

STC High School STUDENT HANDBOOK

Mission Statement

It is the mission of the South Tama County Schools to provide a rich
Academic, student-centered education that results in success for all
Learners.

**2018 - 2019
SCHOOL YEAR**

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Dear Students and Parents:

The Administration, Faculty and Staff at South Tama County High School want to welcome you to the 2018-2019 school year. Our expectation is that each student succeeds in all academic areas as well as all extracurricular activities they participate in. We want all students to develop the necessary skills that will make them successful in the real world. To be good at anything it will take hard work, dedication, and responsibility on their part.

Students, the key to your future success is the ability to read, write, and speak at the next level. This next level could be college or work. We encourage you to do as much reading for understanding as possible outside the school day. We want you to enjoy the many experiences we have available to you during your High School years. Please get involved in a club or activity outside the school day. We are often afraid to get involved in things, but once we do get involved we find it to be very rewarding, so please step up and get involved, your school needs you. Always remember our first priority here is to see that all students are learning. Most days your teachers will be available to provide additional help before and after school, we also have interventions built in during the school day. Each day we expect you to put forth your best efforts to succeed. Alone we may not always win, but together we will never lose.

If at anytime we can provide additional educational assistance, please do not hesitate to call. Our Faculty and Staff are willing to help you succeed.

Good Luck and have a Great High School experience. Go Trojans!

Roy Frakes
High School Principal

School District Mission Statement, Educational Goals and Expected Student Outcomes

Mission Statement

It is the mission of the South Tama County Schools to provide a rich Academic, student-centered education that results in success for all learners.

Vision of Learning

Through the dedication of students, staff, families & community.

All learners at South Tama will tackle complex problems and effectively communicate information and ideas so students can successfully complete post-secondary goals. In order to achieve this, staff and students will improve the quality of their work through feedback and reflection, and experience the confidence and accomplishment that comes through the production of meaningful, challenging work.

Learning Principles

- Learning is not a given – it is an active process that requires the learner to ask questions, make connections, and apply learning to existing knowledge and new situations.
- Engaged and sustained learning requires that learners constantly see the value of their work and how it contributes to personal success.
- Learning requires the right blend of challenge and comfort where learners know that success is attainable but they must persist in order for it to happen.
- Learners need clarity about what the learning goals are and the criteria for success to inform the development of their work.
- Learners require regular, timely, and meaningful feedback with opportunities for revision and improvement to produce quality work.
- Learners periodically question assumptions and habits based on new evidence and experiences, which often leads to change.

Equal Education Opportunity

It is the policy of South Tama County Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment) , marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's equity coordinator, Shauna Smith, Director of Curriculum and Student Services, 1702 Harding Street, Tama, IA 52339 ph. [641-484-4811](tel:641-484-4811) or email [at ssmith@s-tama.k12.ia.us](mailto:ssmith@s-tama.k12.ia.us)

STC FACULTY DATA SHEET

Mrs. Chelsea Ahrens – Social Studies – 2007 graduate of Waldorf College. Masters in Educational Leadership from Viterbo University. This is her 11th year at South Tama.

Mr. Brent Bagnall – Asst. Principal/Activities - B.A. from Central and his Masters in Business Administration. This is his 9th year at STC.

Mrs. Michelle Bradley– Math - B.A from Buena Vista University. This will be Michelle’s 13th year of teaching at STC.

Mr. Mike Carnahan – Instrumental Music – Bachelor of Music from Univ. of Iowa. This is his 19th year at STC.

Mrs. Emily Chyma – Social Studies – B.S. Social Studies from the Univ. of Minnesota at Moorhead. This is Emily’s 13th year at STC.

Mrs. Denise Danker – Math- M.A. from Colorado State. B.A. from UNI. She has 20 years of teaching experience. This will be her 4th year at STC.

Mrs. Rachel Davis – Language Arts – B.A. in high school Language Arts from Wartburg. This is Rachel’s 6th year at STC.

Mr. Nathan Doran – Art. – B.A. from William Penn. This is Nate’s 8th year at STC.

Mrs. Nancy Dostal – English – B.A. from UNI. This is her 12th year of teaching at STC.

Mrs. Lori Dvorak – Special Ed- B.A. in Education from William Penn. This will be her 3rd year teaching at STC.

Mrs. Sarah Fitzsimmons – Special Ed – This is Sarah’s 6th year at STC.

Mrs. Dixie Forcht –Teacher Librarian –M.S. in Communication Studies from the University of North Texas. MAE in Library Studies from UNI. This is Dixie’s 6th year at STC.

Mr. Roy Frakes – Principal – B.A. from Buena Vista, MAT from Southeast Missouri State University, EDS in Administration from Southeast Missouri State Univ. This is his 9th year at STC and 38th year in education.

Mr. Jeff Funk – Business. B.A. from Mt. Mercy College. This is his 14th year at South Tama.

Ms. Victoria Hamilton – Spanish & ELL - B.A. degree from UNI. This is her 15th year at STC.

Mr. Levi Hunerdosse – Health- B.A. and M.A. from UNI. This is his 8th year at STC.

Mr. Daniel Kass – Math- Graduated from UNI. This is his 3rd year at STC.

Ms. Dina Keahna – Counselor- This will be her first year at STC.

Mrs. Marsha Keahna – PE – B.S., Physical Education from Baker University and Sp. Ed. Endorsement from Buena Vista University. She has 17 years of teaching experience. This is her 10th year at STC High School.

Mr. Seth Koch —Instructional Coach-Secondary- B.A. from UNI in 1991. This is his 27th year at STC.

Mr. Dan Lopez – Counselor – B.A. from William Penn. M.A. from Iowa State Univ. He has 25 years of teaching experience and this is his 18th year at STC.

Ms. Gaynelle Maschmann – Special Ed.- M.A. in Secondary Education and Special Ed. She has been with the district for 20 years.

Mr. Danny Mayo – Science – Graduated from Coe College in 2007 & Seton Hill University in 2010. This is his 5th year at STC.

Mrs. Chris McFate – Vocal Music- B.M.E. from Kansas State University. This will be her 8th year at STC.

Mrs. Ellen Moran – Special Ed teacher. Degree in Education from Buena Vista.

Miss Katie Murphy – Language Arts – B.A. in English from Central College. This is her 9th year at STC.

Ms. Miranda Nelsen – Science- This will be her first year at STC.

Mr. Jeff Niedermann – Industrial Tech. – B.A. in Industrial Technology and PE from the Univ. of Northern Iowa. This is his 17th year at STC.

Mr. Dustin Peska – Instructor at STC Alternative High School – B.A. from William Penn. This is his 12th year at STC.

Ms. Chris Quigley – Family & Consumer Science – B.S. in Home Economics from Iowa State University. This is her 12th year at South Tama.

Ms. Audrey Roth – Science – B.A. from UNI. This is Audrey's 6th year at STC.

Mr. Noah Schmelzer – Social Studies- M.A. from Drake, B.A. from Iowa State. This will be his 2nd year with STC.

Ms. Mahnaz Shojaie – ELL- B.A., Tehran University, Iowa State University-Major in English-Education K-12 ESL. This will be her 2nd year with STC.

Ms. Sandra Tracy – ELL- This will be her first year at STC.

Mr. Robert Tyynismaa – Math – B.A. from Buena Vista Univ., B.A. in Economics and B.A in Business Management from North Carolina State University. This is his 13th year at STC.

Mr. Nathan Van Dyke – PE – B.A. in Physical Education from Luther College. This is his 9th year at STC.

Ms. Patricia Vincent – Spanish – B.A. and M.A. from UNI. This is her 20th year at STC.

Mrs. Deanna Zmolek – Language Arts – B.A. in Communication from UNI and her English certificate from Buena Vista University. This is her 8th year at STC.

Ms. Taylor Zobel - Vocational Agriculture.- B.S. in Agricultural and Life Sciences Education from ISU.

School Song: *ACROSS THE FIELD*

See the team across the field let's show them that we're here. Set
The team reverberating with a mighty cheer. RA*RA*RA! Make
That touchdown that is our goal. Never let their team get the ball.
Hail, hail the gang's all here for a victory at STC.
ST, ST, Fight, Fight, ST, ST, Fight, Fight
T*R*O*J*A*N*S*

School Colors: COLUMBIA BLUE & BLACK

School Mascot: *THE TROJAN*

School's History

South Tama County High School is proud of its history and represents the combined dedication of all residents from the several communities and rural areas that make up the southern portion of Tama County. The first high school class to graduate (three students) in Tama was in 1876. Five years later Toledo graduated its first class. In 1914 Toledo built a new school building (the current Middle School) and became the Toledo High School in 1938. By 1960 the independent rural school districts of Montour, Chelsea, Tama and Toledo combined to form the South Tama County Community School District. The current high school was dedicated in 1967 and along with the other STC schools continues as the main uniting element for this region.

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. **The Student Teacher Assistance Team (STAT)** 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 **Roy Frakes, Principal at 484-4345**.

South Tama County District Phone Numbers

Administration Office: 484-4811

High School: 484-4345

Partnership Center: 484-3085

Middle School: 484-4121

Elementary: 484-3999

Bus Barn: 484-2675

JMC Messaging Center

South Tama County Schools utilizes JMC Message Center to send important information to parents. If you receive a phone call or an email from JMC Message Center it is a message from the School District.

- Caller ID will display the JMC Message Center number, 641-569-6749, when a general announcement is delivered.
- JMC Message Center will leave a message on any answering machine or voicemail.

Parent Online Access may be used to request which telephone numbers receive district messages.

Jurisdictional and Behavioral Expectations Statement

This handbook is an extension of board policy and is a reflection of the goals and objectives of the school 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, teachers,

employees and visitors are expected to treat each other with respect and courtesy so that all may be safe within the school environment. Students may not use abusive language, profanity or obscene gestures or language.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on 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, regulation or student handbook 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, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations and student handbook 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 student handbook cannot cover all things that may occur in a school setting. If an incident is not covered in the student handbook, the School Board gives the building principal the authority to make a decision based on their best judgment.


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

School Fees

The school district charges fees for certain items, such as textbook rental (\$65.00) . The high school will pay for projects up to \$35 per student for each course. The student and/or parent/guardian will be responsible for pre-paying any amount in excess of \$35.00. Students whose families meet the income guidelines for free and reduced price lunch, the [Family Investment Program \(FIP\)](#), transportation assistance under open enrollment, or students 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 they may qualify for temporary financial hardship should contact the **High School Principal's secretary, Julie Brezina (484-4345), or the District office secretary, Sue Haughey (484-4811)**, by October 7 for a waiver form. Information is also sent with registration forms. This waiver does not carry over from year to year and must be completed annually.

Emergency Forms

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the **high school office (484-4345)** if the information on the emergency form changes during the school year.

STUDENT HEALTH, WELL-BEING AND SAFETY

Student and staff safety is of paramount importance at South Tama. Students can not learn, nor can teachers instruct, if basic well-being needs are not met. All members of this learning community need to conduct themselves in a manner consistent with concern about their own and others' safety.

Several conditions have been put into place to assist with meeting this goal of safety for all. These include mounted building directories, the curtailing of large student backpacks, periodic emergency drills, emergency response codes, surveillance cameras, routine maintenance of smoke alarms and fire extinguishes, additional safety equipment in areas such as science and vocations, an AED unit, instruction in CPR for all students, and Crisis Prevention Institute training for staff.

Students and staff are directed to report any safety related concern to the administration for prompt attention.

School Day

Students may be present on school property before 7:55 a.m. or after 4:00 p.m. only when they are under the supervision of a school employee, extracurricular sponsor, parent or guardian. Students are to leave school ground or an extracurricular event within 30 minutes of the end of the school day or conclusion of the activity, unless being supervised by a school employee, school sponsor or coach, or parent/guardian. Failing to leave within 30 minutes or when requested by a school employee may result in a student's ability to attend future extracurricular event or may be considered trespassing.

HAWK-I Insurance for Children

Parents can apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children, birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll-free) or go to the web site at <http://www.hawk-i.org/> for more information.

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 (484-4345) or District office (484-4811).

Physical Examinations

Parents are encouraged to have their children receive periodic physical examinations.

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

Emergency Drills

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

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.

IMPORTANT PHONE NUMBERS

IN CASE OF EMERGENCY DIAL 911

Tama County Sheriff's Office: 641-484-3760

Tama Police Department: 641-484-3223, Police Chief, 641-484-2440

Toledo Police Department: 641-484-3013

Poison Information Center: 1-800-222-1222

Emergency Procedures

1. At the sounding of the fire alarm:

- A. Teachers and students are to use the nearest exit, be prepared if the normal exit is blocked to use an alternative exit. Upon exiting building, all students should report to the North West Parking lot. Teachers are to bring their Red and Green emergency cards with them. Hold up green card if all students are accounted for. Red card if all **students are not accounted for**.
- B. All windows and doors are to be closed. All electrical equipment and gas lines are to be shut off. Special care should be taken by the following:
 - 1) Industrial Arts – all paint storage cabinets are to be closed. All power turned off.
 - 2) Art – all cabinets containing flammable, combustible, or explosive material are to be closed. All power turned off.
 - 3) Science – all chemical storage cabinets are to be closed.
- C. Teachers not in class or study hall will assist in the direction of students.
- D. The last staff member leaving a hall area will see that all smoke doors are shut.
- E. Exit procedures for high school classrooms will be as follows:
 - 1) The first floor educational wing will use East and West exits.



- 2) Second floor educational wing, except library, will use South East front exit by the principal's office.
- 3) Little Theatre, Nurse's office, Guidance and Cafeteria (Study Hall) will use North East front exit by gym.
- 4) Kitchen will use West door exit
- 5) Rooms 115, 117, 118, 119 and 121 will use North hall exit.
- 6) Rooms 301 & 302 will use the South exit.
- 7) Industrial Art Shop will use North or West exits.
- 8) Vo. Ag. And room 123 will use West exit.
- 9) Gymnasium will use North exit.

2. Check Building:

- A. The custodian on duty will immediately turn off all power and gas lines to the building
- B. The cooks will immediately turn off all power to the kitchen.
- C. The following wings are to be checked to insure complete evacuation:

South wing and room 109, 111	Principal
West wing and 116	Asst. Principal
Nurse's Office	Guidance Secretary
Study Hall, Gym	Guidance Counselor

1. Students and staff are to return to the building upon the ringing of regular class bells.

Other Emergency Situations

Throughout the school year it has become common place to encounter various situations which may disrupt or constitute a hazard to students and staff in the building. Such events, though not related to fire or dangerous weather, may require special responses. For example, an employee or student has been injured and requires medical attention. Having students in the hallways while the situation is being dealt with hinders the solution.

The Building Administration is responsible to the best of their ability for the safety and well being of all occupants of the building.

Knowing what to do when a particular emergency occurs may be the most important safety measure we can undertake. The following protocols have been developed through experience and current research on emergency and safety procedures.

Daily Safety Procedures followed at the High School

1. All exterior doors are locked during the school day.
2. Entry into the school during school hours require students or visitors to push the entry buttons and request entry into the building.
3. Guest or Visitors are required to enter the school through the main office entrance only.
4. Students may request entry at 2 locations. Main office or Northwest entrance.
5. Teachers will keep all classroom doors closed and locked during class time. Doors will open between classes.
6. Intercom will be used to communicate with students and staff in the event of an emergency. Portable megaphone may be used in conjunction with the intercom. Cell phones would be a secondary form of communication.
7. Each teacher will be provided an emergency bag. Flashlight, red/green cards, door lock, portable ladder for classroom on second floor.
8. Reunification locations-Elementary gym, High School stadium.
9. In the event of an active shooter staff will direct students away from the shooter and to a reunification location.

COMMUNICATION

In the event of an emergency:

Using JMC messaging center, guardians and parents will be notified of the situation and what actions regarding their students they will need to take.

1. Type of incident



2. When and where to go to pick up their student.
3. Students will only be released to parent or guardian.
4. Possible services provided due to emergency situation.
5. When school will resume.

ASSIGNMENT OF RESPONSIBILITIES

Principal

1. In the event of an emergency, the principal will be in charge of all communications within the building and grounds. The principal may delegate this authority if absent or incapacitated.
 - A. Assistant Principal
 - B. Counselor
2. The principal will coordinate actions and information with the Superintendent and Emergency personnel.
3. The principal will make a determination to shelter in place, lockdown, or evacuate building.

Office Staff

1. Answer phones and communicate a consistent message.
2. Have readily available hard copies of student information needed for communication.
3. Follow directions of building administrator.
4. Provide assistance with reunification process.

Nurse

1. Provides first aide as needed.
2. Coordinates with emergency personnel regarding care of staff and students' medical conditions.

Teachers

1. Primary responsibility is the supervision and safety of their students.
2. Keep open lines of communication with administration.
3. Follow directions of administration and/or make decisions critical to student safety.

Paras

Assist teacher whose classroom they are in when emergency occurs.

Counselors

1. Provide assistance to administration as needed.
2. Assist with counseling of students and staff.
3. Provide assistance in the reunification process.

Janitors

1. Turn gas, water, electrical off if needed.
2. Provide up to date information to Administration on building mechanics and structure.
3. Assist first responders.

Food Service Personnel

1. Assist administration as directed.

EVACUATION/ RELOCATION PROCEDURES

Will be used for fires, gas leak, bomb threat or as determined by building administration for safety of students and staff.

1. Follow fire emergency procedures for evacuation building. Active shooter may require an alternative route.
2. Primary reunification- Elementary gym. Secondary reunification-High school stadium, includes Four seasons building.
3. Once you have arrived at the reunification center do the following: Take attendance, notify administration of any missing students. Check for medical concerns. Wait for instructions.
4. Do not release students at this point. Students will follow process for reunification.

Reunification Team: Where student and parents are reunited and released.

Assistant principal

Office secretaries

Counselors

At-risk coordinator



Bomb Threat

Staff

1. Building administration notified
2. Preserve evidence
3. Complete bomb threat report form

The following action will be taken for each type of LOCKDOWN. All teaches on “Prep” will report to the main office to assist administration.

**LOCKDOWN – EMERGENCY (an imminent threat in or around the building) & TORNADO
ONLY THE PRINCIPAL OR HIS DESIGNEE WILL AUTHORIZE A LOCKDOWN OR BUILDING
EVACUATION. COMMUNICATION IN THE BUILDING WILL BE MADE OVER THE INTERCOM OR IF
NECESSARY A PORTABLE MEGAPHONE.**

- Office will announce “LOCKDOWN-EMERGENCY” (if a drill, will be followed with “THIS IS A DRILL”)
 - No one will be allowed into the building other than law enforcement and no one will be allowed to leave the building.
 - Teaches will secure classroom doors and take attendance.
 - Remain Quiet.
 - Windows/Blinds will be shut.
 - All staff and students stay clear of doors and windows.
 - Students in hallways will enter first available classroom – lock doors.
 - Administrative office will contact law enforcement 9-1-1 for assistance.
 - If students are missing from your classroom or extra students are in your room, notify the office by intercom.
 - Wait for further instructions via intercom system. Do not evacuate unless instructed.
 - Lockdown will be in effect until “All Clear” is given from the office over intercom or megaphone.
- Do not open your door, law enforcement or administration will have a key.

LOCKDOWN – MEDICAL/DRUG DOG

- Office will announce “LOCKDOWN-MEDICAL or LOCKDOWN-DRUG DOG”
- Teachers will keep students in classrooms and maintain normal activity.
- Students outside classroom are to return to their classroom immediately.
- Hallways and restrooms are to remain clear of students and staff.
- Lockdown will be in effect until “All Clear” is given from the office.

502.11 Anti-Bullying, Anti-Harassment, and Hazing Prohibited

The South Tama County Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Harassment and bullying of or by students, staff, and volunteers are against federal, state, and District Policy and is not tolerated by the board. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, at any school function or school-sponsored activity and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.



Definitions

The board prohibits harassment, bullying, hazing, or any other victimization, of students and employees based on any of the following actual or perceived traits or characteristics, including but not limited to, race, color, creed, age (for employment), sex, national origin, religion, marital status (for programs), gender, gender identity, sexual orientation, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status (for programs) or familial status.

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

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

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

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

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one’s grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student’s performance or creation of an intimidating, offensive, or hostile learning environment.

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

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student’s education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

“Hazing” occurs when the student intentionally or recklessly engages in any act or acts involving forced activity which endanger the physical health or safety of a student [for the purpose of initiation or admission into, or affiliation with, any organization operating in connection with the school]. Prohibited acts include but are not limited to, any act of a physical nature such as whipping, kidnapping, holding another student against his/her will, or any forced activity which endangers the



physical health or safety of the student. Students who violate this section could be subject to criminal penalties in addition to school discipline.

“Sexual harassment” may include, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student’s education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student’s academic performance by creating an intimidating, hostile, or offensive education environment.

The South Tama County Community School District has a zero tolerance policy for sexual harassment.

“Stalking” and “hate crimes” are defined by state and federal law, and are to be reported to the proper legal authorities for prosecution.

“Volunteer” means an individual who has regular, significant contact with students for school purposes, but is not a district employee.

Filing a complaint

Any person alleging a violation of this policy may file a written complaint by using the Anti-Bullying, Anti-Harassment and Hazing Prohibited Complaint Form (502.11 E2) or the Anti-Bullying, Anti-Harassment and Hazing Prohibited Witness Disclosure Form (502.11 E3) at the end of this policy. Employees who are aware of harassment or bullying may file a written complaint or report the conduct to a building or District administrator. The complaint may bypass any step of the complaint procedure where the person to whom the complaint is to be lodged is believed to be involved in the alleged misconduct.

The complainant should file the initial complaint within 60 working days with the school’s principal, whose decision may be appealed to the Superintendent. The complainant may be required to provide any evidence of harassment or bullying including, but not limited to, letters, emails, tapes, signs, and pictures. If a written complaint is filed, the equity coordinator will review within 15 working days review the allegations to determine if the complaint states a possible violation of this policy. If so, the equity coordinator will commence an investigation and proceed to completion. Both the complainant and the alleged perpetrator will be given an opportunity to give a statement as a part of the investigation. District employees, students and volunteers are expected to fully and fairly cooperate in the investigation. An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists.

A written investigative report will be completed following a formal investigation, and a summary of the report, including a determination that the complaint was founded, unfounded, or inconclusive will be forwarded to the complainant, to the parent or guardian, and to the alleged perpetrator. [Disposition of Complaint form (502.11 E4). The investigator will consider the totality of the circumstances presented in determining whether the conduct objectively constitutes discrimination, bullying or harassment.



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

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

For further details on reporting and investigation, please see 502.11 E1 "Anti- Bullying/Anti-Harassment Investigation Procedures."

Complaint Procedure – Disability

The District has also established a complaint procedure to handle allegations of discrimination based on disability and to handle concerns regarding accommodation of disabled students. A parent, guardian, or student may utilize such complaint procedures.

Confidentiality

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District's legal obligations and to the extent possible in consideration of the need to investigate allegations of misconduct and take corrective action with misconduct has occurred.

Retaliation Prohibited

No person shall retaliate against a student or other person because that person has filed a discrimination or harassment complaint, assisted or participated in an investigation, or has opposed language or conduct that violates this policy, as long as the participation or action was in good faith. Persons who engage in retaliation or who knowingly file false complaints or give false statements in an investigation shall be subject to discipline up to and including suspension, expulsion, termination of employment, or exclusion from school grounds and activities.

Corrective Actions

Upon completion of an investigation into a complaint filed under this policy, the District will take action to halt any improper discrimination, harassment, or bullying and will take other appropriate corrective actions to remedy all violations of this policy. Such actions include, but are not limited to, discharge, suspension, expulsion or exclusion from school grounds and activities of a perpetrator of discrimination, harassment, or bullying.

Individuals who knowingly file false bullying or harassment complaint and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy.

Assessment and Training

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop and revise procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include strategies for recognizing, handling, and preventing harassment. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment.

The superintendent shall make regular reports to the Board to progress made toward reducing bullying and harassment.



Other Agencies

Students and their parents may also contact the Iowa Civil Rights Commission and the Office of Civil Rights of the United States Department of Education for assistance.

Notification

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

- Inclusion in the student handbook,
- Inclusion in the employee handbook,
- Inclusion in the registration materials,
- Inclusion on the school or school district's web site, and
- A copy shall be made to any person at the Central Office, 1702 Harding Street, Tama, Iowa 52339.

Legal References: 20 U.S.C. §§ 1221-1234i (2004); 29 U.S.C. § 794 (2009); 42 U.S.C. §§ 2000d-2000d-7 (2004); 42 U.S.C. §§ 12001 et seq. (2004); Senate File 61, 1st Regular Session, 82nd General Assembly (2007); Iowa Code §§ 216.9; 280.3, 280.28 (2009); 281 Iowa Admin. Code §§ 12.3 (2), (6), (130).

Cross References: 502 Student Rights and Responsibilities 503 Student Conduct 506 Student Records 1006.10 Discrimination Grievance Procedure

(Revised January 17, 2005; July 16, 1007; May 18, 2009, March 15, 2010; March 21, 2011, July 8, 2013, July 7, 2014; January 19, 2015; March 9, 2015, September 19, 2016, January 8, 2018)

502.11 E1 ANTI-BULLYING, ANTI-HARASSMENT AND HAZING INVESTIGATION PROCEDURES

Individuals who feel they have been harassed should:

- 1) tell a teacher, counselor, principal, or other school staff member; and
- 2) write down exactly what happened, keeping a copy and giving another copy to the teacher, counselor or principal that includes:
 - 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.

Complaint Procedure

An individual who believes that the individual has been harassed or bullied should notify a teacher, counselor, or the principal. The principal shall serve as the initial investigator, but may designate another individual to serve in this capacity where appropriate. If the complainant has not filed a written complaint, the investigator may request that the individual complete the Harassment/Bullying Hazing Complaint (502.11E2 or 502.11E3) form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.



The principal has the authority to initiate an investigation in the absence of a written complaint.

Investigation Procedure

The investigator will commence the investigation within 15 working days upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

If the principal has designated another individual to serve as investigator, that individual, upon completion of the investigation, the investigator will make written findings and conclusions (Disposition of Complaint Form (502.11E4) as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal and superintendent.

Resolution of the Complaint

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal's decision is appealable to the District superintendent. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

Decision and Appeal

The complaint is closed after the equity coordinator has issued the report, unless within 10 working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 30 working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent shall be final.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by in law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

The district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to be engaged in retaliation shall be subject to discipline by appropriate measures.

Points to Remember in an Investigation

- Evidence uncovered in the investigation is confidential
- Complaints must be taken seriously and investigated
- No retaliation will be taken against individuals involved in the investigation process



- Retaliators will be disciplined up to and including suspension and expulsion

Conflicts

If the investigator is a witness to the incident, an alternate investigator shall investigate.

(January 8, 2018)

502.011 E2 ANTI-BULLYING, ANTI-HARASSMENT AND HAZING INCIDENT
COMPLAINT FORM

COMPLAINT FORM
(Discrimination, Anti-Bullying, and Anti-Harassment)

Date of complaint: _____

Name of Complainant: _____

Are you filling out this form for yourself or someone else (please identify the individual if you are submitting on behalf of someone else): _____

Who or what entity do you believe discriminated against, harassed, or bullied you (or someone else)? _____

Date and place of alleged incident(s): _____



Names of any witnesses (if any): _____

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Family Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socioeconomic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other: Please specify
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against, harassed, or bullied. Please be as specific as possible and attach additional pages if necessary.

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

(January 8, 2018)



502.11 E3 ANTI BULLYING, ANTI-HARASSMENT AND HAZING INCIDENT WITNESS
DISCLOSURE FORM

WITNESS DISCLOSURE FORM

Name of Witness: _____

Date of interview: _____

Date of initial complaint: _____

Name of Complainant (include whether the Complainant is a student or employee): _____

Date and place of alleged incident(s):

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Family Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socioeconomic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other: Please specify
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	

Description of incident witnessed:

Additional information:

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____



502.11 E4 ANTI-BULLYING/ANTI-HARASSMENT INCIDENT DISPOSITION OF COMPLAINT FORM

Date: _____

Date of initial complaint: _____

Name of Complainant: _____
(include whether the Complainant is a student or employee):

Date and place of alleged Incident(s) _____

Name of Respondent: _____ (include whether the Respondent is a student or employee)

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Family Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socioeconomic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other: Please specify
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	

Summary of Investigation:

I agree that all of the information on this form is accurate and to the best of my knowledge.

Signature: _____

Date: _____

(1/8/18)

Administration of Medication



Students may need to take prescription or non-prescription medication during school hours. Medication must be turned in to school nurse upon arrival to school. 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. Students will need to have a signed parent permission form on file and provide medications in the original containers. Students taking prescription medications will need a Medication Card signed by their physician on file and medications in the original containers to store in the school nurse's office. You may pick these forms up in the main office.

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

Students are not to carry or use prescription or non-prescription drugs during school time without the permission of the school nurse.

Student Illness or Injury at School

A student who becomes ill or is injured at school will be sent to the school nurse. The school nurse will notify the parent/guardian once the extent of the illness and injury is determined. Once the student is at school, the school nurse will determine if the student is too ill to remain at school. A student under 18 will only be released from school if permission is granted by the parent or guardian.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents 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 **Activities Office at the high school (484-4345)**.

School Nurse

The high school nurse is Ellen Waterbury and she is a Registered Nurse (RN). She may be contacted at her high school office at 484-4345 ext 6007. Her office is within the Guidance Office and she can do initial medical assessments and treatments for minor illnesses and injuries, as well as offer advice on health related issues.

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 are not limited to, mumps, measles and chicken pox.

Health Screening

Throughout the year, the school district sponsors health screening for vision, hearing, scoliosis and height and weight measurements. Students are automatically screened unless the parent submits a note asking the

student be excused from the screening. The grade levels included in the screening are determined annually. Parents are notified prior to the health screening. However, upon a teacher's recommendation and with parental permission, students not scheduled for screening may also be screened.

Sexual Abuse and Harassment of Students by Employees

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, 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 **Dan Lopez at 484-4345 ext 6005** as its Level I investigator. **Superintendent Dr. Jared Smith (484-4811)** may also be contacted directly.

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.

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.

Physical Restraint of Students

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

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



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

Attendance Procedures

1. Families will be required to provide all phone numbers where they can be reached during the day. (Home, Cell Phone, Work, and Emergency of all parents/guardians). The family will also be required to identify which number is the primary number of contact and update school office of any change.
2. An attendance secretary will be identified in each building and that secretary will be responsible for contacting parents when a child is absent.
3. A policy will be established identifying the time frame and actions that will occur when a parent fails to respond to the phone calls. (Parents are to contact their child's school when the child will be absent. Please let the school secretary know the child's name, the date of the absence and the reason for the absence. Calls to the school should be made before 9:30 a.m. each morning.)
4. A log will be created for the attendance secretary to document when families are contacted and their responses.
5. A student's absence must be reported to an attendance secretary by a parent or guardian within 48 hours in order to be an excused absence from school.

Definitions

The following definitions shall be applied:

- 1. Mandatory Attendee: A child who is between the age of 6 and 16. If the student turns 6 after September 15th, the student is not a mandatory attendee for that school year. If a student turns 16 after September 15th, that student is a mandatory attendee for the rest of the school year.**
- 2. Truancy: A truant child is one of compulsory age (6-16) who:**
 - a. Fails to attend school anywhere**
 - b. Fails to attend a minimum of 171 days per school year**
 - c. Legal Reference: Iowa Code 259A; 279.10-.11; ch. 299; 299A (2009). 441 I.A.C. 41.25 (8) 1978 Op. Att'y. Gen. 379 (June 22, 1981, April 17, 1989; June 15, 1992; July 19, 1993; April 18, 2011)**
3. Tardy: A student who arrives at school after 8:10 a.m., but before 8:15 a.m.
4. Excused Tardy – (Professional appointment only)
5. Tardy: Each student is allowed 3 Tardies per semester
6. After 3 Tardies a student will need to provide verification. **(Professional appointment such as a doctor or dentist)**
7. Absence: A student who arrives at school after 8:15 a.m.
8. Chronic Absenteeism: A student who has missed 6 unexcused days or more of the current school year.
- 9. Excessive Absenteeism: A student who has missed 10 unexcused days or more of the current school year.**
10. Parents/Guardians may call in an absence up to 10 times. After 10 times, a verification by a professional is required in order for the absence to be excused. Chronic medical conditions that may



cause a student to be absent from school must be documented and a medical excuse on file at the school.

11. Absences will be classified and recorded according for the following absences:

Excused Absence: Our goal for the district attendance rate is 95%. A student is allowed 10 excused absences in a year. An absence will be considered excused under the following conditions:

- a. There is evidence that the student is not in proper physical or mental condition to attend school or an educational program. The district may require the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuse shall be made in writing, shall state the period of time for which it is valid, and shall not exceed 10 days. If the period of time exceeds 10 days, the student will be exited as an illness. The student will be re-enrolled upon return.
- b. Medical, dental, chiropractic, or other valid professional appointments. Parents or guardians are advised to make their appointments during non-school hours. The district may require the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the appointment after ten (10) absences per school year.
- c. Students sent home due to illness recognized by the designated school nurse.
- d. A death in the immediate family or funerals for close relatives.
- e. Religious holidays or established cultural events that are verifiable.
- f. Interpreting for immediate family up to 2 times per semester. School administration must have 24-hour notice of appointments. Additional excuses for interpreting must be granted by a school administrator.
- g. Family Trips – Over 10 days require a Pre Approval form with administrator approval.
- h. Attending state level activities: If students want to receive an excused absence to attend state level activities that occur during the school day, South Tama County must be a participant on the day of the excused absence and the student must provide verification of attendance. i.e. Ticket
- i. A court appearance or other legal procedure, which requires the attendance of the student. A written statement from court or a lawyer will be required to return to school excused. A Pre Approval form is required with administrator approval.
- j. Quarantine as imposed by a public health officer.
- k. Attendance at special events of educational value as approved by the building administrator.
- l. Approved school activities during class time.
- m. Out of school suspension/expulsion.
- n. Other absences approved by school administrator.

Unexcused:

- a. Skips/Truancy
- b. Parent/guardian request without excusable reason.
- c. Illness of student without medical note per administration.
- d. All other absences not approved by building administrator.

Students who exceed 10 or more unexcused absences in a semester in a particular course may be subject to loss of credit.

Missed School work due to excused or unexcused absences:

Students will have 2 days from the day they are absent to make up missed school work. For example, if absent on Monday a student will have until Wednesday of the same week to complete



the make-up work. Exceptions to this policy will be considered on a case by case basis and may only be granted by the principal's office.

Students will have 10 days from the last day of the school Semester to make up Semester Tests. Students will receive an Incomplete in their classes until semester tests are turned in for each individual class. Exceptions to this policy will be considered on a case by case basis and may only be granted by the Principal's office.

Make up Work:

Students will receive no credit for schoolwork during an unexcused absence. Students will be allowed to complete the work, but the work will result in no credit.

Academic Credit:

High school students who exceed 10 unexcused absences in a semester may be dropped from the course. All reasonable provisions will be made for the class(es) to be made up through the use of the E20/20 online system within the parameters of the district resources.

Chronic and Excessive Absences

Using the 2018-2019 school calendar, the following guide identifies the cumulative days of **unexcused** absences that would constitute chronic and excessive absenteeism:

<u>Month</u>	<u>Chronic Absences</u>	<u>Excessive Absences</u>
September	6	10+
October	6	10+
November	6	10+
December	6	10+
January	6	10+
February	6	10+
March	6	10+
April	6	10+
May	6	10+
Year Totals	6	10+

Investigation and Interventions

1. Each day a student is absent, the building Attendance Secretary will call the parent only when the parent has not called the student in as absent.
2. Each contact the Attendance Secretary has with a parent about attendance will be recorded in an attendance log.
3. If a student is tardy, the building can establish a policy of an intervention that may take place (i.e. detention). No building will establish a policy that an accumulation of tardies equals an absence.
4. Each student is given 3 tardies per semester. The 4th through 9th tardy students will receive detentions. The 10th tardy the student will receive ISS.
5. **The building administrator may establish an intervention policy for student tardies and/or unexcused absences that may include: detention, ISS, OSS, change of placement, or suspension from extracurricular activities. You will have 2 days to provide verification of your absence. If verification is not provided, a detention will be issued. If the consequence is**

not served within the time period you will have a full day of ISS. Students are required to attend 169/178 days of school per school year with no more than 10 unexcused absences.

6. A letter will be sent to students who reach the following absences for the year.

Excused-5-10-15

Unexcused-3-6-10

7. Students who reach 10 unexcused absences may be dropped from their assigned course work and assigned to Alternative school. Students 16 or under may be subject to Truancy proceedings if a mandatory attendee.

8. If a student reaches the limit for excessive absenteeism of that month, the attendance secretary will send a letter to the parents, the building administrators, and the Dropout Prevention Coordinator. The Dropout Prevention Coordinator will evaluate the student's attendance and determine whether or not mediation is needed. In the event that mediation is needed, the Dropout Prevention Coordinator will set up mediation with the family and the administrators to occur within one week of the notification. During this mediation, the causes will be identified, referrals may be made, and interventions may be put in place. At the end of the mediation, the family will agree to a contract that identifies the student's requirements.

9. If the family does not meet the contract requirements agreed upon during the mediation or the family refuses to cooperate, the Dropout Prevention Coordinator may deem the student a truant.

The Dropout Prevention Coordinator may send a complaint to the Tama County Attorney's office requesting the family be considered in violation of the truancy laws of the State of Iowa. **Legal**

Reference: Iowa Code 259A; 279.10-.11; ch. 299; 299A (2009). 441 I.A.C.41.25 (8) 1978

Op.Att'y.Gen.379 (June 22, 1981, April 17, 1989; June 15, 1992; July 19, 1993:April 18, 2011)

10. Failure to Attend-Driver's License: A person who does not attend a public school, an accredited non public school, competent private instruction in accordance with the provisions of chapter **299A, an alternative school, or adult education classes shall not receive an intermediate or full driver's license until age eighteen.**

A student who is 16 and no longer of compulsory attendance age, but who has not reached the age of 18, will have his/her driving privilege suspended if he/she no longer attends a public school, an accredited nonpublic school, competent private instruction, an alternative school, or adult education classes. **Legal Reference: Iowa code 299.1B**

Tardy Policy

It is important for students to understand that being on time is valued in our society. Students are expected to be on time when school starts and to be on time for each class. Each student is allowed 3 tardies per semester.

The following consequences apply for more than 3 tardies to class per semester.

Tardy 1	Warning by Teacher
Tardy 2	Warning by Teacher
Tardy 3	Teacher Detention – 15 minutes
Tardy 4	Teacher Detention – 30 minutes
Tardy 5	Office Referral
Tardy 6 or more	Detention, ISS, Refocus

Morning Tardy = Defined as arrived to school after the 8:10 a.m. bell through 8:15 a.m. The office will handle all morning tardies. Students arriving after 8:15 a.m. will be considered late/absent and will receive a detention and if involved in a school activity will not be able to practice or play for that school day due to being late to school.



Attendance Requirements for Participation in Student Activities (Also included in Activities Handbook, page 6)

Daily Attendance at School

1. A student must be in attendance at school the entire school day in order to participate in an extra-curricular event, a performance, a practice, scheduled contest, a program or trip (for weekend activities the student must be in attendance at school the entire school day on Friday or the last day of the regularly scheduled week in order to participate). The building administrator must approve any exception. Students to school after 8:15 a.m. will be ineligible. Parental permission does not override the building administrator in decisions regarding attendance and participation. Excused medical absences are permitted and require a written note from a physician. Students should request verification before leaving the doctor's office. This can be in the form of an appointment card or other such visible evidence as provided by the doctor. This will aid the clerical staff and the individual with regard to attendance management and time efficiency.
2. It is the responsibility of the student to inform the activity sponsor that they are not eligible to participate on any given day. If the student fails to make the coach/sponsor aware of their unexcused absence status from school and then goes ahead and participates - the student will be suspended from the next scheduled contest/practice as well as possible future games as determined by the activities director and the coach/sponsor.
3. Students who have morning practice and fail to attend school following the practice will not be allowed to practice/play during the next scheduled game/practice unless excused by the activities director or principal.

Activity Attendance

1. Each coach, director, or sponsor will establish attendance policies for their respective activities. Students are expected to follow the attendance procedures established for an activity. Excessive unexcused absences can result in a student being dismissed from an activity. The coach/sponsor must notify the parent/guardian as soon as possible when disciplinary action results in suspension from practice or games and/or dismissal from the team.
2. Students who wish to participate in an activity must report to practice prior to the first scheduled regular season competition to be eligible to participate the remainder of the season. Each coach, director, or sponsor can establish an earlier date at which students need to report with approval from the Director of Activities. Any student who wants to participate in an activity after the first scheduled regular season competition will need to have permission from the coach, director, or sponsor of that activity as well as the Director of Activities.
3. A minimum of 3 practices must be attended before students are allowed to participate in interscholastic competition.

College Visits

Seniors are encouraged to visit college campuses on weekends or school holidays. However, if that cannot be arranged, **seniors may be excused up to 4 days and 2 days for juniors** to visit college campuses with the permission of the guidance counselor and with a note signed by the student's parents.

Early Release

Seniors who have met graduation requirements may be allowed by the Principal an Early Release for special circumstances such as volunteer work or employment provided that parents provide written permission and the Early Release does not constitute more than 50% of the school day. Exceptions to the above may be granted by the principal in consultation with the student's parents.



Open Campus / Senior Lunch

- South Tama is a “closed campus”. However, seniors who meet qualifications for Senior Lunch may leave campus during the designated time for qualifying semesters. Qualifications must be met for each semester. Senior lunch is considered a privilege and may be suspended at any time by the building administration for failing to follow the current code of conduct policies or low academic performance (grade of D+ or lower).
- Qualifications for Senior Lunch: Written permission by parent/guardian regardless of student age; “on track” for graduation as determined by the Guidance Department; no unserved detention time; passing of all classes in previous term; grades will be checked after every mid term, “proficient” (41%ile or above) in most recent ITED assessments in areas of Reading, Math and Science; maximum of two unexcused tardies in previous term.

Field Trips, Extracurricular Events

Field trips or extracurricular events scheduled by the school are considered a privilege for students to attend or participate. Students with habitual or major discipline issues, excessive absences from school or academic issues may not be able to attend a school field trip or extracurricular event. It will be determined by the teacher or sponsor and building administration if the student’s time would be best served by addressing the above mentioned issues by remaining at school and not attending the field trip or extracurricular event. A permission slip signed by the parents or guardian is required before a child may go on a field trip. Students need to return to school with their class.

Inclement Weather

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified over **KXIA 101.1 FM, KGRN 1410 KC radio** stations. The missed day may have to be made up at a later date.

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

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



DISCIPLINE

Office Intervention/Detention/Suspension

Any of the following corrective procedures may be utilized to try to prevent minor problems from becoming major problems:

1. Each teacher is expected to maintain a classroom climate favorable to learning and to handle most behavioral problems.
2. If teacher believes the student's behavior/attitude is disruptive to the learning environment, then, in most cases, the teacher will warn the student that if the behavior continues or the attitude does not improve, then the student will be sent to Office Intervention (OI). If, after the warning, the situation does not improve, the teacher will send the student to OI, and the teacher will complete a referral form.
3. Multiple visits to OI may trigger a teacher/administrator/guidance counselor/student conference. Various alternatives may be administered regarding disciplinary consequences.
4. In the event the student refuses to cooperate and continues to interfere with instruction and student learning, the building administrator may withhold re-admission to the classroom. In addition, the building administrator may utilize disciplinary consequences.

The following are definitions and procedures for terms in the preceding policies:

1. **Detention** is time assigned to a student either by a teacher or an administrator. It is assigned usually for excessive tardies, unexcused absences, or minor breaches of the discipline code. Detention time is to be served on the day of the assignment or as arranged by the teacher or administrator. Teacher assigned detentions may be referred to the administration for enforcement. Detention time can be served before or after school. If a student does not show for an assigned detention the assigned time will be doubled or one additional hour assigned, whichever is shorter. Any subsequent "no show" pertaining to the assigned detention will result in one day of In-School Suspension (ISS) for Breach of Discipline (refusal to comply with school rules). Each ISS assignment will be for a definite period of time (AR-502.17, #2.B) The ISS does NOT replace the detention time.
2. **Suspension** is the removal of a student from the classroom setting by an administrator and is assigned for serious breaches of the discipline code. Suspensions may last from one to ten days. Suspension may be In School Suspension (ISS) or Out of School Suspension (OSS). ISS will be the predominant form utilized as it keeps the student within the educational setting. OSS will be utilized when school safety is a concern and for non-compliance with ISS guidelines. Parents/guardians will be notified of all suspensions. Schoolwork missed during a suspension must be made up to receive credit.
3. **Insubordination** is the refusal to obey legal orders and directives as issued by voice command or written policy procedures by the school's administration, teachers, or employees. Students are expected to comply with all reasonable requests of school officials. Any student refusing to comply with a reasonable request from a teacher, Administrator or adult staff member in a timely manner (judgment of the adult) will face disciplinary action.
4. A high school student who accumulates a total of **10(ten)** unexcused absence(s), or a total **10 (ten)** suspension incidents for student misconduct, or a combination of either incidents **(unexcused absence + suspensions)** may be subject to change of educational placement for a length of time administratively determined (up to 12 weeks). A student may return to the STC High School following a suspension at the beginning of the next term if the student has demonstrated appropriate achievement, attitude and attendance. Upon return to STC High School from a suspension a student may be placed on probation, with provisions for change of placement should the student demonstrate further misconduct, poor achievement and/or improper attendance.
5. **"Expulsion"** or long-term suspensions may be recommended only for infractions as listed below. Expulsion shall take place only after the superintendent of schools has requested the parents and student to appear at a meeting of the STC School Board. The purpose of the Board Hearing would be to examine the infraction and act on a recommendation made by the administration (Principal, Superintendent.

BREACH OF DISCIPLINE

Below is a listing of possible disciplinary violation and discipline actions. This is not a complete list since not all behaviors can be predicted. Administration reserves the right to apply disciplinary consequences for behaviors not listed. Administration will apply actions appropriately and fairly based on the behavior and situation.

Behavior Problems

1. Abusive or inappropriate language, profanity*
2. Alcohol related*
3. Arson*
4. Bomb Threat*
5. Bullying*
6. Combustible related*
7. Defiance, insubordination, or non-compliance*
8. Disrespect*
9. Disruption*
10. Dress Code Violation*
11. Drug Related*
12. Forgery, plagiarism*
13. Gang affiliation display*
14. Harassment*
15. Inappropriate display of affection*
16. Inappropriate location*
17. Lying/Cheating*
18. Physical Aggression with injury*
19. Physical Aggression with serious bodily injury
20. Physical aggression without injury*
21. Physical fighting with injury*
22. Physical fighting with serious bodily injury*
23. Physical fighting without injury*
24. Property damage/Vandalism
25. Skip class*
26. SPED admin law judge decision*
27. Tardy*
28. Technology Violation*
29. Theft*
30. Tobacco related*
31. Truancy*
32. Weapon related*
33. Other*
34. Unexcused Absence
35. Parking/Driving related
36. Leaving w/o admin approval
37. Senior Lunch related
38. No Contact Order
39. Good Conduct related
40. Bus related
41. Habitual Offender



ACTIONS – Consequences for problem behaviors. Action will be based on the totality of the situation and in the judgement of the administration.

1. In- School Suspension**
2. Out of School Suspension**
3. Expulsion**
4. Expulsion following a suspension for the same incident**
5. Interim setting by school personnel**
6. Interim setting by impartial hearing officer**
7. Apology/Restitution*
8. Bus suspension*
9. Community service*
10. Conference with student*
11. Individualized instruction*
12. Loss of privilege*
13. Parent contact*
14. Saturday School*
15. Time in Office*
16. Time out/Detention*
17. Action Pending*
18. Other*
19. Household duties
20. Verbal Warning
21. No contact issued
22. Law enforcement contacted
23. Refocus Assignment
24. Professional referral
25. Parking/Driving Restrictions
26. Alternative School Placement
27. Senior Lunch Suspended
28. Restitution
29. Teacher/Staff contact
30. County/State Agency Contacted

BEHAVIOR/ACTION DISCIPLINE MATRIX

BEHAVIOR	ACTION 1	ACTION 2	ACTION 3
1	1,7,12,10,16,13,20	1,2,7,12,13,16,20	1,2,7,12,13,16,20
2	2,3,22,23,30	2,3,22,23,30	2,3,22,30
3	1,2,3,22,23,30	2,3,22,23,30	2,3,22,30
4	1,2,3,22,30	2,3,22,30	2,3,22,30
5	1,2,3,7,10,16,13,20,22	2,3,13,22,30	2,3,13,22,30
6	1,2,3,10,16,20,22,30	1,2,3,10,16,20,22,30	2,3,16,22,30
7	1,7,10,13,20	1,2,7,10,13,20,23	1,2,23
8	1,2,10,16,20,23,26	1,2,16,23,26	1,2,16,23,26
9	1,10,16,20,23	1,10,16,19,20,23	1,2,16,19,20,23
10	10,13,19,20	1,13,16,20	1,2,16,20
11	1,2,3,22,23,30	1,2,3,22,23,30	1,2,3,22,23,30
12	1,2,7,10,12,13,20	1,2,7,10,12,13,20	1,2,7,10,12,13,20
13	10,19,22,23	1,2,10,19,22,23	1,2,3,22,23,30
14	1,2,3,12,13,20,21,22,26	1,2,3,19,22,23,30	1,2,3,19,22,23,30
15	10,12,13,20	1,2,10,12,13,16,20	1,2,10,12,13,16,20
16	12,13,16,20	1,12,13,16,20,23	1,12,13,16,20,23
17	1,10,13,16,20,23	1,10,13,16,20,23	1,2,16,19,23
18	1,2,3,22	1,2,3,19,22,23	2,3,19,22,30
19	1,2,3,22,26,30	2,3,22,26,30	2,3,22,26,30
20	1,2,13,16,23	1,2,23,26	1,2,23,26
21	1,2,22,23,26,30	2,3,22,23,26,30	2,22,23,26,30
22	2,3,22,26,30	2,3,22,26,30	2,3,22,26,30
23	1,2,13,16,23,26	1,2,13,16,22,23,26	1,2,13,16,22,23,26
24	1,2,13,22,28	1,2,13,22,28	1,2,13,22,28
25	13,16	13,16	1,13,16,23



26	18	18	18
27	20	20	1,20,23,26
28	12,13,22	1,12,13,22,23	1,12,13,22,23,26
29	1,2,7,12,13,22,23	1,2,3,12,13,22,23	1,2,7,12,13,22,23
30	1,22	1,2,22	1,2,22
31	1,16,22,23,30	1,16,22,23,30	1,16,22,23,26,30
32	1,2,3,22,30	1,2,3,22,30	1,2,3,22,30
33	18	18	18
34	1,16,23	1,16,23,26	1,16,23,26,30
35	12,13,16,20	1,12,13,16,22	1,12,13,16,22
36	1,12,13,16,23	1,12,13,16,23	1,12,13,16,23
37	12,16	12,16	12,16
38	21	21	21
39	12,18	12,18	12,18
40	20,24	1,24	1,24
41	1,23,26	1,2,23,26	1,2,23,26

* State mandated Behaviors and Actions

Detention

Detention may be served before, during, or after school as assigned by administration. Detentions assigned by teachers may be served before, at lunch, or after school. Failure to attend when assigned may result in ISS or OSS as determined by administration.

No Contact Order

A formal “No Contact” order may be issued by the administration to prevent an escalation of conflict between students. The No Contact order would apply during the school day and at all school related activities and would be for a specific time period. Parents/guardians will be notified of any No Contact order. Violations of a No Contact order may result in suspension or other discipline.

Formal Escort

An administrator may place a student onto “formal escort” status in lieu of In-School Suspension. A student on Formal Escort will be allowed to attend classes but will lose all social privileges and be staff escorted between classes. Lunch will be at a designated time and location. Non-cooperation will result in administrative assignment to In-School or Out of School Suspension.

In School Suspension (ISS)

Students who do not cooperate fully, including being on time to ISS, are subject to repeating the day of ISS. Students who are suspended are **not** eligible to participate in any extra-curricular activity that day, including practice which is not during a regular class. Students who are in in-school suspension are not eligible to participate in any extra-curricular activity, including practice or performance on that day.

Out of School Suspension (OSS)

Whenever feasible ISS will be used for short term suspensions in order to assist in academic growth and to provide opportunities for reconciliation. However, Out of School Suspension (OSS) may be used, at the sole discretion of the administration, for long-term suspensions, for building safety concerns, or other reasons determined by the administration. When a student is suspended out of school, they may not be on any South



Tama County School property or attend any school sponsored activity without the permission of the building principal. Additional disciplinary consequences will be applied for failing to follow this policy.

STUDENT ACTIVITIES

Academic Responsibilities

Academics will always take precedence over activities. Teachers may require students to come in before or after school to complete deficient class work. Students are required to complete any deficient academic work before attending an activity or practice before or after school. Deficient Academic work not completed during the week may affect a student's ability to participate in a school sponsored Saturday activity. Activities are considered a privilege to participate.

Communication

It is important for good communication between all stakeholders. If your student is experiencing an academic problem the teacher should be contacted first. If it is an activity issue the sponsor or coach should be contacted first. If the issue is not resolved in either case the next step is to contact the Principal or Athletic Director. If it is not resolved by the building administration, the next step is to contact the District Superintendent.

Assemblies

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away as determined by the principal. Students who are not attending assemblies shall report to an assigned study hall during assemblies.

Field Trips

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences.

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy. **Prior to attending a field trip, students must return a signed Parent-Permission Form**



School-Sponsored Student Organizations/Clubs

School-sponsored student organizations are those which are recognized by the school district and board. School-sponsored student organizations include:

Art Honors & Art Club	Mr. Nate Doran
Drama Club/Thespian	Mrs. Dixie Forcht
Extra-Curricular Speech	Ms. Katie Murphy/ Mrs. Dixie Forcht
F.C.A.	Ms. Katie Murphy
F.F.A.	Ms. Taylor Zobel
Gamers Club	Mr. Mike Carnahan
National Honor Society	Mr. Dan Lopez
Pride Club	Ms. Melanie Davenport
Student Council	Mrs. Emily Chyma

Memberships in these organizations/clubs are voluntary. Some are open to all students and some have membership qualifications. Interested students or parents are encouraged to contact the sponsor or the principal for specific membership information.

Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach's or sponsor's rules as well as for violation of school district policies, rules or regulations

South Tama has joined with the Western Division of the WaMaC

**Clear Creek – Amana
Benton
Center Point – Urbana
Vinton
Independence
Williamsburg
STC**



Advisories

All students will be assigned to staff-led student Advisories. Each Advisory will consist of one certified staff member and 10-15 same grade students. Assignment to Advisories will be done by the Guidance Department with final approval given by the principal. Advisors and Advisees will stay as a solid group throughout the high school years of the Advisees. Students may request a change of Advisory but these will only be granted under unusual circumstances and must be approved by the principal.

The purpose of the Advisories is to help ensure that all students have the benefits of personal attention by a certified teacher. Focus within the Advisories will be on achieving and maintaining a high level of academic and social success. Advisors will monitor student Advisee grades and provide feedback and advice on improvements as needed. The daily Advisory period of approximately 20 minutes will serve as a time for information sharing, character and group building, individual performance feedback, and problem solving.

Activity Bus to School Sponsored Events /Activities

The school district may sponsor an activity bus to transport students to school activities. A fee may be charged to students riding the activity bus. The district may set a minimum of riders to ensure financial feasibility of making the trip. Riding on the activity bus is a privilege that can be taken away.

Students who ride an activity bus must ride to and from the event on the bus. Students ride home on the activity bus unless prior arrangements have been made with the principal or the student's parents personally appear and request to transport the student home. The district does not assume liability in the event a student leaves a school activity by a means other than the assigned school bus.

Student Funds and Fund Raising

Students may raise funds for school activities upon approval of the principal at least **two** weeks prior to the fundraising event or the start of a fundraising 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 that wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

Students may not solicit funds from teachers, employees or other students during the school day. Students who violate this rule will be asked to stop. Violations of this rule may result in future fund raising activities being denied.

Use of School District Facilities by Student Organizations

School district facilities are available during nonschool hours to school-sponsored and nonschool-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.

Dances

The High School has 2 sponsored dances per school year. Homecoming Dance which is in the fall and Prom which is in the spring. Only students in grades 9 through 12 may attend. Any non South Tama County student wanting to attend must sign up at least 1 day in advance in the main office at the high school. All school district policies and rules apply to all students attending the dance. Students violating school policy or rules may be asked to leave the dance and future dance attendance may not be allowed. Guest must be under the age of 21 at the time of the dance.



Prom

Some special conditions exist for Prom including:

*Prom is intended for STC/PHS juniors and seniors. STC/PHS students who are ninth or tenth graders **must** be the individual guest of a STC/PHS junior or senior.

* STC/PHS juniors or seniors may invite an individual guest who is not a STC/PHS student provided the guest is at least in ninth grade. Guest must be under 21 years of age at time of dance.

* All guests must be registered at least two days prior to prom.

* Prom “king” and “queen” are selected by student vote from a faculty approved slate of candidates based upon positive academic record and character traits.

* Administration reserves the right to restrict admittance to any dance for any student, including “king” or “queen” due to disciplinary actions.

* Students who have elected to do Early Graduation will be allowed to attend prom if the above criteria are met. Any changes or exceptions to the Prom or Dance policies must have approval of the building administration.

Student Council

The student council provides for 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.

In the spring of each year student council representatives are elected by each class. Those elected representatives then elect four executive officers consisting of President, Vice-President, Secretary, and Treasurer. An officer or representative may be removed from the Student Council for reasons of misconduct by a majority vote of Student Council members after testimony is heard. A written Student Council Constitution is maintained by the faculty sponsor, Emily Chyma, and is available for review by any student or parent by contacting Mrs. Chyma at 484-4345, ext 6204. Additional information is contained within the constitution.

Student Council activities may include, but are not limited to, the following:

- Homecoming
- Project 60
- Fund raiser for Student Council budget
- Fund raiser for Dollars for Scholars
- Fund raiser for After Prom party
- RSVP (Raising Student Voices and Participation) activity coordination

Student Activity Tickets

Students may purchase a student activity ticket for admission to certain school district activities, but are not required to do so. Students not wishing to purchase an activity ticket must pay regular prices to attend school district activities.

Student Participation in Nonschool Athletics

All extra-curriculars are voluntary and a high school student who participates in school sponsored athletics may participate in a non-school sponsored activity as long as it does not conflict with school sponsored practices and contests. School sponsored activities take priority over non-school sponsored activities. Students may be dismissed from a school sponsored activity for failing to attend practice regularly or participating in non school contest in lieu of school activity.



STUDENT RECORDS

Educational 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. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the school principal *[or appropriate school official]* a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent 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.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the School principal *[or appropriate school official]*, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school 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 parent 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 to the extent that FERPA authorizes disclosure without 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 school 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 school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education



NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.

NOTE: The information in this section is the required notice that school districts must give annually. The information contained is mandatory. The notice is from the U.S. Department of Education.

This section also contains the language regarding the school district's sharing of information with juvenile justice agencies. Boards must have a policy regarding this sharing of information before it can occur. If the board has not adopted a policy, this section should be eliminated.

The section also includes the mandatory directory information notice. **School districts must notify parents of the information listed in this item annually.**

Parents must notify the school district if they do not want their child's information considered directory information. The school district may determine what constitutes directory information. The items listed as directory information in the handbook must be consistent with board policy. An annual parental notification form is included in the supplementary materials as Exhibit E.

The following provision is optional and should only be added to the Notice if the board has adopted a policy permitting information sharing with juvenile justice agencies.

The school district may share any information with the (list the parties in the Juvenile Justice Sharing Agreement) contained in a student's permanent record which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication, information contained in the permanent record may be disclosed by the school district to the parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the school district to the parties after adjudication only with parental consent or a court order. Information shared pursuant to the agreement shall be used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family. Information shared under the agreement is not admissible in any school disciplinary proceeding or court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian. This agreement only governs a school district's ability to share information and the purposes for which that information can be used

The purpose for the sharing of information prior to a student's adjudication is to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education. Information shared will not be used in a school disciplinary proceeding.



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 or 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 factors such as the following:

- 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 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.

Personal intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search (strip searches are not allowed by school personnel), 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, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

Student Parking

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside. The parking lot at the high school is for parking only. Throwing objects or playing games in the parking lot is considered a safety issue and is not allowed. Any activity taking place on school property must have the permission of the Administration. Students are to park in their designated parking area only. All student parking is in the lower lot. Staff parking and student pick up are in the upper lot only. No pick-ups allowed on the service road beside or behind the gym at the end of the school day.

Student Parking Stickers

Required for students who park a motor vehicle on school property during instructional time. This allows school officials to know which student vehicles have permission to use their parking lots. Identification allows school authorities to quickly identify a vehicle in case of an accident, emergency, or illegal parking.

A modest fee will be charged each school year for the actual cost of the sticker. New stickers will need to be purchased each school year. Students will register and purchase parking stickers during registration. Stickers will be clearly displayed in a vehicles window or dashboard. Failing to register your motorized vehicle, will result in the following steps:

1. Warning
2. Fine
3. Parking privilege suspended
4. Vehicle Towed – all charges are the responsibility of the illegally parked owner.

Iowa Code 279.8 Provide authority for local school boards to provide for registration of vehicles that use district parking lots.

Student Lockers and Desks

Student lockers 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 is the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. The expenses to repair damage done to a student's locker and desk are charged to the student.

Although school lockers, desks 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 and other spaces are properly maintained. For this reason, lockers, desks and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk or other space. Periodic inspections of all or a random selection of lockers, desks or other space may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

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

Threats of Violence

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, 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.

Drug Dogs

Randomly throughout the school year drug dogs may be brought into school to check lockers for illegal drugs. Students are subject to school level discipline as well as local, state, or federal laws pertaining to illegal drugs or substances.



Internet

Students may be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses will not be issued to students at this time. It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material. The number of available terminals and the demands for each terminal may limit the amount of time available for each student.

The use of the network is a privilege and may be taken away for violation of board policy or regulations. It is required by Board Policy that all students have an Acceptable Use form signed by a parent/guardian prior to having access to the Internet. These forms are available from the Media Center Specialist who will maintain an accurate listing of approved students.

As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.

Students will adhere to on-line protocol:

- Respect all copyright and license agreements.
- Cite all quotes, references and sources.
- Remain on the system long enough to get needed information, then exit the system.
- Apply the same privacy, ethical and educational considerations utilized in other forms of communication.

Students should adhere to the following guidelines:

- Others may be able to read or access the mail so private messages should not be sent.
- Delete unwanted messages immediately.
- Use of objectionable language is prohibited.
- Always sign messages.
- Always acknowledge receipt of a document or file.

Restricted Material - Students will not intentionally access or download any text file or picture or engage in any discussion that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Unauthorized Costs - If a student gains access to any service via the Internet which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs. Students who access restricted items on the Internet are subject to the following consequences:

- **First Violation** - A verbal and written "Warning" notice will be issued to the student. The student may lose Internet access for a period of one week at the discretion of the supervising teacher. A copy of the notice will be mailed to the student's parent and a copy provided to the building principal.
- **Second Violation** - A verbal and written "Second Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student will forfeit all Internet privileges for a minimum period of four weeks.
- **Third Violation** - A verbal and written "Third Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building



principal. The student will forfeit all Internet privileges for one nine-week term or for the balance of the school year.

Dress Code

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to 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.

- Shirts that expose cleavage, the stomach area, the navel or have open sides are not acceptable. Spaghetti straps shirts, strapless shirts or tube tops are not permitted.
- All cleavage must be covered.
- The midriff and back area must be covered.
- Straps must be at least one inch wide. Spaghetti strap shirts or strapless tops are not permitted.
- Shorts, pants, skirts – including holes and tears in student clothing - must cover all of student's buttocks and may not expose any of the student's anatomy considered private.
- Trousers, slacks, shorts, skirts, pants are to be worn at the waist. Excessively baggy or saggy pants are not permitted. Pajama tops or pants are not to be worn to school.
- All undergarments must be covered and hidden from view.
- Hats, bandanas or any head covering (unless administratively approved) are not be worn in the building upon entering the building. (7:45 a.m. to 3:15 p.m.)
- Clothing that is distracting, has inappropriate logos, words, or images that makes reference to drugs, alcohol, violence, sex, or profanity are not permitted. Students may not wear clothing, jewelry, emblems, badges, symbols, signs, mark or item which indicates an affiliation with a gang or hate group.

An Administrator may require a student to adjust or change their clothing to avoid distracting or disruption to student learning or to eliminate a health or safety concern.

Backpacks/ Containers/ Large Bags or Purses

Upon first arrival at school, all items above will be placed in student lockers. These items are not allowed in the classroom during the school day. Backpacks may be carried to Physical Education classes from the student lockers when the student is assigned Physical Education. Coaches will make arrangements for storage of large bags or playing equipment if needed for practice or games. All water containers must be clear that are in the school building during the school day.

Peer Relationships

A policy of restraint should be followed in peer relationships. This public display of affection tends to cheapen the relationship and is generally considered in bad taste. Please limit such to holding hands. Conduct exceeding hand holding constitutes violation of school policy and is subject to discipline.

Care of School Property

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.

Driving and Biking to School



High school students are permitted to drive and park on school property as a matter of privilege. The driveways and parking areas are under the authority of the school and the law enforcement agencies of the state of Iowa. Students in violation of parking or driving violations are subject to fines from the school and law enforcement agencies.

Students who wish to utilize the parking lots and driveways are required to purchase and display a vehicle identification sticker and to comply with all posted signs and rules regarding the operation of the parking lots and driveways. Violations are subject to fines, towing and removal of driving and parking privileges. (All fines must be paid prior to graduation. Failure to pay fines may result in the prohibition of participation in Commencement and withholding of the diploma.)

Students who wish to use the STC parking lots during the school day must register their license plate number with the high school office at the beginning of the school year or on the first day the student wishes to begin using the parking facilities. Failure to properly register may result in fines and/or towing of the vehicle. Registration of a vehicle for parking privileges shall constitute an agreement to follow all rules related to driving and parking on school property. Students must obtain administrative approval to enter the parking lots during the school day between 8:30 and 3:30. Rollerblading and skateboarding are not allowed on school grounds including parking lots.

Parking at the high school is to be in compliance with posted signs and the following rules:

1. Students are to park within the set boundaries of the designated parking.
2. Students are to park within the appropriate white lines.
3. In the event that the parking markings are obscured by snow students are to make every effort to park in an orderly appropriate manner.
4. Students may not park in handicapped parking unless they have an appropriate handicap permit.
5. Students may not park in front of the west overhead doors or adjacent grass areas to the shop.
6. Students may not park in a manner that obstructs access to building or district facilities.
7. Students are not to exit using the gravel road to the parking lot.
8. Students are to drive in a safe manner.
9. Students shall not exceed the posted speed limit in the parking lot.
10. Students shall observe all laws pertaining to the operation of a motor vehicle while on school property.
11. Students will be in compliance with all posted regulations.

Hall Passes

Students must have a hall pass to be in the halls when classes are in session. Students may obtain a hall pass from their teacher, counselor, or administrator.

Illegal Items Found in School or in Students' 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 including hunting rifles even if unloaded and locked in cars with the exception of weapons in the control of law enforcement officials, or those 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 may be contacted, and the students may be reported to law enforcement officials.

Cheating

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources or similar cheating is not tolerated. In addition to the discipline outlined in this handbook, discipline may include the loss of class credit and use of media center or computer.



Dual Enrollment Students (competent private instruction/home school)

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 high school principal.

Cell Phones/Electronic devices

Cell phones will not be used during the school day 8:10 a.m. to 3:15 p.m. Students needing to use cell phones during the school day may request permission from an administrator and if permission is granted will call inside the main office. Cell phones may be used during lunch time. Cameras on cell phones may not be used in locker rooms or bathrooms or anyplace where privacy is expected. Students violating this policy are subject to the student code of conduct policies.

Portable electronic devices may be used before school begins (8:10 am), during lunch time and after school (3:15 pm) as long as they are not determined (by Administration or Teacher) to be causing a disruption to learning or the school environment. Ear phones are required when listening to music or any sound that may come from the electronic device. Video recordings are not allowed at any time without the express permission of all participants. Video recording or photos are not allowed in the restrooms, locker rooms, or any area where students may be dressing. Students and/or visitors are required to obtain permission from the building administrator before taking video, using audio or photos while on school property. Students should respect other students' privacy while in the school setting. Using electronic devices to "boost or promote" bullying, harassment, fighting, assault, or any code of conduct violation or illegal activity is strictly prohibited. Disciplinary consequences may result from inappropriate use of an electronic device.

Cell Phone classroom expectations:

Cell phones are not to be turned on or "out" upon entering a classroom. There is no cell phone use in classrooms unless the teacher from the class the student is assigned to has granted permission. Students who choose not to comply with the policy, the following steps will be taken:

1. Warning- Teacher will direct student to put cell phone away.
2. If student refuses or does not comply in a timely manner the student will be issued a detention by the teacher.
3. If a student fails to comply on the second request the student will be referred to administration and sent to the office.
4. Student will be asked to turn phone into the office until the end of the school day. Second and third referrals will increase disciplinary consequences.
5. Student who refuses to turn in cell phone into the office will call parent/guardian and turn phone over to parent and will be assigned to ISS for the remainder of the day.
6. If student refuses administration request to turn phone over to parent or guardian it will be considered insubordination and the student will be suspended from school.

Leaving School During the Day

All students must sign out at the principal's office, indicating time leaving, destination and planned time of return. Students must have administrative permission to leave the school during the day for such excused absences. Permission will generally be granted using the same standards for an excused absence or class related activity. Upon return to school the student is to sign in at the principal's office. Leaving school without permission will be grounds for In-school suspension. Parents may transport other students with permission from parents and administration. Only Seniors that have lunch privileges are allowed to leave school during lunch time. During lunch, underclassmen are not allowed to go into the parking lot or cars during lunch unless they have administrative approval. Juniors and Seniors may leave school to work on

PSEO course work. Low grades or tardy back to school will result in the loss of this privilege. **Students may not be excused to leave school to do personal errands.**

Video Monitoring System

The STC high school utilizes video cameras to help ensure safety, security, and to monitor conduct in general use areas such as hallways, cafeteria, parking and entrances, shop, etc. The video camera will be used to monitor student behavior, maintain order and promote a safe environment, and may be used as evidence in a student disciplinary proceeding. Copies of recordings may be provided to law enforcement upon request if criminal activity is suspected.

Video recordings may be retained on a long-term basis for use in a student disciplinary proceeding or other matters as determined by the building administrator. Video Recordings are the property of the South Tama County School District. The video recordings are confidential student records subject to school district confidentiality, Board Policy and Administrative Regulation.

Video cameras will be placed in selected school locations where information gathering is indicated, for selected times and location. Students found in violation of tampering with cameras shall be disciplined in accordance with district, building and Good Conduct policies and shall reimburse the district for any repairs or replacement necessary as a result of the tampering.

Posting of Information

Students who wish to post or distribute information must receive permission from the principal at least one day before the posting or distribution. This applies whether the information deals with school-sponsored or nonschool-sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials.

Initiations, Hazing or Harassment : What victims should do

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 or bullied should:

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

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 age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental



ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

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

Student Complaints

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 **four** school days of the employee's response or the incident;
- If unsatisfied with the principal's response, talk to the superintendent within **four** days of the principal's response;
- If unsatisfied with the superintendent's response, students may request to speak to the board within **four** days of the superintendent's response. The board determines whether it will address the complaint.

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 [\(title\)](#).

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.

STUDENT SCHOLASTIC ACHIEVEMENT

Grade Reports



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

Students who receive an incomplete in a class must complete the class within **two** weeks after the start of the next term. Extensions may be granted by the teacher with the permission of the principal. Failure to finish an incomplete may result in a failing grade and loss of credit.

GRADUATION REQUIREMENTS – 48 Credits

*Minimum years required by state

	<u>Credits</u>
English - 4 yrs*	8 minimum
Social Studies – 3 yrs*	6 minimum
Science - 3 yrs*	6 minimum
Math – 3 yrs*	6 minimum
P.E. – 4 yrs*	4 minimum
Health – 2 yrs*	2 minimum
Employability	1 minimum
Financial Literacy	1 minimum
14 other credits may be elective	
48 credits required for graduation.	

Grading Scale

Weighted courses are very important for any student that is interested in his or her class rank and grade point average. The more rigorous courses (second page) listed are to the right on the weighted scale. Courses in the first column are non-weighted based on a 4.0 scale. The more rigorous courses are found in the second (4.333) and third column (4.667). For example a B+ in AP English (4.000) is equal to an A(4.00) in a non weighted class. At the end of each school year courses will be reevaluated to insure they are properly weighted. This weighted system rewards students who take more rigorous courses. This also will allow students a choice depending on their career path, Students should use caution when taking weighted courses understanding the degree of difficulty will increase as the weight increases. Students who fail a weighted class during the first semester may be reassigned to a lesser weighted class for the following semester. This may be waived with the recommendation of the teacher, counselor, and/or principal. It is recommended that students who plan to go to college take 4 years of English, Math, Science, and Social Studies, and take 2 to 4 years of a Foreign Language. Below is the adopted weighted scale:

Grade	Non Weighted	Weighted +.333	Weighted + .667
A	4.000	4.333	4.667
A-	3.667	4.000	4.333
B+	3.333	3.667	4.000
B	3.000	3.333	3.667
B-	2.667	3.000	3.333
C+	2.333	2.667	3.000
C	2.000	2.333	2.667
C-	1.667	2.000	2.333
D+	1.333	1.667	2.000
D	1.000	1.333	1.667
D-	.667	1.000	1.333
F	.000	.000	.333

(adopted 5/21/12)

Final course grades will be assigned a percentage/letter/and grade point value by the course teacher. The following uniform scale will be used for all courses except those awarded a “pass/fail” grade. Exceptions require administrative approval. Pass/fail minimum level of proficiency is 70%.

2018-2019 Grading Scale
Grading scale to be used by all high school teachers.

95	A
90	A-
87	B+
83	B
80	B-
77	C+
73	C
70	C-
67	D+
63	D
60	D-
59	F

Grading Guidelines

1. Progress reports will be provided to parents at the end of each quarter. All teachers are required to send grades electronically to the Counselors Office by a designated date.
2. Semester Grades will be based on the accumulation of all evaluative methods. No semester grade will be determined by a single method.
3. The semester grade is a grade of record. The grade at any other point during the semester is not a grade of record.
4. Students with an IEP will be graded according to the written IEP.
5. All Semester Tests may count 10% to 20% of the semester grade.

Honor Roll

All students will have an opportunity to participate in the Semester Honor roll. Cumulative grade point averages are not used in the selection. If a student's letter grades with all courses included average a "B or better he/she will make the Honor Roll. The non-weighted 4.00 point scale will be used to average grades.

End-of-Semester Evaluations – Semester Test

Semester tests are required for all students. Semester tests will be given on assigned days determined by the building principal during the last week of the 1st and 2nd semester. Students cannot take semester tests early. If students are absent on Semester test days they have 2 days to make arrangements with the teacher to make-up the test. If absence occurs on the last day of the school, students will have a maximum of 10 days to complete missed work from the last day of school. It will be the student's responsibility to arrange with his or her teacher the make-up times within the time-limit policy on make-up work. Only Medical or Family Emergencies will be exceptions to this policy. Exceptions will be determined by the building principal. Students who fail to make up the semester test will lose 10% of their semester grade. We encourage

parents/guardians not to schedule vacation or appointments on scheduled semester test days. All students in grades 9-12 will be required to take semester tests. Graduating seniors in their second semester may opt out of a semester test if they have a 94% average in the class going into the last week of the spring semester.

Retaking of Classes

Retaking/repeating high school courses has been a practice which STC high school students have been increasingly engaged in. The reasons for these decisions vary widely, and affect courses across the high school curriculum. The process for approving of “repeating” a previously passed course has been primarily administratively on a case-by- case basis. The following steps should act to help students, parents and staff regarding retaking classes. In the event that a student would elect to retake a passed class, other than music, the following steps should be followed:

1. A Course Contract should be signed between parent, student, teacher and administrator which agrees to the following:
 - A. Agreement to withdraw from the currently enrolled course, if applicable. Course withdrawal may occur when all parties are in agreement that the student lacks necessary skills needed to continue with the possibility of success. A “NC” or “F” will be recorded for the class.
 - a. It is noted that “NC” is not an option for students who have withheld effort/cooperation or obstructed the teaching–learning process.
 - b. If a previously passed course is allowed to be retaken both earned final grades will be recorded and both grades will be included in determining the Grade Point Average.
 - B. Repeated and passed courses may count toward the completion of graduation credits.
- B. Retaking a previously passed course must have administrative permission and Guidance Department recommendation. The purpose of the retake shall be to increase the acquisition of knowledge and skills. Retakes will not be allowed for courses in which a grade of B- or higher was achieved.

Senior Re-enrollment

Senior students who have successfully satisfied all graduation requirements (48 credits) may re-enroll in courses that have available student space. Re-enrolled courses will be considered elective credit only. Senior re-enrolled courses will be on a pass (P) fail (F) basis only.

Incomplete Work

Students are encouraged to complete all their work. The reasons for the delay of the student may have some impact as to how much time should be allowed to complete the work. Concerns regarding incomplete or non-submitted work should be an item of discussion between the teacher, student, and parent. At the end semester incompletes must be made up within two weeks of the time report cards are sent out or they become F, unless the principal approves greater time for a legitimate reason. No incompletes are granted for second semester. Incomplete grades may have a negative impact on eligibility for activities if a student is absent during Semester Tests.

Making up Credits (Credit Recovery)

Students who wish to make up credits may do so by following one or more of the following alternatives:



1. Schedule additional course work during the next semester of school.
2. Attend summer school.
3. Complete a state-approved correspondence course, and or completion of an approved E2020 course.
4. Enroll in a Community College Course.

Students may achieve a maximum of four credits from these alternatives in any one semester

Enrolling Students

Students transferring in from accredited schools will receive full semester credit if they can enroll in a similar course at South Tama and have not missed more than one week (five academic days) in transit. Students may not enroll in STC classes until documentation is received from previous educational institutions. Exceptions may take place with administrative approval.

Grades

Students should expect a thorough explanation by each teacher of his/her grading system in each class. A student's cumulative grade point average (G.P.A.) is determined by adding semester grades according to the following points (A=4; B=3; C=2; D=1; F=0) and dividing by the number of courses. Cumulative credits and GPA's are updated at the end of every semester.

Students taking courses from other than approved schools may receive the credit if STC deems the work comparable. However, no grades for such courses will be accepted. Students can expect an accurate report of their grade within 48 hours of their request. In the event no report is made, students should contact their counselor or school administration.

Academics

Student learning is our focus at STC High School and takes priority over all other activities at our school. Students who are not being successful in the classroom may be required to come in before or after school. We recognize the value extracurricular activities provide to our students, however academics will take priority over activities. Students engaged in extracurricular activities may be required to attend interventions after school. Academics will take priority over extracurricular activities.

Class Work / Incomplete / Homework

It is an expectation that all students complete their assigned schoolwork from all classes they enroll in. Class work not turned in on time will result in a reduced grade. Students will have 2 days from the time they return to school from being absent to turn in their schoolwork. Students missing multiple days in a row will have a maximum of 5 days to turn in all of their missed work due to absence.

Class work missed due to absence: For example if you are absent on Wednesday your missed work is due on Friday. If you missed Wednesday and Thursday your work is due on the following Monday. You have 2 days upon your return. Teachers can extend this to up to 5 days depending on the student situation or amount of work. Beyond 5 days requires administrative approval.

Students who miss 10 consecutive days of school will be dropped from school and the student, with parent (if under 18 years old) will be required to re-enroll upon their return. Upon re-enrollment, a student may lose credits and may be assigned to E2020 for the remainder of the semester. Exceptions to this policy can only be made by an administrator.

Standardized Tests

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



At STC students in grades 9,10, and 11 are required to take the Iowa Tests of Educational Development (ITED) in the areas of Reading, Math, Science, and Social Studies. These tests are currently taken in the spring and results are made available to students, their Advisors, and parents.

Surveys of Students

Federal law states that students cannot be required to submit, without parental authorization, to surveys or undergo analysis or evaluation if the federally funded survey, analysis or evaluation reveals any of the following information:

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

Human Growth and Development

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

Open Enrollment

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll unless there is good cause. Open enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in loss of athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact the Superintendent for information and forms.

Partnership High School Program Enrollment

Students wishing to enroll in the PHS program should first contact their Guidance Counselor at the high school. After considering circumstances the Guidance Counselor will make a recommendation regarding enrollment to the high school principal who will make final determination on suitability of enrollment.

Class Loads

Students must be registered for at least five courses per semester, unless prior permission is granted by the principal.

Changing/Dropping Courses

Students will have 3 days from the beginning of the course to turn in the change of course form. Students wishing to drop a class must do so within the first 10 days of the start of school to avoid losing credit.

Students wishing to change a class at the beginning of the school year are to go to the counselor and request a change of schedule form. The form is completed by the student and turned in to the principal. The request



must meet one of the 5 reasons for a change in schedule (Reasons are listed on the form). Exceptions to this can only be made by the building principal and will have to be a medical or extraordinary circumstance.

Study Labs/ Study halls

Freshmen are required to take one study hall/study skills class unless they opt out for another academic class. Students in grades 10-12 may take up to 1 study hall per day, but they are not required. Study halls have the same expectations as regular classes. Students are to bring work every day or accept work the teacher assigns.

Honor Roll and Academic Honors

A student may be placed on the STC High School Honor Roll by achieving a 3.0 (B) average or better during any given semester of the school year.

Commencement Exercises

During Commencement exercises the audience members are not to display any signs, noise making devices or cause any kind of disruption to the Commencement exercises. Violation of this policy may result in removal from the event or involvement of law enforcement. All students must have satisfied all state and local school district requirements for a STC High School diploma in order to participate in Commencement and related ceremonies. Requirements include payment of all fees and fines and no unmet detention, suspensions, restitution or community service time. All students who meet the requirements for graduation and who have followed the rules set by the administration for the ceremony, will be allowed to participate in Commencement ceremonies and related graduation activities. To be awarded a STC diploma, a student must attend STC for one full semester. Exceptions must have the approval of the Board of Education.

The Commencement exercises are the school districts, not the student's. Students must comply with all rules and procedures regarding commencement.

Senior Class Honors / Awards

STC recognizes honor graduates according to the following: Students whose G.P.A. is 3.50-3.74 graduate "with honor". Students whose G.P.A. is 3.75 – 3.99 graduate "with distinction". Those having a 3.50 cumulative G.P.A. or higher at the end of the fourth quarter of their senior year will receive their honor medal at the awards banquet and will wear the honor medal at commencement. To qualify for any of the Honor Awards a student must have attended STC for at least two semesters and state approved private or public school for eight semesters unless the student graduates early according to STC policy.

Valedictorian of the class is the student that has accumulated the highest cumulative grade point average. Salutatorian is the student with the second highest cumulative grade point average. To qualify for either award the student must have attended South Tama County High School their last 3 consecutive semesters. They must also have attended for 8 semesters a state approved private or public school. In the event of a tie with GPA all students with the same Highest (Valedictorian) and second Highest (Salutatorian) GPA will earn the honor.

National Honor Society

Membership in the STC High School National Honor Society is both an honor and a responsibility. Students of both genders and all ethnicities are encouraged to apply. Students will not be discriminated on the basis of race, color, national origin, religion, creed, or marital status, sex, or disability. The principal shall reserve the right to approve all activities and decisions of the chapter. The principal shall annually Council appoint a member of the faculty as chapter advisor. The principal shall annually appoint a Faculty composed of five

members of the school's faculty who may serve consecutive terms. The principal shall receive appeals in cases of non-selection of candidates, and the disciplining or dismissal of members. The chapter advisor shall be responsible for the direct day-to-day supervision of the chapter. The Faculty Council shall meet at least once a year to review the procedures of the chapter, select members and to consider non-selection, dismissal, other disciplinary actions, and warning cases.

Membership in local chapters is an honor bestowed upon a student. Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership, and service. Once selected members have the responsibility to continue to demonstrate these qualities: Members who resign or are dismissed are never again eligible for membership or its benefits.

To be eligible for membership the candidate must be a member of the junior or senior class. Candidates must be in attendance at STC High School for the equivalent of one semester. Candidates must have a cumulative scholastic average of 3.5 on a 4.0 scale. Candidates shall then be evaluated on the basis of service, leadership, and character. The selection of each member to the N.H.S. South Tama Chapter shall be by a majority vote of the Faculty Council.

A letter of congratulations and an invitation will be given to those chosen for membership. Those students who choose to become a member in the National Honor Society will then be inducted into membership.

Academic Eligibility for Extracurricular Activities


Under Iowa law students must receive passing grades in all courses the previous semester to participate in athletics. Students who do not meet this requirement are not allowed the privilege of participating in athletics. At South Tama the same standard (receiving passing grades in all courses the previous semester) is also applied to all **non-graded** non-athletic extracurricular activities including Art, Music, and Speech. Additional information is contained in the Activities Handbook. Students who receive incompletes must have a passing grade in order to be eligible.

Postsecondary Enrollment Options (PSEO)

Students in grades 9 through 12 may receive class or vocational-technical credits that count toward graduation requirements for successfully completed courses at community colleges, private colleges or state universities. Students wishing to take a PSEO class must have scored "proficient" (41%ile or above) on the most recent Iowa Test of Educational Development (ITED) assessments in all three areas of Reading, Math, and Science.

The school district may pay up to \$250 of the cost of a course taken by 9th and 10th grade talented and gifted students and 11th and 12th grade students. The school district pays only for courses which are not offered by the high school and which are offered during the regular school year by the community college, private college or state university. The school district does not pay for the costs of summer school classes. Summer school classes, however are eligible for credit.

Students who fail the course or fail to receive credit in the course paid for by the school district must reimburse the school district for all costs directly related to the course. Prior to enrolling in a course, students age 18 or over or the parents of students under age 18 shall sign a form indicating they are responsible for the costs of the course should the student fail the course or fail to receive credit for the course. The school district may waive the cost of the course for students who fail the course for reasons beyond their control, including, but not limited to, the student's incapacity, death in the family or a move to another school district. Students interested in participating in this program should contact their Guidance Counselor. Juniors and Seniors may leave campus if they have parental permission during their PSEO schedule class time. All students are expected to be working on their PSEO classes during this time. The privilege of leaving campus for Juniors and Seniors may be revoked for academic, attendance or disciplinary reasons. Freshman and Sophomores are required to stay on the High School campus during their scheduled PSEO time.



Early Graduation

Students may graduate prior to the completion of their senior year. Students are required to initiate contact with the high school counselor by September 1 of the intended graduating year. A written request by the graduate as to why a diploma should be granted early will be submitted to the high school principal after contacting the high school counselor. If approved by the high school principal, the early graduation request will be submitted to the Board of Education for their approval. Students who choose to graduate early become alumni of the school district and are not allowed to participate in school extracurricular activities except for the next scheduled graduation ceremony. To be eligible for extracurricular activities a student must be in attendance in 4 or more classes during the scheduled school day. Students who choose to receive their diploma early may not participate in graduation ceremonies. Early graduates who have not received their diploma may attend prom only as a guest since they are not enrolled as a student.

Graduation

Students who are in good standing and who meet the graduation requirements set by the board are allowed to participate in the graduation ceremony and in senior activities. Requirements include payment of all fees and fines and no unmet detention, suspensions, restitution or community service time. Students are not required to participate in the graduation ceremony. Students that wish to participate will be expected to follow these guidelines:

- A. Graduate Cap will be worn flat on your head with the tassel on the right side until you receive your diploma.
- B. Caps will be worn at all times.
- C. Only cultural items that are an established custom or tradition may be placed on the top of graduates cap only. Items cannot be placed underneath or on the sides of the hat. It will be student responsibility to provide evidence that the item or items are cultural if questioned at least 48 hours prior to starting graduation ceremonies. No items can be worn on the gowns.
The item(s) cannot be disruptive or distracting, inappropriate logos, words, or images that make reference to drugs, alcohol, violence, gender, race, sex or profanity. Jewelry, emblems, badges, symbols, signs, marks or items that indicate affiliation to a gang or hate group is not allowed. Students are not allowed to write or color with any marking tool on their hats. Building Administration reserves the right to approve or disapprove of items placed on hats. Students may be required to make modifications or changes to their hat upon request by administration. Hats will not be worn at the graduation ceremony that do not meet with administrative approval.
- D. Students graduating are to dress in an appropriate manner for the occasion such as wearing collared dress shirts, dress pants, dresses, skirts, and dress shoes.
- E. No tennis shoes or flip flops. Dress shoes should be worn with socks.
- F. When walking across the stage all graduates are expected not to make any distracting noises or movements.
- G. Immediately after graduation, diplomas will be picked up in the Main Office or Guidance Office.
- H. All school rules apply during graduation ceremonies.

Administration

All situations or incidences that happen at school cannot be covered in the Student Handbook. The building principal will have the authority to make decisions regarding situations or incidences that are not covered in the Student Handbook.

Personal Possessions

Students are discouraged from bringing personal items to school unless requested to do so. The school district is not responsible for damage to or loss of personal property that is brought to school. Please mark for identification any personal property that is brought to school.



At-Risk Policy and Procedures

The South Tama School District determines whether a student is “At-Risk” in accordance with the Iowa Code. The Iowa Code defines at risk language in the following ways:

“At-risk student” means any identified student who needs additional support and who is not meeting or not expected to meet the established goals of the educational program (academic, personal/social, career/vocational). At-risk students include but are not limited to students in the following groups: homeless children and youth, dropouts, returning dropouts, and potential dropouts.

If a student is believed to be at risk, a staff member shall contact the guidance office and identify the potentially at risk student. The potential at risk student will be referred to the Drop Out Prevention Coordinator.

Homeless Policy and Procedures

The South Tama School District determines whether a student is “Homeless” in accordance with the Iowa Code. The Iowa Code defines homeless language in the following ways:

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

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

If a student is believed to be homeless, a staff member shall contact the guidance office and identify the potentially homeless student. The potentially homeless student will be referred to the Drop Out Prevention Coordinator.

2017 – 2018 TIME SCHEDULES

Monday, Tuesday, Thursday, Friday SCHEDULE

<u>PERIOD</u>	<u>TIME</u>	<u>MINUTES</u>	
1	8:10 – 8:56	46	Announcements at 8:05 a.m.
2	9:00 – 9:46	46	
3	9:50 – 10:36	46	
4	10:40 – 11:26	46	
5	11:30 – 12:45		
	1 st Lunch	11:30 – 11:57	46 L1 Class time 11:57 – 12:45
	2 nd Lunch	12:18 – 12:45	46 L2 Class time 11:30 – 12:16
6	12:49 – 1:35	46	
7	1:39 – 2:25	46	
8	2:29 – 3:15	46	

Advisory Wednesdays/Early Outs



1		8:10 – 8:45	35	Announcements at 8:05 a.m.
2		8:49 – 9:24	35	
3		9:28 – 10:03	35	
Advisory		10:07 – 10:31	24	
4		10:35 – 11:10		
5		11:14 – 12:18		
	1 st Lunch	11:14 – 11:41	35	Class 11:43 – 12:18
	2 nd Lunch	11:51 – 12:18	35	Class 11:14 – 11:49
6		12:22 – 12:57	35	
7		1:01 – 1:36	35	
8		1:40 – 2:15	35	

2 HOUR LATE START

1		10:10 – 10:41	31	Announcements at 10:05 a.m.
2		10:45 – 11:16	31	
3		11:20 – 11:51	31	
4		11:55 – 12:55		
	1 st Lunch	11:55 – 12:22	31	Class 12:24 – 12:55
	2 nd Lunch	12:28 – 12:55	31	Class 11:55 – 12:26
5		12:59 – 1:30	31	
6		1:34 – 2:05	31	
7		2:09 – 2:40	31	
8		2:44 – 3:15	31	

EVENTS & CALENDAR

District Calendar Enclosed

IMPORTANT DATES 2018 - 2019

Aug. 23	- School Begins (Early Dismissal)
Sept. 3	-Holiday- No School
Sept. 6	-School Pictures at the High School
Sept. 21	- Professional Development
Oct. 6	-Homecoming Dance
Oct. 23 & 25	- Parent Teacher Conferences
Oct. 26	- No School (Comp Day)
Nov. 21-23	- Thanksgiving Holiday - No School
Dec. 24-Jan 1	- Christmas Break (No School)



Jan. 2	- Professional Development – No School
Jan. 3	- School Resumes
Jan. 25	- Professional Development- No School
Feb. 15	- Professional Development – No School
Mar 19 & 21	- Parent Teacher Conferences
March 22	- No School (Comp Day)
Apr 18,19,22	- Holiday Break – No School
May 19	- Commencement
May 24	- Last Day for Students

MISCELLANEOUS

Map of School Facility and Grounds - Enclosed

Telephone Use During the School Day

Generally, students receiving telephone calls during school hours will not be called to the telephone. The office will take a message and forward it to the student. Only in emergency situations are students removed from class or another school activity to receive a telephone call.

Students are allowed to use their phones before 8:10 a.m. during their assigned lunch time or after school at 3:15. At all other times during the school day, cell phones are not allowed without administrative approval. For emergency situations students should report to the Principal's Office where they will be assisted in making effective and appropriate communication.

School Announcements

Students are responsible for knowing the content of daily announcements. Normally, announcements will be read and/or posted on the bulletin board near the office. Students who wish to have an item included in the daily announcements must have permission from the principal. Announcements must be related to a school activities or organizations. Exceptions must have administrative approval prior to being read or posted. Bulletin boards are for school information only. Personal item advertisements are not allowed

Visitors/Guests

Visitors to the school grounds must sign in and out at the principal's office. Visitors are not to enter other campus buildings. Safety is a top priority. Students not enrolled at South Tama County are not allowed to attend classes as a guest or visitor unless they are part of a visiting school with a teacher.

Parents may not confer with teachers except during their planning time, prior to, or after school. At no time may parents hold conferences with teachers while classes are in session.



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 that the school district has a current student record.

Open Gym During Non-School Hours

Open Gym must be requested through the Central Administrative office (484-4811). Student wishing to arrange for Open Gym must have an adult supervisor.

Cafeteria

The school district operates a lunch and breakfast program. Students may either bring their own lunches to school or purchase a lunch and other items, including milk.

Due to the noise and litter associated with the consumption of food, it is necessary that classrooms be protected from distractions and high school building kept clean during the school day. Students are not to be in the upper or lower south halls during the lunch periods. Students are not to go further than the first south door of the Little Theater in the west hallway. Food and drink sold in the cafeteria and student lunch items are to be consumed in the cafeteria. Other products purchased from the vending or beverage machines may be consumed in the high school classrooms (with teacher permission) and the hallways. In the event that students are unable to act responsibly with food and beverage items they may be required to eat and drink only in the cafeteria area. Glass beverage bottles are not permitted in the building. Commercial restaurants are prohibited from delivering food to students at any time during the school day without administrative approval. **Delivering/consuming commercially prepared food (breakfast or lunch) is prohibited unless there is prior administrative approval.**

Students serving In-School Suspension (ISS) will normally eat their lunch in an assigned ISS location separate from the cafeteria.

Lunch Rules

1. All trash must be placed in waste baskets. Tables and floor areas are to be kept clean
2. No students are to "cut" into line, teachers are extended this courtesy.
3. Glass containers are not allowed anywhere in the building.
4. Everyone must have their own tray, no sharing.
5. During lunch only seniors have open lunch. If seniors choose to leave school to eat lunch they are not to bring commercially bought food back to the school building and eat it at school. Seniors that return late from lunch may lose their lunch privileges.
6. Students may not order or have commercially bought food delivered during school time.
7. During lunch time students can only eat in the cafeteria or in the chairs directly in front of the Little Theatre. The "commons area" and classrooms are off limits for eating lunch.
8. After lunch, students may remain in cafeteria, go to gym, or sit in the commons area. Administration may restrict the gym or commons area at any time based on student behavior or safety concerns. Students on lunch are not to be in the hallways or library while on lunch time.

Lunch Accounts

It is the student's responsibility to keep his/her lunch account in the black. The school realizes that some accounts may briefly show a deficit while the deposits are being entered. Students may and should check their account balance each day when they go through the lunch line. STC Board of Education has adopted a policy that limits families to a negative \$10 in their food service account. Once a family falls below that level, **students will not be allowed to eat the normal school prepared breakfasts or lunches. However, a substitute no-cost lunch of a sandwich and milk will be provided to help ensure adequate nutrition for**

learning. Cost for breakfast is \$1.85, for lunch \$2.80, and extra milk is \$.45. The district will make reasonable efforts to communicate lunch account status to families.

Off Limits Areas

Students are not to be in the parking areas without administrative permission. Students are to remain out of the academic hallways during the lunch periods except for moving into or out of classes. **IF A STUDENT IS ON LUNCH THEY ARE NOT TO BE IN THE UPPER OR LOWER HALLWAY'S OR LIBRARY. ONLY STUDENT'S THAT HAVE CLASS DURING THIS TIME ARE ALLOWED INTO THESE AREAS.**

Media Center

The school Media Center is available to students during school hours. The Media Center is a place for study and research. It is not a place to socialize. Students are expected to conduct themselves as if they were in class while in the Media Center. Students may check out many, but not all, materials from the Media Center. Fines are imposed on overdue materials and must be paid prior to graduation.

Textbooks

We do not have a service that repairs damaged textbooks. In order to keep the process simple we will address damaged books by the following protocol: Teacher will determine if the book is useable or unusable.

Damaged/Unusable/Lost – cover missing-back or front, pages missing, pages loose from binding. Water/chemical soaked, marks-pen, crayons, markers not erasable making pages unreadable. 100% replacement cost.

No Damage/Useable – no missing pages or covers, few tore pages, few marks, can damage be repaired in class by student? No fine if damage can be repaired or fixed in class. If damage cannot be fixed, teacher will determine if the book is useable or unusable. If unusable, it is 100% replacement cost. If a textbook is found to be usable, no fine will be assessed.

Lost and Found

Normally items found are kept in the main office pending claim for a period not longer than four weeks. Valuable items may be kept in the school vault, although the district does not assume any liability for items turned in as "found". Items not claimed within four weeks are subject to being given to local assistance centers (Community Clothes Closet etc) or, if not of value, to being destroyed.

Selling Goods and Posting Signs

No sales from non-school organizations will be permitted on school property without the consent of administration. Qualifying non-profit organizations may, with the permission of the principal, post signs in designated areas determined by the principal.

Buses and Other School District Vehicles

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



Video cameras are in use on school buses for the safety of the students riding the bus. The content of the video tapes may be used to discipline students. Students are not informed when the video cameras are or are not in use.

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

- Riders must be at the designated loading point before the arrival time.
- Riders must wait until the vehicle comes to a complete stop before attempting to enter.
- Riders must not extend arms or heads out of the windows at any time.
- Aisles must be kept cleared at all times.
- Riders shall load and unload through the right front door. The emergency door is for emergencies only.
- Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.
- Riders may be assigned a seat by the driver.
- Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement.
- Riders are not permitted to leave their seats while the vehicle is in motion.
- Waste containers are provided on all vehicles for riders' use.
- Permission to open windows must be obtained from the driver.
- Classroom conduct is to be observed by students while riding the vehicle except for ordinary conversation.
- The driver is in charge of the riders and the vehicle, and the driver is to be obeyed promptly and cheerfully.
- Riders should assist in looking after the safety and comfort of younger riders.
- Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
- Riders must not throw objects about the vehicle nor out through the windows.
- Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
- Riders must keep their feet off the seats.
- Roughhousing on the vehicle is prohibited.
- Riders must refrain from crowding or pushing.
- The use or possession of alcohol, tobacco or look-a-like substances is prohibited in the vehicle.
- The good conduct rule is in effect.
- Use of cell phones and other electronic/tech devices.

Student Teacher Assistance Team (STAT)

The purpose of STAT is to identify individual student barriers, social or academic, that significantly interfere with student success, and to design effective interventions to remove or reduce those barriers. STAT is chaired by an administrator and is composed of representatives from the Guidance Department, general and special education staff, and supportive positions such as Drop Out Prevention Specialist or Juvenile Court Liaison. Members normally serve for one school year at the discretion of the principal or associate principal. The STAT team meets at least weekly and minutes are kept of students discussed and actions taken. Confidentiality is maintained by all STAT members with information disseminated only on an educational “need to know” basis.

Prior parent notice is not required for students to be discussed within STAT. However, parents are considered vital partners in the identification and intervention design elements of STAT and parents will be notified of concerns and interventions; as well as progress made by the student.



Guidance Program

The school district guidance program is divided into four separate categories. The categories are counseling services, information services, appraisal services and placement services. Each of these categories is interdependent and assists students with their personal educational and career development and in becoming well-rounded, productive adults. Confidentiality is maintained by the employees involved in the guidance program. Currently, Dan Lopez provides the information, appraisal, and placement services to students in the 11th and 12th grades. Dina Keahna provides those services to the 9th and 10th graders. Both counselors are available to provide individual counseling to any student requesting those services. Mr. Lopez is available all day at the high school and Ms. Keahna serves students at both the Middle School and at the High School.

Parents and family members are encouraged to contact the Guidance Office at 484-4345, ext 6004 regarding any student concerns or needs.

Citizenship

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

As part of the education program, students have an opportunity to learn about their rights, privileges and responsibilities as citizens of this country, state and school district community. As part of this learning opportunity, students are instructed in the elements of good citizenship and the role quality citizens play in their country, state and school district community.

Inspection of Educational Materials

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the high school principal (484-4345) or the district superintendent (484-4811).

On Campus Volunteerism Guidelines

On-campus volunteerism is designed to provide expanded opportunities for learning while promoting student altruism. It is consistent with the High School's Mission Statement.

- High school students may offer voluntary assistance at the Elementary or High School only.
- If students drive they are to take the most direct route to the elementary, which is the service road.
- Students may offer their services during a study hall or during a non credit class if the teacher approves.
- Student must maintain a C average or higher in all classes. Any time during the semester their grade falls below a C (73%) the student will lose their privilege to volunteer for the remainder of the semester.
- Students must first be approved by the guidance counselor and parents.
- Student must sign a volunteer contract.
- Students leaving the building must sign out each time they leave and sign in and out at the elementary.
- Students are responsible for documentation of volunteer hours. Hours applied to Volunteer card requirements.



- Students may lose their volunteer privileges due to: Attendance, Behavior or failing to follow the volunteer guidelines. Includes violation of good conduct.
- No grades assigned or academic credit is given.
- 6 week minimum commitment.
- Scheduled High School activities or class activities will take priority over volunteer time.
- School time limits: Freshman – 1 period, Sophomore – 2 periods, Juniors – 3 periods, Seniors – 4 periods.

PARTNERSHIP CENTER HIGH SCHOOL PROGRAM

The Partnership Alternative High School and Refocus programs are located at the South Tama Partnership Center. The Partnership Center programs operate under the policies and procedures listed in the STC High School Handbook. The following manual establishes the two programs and identifies additional policies and procedures. The curriculum is comprised of a combination of computer based curriculum and high school courses. Students can be expected to complete both types of curriculum. All finals, computer based or high school curriculum must be completed at the Partnership Center under the supervision of a certified teacher.

Refocus

Refocus is a temporary program aimed at students that need short term remediation or alternative placement to the High School or Partnership High School. Refocus is also a program that is utilized to provide education while a student is serving a short-term suspension. The time a student is enrolled in the Refocus program is determined by the High School Administration in conjunction with the Program Teacher.

Partnership Alternative High School

The Partnership Alternative High School is a long-term program of the South Tama High School. The program is also utilized to provide education while a student is serving a mid to long-term suspension. Students enrolled in the Partnership Alternative High School will be earning their education in an alternative setting to the traditional classroom.

Entrance Requirements

High School Guidance and Administrative staff may refer a student to the Partnership Center. In addition, students and parents may apply for a student to enroll at the Partnership Center by filling out an application in the High School Guidance office. The student may be allowed to enroll if they meet the following conditions:

1. The student has been determined to be “At Risk.”

The South Tama School District determines whether a student is “At-Risk” in accordance with the Iowa Code. The Iowa Code defines at risk language in the following ways:

281—Iowa Administrative Code 12.2 (256) Definition of At-Risk. “At-risk student” means any identified student who needs additional support and who is not meeting or not expected to meet the established goals of the educational program (academic, personal/social, career/vocational). At-risk students include but are not limited to students in the following groups: homeless children and youth, dropouts, returning dropouts, and potential dropouts.

2. The South Tama High School STAT team has evaluated the application, the Drop Out Prevention Coordinator has made a recommendation and High School Principal has approved the request.



Any student meeting the conditions to be admitted must meet with their guidance counselor for evaluation of credits before being admitted to the Partnership Center. Students will begin their placement at the Partnership Center once approval from the High School Principal has been granted, provided that there is adequate room available. If there is not an opening, students may be put on a waiting list until there is an opening.

Waiting List

The Partnership Center is designed to serve a limited number of students. Students wanting to attend after the maximum number of students have been enrolled, may be placed on a waiting list. As availability for enrollment occurs, new students may be enrolled. Students are not admitted based on first come first serve. Placements from the waiting list are to be approved by the High School Principal.

Attendance Information

The Partnership Center operates on an alternative schedule to the traditional setting of the High School. The schedule is as follows:

Daily Schedule

Monday – Friday	8:30 a.m. – 3:10 p.m.
Detention	7:45 a.m. – 8:30 a.m. or 3:00 p.m. – 3:45 p.m.

Break, P.E. & Lunch Schedule

<u>Program</u>	<u>Morning Break/P.E.</u>	<u>Supervisor</u>
PHS Refocus	PE: M-F 9:00 – 9:45 a.m. Break: M-F 10:30 – 10:45 a.m.	Peska
	<u>Lunch Break</u>	<u>Supervisor</u>
PHS Refocus	11:00 – 11:27 a.m. 12:30 – 12:57 p.m.	Peska
	<u>Afternoon Break/P.E.</u>	<u>Supervisor</u>
PHS	Break M-F 2:00 – 2:15 p.m.	Peska

Lunch

The Partnership Center has two options for lunch:

1. You may have lunch delivered by STC and obtain a hot school lunch.
2. You may bring a lunch and use the microwave or refrigerator.

Lunch shall be eaten in the cafeteria during lunch time. Students shall not leave school grounds during school lunch. If a student leaves without approval from the teacher, the student will not be allowed to return to school for the rest of the day and will be suspended for the next school day.

Rules and Responsibilities

The Partnership Center operates under the rules and discipline consequences listed in the STC High School

Handbook. The following rules are in addition or an amendment to the rules and discipline listed in the High School Student Handbook

Telephone/Cell Phone Use

Cell phones will not be used during the school day (8:10 a.m. – 3:15 p.m.). If a student needs to use a phone during the school day, the student will need to ask for permission to do so from the classroom teacher. If permission is granted, the phone call must be made in the main office with a school phone. Students shall not use a cell phone or a teacher's telephone in the classroom. If a student has a camera phone, the student shall not use the camera for imaging at any time where privacy is expected (locker rooms and bath rooms). Violations of the telephone/cell phone policy will be handled in the manner described in the High School Handbook.

Electronic Music Device Use

Students are allowed to have CD and MP3 players. The following rules apply to the use of music devices:

1. The volume of the device must be at a low level and must not disturb other students or staff.
2. Music must be school appropriate.
3. The student shall only use the student's own musical device.

Violations of the electronic music devices policy will be handled in the manner described in the High School Handbook.

Computers

Computers are provided to each student in order to complete course work. The following rules apply:

1. Do not access inappropriate or obscene sites.
2. Do not change the screen saver.
3. Do not change any of the computer specifications.
4. Do not have food or drink near a computer.
5. Do not leave your area a mess.
6. Do not use the computer to listen to or watch music or music videos.

Violations of the computer policy will be handled in the following manner:

- 1st Offense – 30 minute detention
- 2nd Offense – Two 30 minute detentions
- 3rd Offense – Success Center Assignment

Hall Passes

Students must have a hall pass to be in the halls at all times when classes are in session.

Violations of the hall pass policy will be handled in the following manner:

- 1st Offense – 30 minute detention
- 2nd Offense – two 30 minute detentions
- 3rd Offense – 1 day Out of School Suspension

Off Limit Areas

Students are required to stay on the 2nd floor, main floor, in the Partnership Center. The first and third floor of the building is off limits to all students.

Violations of the off limit areas policy will be handled in the following manner:

- 1st Offense – 30 minute detention
- 2nd Offense – two 30 minute detentions
- 3rd Offense – Success Center Assignment



630.55 Wellness Policy

South Tama County Community School District chooses to promote a healthy lifestyle for its students and staff. An important step is the development and implementation of this Wellness Policy covering nutrition education, physical activity, nutrition guidelines for foods available on each school campus including foods used for fundraising and rewards. These policies meet the requirements mandated in the Child Nutrition and WIC Reauthorization Act of 2004, Healthy Hunger-Free Kids Act of 2010, and the Iowa Healthy Kids Act of 2014.

Nutrition Education

The District believes that nutrition education is important and that students are more likely to practice good nutrition if it is modeled in a supportive school environment.

- Nutrition education will be provided according to the written South Tama County curriculum.
- The health benefits of good nutrition should be emphasized.
- The District encourages all staff to incorporate nutrition themes into their curriculum where appropriate.
- The nutrition education components of the health curriculum will be reviewed as a part of Board Policy 603.20, curriculum development and textbook adoption cycle.

When feasible, the District will offer on an annual basis professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school.

Physical Activity

The South Tama County Community School District will ensure that every student in grades K-5 has 30 minutes per day of physical activity and every student in grades 6-12 has 120 minutes per week of physical activity. This activity will come in the form of recess, intramurals or scheduled physical education classes. High School students are required to complete a Physical Activity Contract.

In an attempt to help students achieve and maintain a high level of personal fitness, the following will be included:

- Exposure to a wide variety of activities.
- Teach physical skills to help maintain a lifetime of health and fitness.
- Encourage self-monitoring so youngsters can see how active they are and set their own goals.

Whenever possible, intramurals will be scheduled at the High School to provide additional activity for students who cannot participate in established extra-curricular programs.

Physical activity during the school day (including but not limited to recess, physical activity breaks or physical education) **will not be withheld as punishment** for any reason.

CPR Certification

All students are required to complete a course that leads to certification in cardiopulmonary resuscitation (CPR) by the end of grade 12.

Food Service

The full school breakfast and meal program will follow the USDA requirements for federal breakfast and meal programs.



Sales & Marketing: The District will only allow marketing and advertising of foods and beverages that meet the Smart Snacks nutritional standards on campus.

All foods and beverages sold individually outside the reimbursable meal programs (including those sold through a la carte lines, vending machines, and student stores or fundraising activities) during the school day, or through programs for students after the school day will meet or exceed the USDA Smart Snacks in School nutrition standards as required by state or federal law. In an effort to support the consumption of nutrient dense food in the school setting, the district has adopted the following nutrition standards governing the sale of food and beverages on school grounds during the instructional day, complying with the Iowa Healthy Hunger-Free Kids Act of 2010, and the Iowa Healthy Kids Act of 2014.

Menus will be posted on the website.

Water: To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day on the school campus. The District will make drinking water available where school meals are served during mealtimes.

281—58.11(256) Nutritional content standards.

Foods Table



Nutrient	Allowable à la Carte, Vending, and Regulated Fundraising Items	Exemptions
General Standards for Competitive Food	<p>To be allowable, a competitive food item must meet all of the competitive food nutrient standards AND:</p> <ol style="list-style-type: none"> 1. Be a grain product that contains 50% or more whole grains by weight or have whole grain as the first ingredient*; OR 2. Have as the first ingredient* one of the non-grain main food groups: fruits, vegetables, dairy, or protein foods (meat, beans, poultry, seafood, eggs, nuts, seeds, etc.); OR 3. Be a combination food that contains at least ¼ cup fruit and/or vegetable; OR 4. Only through July 1, 2016, the food may qualify by containing 10% of the Daily Value (DV) of a nutrient of public health concern (i.e., calcium, potassium, vitamin D, or dietary fiber). <p>*If water is the first ingredient, the second ingredient must be one of the items in 1, 2, or 3 above.</p>	<p>Any entrée item offered as part of the lunch program or the breakfast program is exempt from all competitive food standards if it is sold as a competitive food on the day of service or the day after service.</p> <p>Fresh fruits and vegetables with no added ingredients except water are exempt from all nutrient standards.</p> <p>Canned and frozen fruits with no added ingredients except water or that are packed in 100% juice, extra light syrup, or light syrup are exempt from all nutrient standards.</p> <p>Canned vegetables with no added ingredients except water or that contain a small amount of sugar for processing purposes to maintain the quality and structure of the vegetable are exempt from all nutrient standards.</p>
Calories	<p>Snack items and side dishes sold à la carte: ≤200 calories per item as served, including any added accompaniments</p> <p>Entrée items sold à la carte: ≤350 calories per item as served, including any added accompaniments</p>	<p>Entrée items served are exempt on the day of or day after service in the program meal.</p>
Sodium	<p>Snack items and side dishes sold à la carte must be ≤200 mg sodium per item as served, including any added accompaniments.</p> <p>Entrée items sold à la carte: ≤480 mg sodium per item as served, including any added accompaniments/condiments</p>	<p>Entrée items served are exempt on the day of or day after service in the program meal.</p>

Nutrient	Allowable à la Carte, Vending, and Regulated Fundraising Items	Exemptions
Saturated Fats	<10% calories from saturated fat as served	<p>Entrée items served are exempt on the day of or day after service in the program meal.</p> <p>Reduced fat cheese (including part-skim mozzarella).</p> <p>Nuts and seeds and nut/seed butters.</p> <p>Products consisting of only dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats.</p> <p>Combination products when sold beyond day of service or day after service are not exempt and must meet all the nutrient standards.</p>
Trans Fat	0 g per portion	
Total Fats	≤35% calories from total fat as served	<p>Entrée items served are exempt on the day of or day after service in the program meal.</p> <p>Reduced fat cheese (including part-skim mozzarella).</p> <p>Nuts and seeds and nut/seed butters.</p> <p>Products consisting of only dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats.</p> <p>Seafood with no added fat.</p> <p>Combination products when sold beyond day of service or day after service are not exempt and must meet all the nutrient standards.</p>
Sugar	≤35% of weight from total sugar as served	<p>Entrée items served are exempt on the day of or day after service in the program meal.</p> <p>Dried whole fruits or vegetables; dried whole fruit or vegetable pieces; and dehydrated fruits or vegetables with no added nutritive sweeteners.</p> <p>Dried whole fruits, or pieces, with nutritive sweeteners that are required for processing and/or palatability purposes (i.e., cranberries, tart cherries or blueberries).</p> <p>Products consisting of only exempt dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats.</p>
Dietary Fiber/ Whole Grain	≥50% whole grains by weight or have whole grains as the first ingredient	
Sugar-Free Chewing Gum		Sugar-free chewing gum is exempt from all competitive food standards.

Accompaniments/ Condiments	Must be included in the nutrient profile as part of the food item served and meet all standards	
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Beverages Table		
Beverage	Allowable à la Carte, Vending, and Regulated Fundraising Items	Exemptions
Milk	Low-fat milk, unflavored, or nonfat milk, flavored or unflavored, including nutritionally equivalent milk alternatives as permitted by NSLP*: <ul style="list-style-type: none"> • Elementary School ≤8 fl oz • Middle and High School ≤12 fl oz 	
Fruit/Vegetable Juice	100% fruit/vegetable juice, or 100% fruit/vegetable juice diluted with water (with or without carbonation) and no added sweeteners: <ul style="list-style-type: none"> • Elementary School ≤8 fl oz • Middle and High School ≤12 fl oz 	
Water	Plain or plain carbonated water in any size	
Caffeine	<ul style="list-style-type: none"> • Elementary and Middle School: Foods and beverages must be caffeine-free with the exception of trace amounts of naturally occurring caffeine substances. • High School: Foods and beverages may contain caffeine. 	
Other Flavored and/or Carbonated Beverages	<ul style="list-style-type: none"> • Elementary or Middle School: None allowed. • High School: <ul style="list-style-type: none"> – Contain ≤5 calories per 8 fl oz, or ≤10 calories per 20 fl oz in sizes ≤20 fl oz – Contain ≤40 calories per 8 fl oz, or ≤60 calories per 12 fl oz in sizes ≤12 fl oz 	

*National School Lunch Program

Fund-Raisers:

Regulated fundraisers are those that offer the sale of foods or beverages on school property and that are targeted primarily to students by or through other students, student groups, school organizations, or on-campus school stores. Regulated fundraising activities must comply with the state nutrition guidelines set out above. Fundraisers involving foods that do not meet state guidelines will not be permitted from midnight to 30 minutes after the last bell. All other fundraising activities are encouraged, but not required, to comply with these guidelines if the activities involve food and beverages. Non-food fundraisers are strongly encouraged. A list of non-food

Classrooms

Any food or beverages used as awards, rewards, or incentives must meet the guidelines set out above. (Contact STC Food Service Director or see the District's web site (Student handbook) for a list of approved foods.) Classroom treats brought into the building must meet the nutritional guidelines as listed in the "Food" section above and must be commercially packaged. **Treats made at home will not be permitted.**



Foods and beverages will not be used as a rewards or withheld as punishment for any reason, such as for performance or behavior.

Adult staff are strongly encouraged to model the Wellness Guidelines for students.

Assessment

A Wellness committee comprised of a parent representative/general public, a student representative, Director of Food Service, a teacher, a school nurse, physical education teacher, school board member and an administrator will monitor and evaluate the implementation of this policy. Administration (superintendent) will appoint the chair of the Wellness Committee.

The Wellness Committee will present a written report to the Board of Education in June of each year. The report will contain a yearly update and any recommendations for changes/modifications of the policy. The report will be posted on the website.

District informs and updates the public per the website of the content and implementation of the wellness policy including progress made in attaining the goals of the policy.

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which schools under the jurisdiction of the District are in compliance with the wellness policy.
- The extent to which the District's wellness policy compares to the Alliance for a Healthier Generation's model wellness policy; and
- A description of the progress made in attaining the goals of the District's wellness policy.

The position/person responsible for managing the triennial assessment and contact information is Food Service Director.

(July 19, 2006; September 20, 2010; July 9, 2012; January 19, 2015, September 21, 2015, November 6, 2017)

