



Iowa Falls-Alden High School Student Handbook 2018 - 2019

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**Dr. John Robbins- Superintendent
Tony Neumann- IFAHS Principal**



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Important Dates

Thursday, August 16th – Open House 5:00 – 6:00pm

Thursday, August 23rd – First Day of School for Students

Monday, September 3rd – No School: Labor Day

Friday, September 21st – Academic Eligibility Check

Monday, October 15th – Student Learning Conferences 3:30 – 7:30pm

Thursday, October 18th – Student Learning Conferences 3:30 – 7:30pm

Thursday, October 18th – 1st Semester Midterm/Academic Eligibility Check

Friday, October 19th – No School: Teacher Professional Learning Day

Friday, November 16th – Academic Eligibility Check

Wed. Nov. 21st through Fri. Nov. 23rd – No School: Thanksgiving Break

Friday, December 21st – End of 1st Semester/Academic Eligibility Check

Mon. Dec 24th through Mon. Jan. 1st – No School: Winter Recess

Tuesday, January 2nd – School Resumes/J-Term

Monday, January 14th – First Day of 2nd Semester

Thursday, January 17th – J-Term Showcase 3:30 – 7:30pm

Thursday, February 14th – Academic Eligibility Check

Friday, February 15th – No School: Teacher Professional Learning Day

Monday, March 4th – Student Learning Conferences 3:30 – 7:30pm

Mon. Mar. 11th – Fri. Mar. 15th – No School: Spring Break

Friday, March 22nd – 2nd Semester Midterm/Academic Eligibility Check

Thursday, April 18th – Academic Eligibility Check

Friday, April 19th – No School

Thursday, May 23rd – Last Day for Graduating Seniors

Saturday, May 25th – Senior Awards Night 6:00pm

Sunday, May 26th – Graduation 2:00pm

Monday, May 27th – No School: Memorial Day

Friday, May 31st – Student Last Day – Early Dismissal/Teacher PD



Daily Time Schedules

Regular Daily Schedule	
1 st Period	8:25 – 9:07
2 nd Period	9:11 – 9:53
3 rd Period	9:57 – 10:39
4 th Period	10:43 – 11:25
A Lunch	11:25 – 11:48
5 th Period	11:52 – 12:34
5 th Period	11:29 – 12:11
B Lunch	12:11 – 12:34
6 th Period	12:38 – 1:20
7 th Period	1:24 – 2:06
8 th Period	2:10 – 2:52
PRIDE (in 8 th)	2:52 – 3:16

Wednesday Schedule	
1 st Period	8:25 – 9:02
2 nd Period	9:06 – 9:43
3 rd Period	9:47 – 10:24
4 th Period	10:28 – 11:05
A Lunch	11:05 – 11:32
5 th Period	11:36 – 12:13
5 th Period	11:09 – 11:46
B Lunch	11:46 – 12:13
6 th Period	12:17 – 12:54
7 th Period	12:58 – 1:35
8 th Period	1:39 – 2:16

2-Hour Early Out	
1 st Period	8:25 – 8:54
2 nd Period	8:58 – 9:27
3 rd Period	9:31 – 10:00
4 th Period	10:04 – 10:33
6 th Period	10:37 – 11:06
7 th Period	11:10 – 11:39
A Lunch	11:43 – 12:08
5 th Period	12:12 – 12:41
5 th Period	11:43 – 12:12
B Lunch	12:16 – 12:41
8 th Period	12:45 – 1:16

2-Hour Late Start	
1 st Period	10:25 – 10:55
2 nd Period	10:59 – 11:29
3 rd Period	11:33 – 12:03
A Lunch	12:03 – 12:27
5 th Period	12:31 – 1:00
5 th Period	12:07 – 12:36
B Lunch	12:36 – 1:00
4 th Period	1:04 – 1:34
6 th Period	1:38 – 2:08
7 th Period	2:12 – 2:42
8 th Period	2:46 – 3:16



Staff List

Tony Neumann	Principal
Pat Norem	Athletic Director/Math
Peggy Coulson	Administrative Assistant
Jennifer Dodd	Administrative Assistant
Doug Dodd	Agriculture Education/FFA
Angie Scallon	Green Belt Alternative High School
Lynnette Fevold	Art
Kate Frohwein	Associate
Jamie Peterson	Associate
Marcy Pedersen	Associate
Paul Fredericks	Associate
Steve Ritter	Business Education
Brandon Uhlenberg	Business Education
Michael Collison	English
Dana Counsell	English
Jessica Nystel	English/Academic Decathlon
Sadie Pfantz	English/At-Risk
Kayleen Truex	English/Yearbook
Melissa Murley	ELL
Danae Ites	Family and Consumer Science
Courtney Roll	Family and Consumer Science/FCCLA
Lori Riley	Food Service Director
Brook Hart	Food Service
Kim Shane	Food Service
Shelly Cramer	Food Service
Sherry Zimpfer	Food Service
Tradell Berke	Food Service/Custodian
Jessica VanHove	Guidance Counselor
Lois Rieber	Guidance Secretary
Shawn Daniels	Head Custodian
Andy Blunt	Night Custodian
Kevin Seidl	Industrial Tech
Jeff Schmitt	Instrumental Music/Band Director



Deb Kuhfus	Juvenile Court Liaison
Matt Mulford	Math/Math Club
Matt Becker	Math
Kyle Hutchinson	Math/TLC Learning and Assessment Coach
Nicki Smith	Media Specialist/Librarian/Individual Group Speech
Erin Mulford	Media/Library Associate
Janet Tidman	Physical Education
Gregg Winters	Physical Education/Health/Leo Club
Laura Thies	School Nurse
Maria Heetland	School Nurse Secretary
Heather Chamberlain	Science
James Herzog	Science/TLC Learning and Instruction Coach
Ryan Kuker	Science/TLC AIW/CIP Student Engagement Coach
Kody Moses	Social Studies
David Harms	Social Studies
Brian Sauerbrei	Social Studies
Rachel Bartels	Spanish/International Club
Lisa Buss	Spanish
Ben Jass	Special Education
Lori Lyman	Special Education
Julie Van Langen	Special Education
Angi Herter	Student Support & Family Resources Coordinator
Amy Hutchinson	TLC Success Coach
Brian Hansen	Technology
Brad Bridgewater	Technology
Karen Carstens	Vocal Music



General Information

Welcome to the Parents/Guardians and Students

The entire staff of Iowa Falls – Alden High School (IFA) welcomes you to a new school year. We are pleased that you have selected our school. We take the education of our students and overall safety very seriously. To all stakeholders we extend our willingness to work cooperatively and collaboratively to improve the high school experience.

We anticipate many wonderful experiences for each of you this year, which we hope will prove educational and enjoyable at the same time. We are here to help you be as successful as possible. We cannot do this alone. Working together is the only way we can all attain our fullest potential.

Iowa Falls – Alden High School Mission

To Serve and Empower.

Iowa Falls – Alden High School Vision

Inspiring Integrity.

Purpose

The purpose of this handbook is to inform students, parents, and community members of policies and procedures that govern the Iowa Falls – Alden High School. Please read and discuss the handbook contents with your child(ren). It is our goal to work collaboratively and cooperatively with our students and parents to make the school experience rewarding, fulfilling, successful and memorable.

This handbook is a subset of District Policy. Please note that this handbook is not meant to be all encompassing. District Policy supersedes this handbook.

Equal Educational Opportunity

Iowa Falls - Alden High School does not discriminate in its education programs or educational activities on the basis of age, color, national origin, race, and 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. Students are educated in programs, which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is Jessica Van Hove. She can be reached at 648-6440. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 10220 North Executive Hills Blvd., 8th Floor, Kansas City, MO 64153-1367, (816) 891-8156, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319, (515) 281-5294.



The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The “special education problem solving team” is responsible for this process. Representatives from the area education agency may also assist the school district in this process. Parents wanting access to this process should contact Mr. Jeff Burchfield at 648-6430.

District Non-Discrimination Statement

The Iowa Falls and Alden School Districts do not discriminate in their education programs or educational activities, or with students, parents, employees and others doing business with or performing services on the basis of race, color, creed, age (except students), religion, sex, marital status, national origin, sexual orientation, gender identity, socioeconomic status, or disability in admission or access to, or treatment in, its programs and activities, hiring and employment practices.

It is also the policy for both districts to have curriculum and instructional materials reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and lifestyles open to women and men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias due to race, color, creed, sex, national origin, religion, marital status, sexual orientation, gender identity, or disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a multicultural/gender fair society.

Any person who feels they have been discriminated against are encouraged to contact the Alden and Iowa Falls School District’s Affirmative Action Coordinator. The Affirmative Action Coordinator for both districts is Dr. John Robbins, Superintendent and can be reached at either the Alden Elementary, 209 Center Street, Alden, Iowa, 50006, email: jrobbins@ifacadets.net, tel:515-859-3393 or at the Iowa Falls Superintendent’s Office, 710 North Street, Iowa Falls, Iowa,50126, email: jrobbins@ifacadets.net,tel:641-648-6400.

Any person having inquiries concerning the school district’s compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 is directed to contact for the Iowa Falls School District: Jessica Van Hove, High School Counselor 1903 Taylor Ave., Iowa Falls, Iowa 50126, email: jvanhove@ifacadets.net, tel: 641-648-6440 and for the Alden School District: Kyle Fett, Alden Principal at 209 Center Street, Alden, Iowa, 50006, email:kfett@ifacadets.net, tel:515-859-3393 who have been designated by the Iowa Falls and Alden School Districts to coordinate the school district’s efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, §504 and Iowa Code 280.3. Any person may also contact the Director of the Region VII office Civil Rights, U.S. Department of Education, Kansas City,



Missouri, regarding the school district's compliance with the regulations implementing Title VI, Title IX, or Section 504 or the director of the Iowa Civil Rights Commission, Des Moines, Iowa.

Jurisdictional Statement

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

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

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

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know and comply with the contents of the handbook. Students or parents with questions or concerns may contact the principal's office for



information about the current enforcement of the policies, rules or regulations of the school district.

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 unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings. The term "school activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

Student Directory Information

In order to be in compliance with federal law, IFA HS is required to release general student directory information to military recruiters and officials of post secondary institutions. Such information includes student names, addresses, and telephone numbers and is information generally not considered harmful or an invasion of privacy if disclosed. Parents have a right to request that the information regarding their child(ren) not be disclosed without prior written consent. Such request must be submitted, in writing, to the principal or counselor's office. This request need be done only once, as we will keep it in the respective student's file in the office.

Asbestos Notification

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

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



Student Academic Information

School Day

The Academic School day starts at 8:25am and ends at 3:16pm on Monday, Tuesday, Thursday and Friday. Students will be dismissed at 2:16pm on Wednesdays for Teacher Professional Development. Students may be present on school grounds before 8:00 a.m. or after 4:00 p.m. only when they are under the supervision of an employee or an extracurricular activity sponsor. If school is dismissed early, students are expected to leave the school grounds within 30 minutes of dismissal.

Book Fees

Students pay an annual fee for the use of textbooks and online textbooks. Books must be returned at the end of each course (either completion of the course or drop in enrollment). If books are not returned, students are charged a replacement fee. Damage to a book in excess of normal wear and tear is also charged to the student. Additional book fees will be charged to students enrolled in Concurrent Courses based on course load.

Student Course Schedule

The IFA HS runs an eight-period schedule. Students are expected to enroll in sequential courses during their high school career. Students are required to enroll in various courses during each academic year of their high school career. Physical Education is a requirement of the Iowa Department of Education and the Iowa Falls Community School District. Students will enroll in courses designed to meet their post-secondary goal and meet the district's graduation requirements.

Drop/Add Courses

Students are able to drop or add classes to their schedules within three school days of the start of each semester without penalty. Students who wish to drop a class after the first three days may be allowed to do so, but will may a "WF" (Withdrawal – Failing) grade for the semester in the class that was dropped. A grade of "WF" for the semester is a failing grade that will be used to determine academic eligibility. The principal, for extenuating circumstances, may make exceptions to this policy and issue "WP" (Withdrawal – Passing).

Courses may be added up to the third day of each semester of enrollment. The student will not add courses after the third day of the semester unless the teacher, counselor, and administrator grant permission following a written request.

Credits

Credits are earned on a semester basis. Any course that meets daily for the length of a semester will earn 1 credit. If a course meets less frequently than everyday or does not



have daily academic requirements equivalent to a 1-credit course, a reduction of the credit will be awarded at the end of the semester. If a class meets for two periods each day, successful completion of the course will earn the student 2 credits.

Minimum Student Load

All students must enroll in courses each semester, which carry a total of six and one-half (6.5) credits in order to graduate in four years. Any student who does not enroll in 6.5 credits will need permission from the guidance office and the principal.

Students may be removed from a course (given a WP or WF) for a number of reasons. Students who fall below the six and one-half (6.5) credits will have a meeting with the principal, the counselor, and the parents to review the consequences of this decision and may be assigned to a study hall for those classes dropped. Should a student fall below five and one-half (5.50) credits, action may be taken pursuant to partial removal from the school day and/or losing the privilege of participating in extracurricular activities.

Students participating in alternative or at-risk programs may be excused from the minimum credit requirement with the approval of the high school principal.

Grading Scale

The grade percentage grade scale will be used in most high school courses. Some courses will have differing grading scales and will be highlighted in the course syllabus. Possible reasons for an alternate grading scale would be a Standards-Based course or an Advanced/Honors course. Another exception would be pass/fail classes. Grades will be rounded to the nearest percentage at each grading period. The grading scale is as follows:

A 93-100%	C 73-76%
A- 90-92%	C- 70-72%
B+ 87-89%	D+ 67-69%
B 83-86%	D 63-66%
B- 80-82%	D- 60-62%
C+ 77-79%	F below 60%
	P 60% & above

Progress Reports/Report Cards

Students will receive written progress for their classes at midterm and conclusion of a semester. The midterm progress report will be a report card. These are not official grades and do not count towards earning a credit. At the completion of each semester, the student will receive an unofficial transcript that has not only the most recent schedule with final grades, but will also show the historical progress the student has made.



Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance. Parents can also check grades on our web site at the following address:

<https://ps-iowa-falls.gwaea.org/public/home.html>

Stop by or call the office to get your username and unique password so that you can access your child's grades at any time.

Semester Grade

Learning is a point of emphasis for our courses at Iowa Falls – Alden High School. While student growth and actual learning are out top priorities, letter grades are still used to evaluate this learning. Each course syllabus will outline the expectations for students in determining this letter grade. Credit is only awarded on a per semester basis. Semester grades are posted at least one school day after the end of each semester and are used to determine eligibility based on the State's "No Pass, No Play" policy.

Incomplete Grades

Teachers will issue incomplete semester grades when a unique circumstance did not allow the teacher to properly assess student learning. An incomplete grade will not count as a failing grade at semester, but could turn into an F after the student has been properly assessed. Students need to make arrangements with teachers within 3 days of the end of the semester to assess the learning, or any missing assessment will revert to a 0 or partial score entered by the teacher.

21st Century & Employability Skills

All students at IFAHS will be enrolled in the *21st Century and Employability Skills*. The purpose of this is to provide meaningful feedback to students and parents that focuses on the student's ability to demonstrate proficiency in the Employability Skills as outlined in the Iowa Core Curriculum (<https://iowacore.gov/iowa-core/subject/21st-century-skills/12/employability-skills>). These skills will be assessed in all courses. Not every listed skill will be assessed, but a rubric will be shared with the students at the beginning of each semester that outlines teacher expectations. Students will be evaluated on a rubric as being *Below Expectations*, *Nearing Expectations*, *At Expectations*, or *Above Expectations*. Every course (including Study Hall) will provide feedback for our students. Overall feedback will be reported as a Letter Grade (0-59% = F, 60-79% = C, 80-94% = B, 95-100% = A) and placed on student transcripts each semester. These grades will not impact overall GPA and students will not earn a credit, but will be the sole basis for Academic Eligibility during the semester. This grade will not be used to determine Academic Eligibility at the end of the semester; that will determination will be made based on Academic Courses.



Academic Eligibility

In order to participate in activities, athletics, and organizations students must:

- A. be enrolled or dual enrolled in school in four 1-credit classes;
- B. have earned passing grades in all full-time classes the previous semester;
- C. be earning a passing grade in 21st Century/Employability during the current semester;
- D. for students in athletics, music, or speech activities, be under 20 years of age;
- E. for students in athletics, music or speech activities, be enrolled in high school for eight semesters or less;
- F. for students in athletics, have not been a member of a college squad nor trained with a college squad, nor participated in a college contest nor engaged in that sport professionally;
- G. have met all transfer requirements, if the student is a transfer student, or be eligible under state law and regulations if the student is an open enrollment student

Honor Roll

To earn honor roll distinction, students must achieve a grade point average between a 3.0 and a 4.0. We will have an A Honor Roll for those students earning a 3.51- 4.0 and a B Honor Roll for those students earning a 3.0 - 3.5. Course work taken through special education, alternative, or non-accredited programming will not be included in calculating honor roll recognition. Students will need to have a final grade in all courses before honor roll is determined.

Transcripts

Transcripts of grades may be mailed upon a written request at no charge. Student written requests are honored for students who are 18 years of age or older. Parent written requests are honored for students who are under 18 years of age.

CPR Requirement

CPR/AED training is a graduation requirement. The school nurse sets up a course for the 11th graders during the school day in the spring. This course is approved by the American Heart Association to satisfy this requirement.

J-Term Requirement

All students will be required to be an active participant in the J-term courses each school year to meet graduation requirements. J-term will consist of two or three courses where students will guide and lead the learning. Courses may change each school year. There will also be credit recovery options during J-term for students who are behind credits and/or do not connect with a course offered.



Curriculum and Graduation Requirements

Iowa Falls – Alden High School offers classes in the areas of language arts, mathematics, social sciences, natural sciences, vocational, visual art, fine arts, foreign language, and physical education. Special education services are provided to those students who qualify. We also provide advanced and post secondary options for those students who meet the requirements for these programs. All students must complete 50 credits in order to graduate. A credit is equivalent to one semester of successful course work. A student's program of study in high school must include the following:

8 credits- Language Arts (English I, English II, Speech, one Writing Intensive course, and one Reading Focused Course required)

6 credits- Science (Physical Science and Biology required)

6 credits- Social Studies (World History, American History and Government required)

6 credits- Mathematics

4 credits- Physical Education*

18 credits- Elective Courses

*Every student is enrolled in physical education each year unless they are exempt as outlined by the Healthy Kids Act waiver form.

Any student wishing to advance in courses at any level can refer to the school district website to review the criteria used in the selection process. Any student taking a high school course taught by a certified instructor will earn credit towards graduation and the course will count towards their GPA.

Graduation requirements for special needs students will be in accordance with the prescribed course of study as described in their Individual Education Programs (IEP's). Prior to graduation, the IEP team will meet to determine if the requirements for graduation have been met.

Graduation Ceremony

Students who are in good standing, who meet the graduation requirements set by the board, and who follow the rules as set forth by the administration are allowed to participate in the graduation ceremony. Home-school students who do not receive a diploma will not be allowed to go through graduation ceremonies. It is possible that students who are serving discipline at the time of the graduation ceremony will not be allowed to participate. Students are not required to participate in the graduation ceremony in order to receive a diploma.

Outstanding Dues/Fees

Any student who has an outstanding balance with the school district will have the diploma held until all outstanding balances have been settled. This could also impact the student's ability to participate in the Graduation Ceremony.



Post-Secondary Enrollment Options

Students in grades nine through twelve must be proficient in all three-core subjects on Iowa Assessment Tests to enroll in a PSEO or Concurrent Enrollment course. If there is a comparable class that is offered at the high school the student must earn a passing grade in this course before they are allowed to take the course at the college level (i.e. a student wishing to take Comp I must first take College Writing). Students may receive high school graduation credits for successfully completing courses at community colleges, private colleges or state universities. Grades associated with the credits received under this program are included in the academic eligibility policy and class rank.

Physical Education

Students must enroll in Physical Education each semester of their high school career (Iowa Code Chapter 12). Student may elect to enroll in PE Sport to receive half credit, according to the guidelines. Students have an option of taking physical education class for grade point credit or on a pass/fail basis. Students who earn a passing grade through either option will receive 0.5 credits per semester. A senior is allowed to waive out of the Physical Education requirement by enrolling in 8 academic classes, but this does not excuse them from the 4 credit graduation requirement.

Human Growth and Development

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum in the principal's office prior to its use and have their child excused from human growth and development instruction.

Multi-Tiered System of Supports (MTSS)

Multi-Tiered System of Supports (MTSS) is an educational decision-making framework of evidence-based practices in instruction and assessment that addresses the needs of ALL students starting in general education. Response to Intervention (RtI) is one strategy that can be used in the MTSS framework.

The goal of this approach is to provide all students with additional, smaller group time, and to work with staff members. The goal of this system of support is to strengthen student learning, not simply improve course grades. While academic standing may be the basis for teachers calling students, student learning is the main priority. Opportunities for students and teachers to meet during the school day will be available during PRIDE Time (no PRIDE time on Wednesdays due to early out).



Dual Enrollment Students

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

Early Graduation

Students who meet the graduation requirements established by the board of education prior to the end of their senior year may apply to for early graduation. Students should apply at least one semester prior to the completion of the graduation requirements. In order to graduate early, students must have the approval of their parents, counselor, principal & the board of education.

Students who graduate early become alumni of the school district and are not allowed to enroll in any classes (including post-secondary options) or to participate in school activities beyond their “early graduation date” except prom and graduation ceremonies.

Student Learning Conferences

Student Learning Conferences will be held routinely during the school year as an opportunity for parents and students to meet with teachers outside of the normal school day. Parents and students are highly encouraged to attend and visit with all of their student’s teachers to discuss the actual learning in the classroom that is taking place beyond the letter grade.

Parents are urged to contact the teacher of record or school any time during the year, not just during conference time, when there are questions or concerns about the academic progress of their students. Conferences will be scheduled at the earliest possible convenient time for all parties involved.

Standardized Tests

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students and for the school district. Students are tested unless excused by the principal.

Standardized tests given at IFAHS include the Iowa Assessment Tests (9th -11th), or other assessment as designated by the State of Iowa and/or Iowa Falls – Alden School District. Other standardized tests such as the ACT, ASVAB, PSAT, and COMPASS are made available upon individual request.



Make Up Work

It is the responsibility of each student to contact their teachers to obtain any assignments or notes that were given on the day of the absence. Students must be held accountable and learn to be self-advocates as part of the learning process. Expectations for missing work for various types of absences are outlined later in the handbook under Attendance/Tardies.

Academic Dishonesty

Plagiarism: Taking credit for work that is not yours. Examples may include, but are not limited to –fabrications of sources, having others do your work, using Internet sources without citing them appropriately and copying others work.

Other forms of academic dishonesty may include: inappropriately using notes/handouts/study guides, developing and/or using a cheat sheet, inappropriately assisting another student.

Consequences for academic dishonesty are as follows:

- Student will receive 0 points for the assignment.
- If the assignment is a summative assessment, an alternative assessment must be completed within 1 school day (regardless of student absence). The alternative assessment will have a maximum value of 60% of the original points possible. (points earned multiplied by 0.6)
- If the alternative assessment is not taken, the 0 will stand in the grade book.
- If the assignment is not a summative assignment, no alternative will be given and 0 points will be given in the grade book.
- Parent contact will be made for any instance where cheating has been confirmed.
- Administrators will be made aware of any incident involving cheating.
- Teachers have the ultimate discretion on how to apply this policy, but this is the maximum consequence that could be given. Teachers may reassess for learning with a different assessment and value for work as deemed appropriate.



Student Behavior/Expectations

Appropriate Student Behavior

While any handbook cannot be all encompassing, it is the expectation that students at Iowa Falls – Alden will act in a manner consistent with responsible adults both during and outside of the school day. It is the expectation of the school that students will behave in a manner that is respectful of the people and environment around them. Students need to be aware that any negative behavior during school hours, on school grounds, or during a school activity will have a consequence and a meeting to correct the behavior. Students also need to be aware that negative behaviors outside of the school day, school grounds, or during a school activity may also have consequences and meeting to change behavior if the negative action has an impact on the education of any student in our district. Meeting the expectation to act as a responsible adult will help our students learn, lead, and succeed in all of their post-secondary endeavors.

School Spirit/School Pride

Students are encouraged to be active participants in our curricular, co-curricular and/or extra-curricular activities. Students who are not participating in these activities are highly encouraged to support our students and staff members who are participating. Students who are not acting in a manner that is consistent with responsible adult behavior may be removed from the activity (either temporarily or permanently) whether they are a participant or spectator.

Appearance and Dress (includes Physical Education classes)

There is a strong connection between academic performance, student appearance, and student conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment.

The following guidelines will be used to determine appropriate student appearance for both the regular school day and any school-sponsored event.

1. All student garments should cover the chest, belly, back, sides, and buttocks at all times
2. Items of clothing or apparel that promotes products that are illegal for minors, display obscene material, contain profanity, contain sexual innuendos, is associated with gang related activity, or make reference to prohibited conduct are strictly prohibited.
3. Any body markings (tattoos, writing, etc.) or piercings must be school appropriate. Any inappropriate permanent marking must be covered up at all times.



4. Students may not wear halter-tops, spaghetti straps (less than 1"), or bare midriff styles *or* any apparel that reveals any portion of undergarments
5. Headwear (bandanas, hats, sweatband, hoods, etc.) will be up to the discretion of the teacher and classroom expectations policy. Students must follow each teacher's expectations for headwear at all times or will be referred for disruption. Any deviation from a teacher's policy must have prior administrative approval.
6. Gloves of any type are not allowed during instructional time. They are to be left in lockers, backpack, or other designated storage area.
7. Shirts must cover all areas of undergarments.
8. Shirts and upper garments are not to expose cleavage.
9. Shirts that are altered in such a way to expose an excess amount of skin are strictly prohibited.
10. Shirts and upper garments must touch the waistband when the student is standing. There shall be no exposed midriffs.
11. All shirts must have a strap no less than 1 inch in width. Any strapless, spaghetti straps, tube tops, halter tops, backless tops, off-the-shoulder tops, and/or one should tops are only acceptable if they are worn underneath another upper garment.
12. Undergarments are to be worn and not visible at any time.
13. Shorts and/or skirts are required to be an appropriate length. Running shorts are permissible if unrolled.
14. Coaches or activity sponsors are to decide proper dress code during practice and competition hours, however the dress code cannot violate the school dress code policy.
15. Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate, and students must comply with the stricter requirement.
16. The Administration will have the final decision on the appropriateness of a student's appearance.

Students who are in violation of the appropriate dress guidelines will be given a verbal warning and directed to comply with the guidelines. Students who refuse to follow a staff members direction to comply to the guidelines will be sent to the office, given a referral, and remain in the office until they comply. Any class time missed will be ruled an unexcused absence and will follow the policies stated in this handbook.

Attendance/Tardies

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood. Students are responsible for communicating with teachers to develop a learning plan due to missed classes. It is the expectation of the school, being a 1:1 district



that the student uses all resources available to communicate with teachers even if they are not in attendance in school.

Excused Absences: Students will be marked as absent excused for being absent from school due to a documented medical appointment, funeral, school-sponsored activity, college/military visit, or a documented prolonged absence. In most cases, excused absences will be known in advance and it is the expectation that the student communicates this absence with the office and teachers. Every effort should be made to turn in any class work before the absence or as soon as possible after. There will be no reduction of points if the assignment is completed and turned in as soon as the student returns. If a student has an assignment due during 2nd period and misses for an excused absence but returns in the afternoon, the assignment should still be turned in that day to not be counted late. If the absence is not known in advance, the student will be responsible for communicating with the teacher of record to develop a plan to complete class assignments in a timely manner for full credit. Communication from a parent/guardian is required for an absence to be excused.

Absences: Students will be marked as absent for missing school time due to a non-medical appointment, family vacation, illness (short-term), or other circumstances that do not fall into the excused category. Students who are absent from school will need to complete any assignments in a timely manner as determined by the teacher. Any assignment that was due the day the student was absent needs to be turned in either before the absence (if known) or immediately when the student returns to school. There will be no penalty for assignments turned in immediately when the student returns. Communication from a parent/guardian is required for an absence to not be unexcused.

Unexcused Absences: Students will be marked as absent unexcused when there is no communication for the absence from an adult or if the student is absent with no reason given. Students who are absent unexcused will be given no credit for the assignment that was due on the day missed. If there was an assessment given during the missed class the student is responsible for the material, will take the assessment on the first day back to school, and will earn up to 60% of their total points scored on the assessment. If the student refuses to take the assessment on the first day back, the grade for the assessment will be zero. Teachers have the discretion to make other arrangements as needed.

Tardy: A student will be marked tardy when they are not present in the assigned class when it begins. Each classroom teacher will have a tardy policy.

Consequences for excessive absences and unexcused absences are in the *Student Discipline* section of this handbook.



Internet Access

Access to the Internet is a privilege that is available to qualified users. Students become qualified users by reading and signing the "Iowa Falls - Alden High School Internet Use Agreement" form and securing parental signatures on the "Iowa Falls - Alden High School Internet Use Agreement" form.

Once a student becomes a qualified Internet user his/her privilege of continued use is predicated on adhering to the terms of use as found in the "Internet Use Agreement". Students who are found to be in violation shall be subject to the loss of Internet access privileges, school disciplinary action in accordance with board policy, and/or appropriate legal action.

Electronic Devices

Each student will be responsible to have a \$30.00 Technology Deposit in their personal technology account when laptops are distributed each school year. If the deposit is not used to cover repairs during the school year, it will be carried over to the next school year – no additional deposit will be required in the next school year. The balance of the deposit will be refunded, minus any cost to repair damages to the Computer (and all accessories) and/or to restore it to a clean condition, when the Student graduates, or is no longer a Student at Iowa Falls-Alden High School.

In the event of incidental damage not covered by the warranty, the Student and Parent will be billed a fee according to the following schedule:

First incident – up to \$50 (The technology deposit will be used to reduce the fee.)

Second incident – up to \$100

Third incident – up to \$150

Fourth and more incidents (habitual issues) - minimum of \$150 up to a maximum of the current value of the laptop

Additional information about the computer usage can be found at

<http://www.ifacadets.net/laptop/index.htm>.

Cell Phones and other electronic devices not issued by the school are a privilege for students to have, not a right. For these reason, the teachers and administration have the right to set rules to manage these devices and the effect on instruction. Any staff member can request the student turn the device into the office for inappropriate use. These items may be brought to school at any time, but are not a requirement of the Iowa Falls - Alden Community School District. The increase of technology brings a greater responsibility for students and teachers to monitor the appropriate use of the technology. It is the expectation of the Administration that both students and staff members alike will use the technology in meaningful and appropriate methods. Significant disruptions to the



educational process will lead to consequences for the violations. It is the responsibility of the classroom teacher to establish and clearly define appropriate expectations for electronic devices during various aspects of their classroom. Inappropriate use of electronic devices can be referred for disciplinary and/or legal actions.

Students are NOT permitted to use their cell phones or any other communication devices during an emergency situation. This is to protect everyone involved and to try and ensure that accurate information and reports of the situation are communicated in the appropriate manner.

****REFUSAL TO SURRENDER ANY DEVICE, VIOLATING THIS POLICY, TO A STAFF MEMBER WILL RECEIVE A DISCIPLINARY REFERRAL.**

Anti-Harassment and Bullying

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of race, color, religion, national origin, sex, age, color, creed, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, socioeconomic status, political belief, political party preference, familial status, or marital status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

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

Sexual harassment includes, but is not limited to:

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

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

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

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



Students who feel that they have been harassed should communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor or principal to help.

If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should tell a teacher, counselor or principal. The student should also document the event. Some of the information in the documentation should include:

- what, when and where it happened;
- who was involved;
- exactly what was said or what the harasser did;
- witnesses to the harassment;
- what the student said or did, either at the time or later;
- how the student felt; and
- how the harasser responded.

The Anti-Bullying/Harassment Complaint form, Anti-Bullying/Harassment Witness Disclosure form, and the Anti-Bullying/Harassment Complaint forms are available on the district website at www.ifacadets.net.

Student Lockers/Storage

Student lockers, storage and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. The expenses to repair damage to a student's locker and desk are charged to the student when damage is due to willful abuse.

Although school lockers, desks, the parking lot and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers; desks, the parking lot and other spaces are properly maintained. For these reason lockers, desks, the parking lot and other spaces are subject to being inspected without any suspicion of wrongdoing whatsoever. Such inspections may include the use of drug-sniffing dogs accompanied by law enforcement handlers. Any contraband discovered during such searches will be confiscated by school officials and may be turned over to law enforcement.

The contents of a student's locker, desk or other space (coat, backpack, purse, etc.) may be searched when a school official has reasonable and articulable suspicion that the contents



contain illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

Student Driving/Parking Lot

The South Parking lot is provided for students who wish to drive a motorized vehicle to school. Parking at the high school is a privilege and will be revoked if rules governing the parking lot & driving on school grounds are not strictly observed.

Students who fail to comply with the rules may have their parking privileges revoked and/or referred to law enforcement officials.

Students parking in the school lots are cautioned about leaving valuables in their vehicle. Constant supervision of the parking lot is not provided, and therefore, students park in the lots at their own risk. Students assume full responsibility for losses resulting from accidents, thefts, vandalism, etc.

Student Personal Items

Students are responsible for any personal items brought to school. Students are assigned locked lockers for storage of their personal items. Every effort will be made to keep student personal items safe, however there is always a risk in bringing items to school. The district will investigate any situation that results in damage or loss of personal property, but there is no guarantee of the safety for personal items.

Students must assume all responsibility for their own money and property (valuables). The school does not have insurance for theft of personal valuables nor will it reimburse students who lose valuables. Valuables should be locked up or in personal possession at all times. Students may leave valuables at the office for safekeeping during the day.

Physical Restraint Policy

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 places limits on school employees’ abilities to restrain and 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 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.



Off Campus Privileges

Senior students will be eligible for the off campus privilege during study halls. This privilege will be available for all seniors who are in good standing in terms of academics, discipline, and attendance. Seniors who do not have a regular scheduled class must either leave the school building and grounds completely, report to study hall, senior lounge in the library or a specific teacher, and are on time.

Seniors who have been removed from a class due to attendance, disciplinary, or other such reasons may be reassigned to study hall, and will not be eligible for off campus during the period they have been reassigned to study hall. Seniors that are failing or have incompletes/zeros in any classes may lose off campus privileges and be assigned to MTSS/Common Time until classroom performance improves.

Students who leave under the off campus policy are expected to be law abiding citizens while out in the community. Seniors who abuse the privilege of off campus will lose the privilege at the discretion of the principal.

School Assemblies

The school will have assemblies at various times throughout the school year. It is the expectation of the school district that students will act in a responsible and respectful manner during these assemblies. Assemblies will be used to provide information, recognize various student groups, celebrate achievements, or as a method to increase school spirit and school pride.

District Property/Vehicles

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

Persons riding in school district vehicles shall adhere to the rules as set forth by the driver, sponsor and chaperones. School rules apply while students are on district property, in a district vehicle, or at a district sponsored event.

No students will be allowed on District Property without authorization. Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain



circumstances, students may be reported to law enforcement officials. Consequences and possible restitution for these acts can be found in the *Student Discipline* section of the handbook.

Field Trips

If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to field trips may require make up work to be completed. While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect.

School Dance

School-sponsored dances must have full approval from the faculty advisor(s) of the sponsoring organization before the principal grants final approval. The latest possible closing times for school-sponsored dances are 12:00 on Friday/Saturday nights. Students must be in good standing to participate in a school dance.

Most school-sponsored dances will be for Iowa Falls - Alden High School students and their guests. Students are only allowed to bring one guest and that guest must be under the age of 21. Guests must be signed up in the office in advance. The faculty-sponsors of the dance and the principal reserve the right to reject any guest. Students or guests leaving the dance will not be allowed to return. The doors will be locked and no one will be allowed to enter approximately one and one-half hours after the start of the dance unless special permission has been obtained in advance. The same rules of conduct regarding student behavior during the school day will apply at dances.

School Sponsored Activity

Any activity that involves an Iowa Falls – Alden High School student, which is approved by the district, will be considered a school-sponsored activity. This includes field trips, assemblies, practices, performances, and competitions. Students are expected to behave as a responsible adult during school-sponsored activities and are acting as representatives of our school district. All school rules and policies are in effect during a school-sponsored event.



Student Discipline (Academic Only)

School Code of Conduct

Students in the Iowa Falls - Alden Community School District are expected to conduct themselves according to the most exemplary standards. If a disciplinary action does become necessary, the student code of conduct will determine all proceedings. A student's due process rights will be honored, and their parents will be notified when necessary.

Excessive Absences

Attendance is a priority for the Iowa Falls – Alden Community School District. While some absences are unavoidable, every effort should be made for students to be in attendance on a daily basis.

If a student has an excessive amount of excused absences, a team of school personnel, the student, and the parent to develop a course of action that will allow the student to be successful will develop an educational plan.

If a student has an excessive amount of absences in a semester (ten or more), the teacher, administration, and student will meet to determine if the student is meeting the requirements of the course. A student may be removed if it is determined learning has been adversely effected due to the excessive absences. Students who accumulate more than fifteen absences (not counting excused) in a school year may not be eligible to participate in school-sponsored activities.

If a student is absent unexcused from school, a meeting will be scheduled with the student service team. Students may also be subject to consequences including In School Suspension, Out of School Suspension, or other consequences as deemed appropriate by the team. Any student participating in an extra-curricular activity will not be eligible to participate that day and may face more consequences (up to and including removal from the activity). Students who accumulate more than two days of unexcused absences, or twelve class periods will not be eligible to participate in school-sponsored activities.

Should it become necessary to remove a student from a course due to excessive absences, the student will be assigned to study hall in lieu of attending the class for the balance of the semester and the student will forfeit the opportunity to earn credit. A meeting between the teacher, student, administration and parent will take place before a student is dropped.

Rules/Infractions/Penalties

Iowa Falls – Alden High School believes that the behavior of all students attending this district shall reflect standards of good citizenship demanded by members of a democratic



society. Self-discipline is one of the important and ultimate goals of education. The following guidelines have been developed with this in mind:

1. Classroom disciplinary procedures, following the guidelines of district policy, will be the responsibility of the teacher. Parents are encouraged to communicate with teachers regarding behavioral expectations and disciplinary consequences.
2. In the event the problem(s) continue or warrant additional aid, the teacher shall present the discipline problem to the administrator. The administrator shall give careful consideration of all offenses brought to his/her attention. Outside sources may be suggested for further counseling. Providing all due processes have been fulfilled, the district administrator shall have the authority and support of the board to suspend students from school.
3. Students who continue to cause discipline problems shall have their cases presented to the board with recommendation for expulsion.

Consequences (definition)

Verbal Warning: Any staff member in order to help maintain a safe and positive learning environment for all students can use a verbal warning. Verbal warnings are to be used as an initial awareness of any situations and may be documented. Students may also be asked to sign an acknowledgment of the verbal warning for future reference. Parents may or may not be contacted if a student receives a verbal warning depending on the situation.

Classroom Removals: If a student is interfering with the teacher's ability to teach or the other students' ability to learn, a removal from class may be necessary and a disciplinary referral may be sent by the teacher. Any time a student is removed from the class, the absence will be treated as an unexcused absence.

DETENTIONS: Teachers or Administration may assign students a designated amount of detention time. The goal of the detention is to provide an opportunity for the student and teacher to meet to discuss the inappropriate behavior, how expectations can be met in the future, and what actions are expected moving forward. Students are responsible for all transportation needs to attend detention time. Students shall work on an assignment during the time period. Failure to serve teacher assigned detention may result in further consequences. Failure to serve a detention assigned by the Administration may result in additional consequences including but not limited to additional detention, ISS, OSS, or expulsion. Administration and teacher assigned detention are served when assigned and are non-negotiable. Any, teacher assigned, detention will be served with that particular teacher.

Failure to serve administratively assigned detentions or ISS will result in the following.

1ST OFFENSE - AMOUNT DOUBLED

2ND OFFENSE - 1 DAY ISS

3RD OFFENSE - 1 DAY OSS

SUBSEQUENT OFFENSES MAY BE TAKEN TO THE BOARD OF EDUCATION.



Denial of Privileges: Students may be denied participation or attendance at school-sponsored activities such as assemblies, dances, field trips, class meetings, or extracurricular activities due to inappropriate conduct or lack of adherence to our policies and expectations.

Exclusion: Students may be removed from classes, lunch, or school sponsored events for a short period of time to not disrupt the educational environment or for safety reasons.

In-School Suspension: Students may be assigned to In School Suspension by the Administration. ISS will take place in a supervised setting and will be structured. The parent will be notified of the date and the reason for the ISS. Administration will attempt by phone, voicemail, email, or text message to contact parents prior to their child serving ISS. Students may be assigned to ISS for various amounts of time. Students are required to comply with ALL ISS policies to be considered as having satisfactorily completed the assigned period of suspension. Full credit will be given for work completed during the ISS time if turned in by the student on time.

Out-of-School Suspension: Students may be suspended from school by the Administration for up to five days for serious or repeated violations or for conduct while not at school or under the supervision of school authority that endangers the property, health or safety of any employee, student, or school board member of the district. Out of school suspension cannot exceed five consecutive school days without the approval of the Superintendent. The parent will be given notice of the suspension and the reason for the suspension. Administration will attempt by phone, voicemail, email, or text message to contact parents prior to their child serving OSS. Suspended students may NOT be on school grounds or participate in any school activities while on suspension. Full credit will be given for all assigned class work completed during the term of suspension and turned in by the student on time. Any large projects or tests completed during the time of OSS must be made up on the day the student returns to school, unless different arrangements have been made in advance with the classroom teacher and the Administration.

Expulsion: This penalty involves the dismissal of a student for the remainder of a semester or school year, depending on the violation of policy; expulsion procedures are outlined in the district's Board Policy Manual, Code 503.2.

Referral to Law Enforcement: Any misconduct of a serious nature may also result in a referral to law enforcement agencies. Examples of these types of infractions are listed below in the Class Violations.

Student Searches

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched and inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will



turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Reasonable suspicion may be formed by considering the following factors:

- eyewitness observations by employees;
- information received from reliable sources;
- suspicious behavior by the student; or,
- the student's past history and school record (although this factor alone is not sufficient to provide the basis for reasonable suspicion)

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- the age of the student;
- the sex of the student;
- the nature of the infraction; and
- the emergency requiring the search without delay.

A student's body and/or personal effects (e.g. purse, backpack, etc.) may be searched when a school official has a reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

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



Illegal Items Found in School or in Student's' Possession

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances. Weapons are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. Parents of students found in violation of this policy will be contacted, and the students may be reported to law enforcement.

Dangerous Weapons and Objects

The Iowa Falls Community School District will not tolerate weapons in its schools. The possession of dangerous weapons on school premises and at school related activities is a serious violation of the discipline policies of the Iowa Falls Community School District. This can cause disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the district.

Parents or guardians of students found to possess a dangerous weapon on school property shall be notified of the incident. Confiscation of weapons shall be reported to police.

Any object which could be used to injure another person and which has no school related purpose for being on school property or at school related activities will be considered a dangerous weapon for the purposes of this policy. Without limiting the examples or definition, the following instruments or objects generally are considered weapons within the jurisdiction of this policy: knives of all types, guns, replicas of weapons, squirt guns, ammunition with primer capable of ignition, lead pipes, chains, nun chucks, throwing stars, metal knuckles, blackjacks, fireworks, explosives or dangerous chemicals.

Any student while on school property or at a school related activity found to be in possession or purporting to be in possession of a weapon, displaying a weapon, or utilizing a weapon in a threatening manner including infliction of harm or injury to another person shall be subject to suspension or expulsion. Each case will be handled individually considering age, the evidence and circumstances. The District will continue to enforce a safe learning environment for students, parents, visitors & faculty.

Weapons under the control of law enforcement employees shall be exempt from this policy. The principal must approve any display of dangerous weapons for educational purposes.



Suspicion of Student Impairment

If a school staff member suspects that a student may be impaired, the staff member will contact the appropriate administrator and fill out the referral form. The following steps will take place when there is a suspicion of student impairment:

- Administration will have student escorted to the administration office.
- The investigating administrator will contact the school nurse if it is suspected that impairment assessment is needed.
- The school nurse will do Impairment Assessment with an adult witness present to evaluate if suspected impairment is possibly medical versus substance.
- If Impairment Assessment suggests possible medical impairment, the school nurse will evaluate and contact parent/guardian/EMS as needed.
- If impairment assessment suggests possible substance impairment, the school nurse will consult with the investigating administrator regarding further interventions. The Administrator will attempt to contact the parents/guardians. The administrator will also determine whether to contact law enforcement if the situation involves arguable criminal activity on school property.
- If suspected impairment of undetermined cause, a written report of the school nurse's findings will be forwarded to the school administrator.

Restitution

Restitution may be required of students who have stolen, damaged, vandalized, or lost school or personal property. Vandalism includes but is not limited to toilet papering, graffiti, etc. Any student identified to be associated with such activities may be subject to suspension and/or charges. These students will be responsible for cleaning the campus/area.

Local Authorities

If an individual, such as a law enforcement officer wishes to interrogate a student, the request must come from through the administrative office. Such a request will be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare, when the request is made by a child abuse investigator, or when such interrogation is supported by a court order. Prior to allowing the interrogation, the administrator shall attempt to contact the parent or guardian of the child and inform them of the request and ask if they wish to be present. The Iowa Falls – Alden High School works in collaboration with Local Authorities for the overall safety and well-being of all students in the school district.



Progressive Discipline Plan

The school district uses a progressive plan that includes, but is not limited to, single use or combinations of the following consequences depending on the severity of the violation:

Conference with teacher**	School Work/Service Hours
Parent Notification**	Denial of Privileges
Conference with Counselor**	Exclusion
Conference with Administration**	In-School Suspension
Parent Conference**	Out-of-School Suspension
Detention**	Expulsion

*NOTE: Each consequence followed by ** SHOULD be utilized to remediate unwanted behaviors PRIOR to an office referral. Extreme situations may present the need to bypass some initial steps due to safety and classroom climate concerns.*

Violations/Consequences (consequences may be combination of those listed)

Listed below is a possible list of student behavior violations. While this is not a complete list, and it is not reasonable to have an all encompassing list, behavior violations will be best matched to the categories below:

*****CLASS I VIOLATIONS*****

1. Physical assault on a staff member*
2. Arson*
3. Sale, distribution, or possession for distribution of alcohol, inhalants, drugs or drug paraphernalia*
4. Possession/Use of any deadly or illegal weapon, firearm, explosive, or other dangerous item*
5. Sexual assault*
6. Any gang related conduct
7. Hacking the Electronic Information Services System for destructive purposes
8. Fighting*
9. Physical assault on a student*
10. Use/possession or under the influence of alcohol, inhalants, tobacco, drugs or drug paraphernalia*
11. Gross Insubordination
12. Tampering with fire alarm or fire extinguisher*
13. Written or verbal assault toward a staff member, including use of profane language
14. Knowingly making a false complaint of sexual or verbal harassment

Range of Consequences: In-School Suspension, Out of School Suspension, Recommendation for Expulsion, Denial of Privileges, Exclusion



******CLASS II VIOLATIONS******

1. Reckless endangerment; creating, inciting, or prolonging clear and present danger to self or others (see **Threats of Violence** below)
2. Any changing or altering school records (grade books, computer records, transcripts, eligibility slips, doctor reports, etc.)
3. Using any object as a weapon
4. Possession/Use of use of aerosol irritants (pepper spray, mace, etc.)
5. Intentionally attempting to access or successfully accessing inappropriate web sites including pornography, obscenity, and violence "how-to" sites
6. Retaliatory or intimidating acts against a person who makes a complaint regarding sexual or verbal harassment or bullying
7. Sexual harassment
8. Vandalism to school property*
9. Truancy/Ditching (includes leaving the building at any time without proper authorization)
10. Theft* (value over \$50)

Range of Consequences: In-School Suspension, Out of School Suspension, Recommendation for Expulsion, Denial of Privileges, Exclusion

******CLASS III VIOLATIONS******

1. Insubordination
2. Disrespectful/Vulgar Language
3. Expressed or implied insult (hazing, bullying, intolerance, discriminatory comments, etc.)
4. Theft* (under \$50)
5. Trespassing*
6. Threats, physical intimidation
7. Knowingly falsifying information about staff or students
8. Inappropriate touching of a student, staff, or oneself
9. Damage to school property
10. Intentional misuse of electronic devices (phones, iPods, iPads, laptops, etc.)
11. Reckless behavior involving a vehicle on school property

Range of Consequences: School/Work Service, Denial of Privileges, Exclusion, Detention, In-School Suspension, Out of School Suspension, Recommendation for Expulsion

******CLASS IV VIOLATIONS******

1. Lying
2. Gambling*
3. Public Display of Affection (defined on p.16)
4. Forgery
5. Use of dangerous items on campus (laser pointer, lighter, matches, etc.)
6. Disrespectful/Disruptive behavior
7. Profane language



Range of Consequences: School/Work Service, Denial of Privileges, Exclusion, Detention, In-School Suspension, Out of School Suspension, Recommendation for Expulsion

*****INAPPROPRIATE ITEMS WILL BE CONFISCATED.**

NOTE: Each description followed by an asterisk () may also violate State or Federal law and the appropriate law enforcement division may be contacted.*

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.



Student Health, Wellness and Safety

School Nurse

The school nurse, Laura Thies, provides health-related services to all public school students in the Iowa Falls School District. The nurse's office is located in the principal's office complex at the high school. Office hours are from 8:00 - 4:00 on the days when school is session. The nurse's office can be reached by telephone by dialing the regular high school number, 648-6440.

Medication Policy

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

Medication is held in a locked cabinet and distributed by the school nurse or her appointee. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student; name of the medication; directions for use including dosage, times and duration; name, phone number and address of the pharmacy; date of the prescription; name of the physician; potential side effects; and emergency number for parents.

Safe Schools

There are many things that students can do to help create safe schools. Talk to your teachers, parents, counselor, and principal to find out how you can get involved and do your part to make your school safe.

Student Records

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

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:



1) The right to inspect & review the student's education records w/in 45 days of the day the district receives a request. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.

2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or in violation of the student's privacy rights. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except the extent that FERPA authorizes disclosure w/out consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or student assistance team, or assisting another school official in performing a task. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4) The right to inform the district that the parent does not want directory information, as defined below, to be released. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by September 1st. The objection must needs to be renewed annually.

5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington D.C. 20202-4605.



Immunizations

Prior to starting school, or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from the immunization requirements. Parents who have questions should contact the principal's office.

Health Screening

Throughout the year, the school district sponsors health screening for such things as vision and hearing. A licensed audiologist through the AEA in regards to hearing follows high school students. Vision checks are done on a referral basis either from the teacher or parent. 9th graders are required to have a dental screening prior to starting school.

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. Physicals are valid for one calendar year. Failure to provide proof of a physical examination makes the student ineligible to practice or compete. Students who cannot afford the cost of the physical examination should contact the coach of their sport or the school nurse.

Student Illness or Injury at School

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

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

Student Insurance

Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact the office.



Student athletes are encouraged to have health and accident insurance when participating in extracurricular athletic programs. Students not purchasing school insurance should understand that there is no school insurance to provide protection for them during any phase of participation in athletic practices or events. Students who do not have and cannot afford insurance should contact their coach or the school nurse.

Student Health & Immunization Records

Student health records are kept for two years beyond graduation. Student immunization records are provided to the student upon graduation with a letter stating the importance of keeping the record.

Sexual Abuse and Harassment of Students by Employees

The school district does not tolerate employees physically, sexually, or mentally abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Laura Thies at 648-6440 or Tony Neumann at 648-6440 as its Level I investigators. Robert Calloway is designated as the Level 2 investigator and may be contacted at (641) 497-5280.

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

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



Homelessness

If a student's family lives in any of the following situations: in a shelter, motel, vehicle, or campground, on the street, in an abandoned building, trailer, or other inadequate accommodations, or doubled up with friends or relatives because you cannot find affordable housing, then you have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act. Contact the school nurse for more information about these options.

Communicable and Infectious Diseases

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

Food Safety Policy

Food must meet the guidelines within the Healthy-Hunger Free Kids Act and the school's Wellness Policy. Vending machine items must also comply with the school's Wellness Policy. Any drinks other than water in a clear plastic bottle that is seen in the hallways will be confiscated and thrown away. At no time will food or drink be brought into the Collaboration Room, the library, or the auditorium.

Vending Machines

Vending machines are available for student use after the school day is over. Juice and water can be purchased during breakfast and lunch. Cans, bottles and wrappers are to be placed in garbage or recycling containers. Problems with the proper disposal of containers and wrappers may result in the vending machines being turned off.

Elevator

An elevator is available for use by students with physical disabilities who require access to the second floor by means other than the stairs. To obtain permission to use the elevator, students need to contact the office.

Emergency Drills

Periodically the school holds emergency fire, tornado, and evacuation drills. At the beginning of each semester, teachers will notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.



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

It is extremely important that students respond both correctly and immediately. Be sure to know the evacuation procedures for each room attended. Students are expected to remain quiet and orderly during a drill or an emergency.

Counseling & Guidance Services

The guidance program provides four categories of service to students including counseling, information services, appraisal services, and placement services. Each service is interdependent and assists students with their personal educational and career development and in becoming well-rounded, productive adults.

The guidance program is designed to help students adjust to new school experiences and to help students make the best of educational opportunities. Any problems, whether school problems or personal problems, may be discussed with the guidance counselor. The employees maintain confidentiality involved in the guidance program.

As a student progresses through senior high school, a guidance counselor will help him/her to choose the subjects which fit his/her individual needs. During these years, plans for the future start taking shape. To help with the many decisions a student must make, the guidance department is well supplied with information about colleges and vocational schools. All students will be making a 4-year plan and do some research on higher education and future careers through the state approved program. Each student is encouraged to become acquainted with the counselor early and to use the guidance services often. Appointments can be made by contacting the counselor.



Procedures & Policies

School Fees

Students who have concerns about the fees should contact the office.

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

Announcements

Announcements will be available for students via email. Parents may access daily announcements on our website but must understand that unforeseen circumstances may prohibit the immediate posting of announcements. It is the student's responsibility to read and be aware of the announcements for relevant information.

*Periodic emergency/important messages can be sent out to parents via email. Please provide your child's respective office with an email address or cell number to be texted so you can receive these messages. If you have a change in information please be sure to let the office know so we can update our system.

Notifying the School When Absent

The policy of Iowa Falls – Alden High School and the District is that consistent and punctual attendance is of vital importance and is a prerequisite for completing an education. Attendance is a shared responsibility and requires cooperation and communication among students, parents, and school. Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood. Students with chronic absences can be identified as at risk and they will be referred to the at risk support team.

Students who know they will be absent must notify the office prior to the absence. If advance notification is not possible, parents must notify the office at (641) 648-6440 on the day of the absence prior to 9:00 a.m. If notification is not received, the office attempts to contact the parents at their emergency number. Before a student is readmitted after an



absence, the student must bring a note signed by the student's parents to the office explaining the reason for the absence. The school determines whether an absence is excused or unexcused. Students are expected to be in class on time. Students who need to leave school during the school day must receive permission from the office and have a note signed by the student's parents, have their parents telephone the office or have their parents pick them up. Students who return to class or arrive after the school day has begun must present a signed note from their parents to the office for readmission. Students are not released to anyone other than their parents during the school day unless the office has a note signed by the student's parents.

Students participating in school activities must be in school at least one-half day on the day of the event in order to participate in a school activity, unless there is an excused absence (excluding illness). Only in extraordinary circumstances, may this rule be waived by the principal or designee.

Student Drop Off and Pick Up

If parents bring their student to school by private transportation, they are asked to enter South Parking entrance, drop off and pick student up in the front of the school, and exit North Parking exit.

Lunch, Breakfast, and Snack Bar

The school district operates a lunch and breakfast program. Students may either bring their own lunches to school or purchase lunch and other items, including milk. All lunches, hot lunch as well as cold lunches brought from home, must be eaten in the student center. Delivery of food from restaurants to students for lunch is not allowed.

All students are restricted to the student center during the lunch break. Exceptions are made for seniors with off campus privileges; and for students who have written permission from their parents.

Students who misbehave will be subject to disciplinary action, which may include having lunch privileges suspended.

The breakfast program is operated before the school day begins. All students are able to participate as long as they follow the same basic guidelines as previously outline for the lunch program.

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges. Families will be notified of an outstanding negative balance once the



negative balance reaches \$10.00. Families will be notified by letters sent home, by PowerSchool notifications or by phone calls. Parents/guardians will have three (3) days to pay or make arrangements to pay outstanding student balances. (Board Policy 710.4)

Special Education Attendance

Students identified with special educational needs will be expected to adhere to the Iowa Falls - Alden High School attendance policy unless the student's failure to attend school has been identified as a need from the IEP team.

Green Belt (Alternative Education)

The Green Belt High School is designed to meet the unique academic needs of a diverse school population seeking the opportunity to excel in their academic requirements, remediation of low or lacking academic skills, and/or recovery of core academic credits to meet graduation requirements. The student-centered learning environment is to help students who have not been successful in the traditional schools obtain a quality high school education while building a positive attitude toward learning and improving self-image.

To be eligible for consideration for admittance into Green Belt, the student must meet at least one of the following criteria:

- Student intends to withdraw or has withdrawn before graduation
- Student has failed to comply academically and would benefit from instruction offered in a different manner from the traditional school
- Student is a parent or expectant parent and a full-academic schedule is not possible
- Student is employed and employment is necessary for support
- Student is recommended from the ATTAIN committee as a possible candidate
- Student is a significant disruption to the learning environment and behavior has not changed over time

For the benefit of the student who receives Special Education services, an IEP meeting with the Green Belt staff must be held before enrollment. Students who are enrolled at Green Belt High School earn graduation credits, receive a diploma from IFAHS, and participate in graduation ceremonies (if they meet the attendance requirement). However, credits earned at Green Belt High School will not count towards class rank, honor roll, academic letters, and other such awards. Please call GBHS at 648-8643 (Angie Scallon) for information.

Visitors/Guests

All visitors to the school grounds must check in at the principal's office. Parents and school personnel are the only ones allowed to visit classes. Students are not allowed to bring visiting friends or relatives to school. The principal may grant exceptions.



Educational Records

The school stores educational records in both hard copy and through the Student Information System. These records are used to assess graduation progress, career planning, and other tasks that involve the educational program of the school. Parents and students through the Student Information System can review educational records.

Eighteen-Year-Old Rule

Students 18 years of age are given the opportunity to exercise responsibility on matters regarding attendance, school correspondence, discipline and scholastic achievement only if they have prior parental approval. Students requesting 18-year-old privileges must have their parents contact the high school principal's office and sign a written agreement.

Legal Status of Student

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure a current student record.

College Visits

Students are encouraged to visit college campuses on weekends or school holidays. Students are given 2 college visit days per year during their junior and senior years to help make the best decision possible. Consult the guidance department for assistance in making advance arrangements so that the benefits from the visits are maximized. Students requesting additional college visits beyond two or before their junior year may be excused after discussion with the principal.

Transportation to college visits is the responsibility of the student and/or family members. Students must complete the college visit form from the guidance department before the visit will be excused.

Post-Secondary Representatives

Seniors and juniors may visit with college, military and career representatives who come to our high school. Permission to attend must be obtained from the guidance office at least one day in advance of the meeting.

Credit Waiver for Physical Education

Students who participate in organized and supervised athletic programs* at Iowa Falls - Alden High School may request credit waivers for physical education. Only one semester of participation in physical education may be waived each school year. A waiver may only be enacted during a semester when a student is actively involved in an athletic program.



Students who are granted credit waivers will earn one-half (.5) credit in physical education if they successfully complete the identified athletic season. All credits earned under this provision will be registered as a “P” for “pass” on student transcripts. If a student leaves a team before the completion of the season, the student will immediately enroll in a Physical Education course.

* Athletic programs must be officially recognized by the Iowa High School Athletic Association or by the Iowa Girls High School Athletic Union.

Hall Passes

Students may be required to have a hall pass to be in the halls when classes are in session. Students may obtain a hall pass from their teacher or office personnel. Hall passes allow students to go to their destination by way of the most direct route.

Parking at School

South Parking lot is provided for students who wish to drive a motorized vehicle to school. Parking at the high school is a privilege and will be revoked if rules governing the parking lot & driving on school grounds are not strictly observed.

Students who fail to comply with the rules may have their parking privileges revoked and/or referred to law enforcement officials.

Students parking in the school lots are cautioned about leaving valuables in their vehicle. Constant supervision of the parking lot is not provided, and therefore, students park in the lots at their own risk. Students assume full responsibility for losses resulting from accidents, thefts, vandalism, etc.

Student Activity Passes

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

Student Photographs

Student photographs are taken in the fall of every school year. Photographs may be used for such things as student identification cards, yearbook pages, or permanent record information. Students are not required to purchase picture packages. Parents who do not want to have their student's pictures taken are to contact the principal's office.



Student Publications

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

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

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

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

Posting of Information

Students who wish to post or distribute information must receive permission from the principal in advance before the posting or distribution. This applies whether the information deals with school-sponsored or non-school sponsored activities.

Student School Transfer

The school district automatically transfers a student's records to a new school district upon receipt of a written request from the new school district for the student's records. Parents notified that the student's records have been, sent are given an opportunity to view the



student's records that were sent and a right to a hearing to challenge the content of the student's records that were sent. Parental consent is not necessary to forward a student's records to a student's new school district or for the school district to request them from a student's previous school district. When a new student transfers into the school district, the student's records are requested from the previous school district.

Open Enrollment

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parent's' request. Students wishing to open enroll to another school district must apply for open enrollment by January 1 of the school year preceding the school year in which they wish to open enroll unless there is good cause defined by law for which the deadline is June 30. Open enrollment may result in loss of athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact the superintendent of schools for information and forms.

Inclement Weather

School will not be in operation when weather conditions cause travel to be unsafe. When school is canceled due to inclement weather, all school buildings will be closed. Cancellations will be announced via various media outlets. Should weather conditions deteriorate to a level of questionable safety after buses have started their routes, drivers will use their own judgments as to returning to school, or other action. In this event, parents may be asked to pick up students at school or some location on the bus route.

Extracurricular activities scheduled for the day/evening of a day when school is canceled or dismissed early are generally canceled and rescheduled. The Administration and Activity Director will determine whether to hold extracurricular activities. In the event school is cancelled due to adverse weather conditions but improves later in the day the Superintendent has the authority to permit extracurricular activities to be held.

Inspection of Educational Materials

Parents and other members of the school district community may view the instructional materials used by students. 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 materials or to express concerns about the materials should contact the principal.

Lost and Found

Items that are found in the school building or on school grounds are to be turned into the office. Students who have lost items may obtain them by properly identifying them. Items that are turned into the office and go unclaimed will be discarded or given to a charitable organization at the end of the school year.



School Surveillance Cameras

School personnel will be responsible for the monitoring and upkeep of the school camera system. Students and/or parents are not permitted to view the recordings without the consent of the administration. Every student in the video has an expectation of privacy and permission to view the material will not be granted without a careful review of all individuals involved

The school may use the camera system to substantiate claims during an investigation, maintain the safety of all students, and/or submit the material as evidence to an outside agency.

Student Concerns

Students may file a complaint regarding school district policies, rules and regulations or other matters by complying with the following procedure. This procedure is strictly followed except in extreme cases.

- If an employee is involved, discuss the complaint with the employee within two days of the incident;
- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within three school days of the employee's response or the incident;
- If unsatisfied with the principal's response, talk to the superintendent within five days of the principal's response;
- If unsatisfied with the superintendent's response, students may request to speak to the board within 10 days of the superintendent's response. The board determines whether it will address the complaint.

Parent Concerns

Parents are encouraged to contact the individual teacher or coach involved to share the concern or register the complaint. If the concern is academic in nature, the principal is the next point of contact. If the concern is related to an extra-curricular activity, the Athletic Director is the next point of contact, followed by the principal. If unsatisfied with Principal response, you may contact Superintendent.

Student Funds and Fund Raising

Students may raise funds for school activities upon approval of the principal in advance of the fund raising event or the start of a fund raising campaign. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Classes who wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.



Facility Use by Student Organizations

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

Interrogation by an Outside Agency

If an individual, such as a law enforcement officer wishes to interrogate a student, the request must come from through the administrative office. Such a request will be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare, when a child abuse investigator makes the request, or when such interrogation is supported by a court order. Prior to allowing the interrogation, the administrator shall attempt to contact the parent or guardian of the child and inform them of the request and ask if they wish to be present.

Due Process

Students and/or parents who disagree with the decision of the school administration may file a request for a review with the Superintendent or designee within three school days after receiving official notification. At the conclusion of the review, the Superintendent or the designee shall affirm, reverse, or modify the decision.

Students and/or parents who disagree with the decision of the Superintendent of Schools or his/her designee may appeal to the Board of Education within two school days.

Students involved in the appeal process will remain in school and will be expected to be in class until such time as resolution has been achieved.



Student Activities

Definition of Activity

Curricular Activities – Any event that a student performance is tied to an academic grade for a course in which the student is enrolled.

Co-curricular Activities – Any event that a student performance is tied to an academic course but no grade is tied to the performance.

Extra-curricular Activities – Any event/organization that a student performance is not tied to an academic course.

Student Organizations – Any organization that does not have direct academic course ties but promotes students and/or the school (i.e., National Honor Society and Student Council).

Attendance and Participation in School Activities

Students in school activities must be in school at least 1/2 day on the day of the event in order to participate in a school activity. This rule may be waived for extenuating circumstances.

Coach and Sponsor Rules

Athletic, activity and organization sponsors may incorporate additional participation rules and regulations for sports/activities under their direction. Such rules and regulations must be communicated to all participants and may not be in conflict with Board Policy or the policies of this handbook.

Purple Cord Service Program

It is our belief that students who interact positively within their community will not only benefit the community, but also benefit their own leadership and citizenship skills. To encourage and reward volunteerism and community service, the Purple Cord Service Program will recognize students each year who have made significant contributions to the community through their service.

Seniors who have completed 100 hours of approved volunteer service during their four years at IFAHS will be awarded a purple service cord at graduation, and be recognized at the graduation exercises. Transfer students' hours will be pro-rated and determined by their start at IFAHS. A log of student completion of "approved service activities" will be maintained for students in the office. A committee will review activities periodically to determine what constitutes "approved" community service.



Any questions as to the approval of service hours will be referred to the oversight committee that will render a final decision about any issues.

Student Council

The student council provides student activities, serves as a training experience for student leaders, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise. Members of the council are student representatives who have direct access to the administration.

The Student Council is made up of students that complete a leadership application and have had three teachers/coaches sign off on their leadership abilities. The application process is completed during the spring of the school year.

National Honor Society

The National Honor Society ranks as one of the oldest and most prestigious national organizations for high school students. The purpose of this organization is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character. Student's membership in the National Honor Society is based on achieving recognition in these four distinguishing traits.

To be eligible for nomination students must be a junior or senior and have achieved a cumulative grade point average of 3.20. Students nominated by the National Honor Society faculty council are requested to submit a summary of all activities, service projects, elected offices held, and volunteer work in which they have participated. High school faculty members are asked to make recommendations, and to comment on students who are being considered for membership. A faculty committee in accordance with the national by-laws will make the final selection.

Athletic Equipment

In most sports, practice and/or game equipment will be issued to athletes. Athletes are responsible for this equipment. All equipment is to be returned promptly when athletes finish the sport; either at the end of the season or upon quitting the sport.

Equipment will be paid for by the athlete if it is lost or destroyed through negligence. (It is negligence on the athlete's part if equipment is stolen.) Cost of equipment will be determined by the athletic director and will be based upon replacement cost of equipment.



School-owned equipment is to be worn only at scheduled practices, games, or meets. Athletes found wearing school-owned equipment in public may be subject to disciplinary action.

Athletes may not be issued equipment, etc. at the start of a new sport season if they have not returned school-owned equipment, or made proper reimbursement for lost equipment from a previous season.

Academic Eligibility

In order to participate in activities, athletics, and organizations students must:

- be enrolled or dual enrolled in school;
- have earned passing grades in all classes the previous semester (high school and college level courses);
- be earning passing grades in all classes during the current semester;
- for students in athletics, music, or speech activities, be under 20 years of age;
- for students in athletics, music or speech activities, be enrolled in high school for eight semesters or less;
- for students in athletics, have not been a member of a college squad nor trained with a college squad, nor participated in a college contest nor engaged in that sport professionally;
- have met all transfer requirements, if the student is a transfer student, or be eligible under state law and regulations if the student is an open enrollment student

Good Conduct Policy

To retain eligibility for participation in Iowa Falls – Alden High School activities and organizations, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

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

- possession, use, or purchase of tobacco products, including e-cigarettes, vaporizers or other Electronic Nicotine Delivery Systems, regardless of the student's age;
- possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use");
- possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs;



- engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing, violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), hazing or harassment of others. Such harassment does not have to rise to the level of violating the school's anti-bullying/harassment policy, but rather may include inappropriate and/or disparaging comments to or about others, whether made verbally, in writing, or by electronic means (e.g., text messages, electronic mail, or posting on social networking sites). Examples of such harassment includes, but is not limited to: threats; inappropriate comments about the traits of an individual or group; creating parodies to make fun of others; posting or otherwise sharing potentially embarrassing photographs, drawings, video, or depictions of others without permission. NOTE: This could include group conduct! This rule is not intended to prevent a student from expressing his/her religious or political beliefs.

Definition of Activities

Curricular Activities – Any event that a student performance is tied to an academic grade for a course in which the student is enrolled.

Co-curricular Activities – Any event that a student performance is tied to an academic course but no grade is tied to the performance.

Extra-curricular Activities – Any event/organization that a student performance is not tied to an academic course.

Student Organizations – Any organization that does not have direct academic course ties but promotes students and/or the school (i.e., National Honor Society and Student Council).

Curricular Activities	Co-curricular Activities	Extra-curricular Activities
*Music Concerts *Pep Band *Variety Show (assigned performance)	*Academic Decathlon *Drama *FFA *FCCLA *Music (Band/Choir) *Speech (Large Group/Individual)	*Baseball *Basketball *Cheerleading *Cross Country *Dance/Drill Team *Football *Golf *Soccer *Softball *Tennis *Track *Volleyball *Wrestling



Points of Emphasis:

1. The Good Conduct Policy is enforced year-round.
2. Violations are cumulative over the course of a student's high school career. Good Conduct Policy violations stay on the student's record and do not start over each school year.
3. Any violation of the Good Conduct Policy affects non-curricular, extra-curricular activities and student organizations (not just one or the other).
4. A student must participate in the normal daily activities during the length of the consequence.
5. A student must end the activity in good standing for the consequence fulfillment to be met. If a student does not complete the season/activity, the consequence will be carried over to the next event and will start over.

Process for determining Violation

A complete investigation will be conducted by school administration whenever a possible Good Conduct Violation has occurred. The investigation will begin when either 1) a violation is witnessed by an employee of the Iowa Falls Community School District and/or 2) official notification of a possible violation is given to the district by an outside agency. Any student who is charged with a Good Conduct Violation will have a meeting with school administration to be presented the allegation, give the student an opportunity to provide information, and possibly start an investigation into the violation. If there is clear and convincing evidence of a Good Conduct Policy violation, the student will be deemed ineligible for a period of time, as outlined below.

Self-Reporting/School Service (*Extra-curricular only*)

If a student self-reports for their first violation to school administration before an official report from either a school employee or outside agency, the consequence will be reduced by 50%. Any partial consequence will round up to the next whole number. For example, if the original consequence is for 5 dates and a student self-reports, the consequence will be lowered to 3 dates ($5 \times 50\% = 2.5$ dates, round up to 3 dates). In addition to a reduction of consequence, any student who self-reports will also complete 10 hours of school service to compensate for the reduction in ineligibility period. The school service plan will be determined in a meeting with the student, a school administrator, and/or the parents.

If a student self-reports a second violation and elects to seek an evaluation and, if recommended, treatment from a recognized substance abuse facility at the student's or student's family's expense, the consequence will be reduced. If the student seeks the evaluation and agrees to waive confidentiality to allow the evaluating facility to report back to the school administration regarding recommendations for treatment or follow-up, the penalty will be reduced by 50% and the student will complete 15 hours of school service.

There is no reduction of penalty provisions for any offense after the second violation.



Good Conduct Policy Violations

Any violation of the Good Conduct Policy will have the consequences outline below. Violations will be applied across all co-curricular, extra-curricular and student organizations in which the student is currently or will be involved in. Multiple Good Conduct Violations are to be served cumulatively and not consecutively. Violations will be in effect for one-calendar year from the date ineligibility begins. If a student is not involved in any activities during that calendar year, the student will become eligible after one year. If a second violation occurs, this would still follow the consequences outlined below.

Curricular Activities

No consequence for activities used to determine a students class performance.

Co-Curricular Activities

1st Violation – Ineligible for next performance/event/activity

2nd Violation – Ineligible for next two performances/events/activities

3rd Violation – Ineligible for calendar year

***Students involved in multiple co-curricular activities will serve the consequence for the first event after the violation occurred.

Extra-Curricular Activities

1st Violation – Ineligible for 1/3 of the state (or school) defined season.

2nd Violation – Ineligible for 2/3 of the state (or school) defined season.

3rd Violation – Ineligible for full-season (to include the post-season).

4th+ Violation – Ineligible for one calendar year from notification date.

Activity	Season Length	1 st Violation	2 nd Violation	3 rd Violation
Cross Country	10 meets	4 meets	8 meets	Entire Season
Volleyball	14 dates	5 dates	10 dates	Entire Season
Football	9 games	3 games	6 games	Entire Season
Football Cheer	9 games	3 games	6 games	Entire Season
Basketball	21 games	7 games	14 games	Entire Season
Basketball Cheer	21 games	7 games	14 games	Entire Season
Wrestling	15 meets	5 meets	10 meets	Entire Season
Track	12 dates	4 dates (plus indoor meets)	8 dates (plus indoor meets)	Entire Season
Golf	12 dates	4 dates	8 dates	Entire Season
Soccer	17 dates	6 dates	12 dates	Entire Season
Tennis	12 dates	4 dates	8 dates	Entire Season
Baseball	40 games	14 games	28 games	Entire Season
Softball	40 games	14 games	28 games	Entire Season
Dance/Drill	9 months (Jul – Mar) + 2 Events (State & Spring Show)	3 months + 1 event	6 months + 2 events	9 months + 3 events



If the consequence is not fulfilled before an activity ends, the percent remaining of the violation will carry over to the next activity.

Student Organizations

1st Violation – 6-month probation* and exclusion from all events during this period

2nd Violation – Removal from Student Organization

*While a student is on probation from the organization, any conduct unbecoming of the organization and/or it's beliefs will lead to possible removal from the organization.

Any student who is participating in multiple extra-curricular activities during the same season will serve the lesser of the two penalties for each activity (excluded Dance/Drill team as their season crosses multiple seasons), as long as the student completes both seasons in good standing. If the activities have the same number of dates, the ineligibility period will be as stated above.

Example 1: Student A has their 1st Good Conduct Policy violation and will be participating in Tennis and Golf for their next extra-curricular activities. The student will be ineligible for the first 4 Tennis dates AND the first 4 Golf Dates.

Example 2: Student B has their 1st Good Conduct Policy violation and will be participating in Golf and Soccer for their next-extra curricular activities. The ineligibility periods for Golf is 4 dates and Soccer is 6 dates, so 4 dates are the lesser of the two. Student B will be ineligible for the first 4 Golf dates and the first 4 Soccer Dates.

Example 3: Student C has their 1st Good Conduct Policy violation and is involved in Speech, Band, Drama and Tennis. The ineligibility for the co-curricular activities (Speech, Band and Drama) will be the next performance on the calendar for one activity, not all three. The ineligibility for Tennis will be the first four dates. The Good Conduct Policy violation applies to both co-curricular AND extra-curricular activities.

Example 4: Student D has their 1st Good Conduct Policy violation and is involved in Drill Team, Basketball and Student Council. The ineligibility period for dance will be 3 months from the date the violation is founded plus the next event (State Dance or Spring Show). The ineligibility period for basketball is 7 games. The student will also be on probation with the Student Council for six months from the date the violation is founded. The Good Conduct Policy applies to both extra-curricular activities AND student organizations.

Example 5: Student E has their 1st good conduct violation and is involved in Football and Wrestling. The violation occurs with 1 game left in the Football season. Student E is ineligible for the football game (33% of the violation) and 4 wrestling meets (67% of the violation – rounded up). If Student E does not finish the season with the Football team, the ineligibility period for wrestling will be 5 meets. Any violation that occurs during a season and is not completed before the season ends will carry over to the next activity.



Appeal Process for Good Conduct Violation

Any student who is found by the administration to have violated the Good Conduct Policy may obtain a review of this determination to the High School Principal by contacting the principal within 5 calendar days of being provided official written notice from the district. The penalty will be in effect until a decision has been made. Official written notice of the review will be provided.

If the student is still dissatisfied, he or she may seek further review by the superintendent. The student may obtain a review with the superintendent by contacting the superintendent within 10 calendar days of being provided an official decision of the initial review.

If the student is still dissatisfied, he or she may seek further review by the school board by filing a written appeal with the board secretary at least 5 calendar days prior to the next regularly scheduled board meeting. A special meeting of the board will not be called. The review by the board will be in closed session unless the student's parent (or the student, if 18) requests an open session. The grounds for review by the school board are limited to the following:

- 1) The student did not violate the Good Conduct Rule
- 2) The student was given inadequate due process in the investigation and determination
- 3) The penalty is in violation of the Handbook or Board Policy.

The penalty will remain in effect pending the outcome of the meeting with the board.

If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violate removed from the student's record.