or expelled.

## STUDENT DIRECTORY INFORMATION

The North Tama County Community School District maintains an officially adopted school Board policy (*Code #505.7*) of Student Directory Information.

Directory Information relating to a student shall be public information. It will include only the following information: student's name; address; telephone number; date and place of birth; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; awards received; and the most previous educational institution attended by the student. Those who do not wish to have even this basic directory information released may request so to the North Tama School.

Student Records will include information beyond the basic directory information. Student Records will be reasonably accessible to the appropriate school personnel, the parents of the student, or the student if they are 18 years of age or older. **Students Records will not be released to other persons or organizations without a "Release Form" signed by the parents or the student is he / she is at least 18 years of age.** This form is available through the Counselor, Principal or Superintendent.

An example of this release would be for Seniors who wish to send a transcript to a college. There is **NO** charge for this service provided by the North Tama School.

## STUDENT RECORDS

Student Records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest are allowed to access a student's records without the parents' permission. Parents may access, request amendments to and

copy their child's records during regular office hours. A copy will be made at no charge. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the North Tama policy on Student Records or the procedure for filing a complaint, contact the Principal or Superintendent.

Information about students collected and stored by school personnel shall be classified as follows:

- 1) **Permanent Records** - This classification shall include the information of the permanent record card that constitutes the minimal personal data and educational information necessary for operating the school system.
- 2) **Cumulative Records** - This classification includes verified information that is important to the progress of the student through the school system.
- 3) **Tentative Records** - This classification is given to unevaluated reports needed for present operation for investigative, disciplinary or counseling actions.
- 4) **Confidential Communications** - Confidential Communications with the certified guidance counselor or with other professionals in private confidence shall **NOT** become part of the student's record. These may be kept on file by the counselor or professional for their own use in working with the student. The contents shall not be disclosed, except if the right of confidentiality is lawfully waived.

### **STUDENTS TRANSFERRING TO ANOTHER SCHOOL**

The North Tama School automatically transfers a student's records to a new school upon receipt of a request from the new school. Parents notified the student's records have been sent are given an opportunity to view the student's records that were sent and have 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 or for the new school to request them from the student's previous school. When a new student transfers into North Tama, the student's records are requested from the previous school.

### **INSPECTION OF EDUCATIONAL MATERIALS**

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 Principal.

### **HUMAN GROWTH AND DEVELOPMENT**

The North Tama School provides students with instruction in human growth and development. Parents may review the curriculum prior to its use and may have their children 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.

### **RELIGION BASED EXCLUSION FROM SCHOOL PROGRAM**

The North Tama County Community School District maintains an officially adopted school Board policy (*Code #602.21*) of religion based exclusion from school programs.

Parents who wish to have their son or daughter excluded from a specific school program, for religious reason, may apply for such exclusion through the Superintendent's office or the Principal's office. The appropriate form will be available for completion.

### **DUAL ENROLLMENT**

Home school or home school assistance program students enrolled in classes or participating in school activities are subject to the same policies, procedures, 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 Principal.

## OPEN ENROLLMENT

Iowa's Open Enrollment law allows students residing in one school district to request transfer to another 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 good cause as defined by the law. Open enrollment 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 enrollment must contact the Superintendent for information and forms.

## FIELD TRIPS

In certain classes and organizations, field trips are authorized and may be taken to contribute to the educational goals of the school. While on field trips, students are guests and considered representatives of North Tama. Students must treat employees, chaperones and guides with respect and courtesy.

Prior to attending a field trip, students may be required to return a Parental Authorization form and complete an advanced make-up slip. The Advanced Make-up form **MUST** be returned by 3:30 on the day prior to the field trip to be allowed to go on the field trip. Required fees must accompany the Parental Authorization form. Students who have concerns about the fees should contact the Principal.

If students return from the field trip before school has dismissed, the teachers in charge of the field trip may have the students meet to discuss the field trip. If not, students should report to their regular classes. Even if students have Advanced Make-ups, they are expected to report to their regular classes. Students who fail to do so will receive an unexcused absence.

## ASSEMBLIES

Throughout the year North Tama 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 the assembly and when returning after the assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away. Students who are not attending assemblies should report to the detention room during assemblies.

## SCHOOL TO WORK

Some students may find they would rather devote their time to learning and working in an occupational skill area instead of taking a sixth subject from the regular schedule. By the same token, we have areas in the whole school that could capitalize on their talents and their time, while still providing a good learning experience. Students may sign up for **SCHOOL TO WORK** as their sixth course, with the following provisions:

- 1) The course is open to juniors and seniors.
- 2) Students who sign up for the course are required to attend **EVERY DAY**.
- 3) If you are going to be absent, you must call by 8:45 to report that you are going to be absent. If you do not call in, your absence is **UNEXCUSED** and the time must be made up before or after school. If you have three (3) unexcused absences from School to Work class, you may be dropped from the class and receive no credit for School to Work.
- 4) If you are going on a field trip, to a Doctor's appointment, etc., inform your supervisor in advance with an advanced make up slip.
- 5) Students are expected to be on time for School to Work just like any other class.
- 6) Any conversations or observations encountered while working in School to Work are strictly **CONFIDENTIAL** and are not to be discussed outside the work site.
- 7) Always be polite and courteous during your work experience.



- 8) You are in School to Work to work and learn, just like any other class. There is to be no socializing with other students.
- 9) Students will have at least one major written project each quarter. The Principal or the Counselor will give the assignment to the student.
- 10) Students will receive one credit per semester. The credit would be applicable toward graduation.
- 11) A student may receive a maximum of four (4) graduation credits in School to Work during high school.
- 12) Students **MAY NOT** be allowed to enroll for a School to Work course if they have had more than one unexcused absence at any time during high school.
- 13) Students **WILL NOT** be allowed to enroll for a School to Work course if they have been suspended from school at any time during high school.
- 14) Students will be graded: S (Satisfactory) or U (Unsatisfactory) by the teacher in charge. The grade will NOT count in figuring GPA or Honor Roll.
- 15) The determination of which students will be enrolled School to Work will be made by the Principal.
- 16) Examples of areas where students may be assigned:
  - a. Elementary or Secondary Media Center
  - b. Elementary or Secondary Teacher's Aide
  - c. Guidance Counselor's Aide
  - d. Central Office or Secondary Principal's Secretary Aide
  - e. Lunchroom Aide
  - f. Custodial Aide
- 17) Extended School to Work is available for students who wish to go to a work site in the community or nearby communities. A contract must be signed through the guidance counselor outlining the special provisions for this opportunity.

## PHYSICAL ACTIVITY

The State of Iowa has enacted new physical activity guidelines for students. We will meet these guidelines through physical education.

### PHYSICAL EDUCATION

The North Tama Board of Education requires all students take Physical Education unless they are excused by the Principal.

Students in grades 10-12 may be excused from physical education courses if:

The student is enrolled in academic courses not otherwise available, or  
 The student has obtained a physical education waiver for a semester because the student is actively involved in an athletic program.

Twelfth grade students may also be excused from physical education courses if the student is enrolled in a cooperative, work study or other educational program authorized by the school which requires the student's absence from school.

Students who will not participate in physical education must have a written request or statement from their parents.

Athletes will take PE three times a week, the same as all other students. Students must TAKE AND **PASS** PE every semester they are in high school. *(Students who graduate at end of 7 semesters need only 7 semesters of PE credits.)*

### Grading Scale and Point System:

- At the end of the grading period, students will receive a Pass (P) or Fail (F) grade.
- Unfortunately there is no middle grade it is either **pass** or **fail**.

- On a percentage basis students must receive 100% in order to pass
- **Students will receive 3 absences per semester that do not need to be made up.**
- After a students 3rd absence of the semester any and all absences after that need to be made up
- PE students still must make up any and all No Dresses
- No Dresses do not count towards a students 3 absences per semester. All no dresses will be made up
- Exempt absences do not need to be made up and do not count towards a students 3 absences
- Exempt absences include TAG, school related trips, etc.

**Students may only have 3 no dresses per semester. Any No Dress after 3 will result an immediate failing grade with no opportunity to make up the classes. The student will then be removed from class and placed in study hall.**

Physical Education class counts towards ineligibility.

A students grade per class period is based on the following criteria.

**Attendance** - Students must be present during class and on time

**\*\*\* Dress \*\*\*** - Students must have and wear appropriate clothing for Physical Education

*The above stated criteria is cut and dry.*

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**Attitude** - Students must show a POSITIVE attitude at all times.

**Effort** - Students must strive to do their very best in all activities.

**Sportsmanship** - Students will follow the rules of all games and respect others.

*The above stated criteria is based on the students performance during class time. The instructor has the right to have the student make up a class for failing any of the above criteria. The student will be informed of the need to make up the class the day the violations of the above criteria occurred and what the violation was.*

### **Physical Education Absence Policy**

-Students will be expected to make up any No Dress

Students will be expected to make up any Absence beyond 3 for the semester except those deemed exempt. (exempt absences include: TAG, school related trips, etc.)

-If students are deemed medically unable to participate by a Doctor or the school nurse, They will have to report to class to receive a written assignment from the instructor. A note from the doctor must be presented to Mr. Pink stating the period of excused absence in order to receive credit for the missed days.

**\*\*\* Consideration will be given to special circumstances involving absences**

**No Dress**- Students do not have the proper clothes for P.E. class. Flip Flops, sandals, street shoes and bare feet are considered a No Dress. If a student earns a No Dress for the day they must complete a written assignment before the completion of their Physical Education Class. **Students earning a no dress for the class period must remain standing the entire class time. NO Sitting on stage or other seats. Students can only make up 3 No dresses per semester**

**Excused Absence**- Students are not in PE class and or school because of an excused absence

**Unexcused Absence**- Students are absent either from class or school because of an unexcused absence.

**Two Tardies**- Will be considered an unexcused absence

### **Physical Education Make Up Policies**

A student may come in to a regular PE class other than their own to make up one class. This must be done during study hall or with permission of classroom teacher.

#### OUTSIDE of REGULAR CLASS MAKE UP

1 PE class make up will consist of:

**15 minute continuous run observed by Mr. Pink**

**or**

**30 minute continuous walk observed by Mr. Pink**

Due to heavy usage and traffic North Tama Community Schools has established a policy concerning gym usage during the school day, physical education classes, school activities and non-school activities.

The following general rules must be followed:

#### **-No "Street" Shoes on the floor during PE, practices or activities.**

-This includes but is not limited to shoes worn to school, dress shoes, sandals, flip flops etc.

-Outside groups using the gym for practices need to change shoes before using the floor.

#### **-No unnecessary hallway traffic in the gym.**

-No Walking across the gym floor with street shoes on to get from one end to the other

-Students wishing to get to the boys locker room area, vocal or shop areas need to use the stage as a hallway.

-If it is absolutely necessary to walk in the gym, please walk outside the red lines on the basketball court against the bleachers.

Students found in violation of the above stated rules will be punished accordingly.

-First time offenders will receive a detention and/or verbal warning.

-Repeat offenders will lose gym floor privileges and are personally responsible for any consequences that may occur from not being able to use the gym.

The bottom line is we need to do a tremendous job of taking care of the gym and gym floor. If we all work together this can be accomplished.

#### **General Rules and Expectations**

-Students are expected to be dressed & ready for class no later than 5 minutes after the 2nd bell.

-Students are responsible for appropriate attire and a towel.

-Showers will be highly encouraged following P.E. class

-Respect should be given to the instructor, other students, and school property

-Physical Education is very important and should be treated just as any other class in school.

-All students are expected to be present at the stage area following class time before the bell rings.

-Attendance will be taken before the bell rings and students are dismissed.

-Come to P.E. class with a positive attitude and have fun.

## **STUDENT PUBLICATIONS**

The North Tama County Community School District maintains an officially adopted school Board policy (*Code #503.3*) for student publications.

Students may produce official school publications as part of the curriculum under the supervision of a faculty advisor and the Principal. Any expressions made by the students in the exercise of free speech, including student expression in official school publications, is **NOT** an expression of official school policy.

Official student publications may be distributed in a reasonable manner, on or off school premises. Distribution in a reasonable manner shall not encourage students to: 1) commit unlawful acts; 2) violate school rules; 3) cause material and substantial disruption of the orderly and efficient operation of the school or school activity; 4) disrupt or interfere with the educational program; 5) interrupt the maintenance of a disciplined atmosphere; or 6) infringe on the rights of others.

A publication by students **NOT** created under the supervision of school personnel and **NOT** part of the curricular or extra-curricular programs or activities of the North Tama School is considered an unofficial student publication. However, it may be disseminated on school grounds subject to the following conditions:

1) the publication is distributed before or after school or within the lunchroom area during the lunch

periods; 2) the publication does not identify itself as affiliated with or under the sponsorship of the school; 3) the publication is not pervasively vulgar, indecent or obscene to an audience of minors; 4) the publication does not contain libelous expression or expression that invades the privacy of another; 5) the publication does not include insulting or "fighting words", the very expression of which injures or harasses others (*i.e. - threats of violence, defamation of a person's character, race, religion, or ethnic origin*); 6) the publication does not contain expression that presents a likelihood that, because of its content or manner of distribution, it will cause a material and substantial disruption of the orderly operation of the school, cause the commission of unlawful acts or the violation of school regulations.

Dissemination of unofficial student publications in violation of this rule shall result in disciplinary action taken against the student(s) responsible for disseminating the material.

Additional information concerning student publications may be obtained from school officials.

## VIDEO-TAPING

There may be times during the school year when students are video-taped (*i.e. - athletic contests, fine arts performances, projects in certain classes*). Parents or students who have questions concerning video-taping should contact the Principal. No pictures or video may be taken inside the locker rooms. Doing so will result in disciplinary action.

## CITIZENSHIP

Being a citizen of the United States, of Iowa and of the North Tama County Community School District 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 community in a manner that entitles them to keep these rights and privileges.

As part of the educational program, students have the opportunity to learn about their rights, privileges and responsibilities as citizens of this country, state and school district. 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.

# HEALTH, WELL-BEING AND SAFETY

## GENERAL INFORMATION

All students deserve a school setting that safeguards their health, well-being, and safety. To ensure this right; several policies, procedures, rules and regulations are needed.

## SCHOOL DAY

Students may be present on school grounds before 8:00 a.m. or after 3:35 p.m. only when under the direct supervision of a school employee. If school is dismissed early for weather related reasons, students are expected to leave the school grounds within ten (10) minutes of dismissal.

## NURSE'S OFFICE

There is a Nurse's Office available for your assistance. Students should use the Nurse's services in case of illness or other health concerns. Students should seek the Nurse's assistance, the assistance of a coach or contact the office in case of blood spills. **Do NOT attempt to clean up blood on your own.**

If you must go home because of illness, be sure you inform the Principal's office **BEFORE** leaving school. Students may **NOT** leave the school building for any reason, including **ILLNESS**, without first receiving authorization from the Principal's office. Students who leave the building without prior authorization will have an **UNEXCUSED ABSENCE**.

In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information from the emergency form. While the school district is not responsible for treating medical

emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel if necessary and attempt to notify the parents.

## **MEDICATION**

We cannot give medication at school without all of the following:

- 1) All medication prescribed by a licensed medical physician, osteopathic Physician, Chiropractor, or dentist should be left in it's original container.
- 2) Send only amount needed to take while at school, usually pharmacists will provide an extra bottle when requested.
- 3) A signed permission slip from the parents stating why they are taking the medication and how long they are to receive it must accompany the medication and any over the counter medication.
- 4) Parents must send a note concerning their child taking over the counter medication: why, how long, how many a day to the school nurse for administration of the medication.

## **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. Student athletes must have health and accident insurance in order to participate in extra-curricular athletics. Students must provide written proof of insurance coverage prior to the start of the athletic activity. For additional information about insurance, contact the Superintendent.

## **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 have concerns about the cost of a physical examination should contact the coach of the sport.

## **HEALTH SCREENING**

Throughout the year, the North Tama County Community School District sponsors health screening for vision, hearing, scoliosis and height and weight measurements. Parents are notified prior to the health screening. Students are automatically screened unless the parent submits a note asking the student be excused from the screening. The grade levels included in the screening are determined annually. However, upon teacher recommendation and with parental permission, students not scheduled for screening may also be screened.

## **IMMUNIZATION**

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. Only for specific medical or religious purposes are students exempted from the immunization requirements.

## 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 should **NOT** attend class or participate in school activities without their personal physician's approval.

## INTERROGATION OF STUDENTS BY OUTSIDE AGENCIES

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 student, or unless the Principal is directed by court order to grant the interview. In all cases the identity of the interviewer must be verified and documented.

If police officers, or other officials request an interview for any issue other than child abuse, an attempt shall be made to contact the student's parents or legal guardian and have one of them present during the interview. Parents may grant verbal permission for authorities to proceed with the interview and waive their right to be present.

If the topic of the interview is child abuse and the investigator determines the child should be interviewed independently of his or her parent(s) and the school is the most appropriate setting for the interview, school officials will allow the interview without contacting the parents if presented with a court order to allow the interview.

No student may be taken from school without the consent of the Principal and without a proper warrant. In all cases, the welfare of the child and the protection of his or her constitutional rights shall be the Principal's first consideration.

## HAZING

The North Tama County Community School District maintains an officially adopted school Board policy (*Code #504.12*) that prohibits hazing for the purpose of initiation or admission into, or affiliation with, any organization in connection with the North Tama Schools.

## HARASSMENT OF EMPLOYEES AND STUDENTS

### Initiations, Hazing, Bullying or Harassment

The North Tama County Community School District maintains an officially adopted school Board policy (*Code #105.1*) concerning harassment. Harassment and bullying of students and employees are against federal, state and local policy, and are not to be tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment.

Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures that may include suspension or expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures that may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, cell phones, electronic text messaging, social media sites, or similar technologies.

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Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Repeated remarks of a demeaning nature
- Implied or explicit threats concerning one's grades, achievements, property, etc.
- Demeaning jokes, stories, or activities directed at the student; and/or
- Unreasonable interference with a student's performance

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;

- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or

- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or

- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. Individuals who knowingly file

false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

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

It is also the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the school district.

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site
- other

and a copy shall be made to any person at the central administrative office at 605 Walnut Street, Traer, Iowa, 50675.

### SUSPECTED CHILD ABUSE BY SCHOOL EMPLOYEES

All complaints or questions regarding suspected child abuse by a school employee shall be directed to the Superintendent of Schools, Robert Cue; who has been designated by the North Tama Board of Education as the Level I investigator.

**Mr. David Hill, Superintendent**  
North Tama County Community School  
605 Walnut Street  
Traer, IA 50675  
School Phone 319-478-2265

### EQUITY ISSUES

Public laws provide for the resolution of complaints brought by parents, students or staff of the North Tama County Community School District toward any educational programs or educational activities sponsored or undertaken by the school district; especially those covered by Equity legislation such as: Title I; Title II; Title VI; Title VII; Title IX; Section 504 / Americans with Disability Act; and Equal Employment / Affirmative Action.

Complaints will be investigated within thirty (30) days of receipt, unless exceptional circumstances exist. Complaints are to be filed with:

**Mr. Josh Youel, Elementary Principal**  
North Tama County Community School  
605 Walnut Street  
Traer, IA 50675



School Phone 319-478-8444 Home Phone 319-478-2634

E-mail: [jyouel@n-tama.k12.ia.us](mailto:jyouel@n-tama.k12.ia.us)

An appeal may be made to the North Tama Board of Education. Appeals must be made within thirty (30) days of receipt of the written resolution.

At any time; further appeals may be made to: **The US Office of Civil Rights; Dept. of Education; Washington, DC 20201.**

### NONDISCRIMINATION

The North Tama County Community School District maintains an officially adopted school Board policy (*Code #401.1 & 602.19*) of nondiscrimination 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.

**Mr. Josh Youel, Elementary Principal**, is the North Tama coordinator for discrimination (*including Affirmative Action*) complaints. Those who feel a possible case of discrimination occurs should contact Mr. Youel as soon as possible. If he feels the situation warrants, he will arrange for:

Level 1 - Informal hearing by the Principal

Level 2 - Unsatisfactory resolution of the complaint at Level One may result in an appeal to the Superintendent. This appeal must be in writing, state the complaint and request an appropriate remedy for the complaint.

Level 3 - An unsatisfactory resolution of the complaint at Level Two may be appealed to the North Tama Board of Education at their next regularly scheduled meeting. The written form of the complaint and action taken by the Superintendent will be available for their consideration.

At any time; further appeals may be made to: **The Director of the Region VII Office of Civil Rights, US Department of Education, 10220 North Executive Hills Blvd., 8th Floor, Kansas City, MO 64153-1367; or The Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515)-281-5294.**

### EDUCATIONAL OPPORTUNITY

The North Tama County Community School District, in its educational programs, has a process to assist students experiencing behavior and learning difficulties. For the High School, Ms. Juliana Reisner (Guidance Counselor) and Mr. Andrew Meister (Principal) are responsible for this process. Representatives from AEA 267 may also assist the school district in this process. Parents wanting access to this process should contact Ms. Reisner or Mr. Meister at 478-2911.

### 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 schools.

The North Tama County Community 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 copy of this plan is available for inspection in the office.

### WEATHER NOTICE

Notice will be broadcast over WMT, KWLO, KXEL, KOKZ, KDAO, KFJB, KXIA, KCRR, KKHQ, KOEL and KFMW radio and KWWL, KCRG, and KGAN television should school not be held or have a late start because of inclement weather or any emergency. The same stations will broadcast any early dismissal for the same reasons. In the case of early dismissal **NO** practices will be held for **ANY** activity.

There may be situations when there is **NO SCHOOL** because of bad weather, but a game or activity may still be held, if the weather improves later in the day. The North Tama administration will make this determination.

In cases of cold weather, students should be sure to dress properly. This is especially true for those riding the bus on a regular route or to a school activity.

### **FIRE AND TORNADO DRILLS**

Fire and tornado drills are held periodically in accordance with state law.

#### **FIRE SIGNAL**

-- Continuous ringing of the alarm

#### **TORNADO SIGNAL**

-- Intermittent ringing of the bell

Students should depart in a rapid but orderly manner with no talking, running or pushing and maintain a single file. Teachers will instruct students concerning where to go and how to act during these drills.

### **ELEVATOR**

A limited access, key-operated elevator is available. Only students with special authorization from the Principal are to use the elevator. Unauthorized students using the elevator will be disciplined. They may be suspended.

## **STUDENT ACTIVITIES**

### **GENERAL INFORMATION**

North Tama offers a complete, well-rounded and successful student activities program which complements our fine academic programs. The North Tama High School and many individual students have received recognition for their outstanding effort and performance.

Students are strongly encouraged to participate in any and all events where their interest and talent can benefit North Tama. The good participation in student activities is a major factor contributing to the success we have experienced. Students are not only representing themselves, but also the entire activity, the entire school and the entire North Tama community. Students are expected to give their best effort and act in a manner in which we all can take pride.

The North Tama School Board recognizes the value of student activities in the educational process and the values young people develop when they have the opportunity to participate in an organized activity outside the traditional classroom.

Participants and adults involved in student activities are expected to demonstrate the same level of responsibility and behavior at practice and competition as is expected in the general school environment. The North Tama School District further encourages the development and promotion of sportsmanship, ethics and integrity in all phases of the educational process and in all segments of the community; including administrators, participants, adult supervisors, parents, fans and booster groups.

**The North Tama School District had made it a high priority to improve the sportsmanship of our coaches, players, and fans.**

### **CONDUCT AT SCHOOL ACTIVITIES**

Students must be in school for at least the afternoon classes (*or afternoon assemblies, etc.*) to be able to participate in, practice in, or attend any after school activity. Individual exceptions may be made in certain situations if approved by the Principal **IN ADVANCE**.

Students and all other spectators are expected to be well-behaved and show good sportsmanship at all student activities. Student activities are considered an extension of the general school environment. All North Tama School District policies, procedures, rules, and regulations are in effect while students are at any student activity. Specific guidelines for student conduct at games and other student activities will be announced during the school year. Inappropriate conduct at student activities includes, but is not limited to:

making unnecessary noises; booing; negative or derogatory remarks directed at players, spectators, school officials, or game officials; profanity; throwing objects; vandalism; running around; and fighting.

Students who are serious and/or repeat offenders of conduct rules at student activities may be suspended from attending student activities and may be suspended from school. Less serious offenders will be verbally reprimanded and may be asked to leave the specific event.

## **ACTIVITY TICKETS**

Students involved in student activities are asked to purchase an Activity Ticket. This will admit you to most school activities. Students who have concerns about the fee should see the Activities Director or the Principal.

## **GOOD CONDUCT CODE**

The following Good Conduct Code establishes the standards by which students shall conduct themselves if they choose to take advantage of the privileges afforded them by participation in extracurricular activities. Students participating in extracurricular activities shall commit themselves to meet the standards of this code and of the Student Code of Conduct<sup>1</sup> at all times and in all places (365 days a year)<sup>2</sup>.

### **I. STATEMENT OF PHILOSOPHY**

It is a privilege and an honor to participate in the full range of extracurricular activities at the North Tama County Community School District. These activities and participation in them adds a great deal to each student's education by promoting good citizenship and moral character, developing discipline and skills necessary to personal success and well being, and promoting the image and identity of the school and community. Students who choose to participate in extracurricular activities will conduct themselves appropriately at all times both on school grounds and away from the school. The responsibility of good conduct is an extension of the responsibility to represent the school and community in an appropriate manner.

The Principal/Designee may declare a student ineligible to participate in an activity when the conduct of that student has been determined to be contrary to or in violation of the established rules and regulations set out in this policy.

### **II. VIOLATIONS GOOD CONDUCT CODE**

Violations of the Good Conduct Code include but are not limited to the following prohibited conduct and actions regarding behavior and substance abuse violations.

Students shall not:

- 1) Possess, use or threaten to use any instrument that is generally considered a weapon or an imitation weapon or an explosive.
- 2) Assault, physically abuse, or bully any person at any time by any means of communication.
- 3) Damage, destroy, vandalize or steal school property and/or personal property of employees, students, visitors to the school or district patrons.
- 4) Participate in any conduct which, in Iowa, is illegal, whether or not an arrest or conviction occurs, except simple misdemeanor traffic violations.
- 5) Sell, manufacture or distribute illegal controlled substances (drugs), imitation controlled substances or drug paraphernalia.
- 6) Possess, use or be under the influence of illegal controlled substances (drugs), controlled substances, imitation controlled substances or drug paraphernalia.
- 7) Possess, use or be under the influence of alcoholic beverages.
- 8) Attend a function or party where illegal controlled substances (drugs) are being used or where alcohol is being used illegally by minors.<sup>3</sup>
- 9) Use, possess and/or transmit tobacco or imitation substances.

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1The Student Code of Conduct refers to a standard of conduct for student behavior in school.

2The following rules and policies have been approved by the North Tama Community School District Board of Directors, under the authority granted by Iowa Code Sections 282.4, 282.5, and Iowa Administrative Code Sections 281-36.14 and 281-36.15.

3 Attendance with parents at a function (family celebration, wedding, graduation, etc.) where alcohol is served legally to adults of age, shall not be considered a violation of the good conduct policy unless alcohol or a controlled substance (drugs) is consumed by the minor student or the minor student participates with others who are illegally consuming alcohol or controlled substances and the student knows or reasonably should know that these individuals are minors illegally consuming alcohol and/or individuals (whether minors or not) illegally consuming controlled substances.

### III. STUDENT AGREEMENT

Before participation in any activity is permitted, all students who wish to participate in extracurricular activities shall receive a copy of the Good Conduct Code and shall sign an agreement indicating that they will abide by the Good Conduct Code at the beginning of every sports season. Clubs and organizations shall sign an agreement at the beginning of the school year.

### IV. APPLICABLE ACTIVITY PROGRAMS

The Good Conduct Code applies to all extracurricular activities, including but not limited to:

- 1) all athletics;
- 2) all music-speech-drama (non-graded) activities;
- 3) school royalty;
- 4) student council and other elective officers;
- 5) school clubs (i.e. -- FCCLA, FFA, NHS, Pep Club, Art Club, Industrial Tech Club, Spanish Club, Other School Clubs and Organizations), and
- 6) any other activity where the student represents the North Tama County Community School District outside the classroom.

### V. DEFINITIONS

1. **Competition/performance** means a specific event that is a component of an extracurricular program whether it be a contest, a performance or a school sponsored trip that is part of the extracurricular activity.
2. **Offense** occurs when a student is determined by a school official to have violated the Good Conduct Code. Such violations shall be counted cumulatively from year to year (grades 9-12), regardless of the specific portion of the Good Conduct Code that is violated. Any offense(s) occurring under the District's previous policy shall count cumulatively toward any offense(s) under this Good Conduct Code. Junior High School students must also abide by this Good Conduct Code. However, any violations incurred prior to ninth grade will not be carried forward to ninth grade.
3. **Possession** - With regard to alcohol, controlled substances, simulated controlled substances, and tobacco, possession shall mean under the actual control of or on the student's person, contained in property under the student's personal control or accessible to the student and the student has knowledge of the prohibited substance's presence. Knowledge may be assumed when the facts are such that a reasonable person should know.
4. **School days** shall mean days when school is in session, (i.e., Monday through Friday, except state and/or national holidays.)
5. **Student Code of Conduct** is a body of school rules and regulations independent from this Good Conduct Code. Any student behavior that violates both the Student Code of Conduct and this Good Conduct Code will incur penalties under both sets of rules and regulations.
6. **Year**, as it is used in this policy means one calendar year.

## **VI. APPLICATION OF THE GOOD CONDUCT CODE**

Appropriate student behavior is required by and impacts on all extracurricular activities in which a student participates. If a student is participating in multiple extracurricular activities at the time the student loses privileges under this policy, the loss of privileges shall apply to all activities.

If at the time of the violation, the student is not currently participating in any activity, then the student's period of ineligibility shall apply to the first extracurricular activity or activities in which the student has already participated unless the student is a freshman.<sup>4</sup>

A disciplinary action may carry over from one activity to another and may carry over from one school year to the next.

## **VII. CONDUCT REQUIREMENTS**

Students shall:

- 1) Abide by the Good Conduct Code at all times and in all places.
- 2) Abide by any additional, specific rules and regulations which the coach/sponsor of the activity has established (such as training hours, attendance at practice, etc.) Such rules will be approved by the Principal/Designee before distribution to students and students will be required to sign a copy of a document as acknowledgment of their agreement to abide by them.
- 3) Students must have a yearly physical and proof of insurance on file with the Activities Director before they can participate in practice or games for Athletics.

### General Standard

Good Conduct consists of behavior which reflects the generally accepted social and moral requirements of the community, is legal, and at all times reflects respect for and sensitivity to other persons, regardless of nationality, gender, religion, race or disability, and a respect for their rights, property, and dignity.

## **VIII. DETERMINATION OF VIOLATION**

When it comes to the attention of school officials that a student is suspected of violating the North Tama County Good Conduct Policy or the rules of a specific extracurricular activity, the Principal/Designee will determine whether the student has committed a violation.

Prior to making a final determination that there has been a violation, the Principal/Designee shall: (i) be informed of the allegations and (ii) perform an investigation; and the student, and parents or guardians shall (i) be notified, orally or in writing, of the allegations against the student and the basis of the allegations and (ii) be given an opportunity to respond to the allegations.

The North Tama County Community School District may determine that there has been a violation of its Good Conduct Code whether or not criminal charges have been filed, whether a student's trial is pending or whether or not the student is found guilty by a court of law as long as there is reasonable evidence to support the finding of a Good Conduct Code violation.

Once the determination is made that a student has violated the North Tama County Good Conduct Code, the Principal/Designee shall make a determination of the appropriate penalty. The student and his/her parent(s) shall be informed in writing of this decision (the nature of the violation and the determination of the penalty) by mailing the same to the student's residence (or other address if the parents have a different address on file for mailing purposes with the school) within two school days of the determination. In addition, the parent(s) will be notified orally, if possible.

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<sup>4</sup> A student must begin involvement in an extracurricular activity from the date on which that activity begins (unless the season for one sport is not finished when the next sport has already started and the student attended the preseason meeting) and will not be allowed to join an extracurricular activity in progress unless the coach/sponsor provides written permission and the student has no outstanding Good Conduct Code violations. If the student has violated the Good Conduct Code, the student has to have completely served the full period of ineligibility for the student's violation. A student with a Good Conduct Code violation may not join a sport, club, or organization already in progress.

## IX. PENALTIES FOR VIOLATION(S) OF THE GOOD CONDUCT CODE

The penalties listed below are for specific violation of the Good Conduct Code. This includes any combination of three offenses whether good conduct or substance abuse violations. Violations not specifically listed will result in similar consequences. Where applicable, the following will be applied in addition to the specific penalties outlined in the Student Code of Conduct. The penalty shall be imposed within three (3) school days of the Principal/Designee's determination of a violation.

Penalties: The penalty for a violation is ineligibility for a definite number of contests or appearances *or specific time period* for the activity the penalty is to be applied to. The student must participate in practice during the period of ineligibility; however, the student shall not be permitted to dress for or participate in the contest. *If the penalty period is not completed in the sport or activity it will carry over until the penalty period is completed.*

When student conduct results in violations 1, 5, 6, 7, the most severe penalties shall be applied. When student behavior results in violations 2, 3, 4, 8, 9 less severe penalties may be applied.<sup>1</sup>

First Offense: A student whose violation of the Good Conduct Code constitutes a first offense will be ineligible to participate in: <sup>2</sup>

Athletics and other defined activities for: 20% to 50% of a season for which you have already participated;  
Music-Speech-Drama (non-graded activities) activities for: 1 Production;  
Clubs and other defined activities for: 4 to 9 calendar weeks.

Second Offense: A student whose violation of the Good Conduct Code constitutes a second offense will be ineligible to participate in school activities based on the following criteria: <sup>6</sup>

### *Second Offense A:*

When the second offense results in violation number 2\*, 3, 8\*, and 9:

Athletics, and other defined activities for: *50%-75% of a sports season for which you have already participated.*  
Music-Speech-Drama (non-graded activities) Clubs, and other defined activities for: *180 calendar days*  
(beginning the day of the determination of violation).

### *Second Offense B:*

When the second offense results in violations number 1, 4, 5, 6 and 7:

Athletics, Music-Speech-Drama (non-graded activities), Clubs and other defined activities for: *365 days*  
(beginning the day of the determination of violation)

\*If this is the second offense of violations number 2 and 8, then it is automatically classified as Second Offense B

Third Offense: A student whose violation of the Good Conduct Code constitutes a third offense **will be ineligible to participate in extracurricular activities based the remainder of their high school (or junior high for a junior high student) career.**

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<sup>1</sup> **Note:** *The specific determination of the exact penalty within each range shall be made by taking into account factors surrounding the violations, including but not limited to: severity of violation, student intent, student cooperation, injury to student or others, the potential for harm to student or others, student attitude, and other matters deemed to be important factors in the specific case at the discretion of the Principal, Activities Director, or Sponsor.*

<sup>2</sup> **Notice** – *The combination of the penalty reduction for admission of a violation and the early eligibility reinstatement shall not exceed a total reduction in penalty of more than two-thirds (2/3) (66 2/3%). Penalty reductions are at the sole discretion of the Principal.*

**Penalty Reduction:** The penalty may be reduced by up to one-half (1/2) for First Offense Violations. Any student who comes forward and admits to the Principal/Designee a violation within twenty-four (24) hours after it occurs and provides complete and accurate facts about his/her involvement, shall have the penalty that would have been imposed reduced by up to one-half (1/2). The Principal/Designee will have the sole authority and discretion to determine whether a student has complied with this section and is eligible for a penalty reduction.

**Early Eligibility Reinstatement:** *A first or second offense involving alcohol or drugs will be reduced by one-third (1/3), if the student successfully completes counseling, and alcohol or drug rehabilitation at the student's expense unless it is determined that such reinstatement would not be appropriate. Other students may likewise reduce the penalty through community service. These activities must be approved in advance by the Principal and the student must totally complete the activity prior to any reinstatement.*

**TWO OR MORE SIMULTANEOUS VIOLATIONS CONSEQUENCES** – *In any incident which involves more than one type of conduct violation, penalties will not be combined but rather the incident involving the most serious violation will be used and the penalty applied to that most serious violation, with the fact that more than one violation may have occurred, can be taken into consideration under the penalty provision for the offense.*

#### **X. SUSPENSION/EXPULSION UNDER THE STUDENT CODE OF CONDUCT**

If a student receives a disciplinary out of school suspension or expulsion because of a violation of the Student Code of Conduct, the student will not be allowed to participate for the comparable period of time in any extracurricular activity, including practices, meetings, and competitions/performances and will be denied all school transportation to or from such practices, meetings and/or competitions/performances for the duration of the suspension or expulsion.

In the event a student receives a disciplinary in school suspension, the Principal/Designee will determine whether attendance at a practice, meeting and/or competition/performance is permitted during the length of the in school suspension.

#### **XI. STUDENT APPEAL**

A student may contest the Principal/Designee's determination of a violation and/or the penalty imposed for a violation of the Good Conduct Code. All appeal hearings shall be informal and a student may be accompanied by his/her parents or guardian. A student may be represented by legal counsel in any hearing before the Appeals Board.

##### **APPEAL**

When a student's behavior results in a first violation of the Good Conduct Code, the decision of the Principal/Designee will be final and no further appeal will be allowed. The decision of the Principal/Designee regarding a violation of the Good Conduct Code may be appealed to the Superintendent only when the student's behavior results in a second violation of the Good Conduct Code. The appeal to the Superintendent shall be in writing and delivered to the Superintendent or the Superintendent's secretary within five (5) school days of receipt of the Principal/Designee's decision. The appeal to the Superintendent shall specify the reasons for the appeal and all supporting information and facts. The Superintendent shall review the results of the investigation conducted by the Principal/Designee and the student's objections within five (5) school days of receipt of the written request for appeal. The Superintendent shall provide a written decision to the Principal/Designee, the student and/or the student's parents within five (5) days of considering the appeal. When student behavior results in a second offense of the Good Conduct Code and the Principal/Designee's decision is appealed, the Superintendent's decision will be final and no further appeal will be allowed with one exception. If the second offense results in career ending termination, an appeal may follow.

When student behavior results in a third violation of the Good Conduct Code, the decision of the Superintendent may be appealed to the Appeals Board. Such appeal shall be filed within five (5) school days after the receipt of the Superintendent's decision. A hearing on the student's appeal shall be held as soon as reasonably practical before the Board. The decision of the Board shall be final. During the appeal process, the student shall remain ineligible pending a decision on the student's appeal.

## **XII. SCHOOL ATTENDANCE**

All students who are scheduled to participate in an extracurricular activity (including after school practices) on any day that school is in session must attend at least periods five through eight of school on that day of the activity, unless excused in advance directly by the Principal/Designee. Medical appointments, dental appointments, and illness are excusable if the Principal/Designee so deems. Juniors and Seniors visiting colleges and vocational schools shall be deemed excusable if so deemed by the Principal/Designee. The Principal/Designee has the sole discretion in determining whether an absence will be excused.

## **XIII. SCHOLASTIC ELIGIBILITY**

In order to be eligible to participate in extracurricular activities, students shall comply with all applicable academic requirements set out by Iowa law, the Iowa Department of Education, the Iowa High School Athletic Association, the Iowa Girls High School Athletic Union, and the North Tama County Community School District. Special education students and/or students under a 504 plan will be required to make appropriate progress on their I.E.P. or individual plan.

The State of Iowa "Scholarship Rule" 36.15.2 will be used to determine scholastic eligibility for North Tama High School students. Students must pass all classes they are taking. If they fail a course, they are ineligible for 30 calendar days. This ineligibility period will go into effect for the current or next sport they participate in. The students will be given the exact period of ineligibility by the principal or athletic director.

The ineligibility period for all other extra curricular activities including speech and music will be 30 calendar days. The students will be given the exact period of ineligibility by the principal or athletic director.

North Tama Junior High students must be passing all core subjects (Language Arts, Social Studies, Math, Science and Literature) to be scholastically eligible for extracurricular activities.

Grades of Junior High students will be checked at the midterm and end of each quarter.

A student not passing all core subjects will be scholastically ineligible for one (1) week.

At the end of the first week, the grades of the student who is scholastically ineligible will be checked again. If the student is passing all core subjects, they will regain their eligibility. If the student is still not passing all core subjects, they will be ineligible for the second week.

At the end of the second week, the grades of the student who is scholastically ineligible will be checked again. If the student is passing all core subjects, they will regain their eligibility. If the student is still not passing all core subjects, they will be ineligible for the third week.

This process will be repeated each week until the students are passing all core classes.

For both High School and Junior High, the Scholastic Eligibility provision does not apply to Vocal Music and Instrumental Music concerts and other performances because these are graded activities for which students receive academic credit.

## **XIV. ELIGIBILITY OF TRANSFER STUDENTS**

The North Tama County Community School District maintains an officially adopted School Board Policy (Code #501.10) regarding the eligibility for extra-curricular activities of students who transfer into the North Tama County Community School District. Any student declared ineligible under the prior school district's "Good Conduct Rule", and then without completing the full period of ineligibility at that school transfers to North Tama, will not be eligible for interscholastic competition at North Tama until the full period of ineligibility has been completed. Once the period of ineligibility has been completed, the student is then immediately eligible for interscholastic competition at North Tama as far as any "Good Conduct Rule" is concerned.



**FORM**

Each student must sign this form in order to participate in the District's Extracurricular Activities:  
(The form will be given to students at the start of the school year or when they participate in an extra curricular activity.)

NORTH TAMA COUNTY COMMUNITY SCHOOL DISTRICT  
EXTRACURRICULAR ACTIVITIES FORM

I \_\_\_\_\_ have received from the North Tama County Community School District a copy of the District's Good Conduct Code. I have read the Good Conduct Code and the requirements for academic eligibility and I agree to abide by the Good Conduct Code as a requirement for my participation in extracurricular activities at the North Tama County Community School District.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Date

## SHARED ATHLETIC PROGRAMS

All participants will follow North Tama's Good Conduct Code. However, because of the sharing agreements the students will be discussed with the coach and schools we are sharing with.

## ATHLETIC AWARDS

North Tama awards several athletic awards each fall. Criteria for these awards is listed below.

### Kent Vesley Fresh/Soph Award

This award is given to an outstanding Freshman or Sophomore Male Athlete who has been nominated by the contracted North Tama coaches and meets the following criteria:

- Must be an enrolled Male Freshman or Sophomore to be nominated
- Has not violated the Substance portion of the Good Conduct Policy for the past 2 years
- Athlete must participate in at least 3 sports during the current year
- Exemplifies Sportsmanship
- Contributes to the success of their athletic programs
- Must show characteristics of friendship among peers
- Exemplifies the role of leadership, citizenship and respect toward teachers, coaches and the community
- This award will be nominated and voted on by the North Tama Count Community School contracted coaching staff.

### Tonja Rickert Fresh/Soph Award

This award is given to an outstanding Freshman or Sophomore Female Athlete who has been nominated by the contracted North Tama coaches and meets the following criteria:

- Must be an enrolled Female Freshman or Sophomore to be nominated
- Has not violated the Substance portion of the Good Conduct Policy for the past 2 years
- Athlete must participate in at least 3 sports during the current year
- Exemplifies Sportsmanship
- Contributes to the success of their athletic programs
- Must show characteristics of friendship among peers
- Exemplifies the role of leadership, citizenship and respect toward teachers, coaches and the community
- This award will be nominated and voted on by the North Tama Count Community School contracted coaching staff.

### Bruce Erickson Award Jr/Sr Male Athletic Award Criteria

This award is given to an outstanding Junior or Senior Male Athlete who meets the following criteria and is determined by the given point system.

- Has not violated the Substance portion of the Good Conduct Policy for the past 2 years
- Lettered in at least 3 sports during the current year
- Received the most points in the following categories:
  1. 1 pt. for each club or activity involved with during the current year (band and vocal are curricular and do not count)
  2. Cum GPA of: 3.0 = 1 pts; 3.5 = 2 pts.; 4.0 = 3 pts.

3. 3 pts for each Varsity letter earned in the current year
4. 5 pts. for each 1<sup>st</sup> team All Conference or District Football Selection  
4 pts. for each 2<sup>nd</sup> team All Conference or District Football Selection
5. 7 pts. for each state or national record set during the season  
5 pts. for each school record set during the season
6. 10 pts. for each Individual State Championship or 1<sup>st</sup> Team All State Selection  
8 pts for each 2<sup>nd</sup> or 3<sup>rd</sup> team All State Selection or placing in the top 6 as an individual in a state tournament  
6 pts. for each All State Honorable Mention or State Tournament Participant individual or team
7. 10 pts. awarded to the athlete voted Most Outstanding by the coaches  
6 pts. awarded to the athlete voted 2<sup>nd</sup> Most Outstanding by the coaches
8. **10 pts. awarded to the athlete voted Most Outstanding by the letter winners**  
**6 pts. awarded to the athlete voted 2<sup>nd</sup> Most outstanding by the letter winners**
9. If a tie occurs there will be multiple winners
10. This award will be nominated and voted on by contracted coaches of the North Tama School system.

### Outstanding Jr/Sr Female Athletic Award Criteria

This award is given to an outstanding Junior or Senior Female Athlete who meets the following criteria and is determined by the given point system.

- Has not violated the Substance portion of the Good Conduct Policy for the past 2 years
- Lettered in at least 3 sports during the current year
- Received the most points in the following categories:
  1. 1 pt. for each club or activity involved with during the current year (band and vocal are curricular and do not count)
  2. Cum GPA of: 3.0 = 1 pts; 3.5 = 2 pts.; 4.0 = 3 pts.
  3. 3 pts for each Varsity letter earned in the current year
  4. 5 pts. for each 1<sup>st</sup> team All Conference or District Football Selection  
4 pts. for each 2<sup>nd</sup> team All Conference or District Football Selection
  5. 7 pts. for each state or national record set during the season  
5 pts. for each school record set during the season
  6. 10 pts. for each Individual State Championship or 1<sup>st</sup> Team All State Selection  
8 pts for each 2<sup>nd</sup> or 3<sup>rd</sup> team All State Selection or placing in the top 6 as an individual in a state tournament  
6 pts. for each All State Honorable Mention or State Tournament Participant individual or team
  7. 10 pts. awarded to the athlete voted Most Outstanding by the coaches  
6 pts. awarded to the athlete voted 2<sup>nd</sup> Most Outstanding by the coaches
  8. **10 pts. awarded to the athlete voted Most Outstanding by the letter winners**  
**6 pts. awarded to the athlete voted 2<sup>nd</sup> Most outstanding by the letter winners**
  9. If a tie occurs there will be multiple winners
  10. This award will be nominated and voted on by contracted coaches of the North Tama School system.

### INSURANCE FOR ATHLETES

All students who participate in athletics are required to have insurance coverage. They may either purchase coverage provided for their convenience through the school, or show evidence of their own coverage.

## CHURCH NIGHT

Wednesday evening has been reserved for church activities. This evening will be kept free from school meetings or practices. A student's statement they "do not attend church anyway" does not alter this regulation. All activities should cease by 6:00 p.m., and all students **MUST** be out of the building by 6:30. Occasionally there are state or conference activities on a Wednesday night, especially at tournament time in some sports. North Tama has no control over the scheduling of those events, and our teams **WILL** participate when this does occur.

## OPEN GYM

The North Tama School may open its gym or athletic facilities for the purpose of making recreational activities available for all students or the community. Open gyms are subject to the following restrictions:

Guidelines for all:

- SAFE use for people, equipment, and the facility is most important - that means responsible, active, adult supervision present at all times!!!!
- In-season activities get first choice/final say of facilities
- Open Gym, Weight Room, and Batting Cage schedules must be cleared through the AD, published in the bulletin, and must include both starting and ending times.
- All supervisors need to help keep things safe. Don't allow students to use facilities/equipment, except at scheduled times.
- AAU, drill team, youth basketball, soccer, freestyle wrestling, camps, and all other non-school sponsored activities using school facilities must schedule their activity through the AD ahead of time. The adult sponsors of these events are responsible for all supervision.
- If your activity is not on the AD's calendar, it does not exist!!!! Coaches and Sponsors Meeting is the place to work out most facilities use issues.

### Open Gym Rules

- All state association Open Gym rules will be followed. (See page two)
- Adult supervisors may **not** participate or coach while supervising Open Gym
- Equipment should not be provided to students unless supervisor is present.
- **No supervisor present-no Open Gym!**
- Supervisor must secure equipment and the facility when done.

### Weight Room Rules

- Adult supervisors **may** lift while supervising the weight room.
- The weight room should not be opened for students unless the supervisor is present.
- **No supervisor present-no weight room!**
- Supervisor must secure equipment and the facility when done.

### Indoor Batting Cage Rules (Out of season)

- Use of the cage may not be scheduled at the same time as any in-season activity, or Open Gym.
- Baseball and softball coaches may **not** supervise their own players using the batting cage.
- The weight room supervisor **may** accept the responsibility of supervising the batting cage.
- Bats may only be swung **inside** the cage
- Helmets must be worn when in the cage by both batter and pitcher
- Supervisor must secure equipment and the facility when done.

### Wrestling (Out of season)

- State out of season contact rules apply. AAU/freestyle wrestling only with permission and appropriate adult supervision.
- During summer, no wrestling in school facilities without a certified coach with the requisite wrestling background present.

## PICTURES FOR STUDENT ACTIVITIES

Team and individual pictures will be taken during each athletic season. When the pictures are returned from the photographer, they should be picked up from the **COACH**.

Pictures from other activities (- i.e. - *Homecoming, Prom, etc.*) are to be picked up in the office. This is to be done before school, after school, or during study hall.  
Students may only pick up their own pictures.

### HOMEcoming WORK INFORMATION

All Sophomores will be required to help plan, decorate, and provide hours of service during homecoming. All 10<sup>th</sup> graders will be required to work six hours in preparation for Homecoming festivities. This is considered intra-curricular experience designed to allow students a structured opportunity to work on a large project, be a part of a team working towards a goal, give and take directions from peers, along with other 21<sup>st</sup> century interpersonal skills. Failure to complete all six hours will result in a detention for the amount of time remaining to complete the six-hour requirement. Students that do not serve their detention within one week will earn an in-school suspension up to one day in length.

### SCHOOL-SPONSORED STUDENT ORGANIZATIONS

School-sponsored student organizations are those that are recognized by the North Tama County Community School District. School-sponsored student organizations include: Art Club; Band Council; FFA; FCCLA; NHS; Spanish Club; Speech Club; Student Council; and Vocal Council.

Participation in school-sponsored student organizations is a privilege. Individual coaches /sponsors 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, procedures, rules or regulations.

### STUDENT ORGANIZATIONS USING SCHOOL FACILITIES

School facilities are available during non-school hours to school-sponsored and non-school sponsored organizations for the purpose of meetings or activities. Students wishing to use the school facilities should contact their sponsor or the Principal to reserve a room. School policies, procedures, rules and regulations are in effect during these meetings.

### STUDENT FUNDS AND FUND RAISING

If student organizations intend to raise funds by selling/servicing businesses or community members, approval of the Board of Education is required. If student organizations intend to raise funds by selling/servicing students and faculty members, approval of the Principal is required. Activity sponsors have the necessary forms and paperwork to complete the application process. Funds remain in control of the school and the Board of Education.

### SCHOOL DANCES

At certain times during the school year, organizations or classes may sponsor dances. The following guidelines apply:

- 2) All dances **MUST** be approved by the Principal **IN ADVANCE**. The school dance form must be completed and filed with the Principal. The Principal will notify the group sponsoring the dance if it has been approved.
- 3) The class or organization sponsoring the dance is responsible for setting prices, any refreshments, decorations, music, cleaning up after the dance and arranging for chaperones. At least four (4) chaperones must be present.
- 4) The hours for the dance should be publicized in advance and will depend on other school activities. In no case will the school dance go beyond **12:00 midnight**.
- 5) Students will not be allowed **IN** to school dances later than forty-five (45) minutes after the starting time.
- 6) Once you leave, you may **NOT** return.

- 7) Other than Homecoming, and Prom; dances are restricted to North Tama High School students. For Homecoming, and Prom: dates who are not North Tama students must be registered with the Principal's office **IN ADVANCE**. Students not yet in high school will not be allowed to attend a high school dance.
- 8) Students are responsible for their own good conduct at all times during the dance.
- 9) Students will also be responsible for the conduct of their date who is not a North Tama student during the dance. If your date misbehaves, both of you will be asked to leave.
- 10) Students who come to a school dance under the influence or in possession of intoxicating beverages, narcotics, or illegal drugs may be suspended or expelled. Parents and/or law enforcement authorities will be notified of any such offense. Students may be required to enroll in, and attend a bona fide Substance Abuse Program before they will be readmitted to school. Students will also lose eligibility for student activities as stated in the eligibility policy on pages 22-24 of this handbook.
- 11) Students may **NOT** attend the Prom Banquet more than two (2) years. They may **NOT** attend the Prom Dance more than two (2) years except as the date of a student eligible to attend Prom.

# PROCEDURES AND REGULATIONS

## ATTENDANCE

### Philosophy

North Tama County Community School District students will be expected to attend classes regularly and to be on time in order to receive maximum benefit from the instructional program, to develop habits of punctuality, self-discipline and responsibility, and to assist in keeping disruption of the educational environment to a minimum. While it is possible for an absent student to make up much of the schoolwork missed, it is impossible to completely compensate for absence from classes.

Absences always cause some disruption in the education progress of the student who was absent. In order to maintain interest and understanding in a program of instruction, students should not expect to be absent any more than is absolutely necessary. Students who fail to make up work missed may not understand what a teacher is currently presenting, and may also become discouraged with the double burden of keeping current and making up missed work. Irregular attendance or tardiness by students not only retards their own studies, but also interferes with the progress of those pupils who are regular and prompt in attendance.

Students who have good attendance records are most likely to achieve higher grades, enjoy school life to a greater degree, and have more employment opportunities after leaving school. Prospective employers expect promptness and regular attendance from employees and are reluctant to hire persons who have not established good habits of responsibility and self-discipline. Life-long patterns of responsibility and self-discipline of regular attendance and promptness are fostered by attention given them during the years of school attendance.

There are times, however, when school officials may determine that the problems associated with absence from school are outweighed by the advantages of an activity in which the student participates and they may endorse or sponsor an activity or trip. Attendance at such approved trips and activities will not be considered an absence from school, but students will be required to make up all work missed.

Parents and students are urged to cooperate with the school in securing good attendance. Each student contributes to the success of the entire school by what he or she has to offer to the rest of the student body. A major part of a student's educational process is to assume the responsibility of being where they are supposed to be and being on time.

The student is responsible for getting the assignments and doing the make up work after being absent. Students will be given one day plus the number of days absent to complete the make up work.

### The official North Tama High School policy on attendance is as follows:

We ask parents send a note in advance or call the Principal's office at 478-2265 x210 (option #1) when your son or daughter will be missing school for any reason. If a parent does not contact the school to let us know their child will be gone, they will receive a phone call, text, or email letting them know of the absence. The mode of communication will be determined by the parent and can be modified in PowerSchool using their log in information. Every absence from school will require a written excuse from the parent or a printed excuse from the medical provider. The written excuse **MUST STATE THE REASON** for such absence. The Principal will then classify the absence as "**EXCUSED**", "**EXEMPT**", or "**UNEXCUSED**", based entirely on the reason for being absent. The **PRINCIPAL**, not the parents, will determine if the absence is excused or not.

**Excused** absences include, but are not limited to:

- illness
- family emergency (including working for parents)
- professional appointments, including medical and dental, which cannot be done at another time
- family vacation (with school work completed in advance)
- other legitimate exceptions, as determined by the Principal

**Exempt** absences include, but are not limited to:

- school related/school sponsored trips or activities
- 2 college visits arranged by the counselor for seniors one for Juniors

court appearances  
other legitimate exemptions, as determined by the Principal (exempt absences do not count against the # for the policy)

**Unexcused** absences include, but are not limited to:

oversleeping  
tardy  
leaving school without authorization  
working, other than for parent/guardian  
truancy, skipping school, skipping class

One day of absence from a block class is counted as 2 days absent. Reasons for absence that can be justified educationally by the Principal may be approved. Permission for such absences should be obtained in advance. Failure to obtain such permission may result in the absence being considered unexcused. The Principal will either excuse/exempt the absence or document the reason for counting the absence as unexcused. Students are not to leave the building for any reason, including illness, without permission from the office. Students leaving without permission may have the absence considered unexcused. Notes after the fact may not be accepted.

Schoolwork missed due to absences must be made up to the satisfaction of the teacher involved. When students anticipate being absent, every effort should be made that schoolwork is completed in advance. The Principal may determine that advance completion of schoolwork is a prerequisite to excusing/exempting the absence. Students anticipating absence should give the school timely notice, in writing from the parent/guardian. Failure to notify the school in advance may result in the absence being considered unexcused.

Only students not living with parent/guardian may present their own excuses/notes for absences. Students are to notify the Principal whenever they cease to live with their parent/guardian. In the event the Principal determines that it is advisable to verify an excuse given for an absence, the Principal/designee may take appropriate steps to do so. If it is determined that an excuse is forged or misrepresents the facts, the Principal may determine the absence to be unexcused.

#### **PROCESS FOR EXCESSIVE ABSENCES**

When a student reaches **5** absences for the semester in a given class, notice will be sent to parents. The student will also be verbally notified by the teacher. If a student *has more than \*\* 8 absences for the semester in a class*, they are placed in **credit forfeiture status**. A copy of the attendance policy will be mailed to parents at that time. Having been placed in credit forfeiture status, the student must do the following:

1. obtain the credit forfeiture appeal form from the teacher
2. have teachers indicate what time, assignments, projects, or work needs to be done in order to meet the objectives of the course.
3. complete all required assignments and time.
4. obtain the teachers' signatures on the form, indicating that the time, assignments, projects, etc. have been satisfactorily completed.
5. present the form, with teachers' signatures, to the Principal. The Principal will then determine if the student may receive credit in the class.

Completing the form, determining with teachers what work, assignments, time to be done, obtaining teachers' signatures, and turning the form in is the responsibility of the student. A student who fails to complete the process, fails to complete the missing assignments or make up time may not receive credit in that particular class. The Principal will inform the student as to whether the student will receive credit.

#### **PROCESS FOR UNEXCUSED ABSENCES**

**1st offense** - Student is given the opportunity to make up all the missed school work for credit, but will miss all class participation points for that day. Student is required to make up all the time missed before or after school. Failure to make up the time may cause the student to be suspended. Written contact with



parent with a copy of the attendance policy will be made. Notification to Guidance Counselor and documentation of unexcused absence is placed in cumulative file. Principal/Counselor/designee will discuss absence with the student.

**2nd offense** - Student is given the opportunity to make up all the missed school work for credit, but will miss all class participation points for that day. Student is required to make up all the time missed before or after school. Failure to make up time may cause the student to be suspended, up to 3 days. Parent will be contacted by phone and letter, with documentation to student's cumulative file. Letter will contain copy of the attendance policy. Parent will be offered the opportunity to meet to discuss the situation.

**3rd offense** - Student is given the opportunity to make up all the school work missed for credit, but will miss all class participation points for that day. Student is required to make up all the time missed before or after school. Student may be suspended out of school for 3 days. Phone and registered mail contact is made with parent, with a copy to student's cumulative file. Possible referral to Tama County Attorney. Recommendation made that student/parent investigate alternative education programs with Principal/Counselor offering assistance. Possible parental conference.

**4th offense** - Student is suspended out of school from 3 to 5 days. To be considered for reinstatement, the student and parent must meet with the Principal and Superintendent/designee. At this conference, the circumstance conference will be reviewed. Copy of attendance policy will be given/sent to parent. Alternative education programs will be discussed. At the conclusion of the meeting, the administration will determine the conditions under which the student will be reinstated.

**5th offense** - Students that have 5 unexcused absences in a class during a semester will be **removed** from the class and **will not** receive credit.

## TARDIES

Students who are late to class without a pass from a teacher or the office will be assigned a tardy. **THREE (3) TARDIES WILL COUNT AS AN UNEXCUSED ABSENCE FOR THE CLASS.** If the student is more than five (5) minutes late for a class without a pass, it will be an UNEXCUSED ABSENCE and the student must make up the time with the teacher.

## AMBULANCE PAGER / OTHER PAGERS

Students who have the ambulance or fire department pager are to register in the office on the days they carry the pager. Failure to do so will result in the student having an **UNEXCUSED ABSENCE**; with the consequences as listed on page 42 of this handbook being applied; when they leave for an ambulance or fire department call. It is felt students who are responsible enough to be on the ambulance or fire department crew should be responsible enough to register in the office. No other students will be allowed to carry pagers in school.

## ADMIT SLIPS

When a student returns to school after being absent, they should report to the office with a written excuse in order to obtain an Admit Slip. The Admit Slip should be taken to each class missed and signed by the teacher of the class. The teacher will give the student the assignment for the time missed. The Admit Slips do **NOT** need to be returned to the office when completed.

## TEMPORARY ADMITS

Students who do not have a written excuse from home may be issued a Temporary Admit. This should be presented to the teacher to be admitted to class. This does **NOT** relieve the student of the responsibility of bringing a written excuse from home.

Students must bring a written excuse from home within a reasonable amount of time (*normally 2 days*) after being given a Temporary Admit. Until the excuse has been brought in or if it is not brought in, the absence will be considered an **UNEXCUSED ABSENCE**; with the consequences as listed on page 38 of this handbook being applied.

## OBTAINING DRIVER'S LICENSE OR PERMIT

Students who wish to obtain a driver's license or permit during school time should seek permission from the Principal **IN ADVANCE**. The Principal will help make arrangements so the student will miss as little class time as possible.

## ADVANCED MAKE-UP

There may be times during the year when students will know in advance they will be gone from school. Examples of this would be: planned family trips; field trips; honor band or choir; golf or track meets; Physics Olympics; play matinees; college visits; etc. While these are worthwhile activities, students must be responsible for their regular class work.

In these situations, students are to use a special Advanced Make-Up form to be signed by the teachers of the classes missed. When students fill out an Advanced Make-up slip, they will have one additional day to turn in the work for each day they missed. The form must be completed **BEFORE** leaving for the activity, unless there are some very special circumstances. Forms will be available from all teachers or the Principal's office.

Sponsors may deny students the privilege of going on the trip if the form is not completed. Repeat offenders may lose the privilege of going on any trips.

This procedure does **NOT** apply to class meetings or meetings of organizations such as Student Council or NHS, that are held during the school day.

## ABSENCE FROM SCHOOL TO WORK

Students may be excused to work for **THEIR PARENTS** if the parent is convinced the work is more important to the student than his or her presence at school. It is expected these absences will be kept to a minimum. It is felt there are few reasons, **IF ANY**, that would justify absences from classes to work for **SOMEONE OTHER THAN THE STUDENT'S OWN PARENTS**. Such absences may be classified as **UNEXCUSED** unless they are approved **IN ADVANCE**, by the Principal.

## WORK RELEASE

There will be no automatic early dismissal for **ANYONE**. The following procedure will be in effect for **SENIORS** only who have a bona fide regular job. If a senior desires to seek a work release after his or her last regularly scheduled class, and he or she has a bona fide daily job, then the following procedure applies:

- 1) The employer will make written request to the Principal seeking early dismissal for a particular student. The request will explain the hours of work, the nature of the work, and must be signed by the employer, the student's parents and the student.
  - 2) The Principal will then have a personal conference with the employer and the student to verify the validity of the request.
- Any student who has failed a course the previous semester is not eligible.
  - Any student who was suspended the previous or present semester is not eligible.
  - Any student seen any place other than the designated work site will lose the Work Release privilege.
  - Students on Work Release may **NOT** return to the school the remainder of the day or after school - including practices or performances in extra-curricular activities.

Any other request from any student to leave school early to go to work must be handled **IN ADVANCE**, on a daily basis, through the Principal's office.

## SIGN OUT PROCEDURES

No student is to be out of class or study hall without a pass. The following sign out procedures will apply:

- Students must ask the teacher for permission to sign out.

- When leaving a class or study hall, the sign out book must be signed. Be sure to record the time left.
- Students must return before the end of the period. Be sure to record the time returned.
- Students going to their lockers, the rest room, or the drinking fountain should use the appropriate hall pass.
- Students who wish to visit a teacher must have a slip from that teacher **IN ADVANCE**.
- When signing out do **NOT** put several names on the same pass. Each student should use an individual pass.
- Under no conditions are students to be "just wandering around". Under no conditions are students to be in the halls, gym, locker rooms, or other areas with no pass.
- Students who are observed loitering in the halls, cause problems where they have signed out to go, or do not follow the sign out procedures will lose their sign out privileges for a length of time determined by the nature of the offense. Students may also receive a detention.
- Students going to the office to use the phone, etc. should go by **THEMSELVES**. The office becomes unnecessarily crowded when other people go along with their friends.

### STUDY HALL RULES

- 1) Every student must read for 15 minutes during study hall.
- 2) Students are expected to make productive use of the Study Hall time. The first 15 minutes of every study hall will be for reading. Students who do not have reading materials or who do not read will be given a detention.
- 3) Students who have homework to do must ask the study hall teacher to work on homework. When students finish their homework, they need to let the study hall teacher know. They will then have 15 minutes of reading time. If the homework honestly takes all period, that is fine.
- 4) During this reading time, students may drink and have snacks if the teacher allows it. All wrappers and other items must be gone, picked up, and thrown away before the end of the period.
- 5) Students assigned to Study Hall are to report on time, take their assigned seat, and start reading.
- 6) Students who come to Study Hall with no materials will be counted tardy. Three (3) tardies will count as an UNEXCUSED ABSENCE.
- 7) Students will not be allowed to sign out during the first fifteen (15) minutes of the period without a teacher pass. If they do homework first, they will not be allowed to sign out until they have completed their fifteen (15) minutes of reading.
- 8) Students who have a band or vocal lesson at the beginning of the period will report directly to the lesson. They will go to Study Hall after completing the lesson.
- 9) Students who wish to sign out from Study Hall must follow the sign out procedures.
- 10) Students may listen to music with headphones if allowed by the teacher. Students may not play cards.
- 11) Students who violate the rules of the Study Hall will lose their privileges and may be assigned to the Detention Room.
- 12) There will be no open Study Hall.

### LIBRARY PROCEDURES

- 1) All students are to enter the library quietly with a pass and sign in on the log located on the table by the librarian's desk.
- 2) **No food, gum or beverages of any kind are allowed in the library.**
- 3) Everyone is to maintain RESPECT for materials and other persons present in the library.
- 4) Everyone is to maintain a quiet atmosphere at all times. Students may work on class assignments, read books, magazines or newspapers &/or work on the computers.
- 5) Only two people may work together at each computer.
- 6) Games and or music may not be played on the computers.
- 7) Students may talk quietly with each other for short periods of time.
- 8) When a class is receiving instruction in the library, other students in attendance are to keep conversation to a minimum.

- 9) Chairs are available for seating, feet &/or legs are not to be up on any piece of furniture.
- 10) One student at a time may sign out to the restroom or lockers by signing out on the log and taking the appropriate pass. Upon return, sign in and place the pass in the holder.
- 11) Students may sign out to the counselor, office, etc by obtaining a pass from the librarian or supervising teacher.
- 12) Students are to return to their class or study hall before the end of the hour. They must have their passes signed and sign out on the log.
- 13) If a student's behavior requires their removal from the library, they may not return for two weeks. The time is doubled with every infraction thereafter.

## PROCEDURES FOR USE OF COMPUTERS

The North Tama County Community School District has made a serious commitment to the use of computers and technology in the total educational process.

Guidelines for student use of computers:

- \*\* Students may **NOT** have pop, gum or snacks when working on a computer.
- \*\* Students should be careful when working with computers and not misuse any equipment. If problems do occur, check with the teacher in charge for assistance.
- \*\* The person supervising the lab or the librarian will assist students with regards to software, computer paper and other necessary materials.
- \*\* Students in Study Hall who wish to use a computer, should sign out to the library.
- \*\* Students who can not follow these guidelines will lose the privilege of signing out to use computers and may receive a detention or other disciplinary consequences.
- \*\* North Tama uses an objectionable content filter on all district email accounts. If you send an email that is flagged because of language or content the filter deems to be inappropriate, the email will be quarantined and not sent to the recipient. The content filter checks all incoming and outgoing email, so it will also flag any email coming in from outside the district. The quarantined emails get checked periodically in the office. Please remember that all correspondence through district email must be appropriate.
- \*\* All students will be required to complete a Parental Permission Form before they will be allowed to use the Internet. Most parents will fill this out at the time of school registration. However, some students may need to take a form home to their parents. Students who misuse the Internet or the computers will lose the privilege of using the Internet or the computers, may receive other school imposed discipline and may be prosecuted by law enforcement authorities. Misuse of the Internet or the computers includes, but is not limited to: Abusive language; Viewing obscene, vulgar or objectionable materials (***including material that promotes the use of illegal substances***); Printing obscene, vulgar or objectionable materials (***including material that promotes the use of illegal substances***); Software piracy (*illegal use of software*); Storage of personal data; Unauthorized use of equipment; Downloading from the Internet and passing it off as your own work; Attempts to learn the password of other users; Destruction or alteration of data belonging to others.

## LOST AND FOUND

Items found should be turned in to the Principal's office. Students or faculty may claim lost items by identifying them. The North Tama County Community School District is **NOT** responsible for a student's property if it is lost, stolen, or damaged.

## VALUABLES

- 1) Students should not bring to school any more money than is absolutely necessary.
- 2) Students should not leave clothing, money, watches, rings or other valuable items unattended in their lockers, desks, locker rooms or other areas of the school.
- 3) Students who disregard these guidelines, leave lockers unlocked or share combinations with others should be aware of the potential for loss or theft at all times.
- 4) If a loss or theft does occur, please notify the Principal immediately.

- 5) The North Tama County Community School District is **NOT** responsible for a student's property if it is lost, stolen or damaged.

**STUDENTS ARE REMINDED TO LOCK UP THEIR VALUABLES.**

### **LOCKERS**

Student lockers are the property of the North Tama School District. 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 locker clean and undamaged. The expenses of repair for damage done to a student's locker will be charged to the student. If your locker breaks or is damaged, please notify the office immediately.

To ensure students are properly maintaining their assigned lockers, the Principal of the building may periodically inspect all or a random selection of lockers. Either students or another individual will be present during the inspection of their lockers. Student lockers may also be searched, at any time and without advance notice, in compliance with school Board policy (*Code #502.8*) regulating search and seizure.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials.

Students are not to have obscene posters or posters depicting the use of tobacco, illegal drugs, or alcohol in their lockers. Pop cans, bottles or other trash should not be stored in your locker. If these items are found in your locker, school authorities will confiscate them.

Students should not give their locker combinations to other students.

### **YEAR END CHECK OUT PROCEDURES**

At the end of the school year, all students will be required to complete a "Sign Out Sheet". Students should have each teacher, coach and activity sponsor sign the form. The Principal or the high school secretary will check your locker as part of the procedure. Anyone who does not turn in this form will receive a 60 minute detention at the start of the following school year.

Students leaving North Tama during the school year will complete a "Sign Out Sheet".

Textbooks, materials, or equipment that have been lost or damaged will be charged at **CURRENT REPLACEMENT COST**. If a student owes fines, fees, etc. or has overdue or missing books; it will be carried over each year until reimbursement or resolution is made. The reimbursement or resolution must be taken care of before graduation. Students who have concerns about the fines, fees, etc., should contact the Principal.

### **LUNCH CARDS**

Students must present their Lunch Cards in order to eat. Students who do not have their Lunch Card will have to go to the end of the line. Oral numbers will not be accepted. When the secretary has to manually enter lunch card numbers into the computer, the lunch line process runs more slowly. This makes the process slow for all students who are waiting to eat, and it interferes with our lunch schedules for other classes. Students will be expected to replace lost or mutilated cards as quickly as possible by paying the \$3.50 replacement fee. Students who refuse to pay the \$3.50 fee for lost or mutilated cards may be denied lunch services.

Once a Card has been scanned, students can't change their mind and decide not to eat.

An account has been set up for each family. The account balance is for all students in the family. We do not maintain balances for individual students unless they are the only member of a particular family attending school.

Payment may be made in the Main Office in the morning before school or during the lunch hour or through PaySchools on the North Tama website. Credit will not be extended beyond five (5) days. **The price for a daily meal is \$2.35. Milk is 40 cents. All extras are between 85 cents and \$1.25.**

**All students, including free, reduced, or regular paying have the opportunity to purchase extra sandwiches and/or milk. Students are expected to pay for their extra's at the time of purchase. Credit**

**will not be extended past \$5.00. Once students accounts have reached \$5.00, they will not be allowed to purchase anymore extras until the bill is paid. Also, students on regular lunches will be denied lunch privileges if their account balance is at a minus \$10.00. THESE WILL BE STRICTLY ENFORCED UNTIL THE BILLS ARE PAID IN FULL.**

### **BREAKFAST PROGRAM**

Breakfast will be served each morning beginning at 7:50. It is the student's responsibility to finish breakfast in time to get to their first class on time. **Cost of breakfast is \$1.65 per day.**

### **SCHOOL LUNCH PROCEDURES**

North Tama High School will observe a closed lunch period. All students are to eat in the lunchroom except town students who have a written request from their parents to eat at **HOME**. Students who do not wish to participate in the school lunch program may bring their lunch and eat in the lunchroom.

- 1) Students are to conduct themselves using courtesy, cooperation, common sense and respect for others.
- 2) The lunch shift is from 11:45 to 12:15. Seniors will line up first, Juniors will line up behind seniors, Sophomores will line up down the hallway towards the art room and go after Juniors, and Freshmen will line up in front of the Bruce Erickson display case and go after Sophomores. Students should remain in the lunchroom until 12:10.
- 3) **TOWN** students wishing to eat at home should secure the appropriate form from the Principal's office, complete the form and return it to the office. Students with permission to eat at home who are found to be anywhere other than **THEIR HOME** will be disciplined and may lose the privilege of going home to eat.
- 4) No one will be excused from Study Hall to go home to eat.
- 5) Students are to **WALK** to and from the lunchroom in an orderly manner. Lunch lines form at the end. Do **NOT** cut in line and do not let others cut in line.
- 6) Remain seated while eating. No food or drink is to be taken from the lunchroom. If you spill anything, clean it up.
- 7) Students who have not gone through the lunch line may **NOT** eat from another student's plate.
- 8) Those not wishing to eat or those who are finished early have the following options:
  - Students may remain in the lunch room and socialize in an appropriate manner.
  - When the weather is decent, students may be outside by the South steps.
  - Students wishing to visit a teacher or use the library or the computer lab must have a pass from that teacher beforehand.
- 9) Students may **NOT** be in the parking areas (including the bus parking area south of the music rooms), nor in vehicles during the lunch period.
- 10) Students violating these lunch procedures may receive consequences up to and including suspension. They may be required to eat by themselves.

### **ALA CARTE PROGRAM**

The North Tama County Community School District will continue an Ala Carte program as a part of the Lunch Program. The rules and procedures will be posted in the lunchroom.

### **POSTING OF INFORMATION**

Students who wish to post or distribute information must receive permission from the Principal in advance. This applies whether the information deals with school-sponsored or non-school sponsored activities. Those with questions concerning the posting of information should contact the Principal.

## DAILY BULLETIN - ANNOUNCEMENTS

A daily bulletin will be assembled and distributed at the beginning of 2nd period every day. This will be read to the students in each class sometime during 2nd period. Copies of the bulletin will also be posted in the hallways and on the North Tama website daily. Announcements over the Intercom will be held to a minimum because of disruption to classes in progress.

## TELEPHONE USE

The phones in the classrooms and throughout the building are for school use only. They are NOT for student use. Students should ask permission if they need to use one for local calls only. Students may use the phone in the secondary office to call home, make appointments, call concerning work or in case of an emergency. Because of limited space in the secondary office, students should come to the office by themselves when making a phone call. Students are NOT to use this phone to make long distance calls unless the call is collect or charged to their home phone. Students may come to the office and use their cell phone to make long distance phone calls. Students are NOT to use this phone to call friends. Students will NOT be excused from class to answer a phone call, except in case of an emergency. A message will be taken in the office and given to the student. The school phone number is 319-478-2265.

## MESSAGES TO STUDENTS

The office will **NOT** deliver personal notes from a student to another student. Occasionally, friends or acquaintances of a North Tama student may wish to talk to the student during the school day. Only in a **VERY EXTREME** emergency will the visitor be allowed to talk to the student. The visitor may leave a message at the office. The visitor will then be asked to leave the school **IMMEDIATELY**.

## VISITORS TO SCHOOL

Visitors to the school grounds must check in at the Principal's office. **PARENTS** are always **WELCOME** to visit school. However, we ask that students not bring friends to visit during the school day without prior permission from the Principal usually two days notice will be needed. You are responsible for your guest. If your guest misbehaves, **YOU** may be assigned the disciplinary consequences. If you do not think your guest can behave in school, then you should not ask to bring them to school. Guests who do not conform to the North Tama policies, procedures, rules or regulations will be asked to leave the school **IMMEDIATELY**. Normally, a guest will be allowed to visit for only one day. Normally, visitors will not be allowed during the first two (2) weeks and the last two (2) weeks of a semester.

## AFTER SCHOOL / AFTER ACTIVITIES

Students should leave the building after they are done with the school day or when they are done with after school activities. Students should **NOT** be "just hanging around the building" after school or after their activities. Students are not to be in the building after 3:50 without supervision.

After 4:00, students will not be able to get into the lunchroom or the locker bay areas. Students should be sure to take materials they need with them immediately after school. Normally, students will not be able to get to their lockers following practices or other after school activities.

## GYM FLOOR

Due to heavy usage and traffic North Tama Community Schools has established a policy concerning gym usage during the school day, physical education classes, school activities and non school activities. The following general rules must be followed:

**-No "Street" Shoes on the floor during PE, practices or activities.**

-This includes but is not limited to shoes worn to school, dress shoes, sandals, flip flops etc.

-Outside groups using the gym for practices need to change shoes before using the floor.

**-No unnecessary hallway traffic in the gym.**

- No Walking across the gym floor with street shoes on to get from one end to the other
- Students wishing to get to the boys locker room area, vocal or shop areas need to use the stage as a hallway.
- If it is absolutely necessary to walk in the gym, please walk outside the red lines on the basketball court against the bleachers.

**Students found in violation of the above stated rules will be punished accordingly:**

- First time offenders will receive a detention and/or verbal warning.
- Repeat offenders will lose gym floor privileges and are personally responsible for any consequences that may occur from not being able to use the gym.

The bottom line is we need to do a tremendous job of taking care of the gym and gym floor. If we all work together this can be accomplished. Students are asked to not walk across the gym floor while wearing their street shoes. This especially applies to those going from the North gym doors to the shop, vocal rooms, or boys locker room; and those going from the Southwest gym doors to the North gym doors. Please stay off the playing floor in all cases.

### **NHS SELECTION PROCEDURE**

Selection to NHS is a privilege, not a right. Students do not apply for membership in the National Honor Society; instead they provide information to be used by the Faculty Council to support their candidacy for membership.

Each 10-12 student who qualifies scholastically will be notified and informed that for consideration for membership in the NHS Chapter they must complete a student activity form and submit an essay.

Students who submit the activity form and essay will be selected for membership by the Faculty Council which reviews the following areas equally:

**Scholastic- 3.25**

**Character**

- Takes criticism willing and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Regularly shows courtesy, concern and respect for others
- Observes instructions and rules, is punctual and faithful both inside and outside the classroom
- Has powers of concentration, self-discipline and sustained attention as shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work and showing unwillingness to profit by the mistakes of others
- Actively helps rid the school of bad influences or environment

Character is not based on mere personality, nor on minor incidents unless they are repeated so as to indicate a definite pattern of behavior.

**Leadership**

- Is resourceful
- Demonstrates initiative in promoting school activities
- Exercises positive influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility; conducts business effectively and efficiently' demonstrates reliability and dependability



- Is a leader in the classroom, at work, and in other school or community activities
- Is thoroughly dependable in any responsibility accepted
- Is willing to uphold scholarship and maintain a loyal school attitude

Leadership is not based merely on the holding of extra-curricular offices, but on the efficiency which their duties were performed.

#### **Service**

- Volunteers and provides 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
- Is willing to represent the class or school in inter-class and inter-scholastic competition •Does committee and staff work without complaint
- Participates in some activity outside of school, for example, Girl Scouts, Boy Scouts, church groups, volunteer services for the elderly, poor, or disadvantaged
- Mentors persons in the community or students at other schools
- Shows courtesy by assisting visitors, teachers, and students

Service is considered to be those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service.

Faculty members who know these students will be asked to make comments on their character, leadership, and service given the above guidelines. Hearsay or rumors will not be considered.

Each Faculty Council member will select those he/she feels qualifies. The council will vote on each candidate, and those receiving a majority vote will be inducted into the chapter.

# TRANSPORTATION

## BUS DISCIPLINE POLICY

### PHILOSOPHY

Every time a student violates a bus rule raises the chance the driver is distracted.

Every time the driver is distracted raises the chance of an accident happening.

Therefore, every time a student violates a bus rule, he or she directly raises the chance of the bus being in an accident!

To assist us in assuring the safety of all children riding our buses, the North Tama School District has established a school bus discipline policy. This policy will provide the principals with adequate authority to maintain discipline on our buses. All bus rules will be strictly enforced. This will apply to all district vehicles including activity buses.

Students will be informed of the bus rules and consequences on the first day of school. Thereafter, all students will be held accountable for their behavior.

It is suggested that all parents review the following bus safety rules with their children prior to the beginning of the 2013-2014 school year. The assistance of parents will greatly reduce the possibility of behavior problems and thereby greatly improve the safety of all riders.

David Hill, Superintendent

### BUS SAFETY & DISCIPLINE

- School bus riders shall conduct themselves in a respectful manner. The use of profane language is prohibited.
- Bus drivers have authority over all students riding their buses and they have the responsibility for the safety of passengers.
- All school vehicles and all those rented or leased by the district are an extension of the classroom and school. Therefore, students are subject to all school rules while riding school vehicles.
- Students shall follow the directions of the bus driver. Failure to do so will be considered a serious offense.
- The student shall be at the designated loading point before the bus arrival time. Students will be notified of the approximate pick-up time. Because of last minute changes by some riders, these times can vary. Everyone's cooperation will be appreciated.
- A student must notify the driver in advance when he/she will not be riding the bus. This notice should be given the night before if at all possible.
- Eating and drinking on school vehicles will be permitted providing wrappers and containers are disposed of properly. If these materials are left on the floor and students fail to comply with the driver's directions regarding food and drink, the driver may prohibit food and beverages for a specified period of time.
- Respectful communications among riders and between riders and driver shall be observed at all times.
- Riders shall observe the "quiet" rule when the bus is approaching and crossing railroad tracks.
- A student must wait for the bus in his/her driveway or on the shoulder of the road.
- A student who must cross the roadway to board or depart from the bus shall pass in front of the bus (no closer than ten (10) feet), look in both directions, and proceed to cross the road only on signal from the driver.
- All students shall be received and discharged through the right front entrance door. The EMERGENCY door is for EMERGENCY USE ONLY. Unauthorized use of the EMERGENCY door may result in a five (5) day suspension from riding the bus.
- A student will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver by the parents or school authority.
- A student may be assigned a seat by the driver.
- Riders shall remain in a normal, seated position while the bus is in motion. Books and other belongings shall be kept out of the aisles.

- Students are not permitted to play with toys on the bus. Toys must be kept stored in a container while on the bus.
- Permission to open windows must be obtained from the driver. All articles and objects shall remain within the walls of the bus until the student departs.
- Quiet talk and subdued laughter at all times will help prevent the diversion of the driver's attention, thus averting the possibility of an unnecessary and serious accident.
- A student who damages seats or other equipment will be required to pay the cost for the repairs or replacement.
- Guests will not be permitted to ride home with regular route students without the written permission of the parents involved. This will be strictly enforced. Mandatory notes should be given to your student's elementary teacher. JH/HS students should deliver their notes to the secondary office. The transportation secretary will be notified and inform the bus driver involved.

The principals will enforce all school rules and all bus rules. Consequences for breaking school rules or bus rules while riding a bus will include the following:

1. In school suspension.
2. Out of school suspension.
3. Short term suspension from riding school vehicles for a period of time.
4. Detention.
5. Loss of riding privileges for remainder of school year.

\* Students who are not regular route students are subject to all bus rules and school rules while riding school vehicles. This includes students riding activity buses. Students who violate bus or school rules while riding an activity bus will be subject to consequences from the principal as well as from the activity sponsor or coach.

### PEP BUS TO GAMES

At times during the year, students **MAY** be given the opportunity to ride a pep bus to games or meets. Sign up procedures will be announced at school. Pep buses to watch State Athletic Tournaments will not be sent unless North Tama has at least five (5) people participating in that tournament. Students riding pep buses are subject to all regular bus rules and activity bus rules.

### ACTIVITY BUS

#### **IN NO CASE WILL A STUDENT BE ALLOWED TO DRIVE TO OR FROM ANOTHER SCHOOL TO PARTICIPATE IN A SCHOOL ACTIVITY.**

If a student does not ride school transportation to an event at another school, they should NOT be allowed to participate, **UNLESS THEY HAVE PRIOR WRITTEN APPROVAL FROM THE PRINCIPAL TO RIDE WITH A PARENT OR ANOTHER SCHOOL EMPLOYEE.** This will be approved in only very special situations.

Students who ride the activity bus to any school activity from school **MUST** return on that bus, unless they have **WRITTEN PERMISSION** to ride home with **THEIR** parents. In very special circumstances, a student may be allowed to ride home with another student's parents, provided there is **WRITTEN PERMISSION** from the parents of BOTH students.

#### **IN NO CASE SHOULD A STUDENT BE ALLOWED TO RIDE HOME WITH ANOTHER STUDENT, FRIEND OR SIBLING.**

Students who violate these rules will be disciplined, and may be **SUSPENDED** from the activity and/or from school.

## STUDENTS WHO MISS AN ACTIVITY BUS

If a student misses the school transportation to an event at another school, they will **NOT** be allowed to participate, unless there are very special circumstances and another school employee can bring the student to the event.

If a student misses the school transportation returning from an event at another school or is left at another school following a school event they should do the following:

- \*\* Contact a school official at the other school and inform them of the situation.
- \*\* Determine if a North Tama coach, sponsor, or administrator is still at the other school.
- \*\* Call a North Tama school administrator (collect).
- OR** \*\* Call home and have them contact a North Tama school administrator.
- \*\* The school official will make arrangements for someone to go get the student.
- \*\* Stay in a safe and well-lighted place in the other school.
- \*\* Do **NOT** leave the school with someone that you do not know.

## STUDENT DRIVING AND PARKING

Anyone violating the parking procedures will have their car towed and/or have their car ticketed by the police.

- 1) Any student who has a driver's license or a school permit may drive to school. Those wishing to obtain a school permit should contact the Superintendent and be aware of the special regulations concerning the use of the school permit. Students must have completed Driver's Education to be eligible for a school permit.
- 2) Students driving to school **MUST** be in class or study hall at the appropriate starting time. The fact you drove to school is no excuse for being late.
- 3) Students may not park in the rear of the building in the yellow line area. **DO NOT PARK BETWEEN THE SIDEWALK AND THE CORNER OF THE BAND ROOM.**
  - Students are not to park on the South or North side of the bus barn.
  - Students are not to park in front of the bus barn driveway.
  - Students are not to park in the 10 minute parking spaces.
  - Students are not to park in the bus loading area which is just West of the elementary.
  - Students are not to park on the sidewalk or the area between the street & the sidewalk.
  - Students are not to park so that the entrances to the parking area are blocked.
  - Students are not to park in front of the wrestling room garage door on that driveway.
  - Students may park in the area that is just South of the band room.
- 4) Students parking in the lot South of the school should park so that other vehicles are not blocked in.
- 5) No one may be in their vehicles **DURING THE LUNCH PERIOD** or any time during the school day. No one is to drive home for dinner.
- 6) No students' vehicles are to be moved any time during the school day without the permission of the Principal. The Principal will **ACCOMPANY ANY STUDENTS TO THE PARKING AREA** who must move their vehicle. This includes students working on their cars for Automotives or other classes. Students who need to move their vehicles to the shop are to take the most direct route and not be "driving around". Violators of this regulation will receive a detention and possibly be suspended. They will also lose the privilege of moving their vehicle.
- 7) Students who do not follow these rules will be disciplined. Students who violate parking and / or driving regulations may also be reported to the law enforcement authorities.

## STUDENT CONDUCT

### GENERAL INFORMATION

It is felt proper student behavior and conduct is extremely important to the efficient operation of the North Tama High School. Students are expected to conduct themselves in a manner that will not interfere

with their own learning or that of others. Students are expected to be on time to class, to have their materials with them and to remain in their seat or place until the bell rings. High school students must be aware they are under the direct supervision of **ALL TEACHERS, K-12, AND ALL ADMINISTRATORS**. Each teacher is primarily responsible for the discipline in their own class and the rules will vary from class to class. It is the responsibility of students to know the specific classroom rules and act accordingly.

The Principal will handle more serious matters that are not resolved by the teacher.

**Respect, Responsibility, Honesty, and Courtesy** should be your guidelines to proper behavior. It is not practical to list rules for every possible situation. Using these guidelines will help everyone get the most out of every day.

Students are reminded that rules for student conduct also apply at school activities off school grounds (*such as field trips, Prom, etc.*); at all school activities - home and away; while riding school transportation; and at school activities during the summer.

## DUE PROCESS

Concerning all disciplinary matters, each student will be guaranteed private and constitutional rights. As a minimum this is to include:

- oral or written notice of the allegations
- oral or written statement of the facts which are the basis for the allegations
- an opportunity for the student to respond
- an opportunity to appeal to the next higher level - from teacher to Principal to Superintendent.

## SUBSTANCE ABUSE

The School Law of Iowa, Code #279.9 states: "Such rules shall prohibit the use or possession of alcoholic liquor or beer or any controlled substance by any student of such schools and the Board may suspend or expel any student for any violation of such rule." The North Tama policy states any student who comes on school grounds or to any school activity during the school year or during the summer under the influence or in possession of intoxicating beverages, narcotics or illegal drugs may be suspended or expelled. Parents and / or law enforcement authorities will be notified. Students may be required to enroll in, and attend a bona fide Substance Abuse Program before they will be readmitted to school. Students will also lose eligibility for student activities as stated in the good conduct code in this handbook.

## USE OF TOBACCO

The School Law of Iowa, Code #279.9 states: "Such rules shall prohibit the use of tobacco by any student of such schools and the Board may suspend or expel any student for any violation of such rule." The North Tama policy prohibits the **USE OR POSSESSION OF TOBACCO IN ANY FORM**. This rule applies to not only smoking, but also chewing, on the school grounds or at any school activity during the school year and during the summer.

Iowa law also stipulates those under eighteen (18) caught smoking or using tobacco face a fine of up to \$100. Violators may be reported to law enforcement authorities. Students will also lose eligibility for student activities as stated in the good conduct code in this handbook.

Students are not to have matches or lighters in their possession or in their lockers.

## FIGHTING

It is the belief of the school that physical aggression/fighting are not acceptable means of solving problems. Behavior of this type is not acceptable at school or school activities. Students involved in fights will be subject to discipline, including suspension. The student may be required to make up the equivalent time before or after school. In addition, they may be banned from attending school functions.

## THREATS OF VIOLENCE

All threats of violence, whether oral, written, or symbolic, against students, staff, or to school facilities are prohibited. All such threats will be promptly investigated. 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.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic 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; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

## WEAPONS

The North Tama County Community School District maintains an officially adopted school Board policy (*Code #504.17*) regarding weapons. Please note that **STUDENTS BRINGING FIREARMS TO SCHOOL SHALL BE EXPELLED FOR NOT LESS THAN TWELVE MONTHS**. This refers to any place on school grounds or at any school activity - on the North Tama campus or held elsewhere.

For a complete copy of the North Tama Policy on Weapons or if you have questions regarding the policy, contact the Principal or Superintendent.

## USE OF PROFANE LANGUAGE

It is felt necessary communication between students and teachers, and between students and other students can be adequately transmitted **WITHOUT** the use of profane language. Any student observed using profanity (*written or oral*) on school grounds or at school activities (*home or away*) will be disciplined. This may include receiving a detention or suspension from school and / or school activities, depending upon the nature of the offense and the circumstances surrounding the offense.

## STUDENT APPEARANCE

Traditionally, we have been proud of the appearance of the students at North Tama. All students are expected to dress and groom themselves neatly in clothes appropriate for school activities. There is a strong correlation between student appearance, academic performance, and student conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the safety and welfare of students, employees and visitors on school grounds. **Students are expected to adhere to reasonable levels of cleanliness and modesty.** Students are expected to wear clothing appropriate to their age level and that does not disrupt the school or educational environment.

Examples of inappropriate attire include, but are not limited to the following:

- That which advertises or promotes the use of drugs, alcohol, tobacco (*such as Marlboro shirts, Camel shirts, 420 shirts, etc.*) or other items illegal for use by minors.
- That which displays obscenity, profanity, vulgarity, racial or sexual remarks, or is of a suggestive nature (*such as "Hooters", "Big Johnson", or Co-ed Naked"*). **This also applies in physical education class and extra-curricular activities and practices.**
- Students not wearing shoes.
- Students having straws (*other than at meals*).
- Having or wearing chains
- Having or wearing caps, hats, headbands, or bandannas in classes, study halls, hallways, or the lunchroom. **This includes carrying caps or hats around the building.**
- Clothing that is badly torn.

- Clothing that would be a safety hazard (*such as dangling or dangerous earrings, jewelry, chains, etc.*) - this especially applies to shop and science labs.
- Clothing from another school - especially athletic wear - unless the student can verify that the clothing was obtained legitimately such as camp shirts.
- There can be no undergarments showing
- No backs or stomachs showing
- Tops cannot be too loose or low cut
- No see through clothing
- Shorts and skirts worn by students must go to their mid-thigh.
- And other clothes which the administration sees as overly revealing or disruptive to the orderly and efficient operation of the school district or school activity.

Students in violation of this policy will be asked to change or cover up. If they do not, they will be given clothing to put on and a detention. Students may also be assigned a suspension depending upon the nature of the offense and the circumstances surrounding the offense.

### MUSIC PLAYERS

Generally, students are **NOT** to have MP3 players, iPods, or other musical devices in school. Exceptions may be made in situations such as a study hall, music class, a language class, the shop or a locker room; **IF** the teacher or coach gives permission. It is the **TEACHER'S** decision, not the students; to allow their use. In no other situations should MP3 players, iPods, or other musical or game devices be used in classes or the hallways. Game devices are **not** allowed.

### CELL PHONES

Students are **NOT** to use cell phones, except before and after school, during lunch time (11:45-12:15) and between classes. The office takes messages for students and they may use the school phone or their cell phone to call home while in the office. A student who is using a cell phone at a non-designated time will have it taken away for 3 days. The student may pick it up at the end of the school day and return it to the office in the morning. Second time offenders will have it kept for 5 days and parents will be notified. Third time offenders will have the phone taken away and parents will be notified to come pick it up from the school. The student will have to turn his or her phone into the office at the beginning of the day for the rest of the quarter. If a fourth offense occurs, the school will notify parents to pick the phone up and the student will have to turn his or her phone into the office for the rest of the school year. Failure to comply will result in detentions or suspensions.

### SKATEBOARDS/SKATES

Skate boarding is **NOT** allowed on school property at anytime.

### SCHOOL ROMANCES

Students are expected to limit their physical romantic activities while at school or school activities. Excessive physical contact in the presence of others or anywhere on school grounds is in poor taste and can be embarrassing. Students will be talked to; and if the conduct persists or is of a serious nature, more serious disciplinary measures will be taken.

### GUM

Each teacher will determine their own regulations concerning gum chewing. It is the responsibility of the student to be aware of these rules and adjust accordingly. When finished, students should properly

dispose of the gum. If it is found that students are not properly disposing of chewing gum, the gum privilege will be eliminated.

## POP AND SNACKS

North Tama will only allow **water** during the school day, other beverages may be consumed only before or after school. On certain special occasions teachers may allow diet pop or snacks in a classroom. In these cases, students should dispose of the cans, bottles, and wrappers properly. **In all other cases, students are NOT allowed to have pop or snacks outside the lunchroom.**

## INAPPROPRIATE CONDUCT

The North Tama School Board believes inappropriate student conduct causes a material and substantial disruption to the school environment and may present a threat to the safety and welfare of students, employees and visitors on school grounds.

Students shall conduct themselves in a manner fitting with their age and maturity and with mutual respect and consideration for the rights of others; while in school, attending school activities, riding school transportation, or acting as a representative of the North Tama School.

Other examples of inappropriate conduct in addition to those listed above include, but are not limited to the following:

- \*\* Insubordination (*refusal to follow school rules*)
- \*\* Threats of physical attack to students or staff - **Please refer to page 43 of this Handbook for additional details.**
- \*\* Possession of weapons (*i.e. - guns, knives, pocket knives, etc.*) - **Please refer to page 43 of this Handbook for additional details.**
- \*\* Possession of contraband or illegal items
- \*\* Vandalism to school property or equipment
- \*\* Vandalism to another person's property or equipment
- \*\* Extortion or gambling
- \*\* Theft or robbery
- \*\* Criminal or illegal behavior
- \*\* Other documented conduct detrimental to the best interest of the North Tama School

In no way is this list intended to cover **ALL** possible examples of inappropriate conduct. Other behaviors disruptive to the efficient operation of the North Tama High School will be handled by the Principal if and when they occur.

## BACKPACKS & DUFFEL BAGS

Students should not carry backpacks and bags from class to class. We recommend students not use zipper binders or trappers. These should not be used to carry a student's books around. Students should utilize lockers that are provided for storage of books and clothes. Bags should not be piled in stairwells or in hallways, as this is unsightly and a safety hazard. Bags and backpacks left in halls or stairwells may be taken to the office and students may receive detention or other penalties.

## CONSEQUENCES FOR INAPPROPRIATE CONDUCT

A teacher or Principal will select from the following based upon the specific situation and the student's personal history. Only the Superintendent or Principal may suspend a student. Only the School Board may expel a student. Parents will be notified for anything beyond step 3.

- 1) Verbal reprimand by the teacher or Principal
- 2) Loss of certain student privileges
- 3) Short isolation from the classroom
- 4) Student sent from class to the Principal's office
- 5) Detention before or after school
- 6) Restriction from school activities



- 7) In School Suspension
- 8) Out of School Suspension
- 9) Expulsion from school

### **SHORT ISOLATION FROM THE CLASSROOM**

This means the student is under the supervision of the teacher, but is not in contact with other students. The teacher will determine the length of such isolation.

### **STUDENT SENT FROM CLASS TO PRINCIPAL'S OFFICE**

When a student's behavior in the classroom interferes with his/her learning or the learning of others, the student may be sent to the Principal's office. The student will spend the remainder of the class period in the detention room and will receive other consequences based on the specific situation and the student's personal history.

When a student is sent from class to the Principal's office, this will be considered an absence from the class. This absence will count against the student's eight (8) absences.

As a general rule, a student will receive thirty (30) minutes of detention for the first incident in a semester, an hour detention for the second incident in a semester, and additional consequences for additional incidents in a semester. This is for **ALL** classes combined, not for each individual class. More severe consequences may be imposed based on the specific situation.

The second time a student is sent from a class to the Principal's office; a conference with the student, their parents, the teacher and the Principal may be arranged.

A student sent to the Principal's office three (3) times during a semester from the **SAME** class may have an in school suspension. **THE STUDENT MAY ALSO BE DROPPED FROM THE CLASS AND RECEIVE NO CREDIT.**

Students that are removed from class and sent to the office must turn in their cell phone to the secondary secretary when they get to the office. They may not listen to music or watch videos while in the detention room. Failure to follow these rules will result in temporary suspension from school and possible placement at an alternative school setting.

### **DETENTION**

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear before or after school. Whether a student will serve the detention and the length of the detention shall be within the discretion of the teacher disciplining the student or the Principal. Students must sign-in in the detention book for the time to count. Detentions will be served in a classroom or the detention room. Teachers may still require students to serve with them.

Students riding buses, having after school jobs or involved in extra-curricular activities will **NOT** be exempt from serving detention. Parents will be notified when detention is assigned.

Students that do not serve detentions within three school days of earning the detention will receive a half-day in-school suspension in lieu of the detention and will be subject to the suspension guidelines in the student handbook.

### **SUSPENSION**

Students may be suspended from school and school programs or activities for conduct which requires disciplinary action. A student may be disciplined by using an in school suspension, restriction from activities or an out of school suspension. These may be for a single offense or a series of offenses depending on the nature of the offense and the circumstances surrounding the offense.

A restriction from school activities means a student will attend school and classes but will not attend any school activities, including, but not limited to: school-sponsored plays, games or music events. A restriction from activities will not exceed ninety (90) days. This does not include violations of the rules for eligibility for extra-curricular activities in this handbook.

An in school suspension means the student will attend school but will be temporarily isolated from one or more classes while under administrative supervision. The student may not participate in a contest of any extra-curricular activities in which the student is involved. As to be determined by the Principal, this may include being withheld from practice for the activities. An in school suspension will not exceed ten (10) 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 (10) days.

Under suspension from school or restriction from school activities, a letter will be sent home explaining the circumstances surrounding such action. Also, it will be explained that they have the right to appeal such action to the next higher level.

If you miss any part of the school day for a suspension, whether in-school or out-of-school, you will be ineligible to participate in practice or a game that night.

## EXPULSION

Students may be removed from the school environment for an offense or offenses that require disciplinary action. The removal of a student from the school environment; that includes, but is not limited to, classes and activities; is an **EXPULSION** from school. Expulsion will only be used for the most serious acts that endanger the student's welfare or the welfare of others in the school.

It shall be within the discretion of the Board of Education to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense.

Students who have been expelled for a portion of the school year will **NOT** receive credit from North Tama for that portion of time not enrolled in school unless they are of compulsory attendance age or are a special education student.

A student may be suspended from school for up to ten (10) days after the student is informed a recommendation for expulsion is made. Students who are expelled from school may be readmitted at the end of their expulsion period, upon application to the Principal.

When a student is referred to the Board of Education for Expulsion, a written notice to the parents will be mailed immediately following said decision. The notice will include the following:

- \*\* Circumstances surrounding the situation
- \*\* A hearing will be held by the Board of Education to consider the possible Expulsion
- \*\* The parents and student have the right to be represented by counsel or lay advisor; the cost of said counsel will be assumed by the student or parent involved
- \*\* The notice will give the date and time of the hearing and it will be mailed not less than five (5) days prior to that date so set
- \*\* A copy of the procedure for the hearing will be included in the notice

## DISCIPLINE OF SPECIAL EDUCATION STUDENTS

Generally speaking, special education students should be expected to follow the same rules and regulations for student conduct as all North Tama students. Sometimes, however, the nature of the specific disability will require alteration in rules to accommodate the specific student. Discipline of special education students shall be through their IEP. The IEP should include those particular disciplinary measures and behavioral expectations applicable to each student.

Nothing shall prevent disciplining (*including suspending*) a special education student, when the student poses a danger to self or others, or substantially interferes with the proper functioning of the school.

Special education students are guaranteed the same due process as all North Tama students, with the additional appropriate involvement of AEA 267 personnel and the staffing team.

## CORPORAL PUNISHMENT/REASONABLE PHYSICAL FORCE

Corporal punishment will not be used to discipline students, as the North Tama Board of Education believes it does not deter disruptive behavior. However, reasonable and necessary physical force, not designed to nor intended to cause pain, may be used upon a student with or without advance notice in order

to accomplish any of the following: quell a disturbance or prevent an act that threatens physical harm to any person; obtain possession of a weapon or other dangerous object within a pupil's control; self-defense or defense of others; protection of property; to remove a disruptive pupil from class or any area of school premises; to prevent a student from self-infliction of harm; and to protect the safety of others.

Reasonable physical force used should be commensurate with the circumstances of the situation and it should be moderate so as not to cause permanent physical harm to the student. The student's parents shall be given an explanation of the reasonable physical force upon request. In the event reasonable physical force must be used for the reasons described above, students disciplined under this policy shall receive appropriate due process.

## PHYSICAL RESTRAINT

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's Website link <http://www.iowa.gov/educate/> and search for Timeout, Seclusion and Restraint.

## SEARCH AND SEIZURE

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 (*a student's body, clothing worn or carried by the student, a student's pocketbook, briefcase, duffel bag, book bag, backpack, knapsack, or any other container used by the student for holding or carrying personal belongings of any kind and in the possession or immediate proximity of the student*) based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. *Items of contraband may include, but are not limited to, nonprescription 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 school official can search students or protected student areas if the school official has reasonable suspicion the search will produce evidence the student has violated either the law or a school rule. The search must be conducted in a manner reasonably related to the objectives of the search and not excessively

intrusive in light of the age and gender of the student and the violation. The school official conducting the search of a student must be the same sex as the student.

School officials cannot search a student or a protected student area if the search is unreasonable in light of the age or sex of the student or the nature of the suspected violation. School officials also cannot strip search or conduct a body cavity search of a student or use a drug sniffing animal to search a student. Either prior to a search of a student or a protected student area, or within a time reasonably practicable after a search, school officials must notify the student of the search.