



Starmont Middle/High School Handbook

WELCOME BACK

The Staff and Administration of Starmont Middle School and High School welcome you to the 2018-2019 school year. You are valued as an individual, unique in your merits, and we look forward to a very rewarding year as you prepare to live your dreams.

Starmont Middle School and High School are committed to providing a safe, exciting, and motivating educational experience where our students can explore a variety of educational and extra-curricular programs. This handbook will provide you and your family with information concerning our school, its opportunities, programming, and regulations that are necessary in providing a safe, quality educational environment. Please read through it and familiarize yourselves with it and use it as a reference when questions arise.

Starmont Middle/High School is very proud of its facilities, staff, programs, and most importantly, its students. Please contact the school with any concerns or questions that you have throughout the year.

***Working together we will have an outstanding
2018 - 2019 school year.***

TELEPHONE NUMBERS

Superintendent	933-4598
District FAX	933-2134
Middle/High School Principal.....	933-2218
Attendance (6 th -12 th)	933-2218
Business Manager	933-4598
MS/HS - Lamont Number	924-2016
Elementary Center	933-2238
Bus Garage	933-4372
Buildings & Grounds.....	933-4008

***Be Proud To Be A
Starmont Star!***

www.starmont.k12.ia.us

Table of Contents

Opening Statements

Starmont Community School District's Mission Statement.....	1
Starmont Community School District's Beliefs	1
Starmont Middle/High School's Mission	1
Educational Goals	1
Equity Statement	1
Middle School/High School Faculty.....	2
School Song/ Conference/Colors/School Mascot.....	4
School History	4
Jurisdictional and Behavioral Expectations Statement	5
Definitions.....	6
School Fees	6
Demographic Forms.....	6
2018-19 Starmont Community School District's Calendar	7
Good Conduct Policy	8
Student Attendance	
Mandatory Attendance.....	15
School Attendance	15
Punctuality	15
Unexcused Tardy Policy	15
Rationale for Tardy Policy.....	15
Absences	16
Excused Absences.....	16
Prior Approval for Excused Absences	17
Unexcused Absences	17
Unexcused Absence Consequences	17
Absence Due to Suspension.....	17
Excessive Absences	17
Make-Up Work	18
Attendance and Co-curricular Activities	18
Leaving School During School Hours	18
Truancy	18
College Visitation	19
Inclement Weather	19
Student Health, Well-Being & Safety	
School Day.....	20
Haw-I Insurance for Children	20
Immunizations.....	20
Physical Examinations	20
School Dental Screenings	20
Emergency Drills	21
School Nurse.....	21
Administration of Medication.....	21
Student Illness or Injury at School.....	21
Communicable and Infectious Diseases	22

Health Screening	22
Homeless Liaison.....	22
Harassment and Bullying.....	23
Possible Consequences for Inappropriate Student Behavior	29
Video Surveillance Camera Policy.....	29
Due Process.....	30
Allegations of Abuse of Students by School Employees.....	30
Equity Policy.....	30
Physical Restraint of Students	32
Student Activities	
Assembly Programs	33
Field Trips	33
Student Organizations	33
Student Funds and Fund Raising	33
Use of School Facilities	34
Social Events.....	34
Dance Regulations	34
Class Officer/Student Council Representatives	34
Class Meetings	35
Student Council.....	36
National Honor Society.....	36
Student Activity Tickets	36
Student Records (Open Records Law).....	36
Student Rights and Responsibilities	
Student Searches	38
Threats of Violence	39
Internet Usage Policy	40
Plagiarism	49
Dress Code.....	49
Care of School Property.....	50
Driving/Biking to School and Parking.....	50
Hall Passes	50
Illegal Items Found in School or in Students' Possession	51
Cheating	51
Dual Enrollment Students	51
Electronic/Technological Devices	51
Posting of Information	52
Student Scholastic Achievement	
Grade Reports	53
Homework.....	53
Human Growth and Development	53
Open Enrollment.....	54
Class Loads	54
Study Hall	57
Honor Roll and Academic Honors.....	58
Academic Eligibility for Extracurricular Activities.....	58
Graduation.....	58

Miscellaneous

Telephone Calls and Use of Telephone	59
Announcements.....	59
Visitors to School.....	59
Legal Status of Student	59
Lunch	59
Breakfast and Lunch Policy.....	59
Bus Discipline Procedures	61
Media Center.....	62
Problem Solving.....	63
School Counseling Program	63
Student Testing	64
Scholarships	64
Citizenship	64
Release of Student Information	64
Inspection of Educational Materials	65
Campus Restriction.....	71
School Expenses	71
Sportsmanship.....	71
Student Behavior.....	71
Tobacco, Alcohol, Controlled Substances and Weapons	72
Weapons Statement.....	72

Discipline

Discipline Procedure.....	73
Discipline Referrals	73

Other

Back Packs	74
Book Rental	74
Church/Family Night	74
Course Fees	74
Eighteen Year Olds	74
Corporal Punishment, Restraint, and Physical Confinement and Detention	74
Professional Staff Qualifications	74
Citizen's Complaints About School Employees	75
Pop or Food.....	75
Protective Devices	76
Signs/Banners/Posters.....	76
Drones or Unmanned Aerial Vehicles.....	76-77

Map of the Starmont Community School Building	Back Cover
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Opening Statements

Starmont Community School District's Mission Statement

Empowering all students with knowledge, skills, and attitudes necessary for responsible, productive, fulfilling lives.

Starmont Community School District's Beliefs

Every individual has dignity and worth. Every individual deserves to be treated with respect. Every individual is a life-long learner. Every individual has the right to an environment that promotes learning. Every individual needs positive role models; positive attitudes and enthusiasm are contagious. A school's success is the responsibility of school staff members, parents, community members, and students. Individual success is the result of persistent efforts. Group success is based on trust and communication. A zest for learning is enhanced by addressing individual needs and interests.

Starmont Middle School/High School's Mission/Vision Statements

Our purpose is to guarantee a competent graduate who possesses the knowledge, skills, and attitudes necessary to become a responsible, contributing, productive member of society. We will provide the necessary resources; an enthusiastic, dedicated staff; teaching and continually monitoring a challenging vertically and horizontally articulated curriculum; in an environment conducive to learning.

We Believe . . .

- Every individual has dignity and worth.
- Every individual deserves to be treated with respect.
- Every individual is a life-long learner.
- Every individual has the right to an environment that promotes learning.
- Every individual needs positive role models; positive attitudes and enthusiasm are contagious.
- A school's success is the responsibility of school staff members, parents, community members, and students.
- Individual success is the result of persistent efforts.
- Group success is based on trust and communication.
- A zest for learning is enhanced by addressing individual needs and interests.

We envision a school with:

- high expectations
- academic emphasis
- frequent monitoring of student progress
- safe and orderly environment
- instructional leadership
- home/school partnership

Starmont students will acquire the

knowledge and skills needed to become:

- responsible, productive citizens
- effective communicators
- collaborative workers
- creative thinkers
- critical thinkers
- healthy people
- life-long learners

Equity Statement

The Starmont Community School District does not intentionally discriminate on the basis of sex, race and color, national origin, religion and creed, age, marital/parental status, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, or socioeconomic status or familial status in its educational programs, activities, or employment practices, or as otherwise prohibited by statute or regulation. If you believe such discrimination has occurred and want to receive more information about the grievance procedure, please contact Angie Bergan Middle/High School Counselor/Equity Coordinator at 3202 40th Street, Arlington, Iowa 50606, abergan@starmont.k12.ia.us, or call (563) 933-2218.

Grades 6th-12th Staff

Michael Augustine	8-12 Science, Coach-Football, Wrestling
Ashley Becker	Coach-Ast Cross Country
Janet Becker	9-12 Math, Technology Coordinator, At-Risk Coordinator
Jon Becker	Maintenance
Michelle Becker	Custodian
Jerry Bentley	Coach-Football/Boys' Track/ Girls' Basketball
Angie Bergan	6-12 Counselor
Laura Bilden	TLC
Cristen Bockenstedt	Central Office
Ty Brown	7/8 Volleyball, 7/8 Girls' Track
Terra Corbin	ParaEducator, Prom Sponsor
Jill Cordes	Special Education, ESL Coordinator
Eric Cottrell	Coach-Baseball
Cam Francois	ParaEducator
Anita Frisch	Spanish, Spanish Club Sponsor
Julia Gamm	Secretary
Roger Gifford	Coach-Assistant Girls' Track
Lois Goedken	Coach-JV Volleyball, JV Softball
Robert Goedken	Coach-Volleyball
Charles Gruman	8-12 Math/Coach-Cross Country
Rachael Hach	Social Worker
Suzy Hamlett	Special Education/MS & HS Student Council Sponsor
Lenny Hansel	Custodian
T.J. Hansel	9-12 Language Arts & Reading
Troy Heller	Superintendent
Derek Hosch	7-12 Social Studies, Coach-7/8 Football, 7/8 Assistant Track
Robyn Hosch	District Secretary, Business Manager
Colton Janssen	Coach-JV Baseball, JV Basketball
Samantha Jennerjohn	Wrestling Cheerleading Sponsor
Kelly Newell	9-10 Language Arts, Special Education, MS Play
Amanda Knox	7-12 Art, Yearbook, Speech, High School Play, Virtual Reality
Matt Lee	P.E./ Coach-Football, Boys' Track, 7/8 Basketball
Duane Lowry	Coach- Boys' Basketball
Allison McIntyre	K-12 Vocal Music
Robbie McIntyre	5-12 Band
Jake Munger	Coach-Wrestling, 7/8 Football
Susie Norberg	K-12 Media Center
Troy Northrop	6-12 Business, DECA
Lisa Pope	ParaEducator
Becky Reed	ParaEducator
Roger Reed	Industrial Tech./Coach-Football, Girl's Track, Softball, 7/8 Wrestling
Michelle Stille	6-12 Science
Samantha Speaker	6-7 Language Arts & Reading, 6 th Study Skills
Diane Sperfslage	Librarian

Jackie Sellner.....	7-8 Language Arts & Reading
Cathy Smith	Principal's Secretary/AD Secretary
Rachael Stecklein.....	Agriculture, FFA Sponsor
Elizabeth Weets.....	ParaEducator
Kathleen Sweet	K-12 TAG, K-6 Art
Darryl Syverson	Coach-Boy's Golf & 7/8 Girls' Basketball
Samantha Thiese.....	Special Education
Maggie Tucker.....	6-12 Family & Consumer Science/Health
Sara Walter.....	6-12 Math
Debbie Watson.....	Nurse
Judy Weston.....	Food Service
Chad Whittle.....	6-12 Social Studies/AD, 7/8 Boys & Girls' Basketball
Jason Yessak.....	6-12 Principal
Janet Zitelman.....	ParaEducator

School Song

(Iowa Fight Song)

WHAT'S THE WORD? FIGHT, FIGHT, FIGHT.
The word is FIGHT, FIGHT, FIGHT for Starmont High,
Let every Starmont backer sing.
The word is FIGHT, FIGHT, FIGHT for Starmont High,
Until the walls and rafters ring. U-Rah!
The word is CHEER, CHEER, CHEER for Starmont High,
We're gonna cheer until we hear the final gun.
The word is FIGHT, FIGHT, FIGHT for Starmont High,
Until the game is won.

Conference:

Tri Rivers Conference

Colors:

Black, Old Gold, and White

School Mascot

Starmont Star

School History

The strength, pride, and excellence that characterize the Starmont district are deeply rooted in over one hundred years of tradition. In the fall of 1964, the three communities of Strawberry Point, Arlington, and Lamont merged their school districts and opened their doors as one educational system. By taking a segment of each community's name, the name STARMONT was adopted.

Starmont is fully accredited by the Iowa Department of Education. Starmont consists of an elementary, middle, and high school educational structure. The high school structure was built in 1964 and the early childhood through eighth grade students have occupied the newer parts of the building since the 1991-92 school year.

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 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 Starmont High School office 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. 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 Board Secretary at registration for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Demographic Forms

At the beginning of each school year, parents must file a demographic form with the office providing student and family information including 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 demographic form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the office if the information on the demographic form changes during the school year.

2018-2019 School Calendar

1080 hours minimum

Final – 4/9/2018

Summary of Calendar:

Days in classroom:
First Semester . . . 81
Second Semester 94
TOTAL CALENDAR
DAYS **180**

CALENDAR LEGEND

Start/End	
Comp. Day	
Noon Dismissal	
1:00 Dismissal	
2:00 Dismissal	
½ Clerical	
Inservice	
P/T Conference	
Quarters	
Holidays	
Vacation Days	

HOLIDAYS:

Labor Day
(9/3)
Thanksgiving Day
(11/22)
Christmas Day
(12/25)
New Year's Day
(1/1)
Good Friday
(4/19)
Memorial Day
(5/27)

SNOW MAKE-UP

DAYS:
All weather-related
days are added to the
end and will normally
be made up.

Full Day = 6.84 hrs.
2:00 Dismissal = 5.42
hrs.
1:00 Dismissal = 4.42
hrs.
Noon Dismissal = 3.42
hrs.

August					Student Hours	S.D	T. D
M	T	W	Th	F			
		01	02	03			
06	07	08	09	10			
13	14	15	16	17			
20	21	22	23	24	13.68	2	5
27	28	29	30	31	47.88	7	10
September							
03	04	05	06	07	75.24	11	15
10	11	12	13	14	109.44	16	20
17	18	19	20	21	136.80	21	25
24	25	26	27	28	171.00	26	30
October							
01	02	03	04	05	205.20	31	35
08	09	10	11	12	239.40	36	40
15	16	17	18	19	273.60	40	45
22	23	24	25	26	300.96	45	50
29	30	31			321.48	48	53
November							
		01	02		335.16	50	55
05	06	07	08	09	369.36	55	60
12	13	14	15	16	403.56	60	65
19	20	21	22	23	422.66	62	68
26	27	28	29	30	456.86	67	73
December							
03	04	05	06	07	491.06	72	78
10	11	12	13	14	525.26	77	83
17	18	19	20	21	551.20	81	88
24	25	26	27	28			89
31							
January							
	01	02	03	04		0	92
07	08	09	10	11	585.40	86	97
14	15	16	17	18	619.60	91	102
21	22	23	24	25	653.80	96	107
28	29	30	31		681.16	100	111
February							
				01	688.00	101	112
04	05	06	07	08	722.20	106	117
11	12	13	14	15	756.40	111	122
18	19	20	21	22	783.76	115	127
25	26	27	28		811.12	119	131
March							
				01	817.96	120	132
04	05	06	07	08	852.16	125	137
11	12	13	14	15	886.36	130	142
18	19	20	21	22	913.72	134	147
25	26	27	28	29	847.92	139	152
April							
01	02	03	04	05	982.12	144	157
08	09	10	11	12	1016.32	149	162
15	16	17	18	19	1036.84	152	167
22	23	24	25	26	1064.20	156	171
29	30				1077.88	158	173
May							
		01	02	03	1098.40	161	176
06	07	08	09	10	1132.60	166	181
13	14	15	16	17	1166.80	171	186
20	21	22	23	24	1190.74	175	190
27	28	29	30	31			
						175	190

Date	Events
August	
6	Registration – 1:00-8:00 pm
17	New Teacher Orientation
20	Workday
21	Orientation/Speaker/Open House
22	Professional Development – Full Day
23	1 st Day of Semester
September	
3	Labor Day (No School)
17	No School - PD
October	
19	End of 1 st Quarter
22	No School – ½ PD, ½ Clerical
30	P/T Conf. 3:45 – 7:45
November	
01	P/T Conf. 3:45 – 7:30
02	No School – Comp. Day
21	2:00 Dismissal – Thanksgiving Break
22-23	No School - Thanksgiving
December	
17	No School - PD
21	2:00 Dismissal/End of 2 nd Quarter/1 st Semester
24 – 31	Winter Vacation – No School
January	
1-2	No School – Winter Break
3	No School - PD
4	No School – ½ PD, ½ Clerical
7	Classes Resume/Begin 2 nd Semester
February	
18	No School - PD
March	
13	End of 3 rd Quarter
18	No School – ½ PD, ½ Clerical
26	P/T Conf. – 3:45 – 7:45
28	P/T Conf. – 3:45 – 7:30
29	No School – Comp Day
April	
18	No School – PD
19	No School – Good Friday
22	No School – Spring Break
May	
19	Commencement
23	Noon Dismissal - End of 4 th Quarter/ 2 nd Semester; ½ Teacher Clerical

Starmont Middle School/- High School

2018-2019 Good Conduct Policy

Academic Eligibility/Good Conduct Policy for Athletic and Fine Arts Activities

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

The Good Conduct Policy shall include but not be limited to the following student activities: Athletics, instrumental, and vocal music performances, drama productions, speech contests, FFA, FHA, FBLA/DECA, Quiz Bowl, Science Bowl, National Honor Society, all co-curricular and service clubs, all honorary and elected offices (e.g., Homecoming King/Queen/court, class officer, student government officer or representative), state performances and contests for cheerleading and dance team, or any other activity where the student represents the school (district) outside the classroom. **Please note that individual activities have specific guidelines in place highlighting eligibility criteria.**

Academic Eligibility

To be eligible for an activity, students participating must

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

7-12 Grade Students – Athletic & Extracurricular Participation:

- Students must be enrolled in at least 5 classes.
- A student's eligibility to participate in any 7th - 12th grade extra-curricular or co-curricular activities at Starmont will be determined after three weeks of each grading period and then on a weekly basis through the end of the grading period. Participation in these activities is considered a privilege and students must maintain reasonable academic standing in order to participate. In addition, at the end of each semester, a determination will be made based on semester grades. Students failing a course each week after the third week are ineligible for one calendar week. High School students failing a course at

the end of the semester are ineligible for 30 calendar days, while Junior High students will be ineligible for two weeks. On Mondays, teachers will submit grades to the office prior to 8:00 a.m. Students with any failing grades (F) will not be eligible to participate in extra- or co-curricular activities for a week, from noon on Tuesday to noon on the following Tuesday. If school is not held on Monday, the above will apply on the first day of school of the week. Due to particular circumstances, it may be the case that a student with a failing grade may be removed from the ineligibility list by administration due to circumstances beyond the student's control. Those circumstances may include work not yet completed due to extended illness or other unforeseen circumstances or clerical errors on behalf of the teacher.

- Students with individual education plans (IEPs) shall not be denied eligibility on the basis of scholarship within the IEP goal area, if the student is making adequate progress toward the goals and objectives in the student's IEP, as determined by the special education teacher and principal.
- If a student transfers to Starmont and is considered to be ineligible for any reason at the school from which they are transferring, they will also be considered to be ineligible for a like period of time as per the eligibility policies established by the Starmont Community School District.
- If students have not met the above criteria, they will be allowed to continue practicing but will be ineligible to participate in any contest, game, or performance for (30) thirty consecutive calendar days in the extracurricular activity. If games have not begun in the activity in which the ineligibility will apply, then the (30) thirty day period of ineligibility will begin on that day when the applicable athletic association or union authorizes for that activity to begin playing games. After the (30) thirty day period, eligibility will be reinstated and the student will be allowed to participate fully in the activity.

Good Conduct Rules

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

For the purposes of this policy, a student is considered a high school student on the first day of summer vacation following the completion of his/her eighth grade academic year.

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

- possession, use, or purchase of tobacco and nicotine products; including, but not limited to cigarettes, nicotine chew, snus, dissolvables, electronic cigarettes, any electronic devices that can be used to deliver nicotine to the person inhaling from the device, and any other look-alike products in which the original would include tobacco, and/or nicotine and/or other nicotine products, regardless of the student's age;
- possession, use, or purchase of alcoholic beverages, including beer and wine ("use" includes having the odor of alcohol on one's breath);

- being in a car or in attendance at a function or party where drugs are being used illegally or where alcohol is being consumed illegally by minors and not making a legitimate attempt to leave; this is known as “mere presence.” If a student is in a situation where drugs are being consumed, illegally by minors, the student options are:
 - Leave immediately. An intention to leave or serving as a designated driver will not be considered a defense to a “mere presence” violation.
 - Apply reverse peer pressure to convince the persons responsible for bringing the contraband substances to leave the party and take the drugs/alcohol with them.
 - Contract a parent or responsible adult and have them come and get you as soon as possible.
- possession, use, or purchase of illegal drugs, controlled substances, imitation controlled substances or drug paraphernalia or the unauthorized possession, use, or purchase of otherwise lawful drugs;
- engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- In the event that a student makes a statement or statements that he/she is aware are false, when questioned about a violation, the penalty will automatically increase to the next succeeding level.
- Assault or physically abuse any person.
- Hazing, harassment, or verbal abuse of any person.
- Damage, destroy, vandalize, or steal school property and/or personal property of others.

Any student behavior which violates both the Student Code of Conduct and this Good Conduct Policy will incur penalties under both policies.

Determination of a Violation

When it comes to the attention of school officials that a student is suspected of violating the Starmont Good Conduct Policy or the rules of a specific extracurricular activity, the principal will determine whether the student has committed a violation. A student(s) will be found in violation if their infraction was witnessed by a law enforcement officer or a Starmont School employee, if the student confesses to the infraction to school officials, if the students' parent(s) admits their child's involvement in a violation, or if the school receives notification from the County Attorney's Office.

Prior to making a final determination that there has been a violation, the Principal shall: notify the student, orally or in writing, of the allegations against the student and the basis of the allegations and give the student an opportunity to respond to the allegations.

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

A violation will be found if it is determined that it is more likely than not that the student violated the Good Conduct Policy, during the school year or summer. Once the determination

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

Consequences for Violations:

Consequences for violation of this policy will be enforced over a student's middle school career and over his/her senior high school career. Violations will not carry over from the student's middle school years to his/her senior high years.

If a student is found to be in violation of the Good Conduct Policy, the student is subject to the following consequences:

Honesty Clause: If a student comes forward to a head coach, middle/high school principal, activities director, or activity sponsor to admit (self-report) a violation of the Starmont Good Conduct Policy within twenty-four (24 hours) after it occurs and provides complete and accurate facts about his/her involvement, the student's consequence may be reduced by one game/event. This may be used only on the First Offense.

First Offense:

- a. The student will be ineligible for 25% of an athletic season or an appropriate portion of a co-curricular season specified in the contract developed for each co-curricular activity. AND
- b. The student will be required to serve (5) five hours of community service. The community service must be approved by administration and completed before reinstatement of eligibility. Community service must be done outside of the school. Court ordered community service does not count toward this requirement. AND
- c. The student will be required to write a reflective letter explaining the violation and the steps that will be taken to prevent a future violation. This reflective letter must be at least 250 words. This reflective letter must also be completed before reinstatement of eligibility. This reflective letter must be presented to and approved by the middle/high school principal and/or activities director. AND
- d. If the student has served this violation and remains violation free for 1 year (365 days) their next offense will be treated as a First Offense.

Second Offense:

- a. The student will be ineligible for 50% of an athletic season or an appropriate portion of a co-curricular season specified in the contract developed for each co-curricular activity. AND
- b. The student will be required to serve (10) ten hours of community service. The community service must be approved by administration and completed before reinstatement of eligibility. Community service must be done outside of the school. Court ordered community service does not count toward this requirement. AND

- c. The student will be required to write a reflective letter explaining the violation and the steps that will be taken to prevent a future violation. This reflective letter must be at least 250 words. This reflective letter must also be completed before reinstatement of eligibility. This reflective letter must be presented to and approved by the middle/high school principal and/or activities director. AND
- d. Counseling options may be discussed at the student's expense. AND
- e. If the student has served this violation and remains violation free for 1 year (365 days) their next offense will be treated as a First Offense.

Third or More Offense:

- a. The student will be ineligible for 1 year (365 days) or an appropriate portion of a co-curricular season specified in the contract developed for each extracurricular activity. AND
- b. The student will be required to serve (20) twenty hours of community service. The community service must be approved by administration and completed before reinstatement of eligibility. Community service must be done outside of the school. Court ordered community service does not count toward this requirement. AND
- c. The student will be required to write a reflective letter explaining the violation and the steps that will be taken to prevent a future violation. This reflective letter must be at least 250 words. This reflective letter must also be completed before reinstatement of eligibility. This reflective letter must be presented to and approved by the middle/high school principal and/or activities director. AND
- d. Counseling options may be discussed at the student's expense. AND
- e. If the student has served this violation and remains violation free for 1 year (365 days) their next offense will be treated as a First Offense.

If violations occur in the middle of an activity, the loss of eligibility will carry over to the next activity, until the suspension is completed.

- The student who is serving a period of ineligibility will be ineligible for all extra-curricular activities that fall under the good conduct policy during the period of ineligibility.
- The period of ineligibility begins immediately upon a finding of a violation if the student is currently engaged in an activity. If the student is not currently participating in an activity, the penalty will carry over to the next activity in which the student is a bona fide participant. Likewise, if the penalty has not been satisfied during the student's current activity, the remainder of the penalty will carry over to the next activity in which the student chooses to participate.
- However, if the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation.
- An ineligible student shall attend all practices or rehearsals but may not "suit up" nor perform/participate. If a student drops out of an activity prior to completion of the period of ineligibility, the student will not receive credit for the period of ineligibility served and the full period of ineligibility for the student's violation will begin when the student participates in another activity. For a student to receive credit for service for a period of ineligibility, a student must complete the entirety of the activity season.

- An exception to the previous two points occurs during the third violation. During a twelve month period of ineligibility, an ineligible student shall not be allowed to attend practices. However, they must begin team practice at the beginning of the sports season in which their eligibility is reinstated to be eligible for that season.
- Students found in violation may not join an activity that has already begun in order to receive credit for service of a period of ineligibility.

Violation occurring during ineligibility:

If a student is ineligible at the time of a violation of the Good Conduct Policy, the consequence for the subsequent offense will begin at the completion of the student's completion of the consequences related to the prior offense.

Bona fide participation:

Students must be bona fide participants, meaning they must have participated in the activity prior in their middle school or high school careers or they are a current participant in the activity to serve the consequences. This is to prevent students from joining an extra-curricular activity just to serve their consequences.

Multiple participation:

Students in violation are ineligible for all of the activities in which they presently participate.

Transfer Students:

If a student transfers in from another school and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Policy in the previous school, the student shall be ineligible until the period of ineligibility is completed.

Academic Consequences:

Any student behavior which violates both the Student Code of Conduct and this Good Conduct Policy will incur penalties under both sets of rules and regulations.

Suspensions:

If a student has earned an In School Suspension (ISS) or Out of School Suspension (OSS), they are ineligible to participate in practices and/or compete in activities for the entire length of the suspension.

Letters and Awards:

Students who are ineligible at the conclusion of an activity shall not receive a letter or award for that activity. Any good conduct violations during the school year disqualify a student from being eligible for Athlete of the Year awards, Bernie Saggau, Army, Marine, and other similar awards.

Appeals:

When a student's behavior results in a first violation of the Good Conduct Policy, the decision of the Principal will be final and no further appeal will be allowed. When a student's behavior results in a second violation of the Good Conduct Policy, the decision of the Principal may be appealed to the Superintendent. The appeal to the Superintendent shall be in writing

and delivered to the Superintendent or the Superintendent's Secretary within three (3) school days of receipt of the Principal's decision. The appeal to the Superintendent shall specify the reasons for the appeal and all supporting information and facts. The Superintendent shall review the results of the investigation conducted by the Principal and the student's objection within five (5) school days of receipt of the written request for appeal. The Superintendent shall provide a written decision to the Principal, the student and/or the student's parents within five (5) school days of considering the appeal. The Superintendent's decision will be final and no further appeal will be allowed.

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

During the appeal process, the student shall remain ineligible pending a decision on the student's appeal.

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

**Academic Eligibility/Good Conduct Policy/Insurance Waiver Form
Needs To Be On File In The Office Before Any Student/Athlete Will
Be Allowed To Participate!**

School Attendance

Mandatory Attendance

According to Section 299.1 of the Iowa Code, the parent, guardian, or legal or actual custodian of a child who is of compulsory attendance age is accountable for the child's attendance at school. Section 299.1A of the Iowa Code mandates that children who have reached the age of five and are under sixteen years of age by September 15 are of compulsory attendance age for that school year.

School Attendance

Regular attendance is absolutely necessary for a student to gain the maximum benefit from his or her educational experience. More and more employers, colleges, and vocational schools are checking on attendance records for absenteeism and tardiness. They are aware that good and prompt attendance develops dependability in a student. There is an obvious correlation between achievement and attendance. The Board of Education supports this view by adopting the following rules and regulations concerning attendance.

Punctuality

It is important for students to arrive to school and class on time. Students who arrive late to class interrupt the learning process for the whole class. Students who arrive late to class or school shall be considered tardy.

Unexcused Tardy Policy

Infraction	Consequence
1 st Tardy	Teacher Warning and documentation
2 nd Tardy	Teacher Warning and written or verbal communication with the parent/guardian
3 rd Tardy	Before or after school 30-minute detention with the teacher, an ODR and parent notification
4 th Tardy	Before or after school one-hour detention with the principal or his/her designee, an ODR and parent notification.
5 + Tardies	Administrative Intervention

Students begin each semester with zero tardies.

Rationale for Tardy Policy

Academic success is directly correlated to attendance and tardies. Administrators, counselors, teachers, parents, and students must work together to make sure students are present and on time to each class of the day. There must also be a strong effort by each person in the school to help students arrive to class on time and be prepared to learn.

This policy will work only if each and every person involved participates consistently to implement this policy. It is divided into the following areas:

- Student participation
- Teacher participation
- Parent participation
- Implementation of an effective tardy policy with interventions
- Consistent enforcement of the policy by staff
- Each person has a role:

Students: Students will arrive to each and every class on time. They will attend lunch detention and all other assigned interventions.

Parents: Parents will support their child in arriving to school on time and to arrive to each class period on time. Parents will communicate with teachers and administrators and support the discipline process.

Administrators: Administrators will support the teachers by assigning and monitoring detentions, suspension, and all other interventions.

Teachers: Teachers will make every effort to monitor the hallways during passing times for at least two minutes while greeting students at the door, keep the student traffic moving and be a positive adult presence, and show students that teachers do want them to be on time. Teachers will record attendance.

Absences

Parents will notify the school each time their son/daughter is absent and provide documentation of the absence if requested by the principal or designee. When dealing with attendance issues, the principal or designee will make the final determination whether the absence is considered excused or unexcused. Parents or guardians are expected to telephone the school office to report student absences that did not receive a prior approval form by 8:30 a.m. on the day the absence occurs. If a call has not been made by 8:30 a.m., an effort will be made to contact a parent or guardian. Emails are not an acceptable form of notification in reporting an absence.

Excused Absences

The following absences may be identified as possible excused absences. The principal or designee may request documentation or verification for any of the following absences and may consider an excess of absences (beyond a reasonable amount) as unexcused truant days. The following are possible excused absences:

- Personal illness
- Death in the family
- Emergency in the family
- Bereavement
- Medical appointments which cannot be arranged outside of school time (requires prior approval form)
- Court appearances (requires prior approval form)
- Family activity that is cleared in advance (requires prior approval form)
- School sponsored activity (requires prior approval form)
- College visit (requires prior approval form)
- Working at home (not for the purpose of hire)

Permission for absences that require a prior approval form must be obtained in advance of the absence from school. Failure to obtain prior permission may result in the absence being considered unexcused.

Prior Approval for Excused Absences

When a student knows that they will be absent they must come to the office with a note or phone call from a parent or guardian for a prior approval absence form. This form is then to be presented by the student to the teacher so as to:

- Inform that teacher that an absence is going to occur
- Receive assignments that will be missed
- Receive other information and instructions concerning the class that will be missed such as labs and tests

Unexcused Absences

Unexcused absences will include, but not limited to, the following:

- Class cuts
- Parent or student falsely informing the school about the reason(s) for the absence
- Tanning/hair appointments
- Absences that have not been pre-arranged and pre-approved as excused
- Requested parental absence in excess
- Other absences that are deemed as unexcused absences by the principal or designee
- Leaving school to go get lunch

Unexcused Absence Consequences

Unexcused absences are cumulative during the school year and do not need to be in the same class.

First unexcused absence: One day in-school suspension

Second unexcused absence: Three day in-school suspension

Third unexcused absence: Removal from the effected class with a failing grade

Absence Due To Suspension

If a student is serving any type of suspension, school work will be provided and that student will have every opportunity to turn in work or make up any tests or quizzes that took place during the suspension.

Excessive Absences

Student absence of ten days or more in a semester will be considered excessive and will be reviewed. One or more of the following actions could occur as a result of excessive absence from school:

- Referral to the school counselor
- Conference with parents and building principal
- Referral to Keystone AEA
- Referral to the Department of Human Services
- Referral to County Attorney

Make-Up Work

If a student is absent, they need to pick up an absentee form from the office as soon as they return to school. A student has one additional day for each day of absence to turn in make-up work assigned except when the absence has been more than three consecutive days. In this case, more time may be given dependent upon the individual case. The principal and student will determine when make-up work will be due. If a student knows that an absence will occur, the student should contact the office in advance of the absence and pick up an absentee form. Advance make-up work should be completed, if possible, before the absence takes place. Work not handed in by the make-up deadline will receive zero credit. (From Starmont Policy 501.1)

Attendance and Co-curricular Activities

Students that are not in school before 11:40 a.m., or that miss the last three periods of the day, will not be eligible for participation in any after school practice, competitions, or performances. This would include, but not limited to, student illness, missing the bus, other transportation problems, and unexcused absences. Students missing school with prior approval permission are not subject to this regulation. It is recommended that if you are missing school with a prior approval to let your coach or activity sponsor know ahead of time about your absence.

Leaving School During School Hours

Students will not be allowed to leave the school building while classes are in session. Any student leaving the building during the school day must be signed out of the principal's office as a result of a previously approved and excused parental request. Any student leaving the school without proper permission will be considered unexcused and will be subject to the unexcused absence consequence found above.

Truancy

Truancy shall be defined as failure to attend school without excused reason, Iowa Code #299.8. The principal may refer to the County Attorney's office a student and his or her parent for violation of the compulsory attendance laws for excessive excused absences, Iowa Code # 299.5A.

If a child is truant from school, district officials shall make every reasonable attempt to secure the child's attendance and document in writing all such efforts, Iowa Code # 299.5A. However, if a child of compulsory attendance age who is enrolled in the district is truant for more than 6 (six) days per year, the truancy officer or building principal shall notify the County Attorney in writing, of the apparent violation of the compulsory attendance law by the child and the child's parent or guardian, Iowa Code #299.11. In addition, the building principal may impose discipline on the truant child in accordance with the district's attendance policy, Iowa Code #299.9.

The superintendent or designee shall notify the nearest office of the Department of Transportation at any time a student over the compulsory attendance age drops out of school without enrolling elsewhere, Iowa Code #299.1B.

College Visitation

Students are encouraged to visit college campuses on weekends or school holidays. However if that can not be arranged, juniors and seniors are allowed College Days during the school year to visit the campus of a school that they might be interested in attending. A parent must notify the school in advance. College Days may be taken from the beginning of school through the end of April. Any days taken the month of May will need approval through the school counselor.

Inclement Weather

In case of inclement weather, Starmont may delay the start of school or dismiss classes early. Because these plans will be initiated when needed, it will be necessary for Starmont patrons to listen carefully to announcements on the television or on radio.

Starmont Community School reports their school closings and cancellations to three different television stations: KGAN (2), KWWL (7), and KCRG (9). The following radio stations also are contacted in the event of a delayed start, early dismissal, or cancellations: KMCH-94.7 FM Manchester, KOEL-92.3 FM/950 AM Oelwein, KFMW-108 Waterloo, KADR-FM 100/AM 1400 Elkader, WMT-AM 600/FM 96.5 Cedar Rapids.

When bad weather strikes, please turn to one of these T.V. or radio stations. Listen carefully to the announcement to determine what the school is doing.

You may also subscribe to a service that will send an email to your computer or a text message to your phone. If you are interested, please go to the website <https://schoolalerts.iowa.gov> and sign up.

During inclement weather, please do not call the school, as the lines will be busy with contacting other school personnel, bus drivers, etc.

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.

Student Health, Well-Being and Safety

School Day

Students may be present on school grounds before 8:00 a.m. or after 4:00 p.m. only when they are under the supervision of an employee or an extracurricular activity sponsor. If school is dismissed early, students are expected to leave the school grounds within 15 minutes of dismissal.

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 office. Secondary school requirement: Tdap Booster before entering 7th grade.

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.

School Dental Screenings

All children newly enrolling in an Iowa elementary or high school (kindergarten and 9th grade) students only are required to have a dental screening. This requirement was passed by the 2007 legislature and became effective July 1, 2008. The purpose of the dental screening requirement is to improve the oral health of Iowa's children. Dental screenings help with early detection and treatment of dental disease; reduce the incidence, impact, and cost of dental disease.

Emergency Drills

Periodically the school holds emergency fire, tornado, crisis, and evacuation drills. Teachers notify students of the procedures to follow in the event of a drill. 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.

School Nurse

Starmont has a school nurse, Nancy Oehler, with an office next to the elementary office. With your assistance, she assists with health protection and promotion for staff and students. Students must have a staff person confirm her availability before receiving a pass to her office.

Administration of Medication

It is the policy of this district that if medications are to be administered at school, the following will be in place:

- All medications, prescription or over the counter, must be in the original container, labeled with the name of the medication, and dosage instruction clearly stated on the container or package. Written instructions and consent from the parent/guardian must accompany the medication. Medications must be within the expiration date.
- Prescription medications that are to be given to students during school hours are to be brought to the school by the parent. Students are not to have medication (prescription or non-prescription) in their book bag or locker. This is for their safety and the safety of others. If your child needs to carry an inhaler and/or EpiPen, please make sure you contact the school nurse.
- Prescription medications require a doctor's order (current prescription container is acceptable). If the dosage changes, please have the doctor fax (563-933-2134) that change to the school and have the label changed to reflect the change in medication, dose or frequency as soon as possible.
- Medications will be given by the school nurse or other staff members trained in the administration of medication. Medications are stored in a safe, locked area. Refrigeration is available.

Student Illness or Injury at School

When a student becomes ill or is injured at school, the student's parents/guardians will be notified as soon as possible. The school district, while not responsible for medical treatment of an ill or injured student, will have authorized school personnel 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. An ill or injured child will be turned over to the care of the parents or qualified medical personnel as quickly as possible. The financial responsibility for the child's emergency care and/or transportation is the parents. Parents shall be required to complete an emergency medical card annually. Emergency cards shall be kept for all students. These cards should include telephone numbers where parents/guardians may be reached during the day; other persons in the community to be called if parents cannot be located; local physician's name, and telephone

number; any medical problems which the student may have; drug allergies; and a parental signature.

Screenings –Height, weight, and body composition will be done during the spring and fall depending on the situation. Hearing screening will be done annually on all students K-7 and all 8-12 special education students by Keystone AEA. They also will do hearing testing on any student when requested because of special concerns. Vision screenings will be done at the request of parents/guardians or teachers. Vision screenings do not take the place of regular, professional eye examinations.

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 screenings for vision, hearing, 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. However, upon a teacher's recommendation and with parental permission, students not scheduled for screening may also be screened.

Starmont's Homeless Liaison

If your family lives in any of the following situations:

- In a shelter, motel, vehicle, or campground
- On the street
- In an abandoned building, trailer, or other inadequate accommodations, or
- Doubled up with friends or relatives because you cannot find or afford housing

Then your preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act. Contact Brandie Erickson (Elementary School Counselor), Starmont's Homeless Liaison, at 563-933-2238.

Harassment and Bullying

Policy Title: Anti-Bullying and Anti-Harassment Policy Complaint Form

Code No. 502.8E1

Name of complainant: _____

Position of complainant: _____

Date of complaint: _____

Name of alleged harasser or bully: _____

Date and place of incident or incidents: _____

Description of incident or incidents: _____

Name of witnesses (if any): _____

Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if possible): _____

Any other information: _____

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

Signature: _____

Date: _____ / _____ / _____

Harassment & Bullying

Policy Title: Anti-Bullying and Anti-Harassment Policy Witness Form

Code No. 502.8E2

Name of witness: _____

Position of witness: _____

Date of testimony, interview: _____

Description of incident witnessed: _____

Any other information: _____

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

Signature: _____

Date: ____/____/____

Investigation Procedures

I. General Procedures

Individuals who feel that they have been harassed should:

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

II. Complaint Procedure

An individual who believes that the individual has been harassed or bullied will notify the building principal or designee, who will be the designated investigator. The alternate investigator is the elementary principal. The investigator may request that the individual complete the Harassment/Bullying Complaint 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 investigator has the authority to initiate an investigation in the absence of a written complaint.

III. Investigation Procedure

The investigator will reasonably and promptly commence the investigation 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.

Upon completion of the investigation, the investigator will make written findings and

conclusions as to each allegation of harassment and report the findings and conclusions to the superintendent. The investigator will provide a copy of the findings of the investigation to the superintendent.

Remember the following points:

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

IV. Conflicts with Investigation

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

V. Resolution of the Complaint

Following receipt of the investigator's report, the superintendent may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

Prior to the determination of the appropriate remedial action, the superintendent may, at the superintendent's discretion, interview the complainant and the alleged harasser. The superintendent 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 superintendent will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

I. Initiations, Hazing, Bullying or Harassment

Harassment, bullying 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.

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;
- 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.

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

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

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

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

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

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

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

II. Procedures

Students who feel that they have been harassed or bullied should:

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

Possible Consequences for Inappropriate Student Behavior

Conference: A conference with the student about his/her behavior is a first step. This may include the parents. A plan of action may take place to resolve the situation.

Detention: Assigned detention is time to be served before or after school with the teacher that assigned the detention. Arrangements will be made by the teacher in question if they are unable to supervise because of an extra-curricular activity responsibility. Assigned time is at the discretion of the teacher. Students have one day from the date of the infraction to serve a detention. Failure to serve the detention by the deadline will result in additional disciplinary action.

School Service Hours: School service hours may be assigned in lieu of other disciplinary actions. Service hours may include but are not limited to: Working with custodians or maintenance, secretarial staff, or other school staff members.

In-School Suspension: In-School Suspension is the serving of a suspension during the school day. The use of in-school suspension is for infractions of a less serious nature and where the serving of time warrants the student being kept in school. Students on in-school suspension may not participate in any public performance on the day of the suspension. Failure to serve an assigned in-school suspension on the assigned date may result in an out-of-school suspension time. Students on in-school suspension may not participate in any public performance on the day of the suspension.

Out-Of-School Suspension: OSS is the removal of a student from the school environment for a period of short duration. The principal may suspend a student for up to five school days. The superintendent may suspend a student for an additional five school days. Suspension is to be employed only when other available school resources are unable to cope constructively with pupil misconduct. Students on out-of-school suspension may not participate in any public performance on the day of the suspension.

Expulsion: Expulsion is the removal of a student from the school environment by the Board of Directors. Upon the recommendation of the Superintendent or his/her designee, the Board of Directors may expel a student for commission of gross or repeated infractions of school rules, or when the continued presence of the student will cause substantial interference with the maintenance of the educational environment or the normal operation of the school.

Probation: Probation is conditional attendance during a trial period. Probation may be imposed by the principal or other person in charge of the attendance center for infractions of school rules which do not warrant the necessity of removal from school.

Video Surveillance Camera Policy

The Starmont Community School District Board of Directors has authorized the use of video cameras on school district premises and school district transportation. The video cameras will be used to monitor and record student behavior to maintain order on school premises and school transportation and to promote and maintain a safe environment. Students and parents are hereby notified that content of the video recordings may be used in a student disciplinary investigation and/or proceeding. The content of the video recordings may be confidential student records and may be retained with other school records. Video recordings may be retained if necessary by the administration. Parents may request to view video recordings of their child if the video recordings are used in a disciplinary proceeding involving their child.

Due Process

All students in a disciplinary situation will be confronted with the allegations before them and will have the opportunity to respond.

Allegations of Abuse of Students by School 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 Jason Yessak (Middle/High School Principal) at 563-933-2218 and Sandy Klaus (Elementary Principal) at 563-933-2238 as its Level I investigators. Level II investigator is Fayette County Law Enforcement, Fayette County Sheriff's Office at 563-422-3234.

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.

Equity Policy

It shall be the practice of the Starmont Community School District to hire employees based upon bonified occupational qualifications. In regards to sexual harassment all members of the Starmont School District, including but not necessarily limited to the Board of Education, the administration, the faculty, the staff, and the students are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of the school's sexual harassment policy and subject to the procedures outlined below.

Definition of sexual harassment - unwelcome sexual advances; requests for sexual favors or other verbal or physical conduct with a sexual nature may constitute sexual harassment where (1) submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development; or (2) submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual;

or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating or intimidating hostile or offensive working or educational environment.

Carmen Stenger (Middle/High School Counselor) has been appointed by the Board of Education to be the Multi-Cultural/Gender Fair equity officer or grievance officer. Students, parents of students, or employees of the Starmont Community School District shall have the right to file a formal complaint alleging non-compliance with Board Policy 101, Multi-Cultural/Gender Fair Policy. The school district's grievance officer shall assume the responsibility of processing all complaints in accordance with the procedure set out below. In the event that the grievance officer becomes a party to a complaint, the alternate grievance officer, Elementary Principal Sandy Klaus, shall assume this responsibility.

Grievance Procedures for Non-discrimination in Educational Programs and Employment

Students, parents of students, applicants for employment, and employees of Starmont Community School shall have the right to file a formal complaint alleging noncompliance with federal and state regulations requiring nondiscrimination in educational programs and employment.

Level One--Immediate Supervisor (Informal and Optional--may be bypassed by the grievant)

Employees with a grievance based upon discrimination may first discuss it with their immediate supervisor, with the objective of resolving the matter informally. A student, a parent, or an applicant for employment with a complaint of discrimination in its educational programs, activities, or employment practices, may discuss it with the District's equity/affirmative action coordinator.

Level Two--Equity/Affirmative Action Coordinator

If the grievance is not resolved at level one and the grievants wish to pursue the grievance, they may formalize it by filing a complaint in writing on a "compliance violation form," which may be obtained from the educational equity/affirmative action coordinator. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level II must be within 15 working days from the date of the event giving rise to the grievance or from the date the grievants could reasonably become aware of such occurrence. The grievants may request a meeting concerning the complaint be held with the educational equity/affirmative action coordinator. A minor student may be accompanied at the meeting by a parent or guardian. The educational equity/affirmative action coordinator shall investigate the complaint and attempt to resolve it. A written report from the compliance officer regarding action taken will be sent within 15 working days after the receipt of the complaint.

Level Three--Impartial Third Party Hearing

If the complaint has not been satisfactorily resolved at level three--equal employment opportunity/affirmative action coordinator, the grievant(s) may request in writing an impartial third-party hearing. The written request shall be filed with Starmont District Superintendent within 30 calendar days of the receipt of the equal employment opportunity/affirmative action coordinator's decision at level two.

The impartial hearing shall be conducted by a hearing officer to be selected by Starmont Community School District and the person(s) filing the complaint. The hearing officer shall be

an administrative law judge or another third party hearing officer that is qualified to hear complaints related to alleged non-compliance with federal and state regulations requiring non-discrimination in educational programs and employment. The impartial third-party hearing officer selected shall set the date and time of the hearing.

This procedure in no way denies the right of the grievants to file formal complaints with the Iowa Civil Rights Commission, the federal Office of Civil Rights, or the Equal Employment Opportunity Commission for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination. The educational equity/affirmative action coordinator is:

**Carmen Stenger, Middle/High School Counselor
Starmont Community School District
3202 40th St. • Arlington, IA 50606 • Telephone: (563) 933-2218**

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 the Starmont Superintendent at (563) 933-4598. 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.

Student Activities

Assembly Programs

Special programs will be presented during the year of entertaining, as well as educational value. Should you wish to not attend an assembly, due to religious or other personal reasons, please contact the middle/high school principal prior to the start of the program.

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. Students who are not attending assemblies shall report to a room designated by the classroom teacher or principal.

Field Trips

Field trips are an extension of the classroom and conduct on such trips will determine future field trips. Students are responsible for work missed. Please see attendance policy for details.

Student Organizations

No student organization shall exist unless it is approved by the Board of Directors. The Superintendent shall determine qualifications and regulations for student groups, and shall make recommendations to the Board for groups seeking approval. Applications for organizing shall be relayed to the superintendent through the building principal. Current student groups include:

CLUBS

Future Farmers of America
Masque and Gavel
National Honor Society
Student Council
Spanish Club
Art Club
DECA

MUSIC

Band (pop, jazz & concert)
Ensembles (instrumental & vocal)
Chorus (concert)
Musical

SPEECH

Individual and Large Groups
Play

ATHLETICS

Basketball (Boys and Girls)
Baseball (Summer)
Football
Golf (Boys and Girls)
Softball (Summer)
Cross Country & Track (Boys and Girls)
Wrestling
Volleyball
Cheerleading
Dance Team

Student Funds and Fund Raising

Students may raise funds for school activities upon approval of the principal at least 2 weeks prior to the fund raising event or the start of a fund raising campaign. Funds raised remain in the control of the school district and the Board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Classes 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 Facilities

School will be dismissed for the day at 3:25 pm. Students are not to remain in the building after this time unless they are under the supervision of a teacher or activity sponsor. Students can not be in the building unless they are being supervised by school personnel. In all cases, students must leave prior to the departure of the teacher or sponsor.

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

Social Events

All school-sponsored events shall be under the control and supervision of school personnel. Approval for an event shall be secured from the principal, and the event shall be placed on the school calendar before public announcement is made. Hours, behavior, and activities related to school sponsored events shall be reasonable and proper as determined by the administration.

Dance Regulations

All school sponsored dances will begin at 7:00 p.m. and conclude at 10:00 p.m. (middle school); and begin at 7:00 p.m. and conclude at 11:00 p.m.(high school). Prom may start at 8:00 p.m. and end at midnight, if the junior class and the prom sponsor request it with reasonable reason. The admission gate for all dances will close one half (1/2) hour after the dance begins. No one will be admitted after this time unless special arrangements have been made with the principal. Anyone leaving the dance will not be readmitted, and parents will be notified. All students attending dances will adhere to all Starmont Middle/High School rules and regulations.

Any organization sponsoring a dance must secure a dance permission form from the middle/high school office, complete it, and return it to the office at least two weeks before the scheduled dance. At least four (4) adult chaperones must be in attendance at the dance, two of which must be school personnel. High school students from other school districts are welcome to attend school sponsored dances if they are the guest of a current Starmont High School student. Middle school students, from Starmont or any other school, are not allowed to attend high school dances.

Class Officer/Student Council Representatives Duties

President:

1. Show positive leadership and citizenship example to class.
2. Should meet on a regular basis with class sponsors.
3. See the committees appointed do function and report to the class on time.
4. Conduct class meetings with well-organized plans. Have an agenda.
5. Allow all sides of a discussion and maintain order in meetings.
6. Make sure that each officer is carrying out their respective responsibility.
7. Have executive meetings and direct them on a regular basis.
8. Must attend all Student Council meetings and carry out the responsibilities assigned from the council.

9. Appoints all committees and is an unofficial member of every committee appointed to act for the class.

Vice-President:

1. Set positive leadership and citizenship example to class.
2. Takes President's responsibilities if President is unable to perform duties.
3. Serves as chairman of all committees.
 - A. Seniors
 1. Commencement
 2. Homecoming
 - B. Juniors
 1. Prom
 2. Homecoming
 3. Magazine Sales
 - C. Sophomores
 1. Class Ring
 2. Homecoming
 - D. Freshman
 1. Freshman Fund Raiser
 2. Homecoming

Secretary:

1. Set positive leadership and citizenship example to class.
2. Take minutes of class meetings and see that they are typed and posted for class use and a copy placed in class files.
3. Helps President and Vice-President by reminding them of their duties to be carried out.
4. Place reminder to committee assignments and when they are to report in the daily bulletin when appropriate.
5. Serve as member of the executive committee.

Treasurer:

1. Set positive leadership and citizenship example to class.
2. Keeps responsible records of all financial affairs of the class and reports the same to the class for the secretary to record in the class minutes.
3. Serves as member of the Prom committee and Homecoming committee to keep the class within financial bounds.
4. Serve as chairman of any fund raising projects the class may have.
5. Serve as member of the executive committee.

Student Council Representative:

1. Set positive leadership and citizenship example to class.
2. Attend all scheduled meetings.
3. Be an active participant in the Student Council Process.
- * Students may be removed from student council for failure to comply with any of the above.

Class Meetings

Several times during the year the classes will meet to take care of certain kinds of business (i.e., prom, homecoming, etc.) These meetings will take place as follows:

Seniors - Music Room

Juniors – Spectator Gym

Sophomores – High School Gym

Freshmen - Cafeteria

Student Council

The majority of the social functions of the high school are handled through the Student Council organization. The major highlight handled by the group has been Homecoming. The Student Council most importantly serves the chief purpose as the connecting link between the school staff and the student body. You are urged to make use of the members so they can bring both individual and group problems before the governing body.

National Honor Society:

The National Honor Society is an important part of our program at Starmont. Every sophomore, junior and senior with a cumulative grade point average of 3.33 (B+) or above is eligible for consideration for the National Honor Society. A rating/selection process has been developed to determine new members. Criteria for selection into the National Honor Society include Scholarship, Leadership, Service, and Character. In the spring of the year new members will be inducted into the National Honor Society.

Student Activity Tickets

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

Student Records

Policy Title: Student Records

Code No. 503.1

The Board recognizes the importance of maintaining student records and preserving their confidentiality. For purposes of this policy and other policies relating to student records, student is defined as an enrolled individual in a pre-kindergarten through twelfth grade, including children in school district-sponsored child care programs.

Student records containing personally identifiable information are kept confidential at collection, storage, disclosure, and destruction stages. The Board secretary is the custodian of student records. Student records may be maintained in the central administration office or administrative office of the student's attendance center.

Student records may be disclosed in limited circumstances without parental or eligible student's written permission. When a disclosure is made without parental or eligible student's written permission, it is disclosed on the condition that the student record will not be disclosed to a third party without the written permission of the parents or the eligible student. This disclosure may be made to the following individuals or under the following circumstances:

1. to school officials within the District and AEA personnel whom the superintendent has determined to have a legitimate educational interest, including, but not limited to, Board members, employees, school attorney, auditor, health professionals, and individuals serving official school committees;
2. to officials of another school District in which the student wishes to enroll, provided the other school District notifies the parents the student records are

- being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school Districts;
3. to authorized representatives of the U.S. Comptroller General, the U.S. Attorney General for law enforcement purposes, the U.S. Secretary of Education or state and local educational authorities;
 4. in connection with financial aid for which the student has applied or which the student has received;
 5. to organizations and/or their authorized representatives studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted;
 6. to accrediting organizations in order to carry out their accrediting functions;
 7. to parents of a dependent student as defined in the Internal Revenue Code;
 8. to comply with a court order or judicially issued subpoena consistent with an interagency agreement between the District and juvenile justice agencies;
 9. in connection with a health or safety emergency;
 10. to authorized representatives of the Secretary of Agriculture or authorized representative from the Food and Nutrition Service for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding for or providing a school lunch program for which the results will be reported in an aggregate form that does not identify any individual, provided that the data collected shall be protected in a manner that will not permit the personal identification of students and their parents to anyone other than those authorized under this paragraph and any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements;
 11. to an agency caseworker or other representative of a state or local child welfare agency or tribal organization authorized to access a student's case plan when such agency or organization is legally responsible for the care and protection of the student, provided that the education records or the personally identifiable information contained in such records of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the state or tribal laws applicable to protecting the confidentiality of a student's education records; or
 12. as directory information.

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.

Personally 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, 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.

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.

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.

Policy Title: Search and Seizure

Code No. 502.9

District property is held in public trust by the board. District authorities may, without a search warrant, search students or protected student areas, based on a reasonable and articulable suspicion that a district policy, rule, regulation or law has been violated. The search is in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees, and visitors to the district facilities.

The furnishing of a locker, desk, or other facility or space owned by the district and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk, or other facility. School authorities may seize any illegal, unauthorized or contraband.

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.

Internet Usage Policy:

<u>Policy Title Appropriate Use of Computers, Computer-Like Equipment, Computer Network Systems and the Internet</u>	<u>Code No. 405.4</u>
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The board is committed to making available to students and staff members access to a wide range of electronic learning facilities, equipment, and software, including computers, computer-like equipment (such as tablets), computer network systems, and the internet. The goal in providing this technology and access is to support the educational objectives and mission of the school district and to promote resource sharing, innovation, problem solving, and communication. The District's computers, computer-like equipment, computer network, and/or internet connection is not a public access service or a public forum. The District has the right to place reasonable restrictions on the material accessed and/or posted through the use of its computers, computer-like equipment, computer network, and/or internet connection.

Access to the District's computers, computer-like equipment, computer network, and internet shall be available to all students and staff within the District. However, access is a privilege, not a right. Each student and staff member must have a signed acceptable use agreement on file prior to having access to and using the District's computers, computer-like equipment, computer network and the internet. The amount of time and type of access available for each student and staff member may be limited by the District's technology and the demands for the use of the District's technology. Even if students have not been given access to and/or use of the District's computers, computer-like equipment, computer network, and the internet, they may still be exposed to information from the District's computers, computer-like equipment, computer network, and/or the internet in guided curricular activities at the discretion of their teachers.

Every computer and/or computer-like equipment in the District having internet access shall not be operated unless internet access from the computer is subject to a technology protection measure (i.e. filtering software). The technology protection measure employed by the District shall be designed and operated with the intent to ensure that students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are otherwise harmful to minors. The technology protection measure may only be disabled for an adult's use if such use is for bona fide research or other lawful purposes.

The technology coordinator may close a user account at any time as required and administrators, faculty, and staff may request the technology coordinator to deny, revoke, or suspend user accounts. Any user identified as a security risk or having a history of problems with computer systems may be denied access to the District's computers, the District's computer-like equipment, the District's computer network systems, and the internet. Students and staff members will be instructed by the District's technology coordinator or other appropriate personnel on the appropriate use of the District's computers, computer-like equipment computer network, and the internet.

The use of the District's computers, computer-like equipment, computer network, and internet access shall be for educational purposes only. Students and staff members shall only engage in appropriate, ethical, and legal utilization of the District's computers, computer

network systems, and internet access. Student and staff member's use of the District's computers, computer-like equipment, computer network, and internet access shall also comply with all District policies and regulations. The following rules provide guidance to students and staff for the appropriate use of the District's computers, computer-like equipment, computer network, and internet access. Inappropriate use and/or access will result in the restriction and/or termination of the privilege of access to and use of the District's computers, computer-like equipment, computer network, and internet access and may result in further discipline for students up to and including expulsion and/or other legal action and may result in further discipline for staff members up to and including termination of employment and/or other legal action. The District's administration will determine what constitutes inappropriate use and their decision will be final. Inappropriate use of the District's computers, computer-like equipment, computer network, and internet access includes, but is not limited to a violation of the following rules:

- Do not make or disseminate offensive or harassing statements or use offensive or harassing language including disparagement of others based on 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. Do not swear, use vulgarities or any other inappropriate language. Be polite and follow the same privacy, ethical, educational, and other considerations observed regarding other forms of communication.
- Do not access, create, or disseminate any material that is obscene, libelous, indecent, vulgar, profane, or lewd; any material regarding products or services that are inappropriate for minors including products or services that the possession and/or use of by minors is prohibited by law; any material that constitutes insulting or fighting words, the very expression of which injures or harasses others; and/or any material that presents a clear and present likelihood that, either because of its content or the manner of distribution, 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 will cause the violation of lawful school regulations.
- Do not disseminate or solicit sexually oriented messages or images.
- Do not transmit your credit card information or other personal identification information, including your home address or telephone number from any District computer without prior permission from the building principal, the superintendent, or other appropriate personnel. Do not publish personal or private information about yourself or others on the internet without prior written permission. Do not repost a message that was sent to you privately without permission of the person who sent the message. If any information is to be provided regarding students, it should be limited to the student's first name and the initial of the student's last name only. Do not arrange or agree to meet with someone met online.
- Do not use the District's computers, computer-like equipment, and/or computer network systems to participate in illegal activities. Illegal activities include, but are not limited to, gambling, fraud, and pornography.
- Do not subscribe to or access listservs, bulletin boards, online services, e-mail services, social networking sites (i.e., myspace, facebook, twitter), or other similar services without prior permission from the technology coordinator or other appropriate personnel.

- Do not use, possess, or attempt to make or distribute illegal/unauthorized copies of software or other digital media. Illegal/unauthorized software or other digital media means any software or other digital media that has been downloaded or copied or is otherwise in the user's possession or being used without the appropriate registration and/or license for the software or in violation of any applicable trademarks and/or copyrights, including the payment of any fees to the owner of the software or other digital media.
- Do not alter, modify, corrupt, or harm in any way the computer software stored on the District's computers or computer network systems. Do not install any software on the hard drive of any District computer or on the District's computer network systems or run any personal software from either floppy disk, CD-ROM, DVD, flash drives, or other storage media or alter or modify any data files stored on the District's computers, computer-like equipment or computer network systems without prior permission and/or supervision from the technology coordinator or other appropriate personnel.
- Do not download any programs or files from the internet without prior permission from the District's technology coordinator or other appropriate personnel. Any programs or files downloaded from the internet shall be strictly limited only to those that you have received permission from the technology coordinator or other appropriate personnel to download.*
- Do not use any encryption software from any access point within the District.
- Do not access the internet from a District computer and/or computer-like equipment using a non-District internet account.
- Do not share a personal user account with anyone. Do not share any personal user account passwords with anyone or leave your account open or unattended.
- Do not access the District's computers, computer-like equipment or computer network systems or use the District's internet connection from a non-District computer without prior authorization from the technology coordinator or other appropriate personnel.
- Do not use an instant messenger service or program, internet relay chat, or other forms of direct electronic communication or enter a chat room while using the District's computers, computer-like equipment, computer network systems, and/or the District's internet connection.
- Do not disable or circumvent or attempt to disable or circumvent filtering software without prior permission from the District's technology coordinator or other appropriate personnel.
- Do not play any games or run any programs that are not related to the District's educational program.
- Do not vandalize the District's computers, computer-like equipment, or its computer network systems. Vandalism is defined as any attempt to harm, modify, deface, or destroy physical computer equipment, computer-like equipment, or the computer network and any attempt to harm or destroy data stored on the District's computer equipment, computer-like equipment, or the computer network or the data of another user. All users are expected to immediately report any problems or vandalism of computer equipment to the administration, the technology coordinator, or the instructor responsible for the equipment.
- Do not commit or attempt to commit any act that disrupts the operation of the District's computers, computer-like equipment, or computer network systems or any network

connected to the internet, including the use or attempted use or possession of computer viruses or worms or participation in hacking or other unlawful/inappropriate activities on line. Users must report any security breaches or system misuse to the administration or technology coordinator. Do not demonstrate any security or other network problems to other users; give your password to another user for any reason; and/or use another individual's account. Do not attempt to log on to any device as a system administrator.

- Do not use the network in such a way that you would disrupt the use of the network by other users or would waste system resources (e.g. listening to internet radio, printing web pages without prior permission from the technology coordinator or other appropriate personnel, staying on the network longer than is necessary to obtain needed information).
- Do not use the District's computers, computer-like equipment, and/or computer network systems for any commercial or for-profit purposes, personal or private business, (including but not limited to shopping or job searching), product advertisement, or political lobbying.
- Do not use the District's computers, computer-like equipment, computer network systems, and/or the internet to access, download, transmit, and/or disseminate any material in violation of any federal or state law, copyrighted material, obscene material, hate literature, material protected by trade secret, computer viruses and/or worms, offensive material, spam e-mails, any threatening or harassing materials, and/or any material that will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities. If a user encounters potentially inappropriate information, the user shall immediately terminate contact with such information and notify the technology coordinator or other appropriate personnel of the contact with inappropriate information.
- Do not plagiarize information accessed through the District's computer; computer-like equipment, computer network systems, and/or the internet. Students and staff shall obtain permission from appropriate parties prior to using copyrighted material that is accessed through the District's computer, computer network systems, and/or the internet.

The District will, within the curriculum currently being offered, include age-appropriate content related to children's use of the internet. This may include anti-bullying and harassment considerations, social networking considerations, and other considerations involving internet usage.

Although reasonable efforts will be made to make sure students will be under supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students may encounter information that may not be of educational value and/or may be inappropriate. If a student encounters such information, the student should terminate access to the information immediately and notify supervisory personnel or other appropriate personnel of what occurred.

Students will be able to access the District's computers, computer-like equipment, and computer network systems, including use of the internet, through their teachers and/or other appropriate supervisors. Students will not be allowed to use personal e-mail except under very specific, limited educational circumstances. If a student has an electronic mail address that has

been set up outside of school, the student will not be permitted to access that e-mail account or use that address to send and receive mail at school.

Parents will be required to sign a permission form to allow their students to access the District's computers, computer-like equipment, computer network systems, and the internet. Students and staff members will sign a form acknowledging they have read and understand the District's policies and regulations regarding appropriate use of the District's computers, computer-like equipment, computer network systems, and the internet; that they will comply with the policies and regulations; and understand the consequences for violation of the policy or regulations. Prior to publishing any student work and/or pictures on the internet, the District will obtain written permission from the student's parents to do so.

The District has the right, but not the duty, to monitor any and all aspects of its computers, computer-like equipment, computer network systems, and internet access including, but not limited to, monitoring sites students and staff visit on the internet and reviewing e-mail. The administration and the technology coordinator shall have both the authority and right to examine all computer and computer-like equipment and internet activity including any logs, data, e-mail, computer disks, and/or other computer related records of any user of the system. The use of e-mail is limited to District and educational purposes only. Students and staff waive any right to privacy in anything they create, store, send, disseminate, or receive on the District's computers, computer-like equipment and computer network systems, including the internet.

No warranties, expressed or implied, are made by the District for the computer technology and internet access being provided. Although the District has taken measures to implement and maintain protection against the presence of computer viruses, spyware, and malware on the District's computers, computer network systems, and internet access, the District cannot and does not warranty or represent that the District's computers, computer-like equipment, computer network systems, or internet access will be secure and free of computer viruses, spyware, or malware at all times. The District, including its officers and employees, will not be responsible for any damages including, but not limited to, the loss of data, delays, non-deliveries, misdeliveries, or service interruptions caused by negligence or omission. Individual users are solely responsible for making backup copies of their data. The District is not responsible for the accuracy of information users access on the internet and is not responsible for any unauthorized charges students or staff members may incur as a result of their use of the District's computers, computer-like equipment, computer network systems, and/or internet access. Any risk and/or damages resulting from information obtained from the District's computers, computer-like equipment, computer network systems, and/or internet access is assumed by and is the responsibility of the user.

Students, parents, and staff members may be asked from time to time to sign a new consent and/or acceptable use agreement to reflect changes and/or developments in the law or technology. When students, parents, and staff members are presented with new consent and/or acceptable use agreements to sign, these agreements must be signed for students and/or staff to continue to have access to and use of the District's computers, computer-like equipment, computer network systems, and the internet.

The interpretation, application, and modification of this policy are within the sole discretion of the school district. Any questions or issues regarding this policy should be directed to the Superintendent, any building principal, or the technology coordinator. The board will review and update this policy as necessary. The district will maintain this policy at least five (5) years after the termination of funding pursuant to the Children's Internet Protection Act (CIPA) or E-rate.

Policy Title Implementation of Technology Protection Measures

Code No. 405.4R2

The purpose of this policy is to provide a safe environment for students through the use of technology protection measures (i.e. filtering software) to enhance education in the school district.

The internet is an ever expanding resource that adds large quantities of content on a daily basis. However, some of the content is inappropriate for student use and may even be harmful to students' health, safety and welfare. Therefore, the school district has determined that it will establish this policy to limit student access to certain undesirable topics, including but not limited to, information and images that are obscene, constitute child pornography or are otherwise harmful to minors. Since it is not feasible for the school district to continually monitor the content of the internet, the school district will employ technology protection measures in the form of internet filtering software in an attempt to block access to these types of harmful and inappropriate materials.

The school district's implementation of internet filtering software does not guarantee that students will be prevented from accessing materials that may be considered inappropriate and/or harmful. However, it is a meaningful effort on the part of the school district to prevent students from accessing inappropriate and/or harmful materials on the internet. The school district makes no guarantee that the filtering software will be available at all times or that the filtering software will block all inappropriate and/or harmful material.

If there is an accessible Uniform Resource Locator [URL] that may be inappropriate, students, staff, and parents may request a review by designated district personnel, by completing an Add URL to Blocked Status Form. Upon review, the technology coordinator or other appropriate personnel will make a determination about blocking access to that site. If there is an educationally valuable URL that is blocked, students, staff, and parents may fill out the Remove URL from Blocked Status Form. The technology coordinator or other appropriate personnel will review the request and make a determination about unblocking the site.

Staff members may request that the internet filtering software be disabled for bona fide research or other lawful purposes. A Bona Fide Research Form will need to be filled out and reviewed by the technology coordinator or other appropriate personnel before the internet filtering software is disabled.

STARMONT COMMUNITY SCHOOL DISTRICT
Add URL to Blocked Status Form

405.4F1

Name: _____ **Position:** _____ **Date submitted:** _____

URL http:// _____

Primary focus of the web site: _____

What material is deemed objectionable: _____

Reviewed by: _____ **Date reviewed:** _____ **Action taken:** _____

STARMONT COMMUNITY SCHOOL DISTRICT
Remove URL from Blocked Status Form

Name: _____ **Position:** _____ **Date submitted:** _____

URL http:// _____

Primary focus of the web site: _____

Academic value of material being sought: _____

Reviewed by: _____ **Date reviewed:** _____ **Action taken:** _____

STARMONT COMMUNITY SCHOOL DISTRICT
Bona Fide Research/Other Lawful Purpose Form for Disabling Internet Filtering Software
405.4F2

Name: _____ **Position:** _____ **Date submitted:** _____

Reason that requires full access to the Internet with no filters:

Academic value of material being sought:

Reviewed by: _____ **Date reviewed:** _____ **Action taken:** _____

I _____ accept the responsibility of full access to the Internet for bona fide research or other lawful purposes. I understand that I am the only one authorized for full access and will not allow others to use this access for any reason. Once I am completed with this research I will notify the administration so the filters can be enabled.

Signature

The school district has laptop computers and/or tablets for its faculty members and/or students to use inside and outside of school in order to enhance, enrich, and facilitate learning and teaching and to aid in administrative duties and school communications. All laptop computers, tablets, and related equipment are school district property. The use of the district's laptop computers, tablets, and related equipment shall be subject to all of the terms and conditions set out in the district's policies on appropriate use of computers, computer-like equipment, computer network systems, and the internet.

Students' Use of District's Laptop Computer and/or Tablet

Prior to using the district's laptop computers, tablets, and related equipment, a parent/guardian and/or the student will sign a Consent to Student Use of the District's Computers, Computer-Like Equipment, Computer Network Systems, and Internet Access and agree to all outlined policies before being issued a laptop computer and/or tablet.

Students shall protect district laptop computers, tablets, and related equipment from damage and theft. Each student shall be responsible for any damage to the laptop computer, tablet and related equipment they have been issued from the time it is issued to them until the time it is turned back in to the district, including damage to the computer, tablet, related equipment, or the computer's hardware and/or software (including labor costs).

If you have consented to your child's use of the District's computers, computer-like equipment, computer network systems, and internet access, please have your child review and sign the following:

I have read the Starmont Community School District's Appropriate Use of Computers, Computer-Like Equipment, Computer Network Systems, and the Internet policy and agree to abide by its provisions. I understand that violation of these provisions will result in the restriction and/or termination of my ability to use the District's computers, computer-like equipment, computer network systems, and internet access and may result in further discipline up to and including expulsion and/or other legal action. I agree to be responsible for payment of costs incurred by accessing any internet services that have a cost involved.

STUDENT SIGNATURE

DATE

Plagiarism

Using all or part of someone else's written or spoken words or ideas (passing the work off as your own) without giving credit to the author and/or without indicating which words or ideas are not yours is plagiarism.

Plagiarism Examples:

1. Copying all or part (even a sentence) of a written source and using it in your own piece of writing without quoting directly and giving credit to the source.
2. Using someone else's ideas by changing slightly the wording and passing them off as your own ideas. (Even if you do not use the ideas word-for-word, you must give credit to the source.)
3. Taking all or part of an article from the Internet, a magazine, a book, or other source and turning it in as your own work.
4. Taking a quotation that someone else said and using it as your own or using it without giving credit to the speaker.

Consequences for Plagiarism: Students caught plagiarizing, in any format or assignment, will receive zero credit for that assignment and may receive an "F" for that class.. Parents will be notified.

Dress Code

The following guidelines and regulations for student appearance and dress are designed to assist school personnel in maintaining a productive, conducive, non-distracting and safe learning environment. Students with a first violation, of the following regulations will be asked to change clothing or will be given something else to wear for the day and parents will be notified. If they do not comply, they will be sent home and parents will be notified. A second violation will result in suspension time and a required parent/student/principal conference before the student is allowed to return to school.

The following guidelines are in effect during:

- Regular school hours
- School related activities in which the student is representing Starmont High School.

The following items of clothing will not be allowed during the afore mentioned times.

- Items that displays or advertises alcohol, tobacco, or drug products and/or paraphernalia.
- Items that contains wording, phrasing, or pictures displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct, or similar displays.
- Items that contain rivets, cleats, or chains, or any other hard sharp objects that could be dangerous to students or staff or to school property.
- Items that expose bare stomach, the back below the shoulders, or midriff areas, during natural walking and sitting posture should not be worn.
- Sling shirts, spaghetti strap shirts, halter tops, or dresses and tube tops will not be worn, unless covered by another shirt that is buttoned or zipped for the entire day.
- Items that expose cleavage will not be worn.
- Hip Hugger pants shall not expose skin below the hip bone.
- Items that are torn, so to expose bare skin or underclothing will not be worn.
- Head ware, including hats, visors, hoods, caps, bandanas, etc. are not to be worn in school during the regular school day. They are to be removed when entering the school and left in the student's locker.

- Shoes must be worn on school grounds and on school buses or in school vehicles at all times.

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

In order to insure maximum student and vehicle safety, and to prevent complaints concerning student driving in the parking lot, several regulations need to be observed. Parking lot privileges will be removed if students are found to have violated any of the regulations below, as reported by school staff, students, and/or patrons.

1. All students are to park in the large parking lot on the west end of the building. Students will not park or enter the parking lot on the east side of the building during school hours. If you are transporting elementary or middle school students, they are to come into the building with you from the west parking lot.
2. Leave your vehicle immediately upon arriving and enter the building. Parking lot areas are not to have students in them unless they have permission from the office to be in the parking lot.
3. All vehicles are to follow the flow of traffic. Do not drive against the directional arrows.
4. When leaving the student parking, student should leave immediately and not drive around the lot.
5. Students are not to be in the parking lot during the school day without special permission from the principal.
6. Parking in the fire lane at the southwest end of the building is prohibited.
7. Students are to never drive around the north side of the building. The only entrance and exit is by the driveway that leads to Highway 3.
8. Parking in the handicapped designated area will be reported to the Fayette County Sheriff.
9. Maintain a slow and safe speed at all times while entering and leaving the parking lot, in the driveway, and in the parking lot itself.
10. If you have an accident in the parking lot, turn off your vehicle, leave it where it is, and report it to someone in the school building.
11. Do not peel out, burn rubber, or drive recklessly.
12. Do not ride in the back of a truck or on the outside of a vehicle.

Violations of the above policy will result in immediate consequences. Violations carry over for the entire four years that a student is in high school. Major violations will result in:

- 1st Offense: Loss of parking lot privileges for 20 school days.
- 2nd Offense: Loss of parking lot privileges for 60 school days.
- 3rd Offense: Loss of parking lot privileges for 1 calendar year.

Hall Passes

Students must have a hall pass to be in the halls when classes are in session. Hall passes are provided in the Student Agenda.

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 being used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

Cheating

Cheating will not be tolerated. If a student is caught cheating on a test, daily paper, or a quiz, the paper will be picked up and a zero recorded in the grade book. The student's parents will also be notified by the teacher.

Dual Enrollment Students

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

Electronic/Technological Devices

The devices listed below will be regulated as follows.

Cellular telephones and pagers/beepers are not allowed during instructional, class or study hall time or at any school-sponsored events where there is a reasonable expectation of quiet attentiveness or where use of the device would cause any disruption unless there is a bona fide health or safety emergency.

- **Cell phones are not allowed in rest rooms, locker rooms or any area where privacy is an expectation.** Cell phones stored in lockers should be turned off.
- On the first violation, the student may retrieve the electronic item (i.e. cell phone) at the end of the school day from the office. On the second violation, the student will be required to turn in their cell phone to the office each morning for a week and retrieve it at the end of each school day. On the third violation, parents will be contacted and the student will be required to turn in their cell phone to the office each morning for a month, and retrieve it at the end of each school day. Any further violations may result in a parent or guardian retrieving cell phones from the school or possible loss of cell phone privileges. Disciplinary action may be taken against the student for failure to follow the guidelines. The school assumes no liability for lost or stolen items.
- Any electronic communications device that is used to, in any way, send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations are prohibited.

- Any devices which have the capability of taking photographs of any kind, without the consent of the person being photographed, are not allowed. Violators may be turned in to law enforcement.
- Students needing any of the above electronic devices with them for health reasons must present the proper, signed documentation from a health care official.
- Students found to be using any electronic communications device in violation of these rules shall be subject to disciplinary action. Where appropriate, police authorities may be contacted. Devices operated in violation of this rule shall be confiscated and not returned until, where appropriate, parent(s)/guardian(s) conference has been held.
- No device is permitted which allows students to send or receive personal messages that would contribute to cheating, access the Internet, or take pictures. Inappropriate use of a device or a prohibited item will be taken away from the student and returned at a later date. Students found in violation of this policy may be subject to discipline and, in cases where a law may be violated, law enforcement may be contacted. Students need to remember that whatever they put on a personal electronic device could end up anywhere so they need to ensure the devices are used appropriately.
- Teachers may request students to place cell phones and other electronic devices in a designated area within the classroom during class time.

Posting of Information

Students who wish to post or distribute information must receive permission from the principal at least 3 days before the posting or distribution. This applies whether the information deals with school-sponsored or non-school sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials.

Student Scholastic Achievement

Grade Reports

Students receive progress reports in the form of report cards at the end of each grading period (quarter in grades 6-8 and semester grades 9-12). 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 ten days after the start of the next semester. 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.

Homework

Teachers assign homework, extra class activities, or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities, or to make-up incomplete class work. The purpose of homework serves as a meaningful practice to ensure success on assessments. Students are expected to complete homework on time. Homework must be completed before you are able to retake an assessment.

If a student is absent, he/she will arrange with the teacher(s) the amount of time needed to turn in his/her assignments. The amount of time will likely correspond to the number of days absent from school; however, individual situations will be taken into account and the student, the parent, the teacher, and the principal may make special considerations. Students present when an assignment is given or test date is assigned, then absent the day the assignment is due or test is given, will usually be expected to hand in the assignment or take the test on the day they return. Special consideration may be given in individual situations.

Teachers may also give partial credit for incomplete or late work. Work not completed by the end of the semester will receive a zero unless special arrangements are made among the teacher, student, parent, and principal. Each teacher will notify the students at the beginning of the school year of his/her policy for giving credit for incomplete or late work. The policy will also be posted in the classroom and reminders should be given to the students throughout the year of the classroom policy.

Assessments

All students will be given the opportunity to retake any assessment, excluding the semester assessment. Retake requirements will be specified by teachers in their course syllabus. Homework must be completed before you are able to retake an assessment. Extra credit that enhances student learning may be given. This is up to the individual teacher.

Human Growth and Development

Health education is a continuous process which enables the student to assume individual responsibility for developing and maintaining personal attitudes and behaviors which promote total wellness. This process, though always changing, includes several components including:

Grades 6-12 (one unit): Health instruction shall include personal health; food and nutrition; environmental health; safety and survival skills; consumer health; family life; substance abuse and nonuse; emotional and social health; health resources; and prevention and control of diseases, including sexually transmitted diseases.

All parents or guardians who wish to examine or discuss any subject material from the above list are encouraged to notify the school and a time will be set to review the materials with the appropriate teacher and administrator.

If after viewing the material, the parent or guardian objects to their child receiving instruction in any specific area, they must notify the building principal in writing and will receive a Human Growth and Development Excuse Form which must then be completed by the parent or guardian and returned to the school.

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's office for information and forms.

Class Loads

Graduation Requirements:

Please see Course Registration Handbook

P.E. Waiver:

All Starmont High School students are required to take P.E. every other day all year each year of high school. There are only two instances when P.E. may be waived for one semester per year. Forms are found in the counselor's office.

1. If a student desires to take a full schedule of classes important to their post high school education, or a required class which does not allow P.E. to fit into his/her schedule during a given year. The student must participate in a sport the semester they wish to waive P.E.
2. If a student has an injury or medical condition that prevents them from participating in P.E.

Dropping And Adding Classes :

Students should carefully consider all options before deciding to drop or add a class. Numerous schedule changes after registration is complete cause problems with class lists and materials needed for individual classes. **Dropping and adding classes must be completed within the first 5 days of the semester.** Schedule changes must be discussed with the principal or his or her designee before receiving and filling out a schedule change form. These forms are available in the high school office and must be filled out completely and signed by a parent or guardian and returned to the principal or his or her designee. **All students must fill eight periods of their day with classes.** If a teacher or parent feels that dropping or adding a class is necessary after the semester has begun, they may contact the principal or his or her designee to discuss the possibilities. A final decision will be made in the best interest of the student. As a result of the above decision, a student will receive an F on their report card and transcript for any course that is dropped after 5 class meetings. If a student drops a course before 5 meetings have occurred, the class will not appear on the student's grade card or transcript. This applies to the high school grade only on an NICC class; however, please refer to NICC drop procedure for the policy on college grades.

Placement in College Credit (PICC):

In response to revisions in Iowa Code Chapter 261E.6 eliminating Post-Secondary Enrollment Option (PSEO) courses with Northeast Iowa Community College (NICC), Starmont has entered into an agreement with NICC to continue to offer students a variety of college credit classes. This expanded contract programming is Placement in College Credit (PICC). Registration requirements for PICC courses are as follows:

- Students must complete at least 35 Starmont High School credits.
- Students must demonstrate proficiency in Reading, Math and Science areas as outlined on page 11 of Senior Year Plus Guidelines.
- Student must complete and return all necessary paperwork by the scheduling deadline.

Freshmen and sophomore Extended Learning Program (ELP) students are eligible to register for PICC classes given they have met testing and registration guidelines and plan to take an eligible course. Only NICC courses that are not offered by Starmont through high school courses or concurrent enrollment courses are eligible to be taken via PICC. The school district shall determine the number of high school credits that shall be granted to an eligible student who successfully completes a course. The high school credits granted to an eligible student shall count toward the graduation requirements. Students must have flexibility within their schedule for a college credit course. Only courses offered during the school day and while Starmont is in session will be available to students. **The parent or legal guardian of an eligible student is responsible for transportation to and from the postsecondary institution for the student. Students are responsible for the ordering and payment of all needed textbooks and supplies. NICC courses begin Monday, August 21st. The course drop deadline for NICC classes is Friday, August 25th.**

Concurrent Enrollment Program: (Iowa Code 261E.8)

A concurrent enrollment program is established to promote rigorous academic or career and technical pursuits and to provide a wider variety of options to high school students to enroll part-time in eligible nonsectarian courses at or through community colleges. This program shall be made available to all resident students in grades nine through twelve who meet Iowa Assessment score requirements or school district equivalents. Students will be made aware of what courses will be offered, and if successfully completed, will generate college credit under the concurrent enrollment program. A comparable course must not be offered by the school district that the student attends. The school district will grant high school credit to a student enrolled in a course if the student successfully completes the course. The school district will determine the number of high school credits that will be granted to a student who successfully completes the course. **The parent or legal guardian of an eligible student is responsible for transportation. As part of the NICC Textbook Rental Agreement, students enrolled in the courses below will receive a textbook from NICC and be charged the rental fee on the following page. Students are responsible for the ordering and payment of all needed textbooks and supplies outside of the textbook rental agreement. NICC courses begin Monday, August 21st. The course drop deadline for NICC classes is Friday, August 25th.**

Anatomy & Physiology I & II- \$270 (same textbook for both semesters so one fee)
Calculus I & II- \$73 (same textbook for both semesters so one fee)
College Physics I- \$54
Composition I- \$24
Composition II- \$24
Cultural Identity & Diversity- \$31
Introduction to Psychology - \$63
Public Speaking \$15
Statistics \$130

Independent Classes:

Students interested in taking an independent class are required to complete a course plan of study that includes a written description of why the student wishes to enroll in the independent class. The student must collaborate with the teacher to complete this course plan of study. The plan of study must be approved by both the teacher and principal prior to the start of the semester. A teacher may have up to three students enrolled in independent classes per semester. All independent courses must take place in the teacher's room during the approved period. If poor attendance becomes an issue, the student will be dropped from the course with an F after the first 5 days of the semester.

Retaking A Class:

A student may retake a course in order to attain a passing grade or to acquire a better grade and master the material more fully. If the student achieves a better grade, it will replace the grade received previously on the transcript. If the student does not achieve a better grade, the previous grade will remain on the transcript. No additional credit will be earned except if the grade improves from an F.

Edgenuity-Credit Recovery Courses:

Credit recovery courses are available to students who are deficient in their graduation credits. These courses are offered through an on-line program called Edgenuity (E2020). Juniors and seniors have priority for these courses. However, our goal is to have students scheduled back into the classroom if at all possible. Edgenuity coursework can be done anywhere there is an internet connection, with the exception of assessments. All assessments must be taken at school with an Edgenuity advisor.

Pass/Fail Requests:

Students may choose to take one, non-required course on a Pass/Fail basis during their high school career. This option allows a student to take a demanding elective course while not running the risk of significantly lowering their G.P.A. By taking a course on a Pass/Fail basis, the student will earn credit, as long as the course is passed with a minimum of 70%, but not receive a letter grade on their report card or transcript. A “P” or an “F” will appear on the report card and transcript. This will not figure into G.P.A. In order to take a course Pass/Fail, a student must meet the following criteria:

- Must be a Junior or Senior.
- Must be taking the minimum required class load during the semester in which they are requesting a course Pass/Fail, not including P.E.
- Must have approval from the following people: Parent/Guardian, Teacher of the course requested, High School Counselor and High School Principal.
- Must complete the Pass/Fail request form with all appropriate signatures before 10 school days have expired in said term. This form is available in the school counseling office.

Grading Recording System:

The standard letter grading system is used throughout the school. In order to give a closer evaluation of students, plus and minus signs are also used with the letter grade whenever necessary. Cumulative G.P.A. will be kept with a 4-point system.

A.....Excellent	A+ = 4.00	A = 4.00	A- = 3.67
B.....Good	B+ = 3.33	B = 3.00	B- = 2.67
C.....Average	C+ = 2.33	C = 2.00	C- = 1.67
D.....Passing (Below Average)	D+ = 1.33	D = 1.00	D- = 0.67
F..... Failing	F = 0.00		
I.....Temporary Incomplete			

100 = A+	99-93 = A	92-90 = A-	89-87 = B+	86-83 = B	82-80 = B-	79 -77 =C+
76-73 = C	72-70 = C-	69-67 =D+	66-63 = D	62-60 = D-	59-00 = F	

Incomplete Grades: A student that receives an incomplete grade (I) will have ten school days to complete the requirements for the grade, unless otherwise agreed upon by the teacher and principal.

Study Hall

Students with a scheduled study hall must adhere to the following regulations. Failure to comply with the regulations will result in the student losing all privileges afforded to study hall students.

- Be on time.
- Have something to do. This is quiet study time.
- Follow proper check out and check in procedures
- Have a signed agenda from a teacher before study hall begins in order to go to another area of the building.
- Absolutely no card playing in study hall.

Academic Honor Roll

Honor roll is computed and published at the end of each quarter/semester. All grades are to be used when computing grade point. Students must be enrolled in the minimum number of classes during a grading quarter/semester to be considered for Honor Roll. Honor roll will be published two weeks after a grading semester. Students with incomplete grades, after this two week period, will not be included on the Honor Roll. There will be three categories of honor roll: **Honor Roll** - Any student earning a 3.0 - 3.33 G.P.A.; **Scholar Honor Roll** - Any student earning a 3.34 – 3.66; and **Star Honor Roll** - Any student earning a 3.67 - 4.0 G.P.A.

Academic Eligibility for Extracurricular Activities

Participation in co-curricular activities is strongly encouraged. The purpose of activities is to aid in the development of the whole-person, (social, physical, academic, and moral character). All students participating in activities, along with his/her parents, are to be familiar with the Starmont High School Student Activities Eligibility Code, which specifies standards of academic maintenance and behavior. **Students must be enrolled in at least five classes during the semester in which they are participating in an activity.**

Please see Good Conduct Policy on page 8 for further details.

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. It is possible that students who are serving discipline at the time of the graduation ceremony or other senior activities will not be allowed to participate. Students are not required to participate in the graduation ceremony.

Graduation requirements are listed in the Course Description Book.

Miscellaneous

Telephone Calls and Use of Telephone

Students will not be called from classes except in urgent instances. The office will take messages for delivery to students when they are not in class.

Announcements

Announcements will be delivered to all classroom teachers via email and read to the students before the end of the day. They are also posted across the hall from the office for the students to read, and they are posted on the website each morning

Visitors to School

If a student wishes to bring a personal guest, he/she must complete a visitor's form and have it approved by the principal at least three days prior to the day of the visit. Any visitor to school for which prior approval has not been given, will be asked to leave immediately. Visitor forms may be picked up in the office. No visitors are allowed during the first 10 quarter/semester school days nor the last 10 quarter/semester school days.

Visitors to the school grounds must check in at the middle/high school office.

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.

Lunch

Students may credit their account Monday through Friday, in the cafe, from 7:30 A.M. until 8:20 A.M. Money or checks will not be taken in the lunch line.

Student Regular Price Lunch - \$2.65; Breakfast - \$1.65; Student Reduced Price Lunch - \$.40 (Only one meal per day - all other items are at regular price.) Student Reduced Price Breakfast - \$.30 (Only one meal per day). Free Meal - (Only one meal per day - all other items are at regular price.) Students participating in the free and reduced lunch program must have money in their account to purchase extra food items.

A student with a negative lunch account balance will not be able to purchase extra food items until the negative balance is paid. Students will be informed when their lunch balance falls below \$5.00.

Breakfast and Lunch Policy

It is recommended that parents or guardians strive to maintain a positive balance in the child/children's food service account. Positive balances at the end of the school year are rolled over to the child's account for the next school year. If the child moves or graduates, a refund check will be issued for any remaining positive balance. If at any time a parent/guardian believes they may qualify for free or reduced lunches under federal guidelines, they should contact the Board Secretary/Business Manager for the necessary paperwork.

Upon the first negative balance of any amount incurred, the nutrition specialist will contact the parent/guardian by phone, email, or a written letter indicating to the parent/guardian the balance owed. This will be done at a minimum of once weekly.

If a negative balance of **\$25.00** or greater is reached, a letter will be sent home by the nutrition specialist to the parent/guardian stating that his/her child has a negative balance and that, if the total family's account reaches a debt of **\$75.00** or more:

For an Elementary or Middle School/High School student: he/she will be required to bring a sack lunch, or the child will receive an alternate meal, such as a cheese or peanut butter sandwich, fruit, and milk instead of the regular hot lunch menu items. A fee for the cost of these alternate lunches will be charged to the student's account.

If a negative balance continues to increase, the parent may be sent a notice from the business office stating that payment must be made within five business day of the date on the notice, or further collection procedures (small claims) could be pursued for payment on the account. If a parent/guardian begins good faith efforts to make regular payments, as determined by the superintendent and business office, towards eliminating the negative balance, the district may postpone additional collection procedures.

Please note that money needs to be available in a child's lunch account in order for extra meals, extra milks, or ala carte to be purchased. This applies to all students, including students from families participating in the free and reduced program.

Negative balances will be carried over to the following school year. These negative balances must be paid in full prior to school starting as a part of the school registration process. Parents with accounts in arrears will be asked to send a lunch from home until negative balances have been taken care of or a payment schedule arranged and adhered to. The school district reserves the right to take any other reasonable action, including legal action, to collect the balance due in any student's account.

Bus Discipline Procedures

Students utilizing school transportation shall conduct themselves in an orderly manner fitting to their age level and maturity with mutual respect and consideration for the rights of the bus driver and the passengers. Students who fail to behave in an orderly manner will be subject to disciplinary measures. The school vehicle driver shall have the authority to maintain order on the school vehicle. It shall be the responsibility of the driver to report misconduct to the building administrator. Surveillance cameras to monitor student behavior may be used on a random basis, or at the request of the school administration or a bus driver if student behavior problems have been observed or reported. If further assistance is needed, please call our Director of Transportation, (563-933-4372). The building principal may be contacted if concerns continue at (563-933-2218). Once an infraction occurs, the following bus discipline procedure shall be used to maintain an orderly atmosphere on the school vehicle:

Bus Discipline Procedure: In the event a student's conduct is inappropriate while being transported to and from school, the following actions could result:

- Step 1) A student/driver conference will be held centering on the student's behavior, the rule that was violated, and the expectations for the future. The parents of the student will be contacted by the driver. A written report will be filed with the building principal of the student and a copy forwarded to the parents along with a copy of the bus policy.
- Step 2) A student/driver/principal conference will be held concerning the incident. A written report will be filled out by the driver and principal. The building principal will contact the parents of the student and an accompanying letter will be sent to the parents along with a copy of the bus policy. The student will be suspended from bus privileges from one to five days.
- Step 3) A student/driver/principal conference will be held concerning the incident. A written report will be filled out by the driver and principal. The building principal will contact the parents of the student and an accompanying letter will be sent to the parents along with a copy of the bus policy. The student will be suspended from bus privileges from five to ten days. A parents/student/driver/principal conference will be held prior to the return of the student to bus privileges.
- Step 4) A student/driver/principal conference will be held concerning the incident. A written report will be filled out by the driver and principal. The building principal will contact the parents of the student and an accompanying letter will be sent to the parents. At this time the bus policy and the due process hearing procedure will be presented to the parent/guardian. The student will be suspended from bus privileges pending the result of a hearing by the Starmont Board of Education.

In the event a special education student's conduct is inappropriate while being transported to and from school, the following actions could result:

- Step 1) A student/driver conference will be held centering around the student's behavior, the rule that was violated, and the expectations for the future. The parents of the student will be contacted by the driver. A written report will be filed with the building principal of the student and a copy forwarded to the parents along with a copy of the bus policy.
- Step 2, 3, & 4) A student/driver/principal conference will be held concerning the incident. In addition, the student's IEP Team will meet to determine appropriate educational

options and transportation for the student. A written report will be filled out by the driver and principal. The building principal will contact the parents of the student and an accompanying letter will be sent to the parents along with a copy of the bus policy.

Those student riders whose privileges have already been suspended by the board during one academic year could start on step 2 or 3 of this procedure the next academic year. If the offense jeopardizes the safety of other students and the bus driver, action may be processed at step 3.

On bus trips longer than one hour, students will be given the opportunity for breaks as needed.

Media Center

The Middle School / High School Media Center is a place for study and research. Students are expected to come to the media center prepared to work, study, or read. The media specialist and/or aide are there to assist you with materials and research technology.

1. The media center will be open daily from 8:00 a.m. – 3:45 p.m., unless the facility is being used for a meeting or class project.
2. Students must have need of the materials or facilities in order to come to the media center. This may be to use reference materials, to select a book for class or pleasure reading, to read periodicals or newspapers, or to use the technology in the room.
3. There is limited space in our media center. When crowded conditions occur, students doing class research or group work will take precedence over those who are not.
4. Food or drink of any kind is not allowed in the media center.
5. Students reading newspapers, magazines, or using reference materials are asked to return the materials to their proper place before they leave.
6. Students need to properly check-out materials or secure permission from the person in charge before removing any items from the media center.

Circulation Procedures

1. The general checkout period for most books in the media center is two weeks. There is a five school day grace period on books and after the grace period, a fine of 5 cents per school day per overdue item will be charged unless the student has come in with the material to have it renewed.
2. No limits will be placed on the number of books checked out at one time unless there is a high demand at that time for a particular subject. Students are asked to be reasonable and to remember that many students use the library. Please be considerate of others. The media specialist may request that you return a book before it is due, or not allow the renewal of a book if the demand for the book requires such action. The media center staff will be keeping track of the books each student has checked out and the media specialist reserves the right to limit the number of books checked out by any student who already has several overdue materials in his or her possession.
3. To check out library materials students will come to the circulation desk, the item will be scanned and the student bar code number will be entered.
4. Some materials have a limited loan period because of the nature of the materials or the demand. These are referred to as reserve materials. Any book(s) or other materials may be put on reserve by a teacher or the media specialist. The loan period for the reserve materials will be overnight or three days depending on the materials and the

circumstances. (Occasionally reserve books will be restricted to use in the library.) Overnight materials must be returned to the media center by 8:15 am. A fine of 25 cents per school day will be charged for overdue reserve materials.

5. Reference books, including some encyclopedias, are also limited in their loan periods. Some reference books are marked for "library use only" and may not be checked out. Other reference materials may be checked out for "overnight only" which means the materials may be picked up at the end of the school day and must be returned before 8:15 a.m. the next school day. The fine for overdue reference materials will be 25 cents per school day.
6. Current magazines may not be checked out of the media center. Back issues of magazines may be checked out for 3 days. The fine on these materials will be 5 cents per school day.
7. No checkout will be allowed to anyone if they have a fine of \$5.00 or more until the fine is paid below the \$5.00 level. At the end of the school year, students will be charged the current replacement cost for any materials that they have lost or damaged.

Problem Solving

The Starmont Community School District uses a problem-solving model to address student concerns. Problem solving is a systematic set of procedures designed to look at different factors that might be affecting student success, such as what is taught, how it is taught, and how the student responds to these processes. Parents are key participants during all facets of problem solving. During the problem-solving process, school personnel (including special education staff and Keystone special education personnel) may be involved in gathering information that will be used to develop effective interventions. If a child is recommended for special education services, parents must give written consent. Parents may also request that their child be considered for special education services at any time by contacting the child's principal.

School Counseling Program

As stated in the Iowa Administrative Code, 281-IAC 12.3 (11), Starmont Middle/High School will maintain a 6-12 comprehensive school counseling program, driven by student data and based on standards in academic, career, personal, and social areas. The school counseling program will support the student achievement goals of the total school curriculum to which all students have equitable access. The school counseling program's delivery system components include the following:

1. **Curriculum** that is embedded throughout the district's overall curriculum and systematically delivered through classroom and group activities that provide all students with the knowledge and skills appropriate for their developmental levels;
2. **Individual student planning** through ongoing systemic activities that help students establish educational and career goals to develop future plans;
3. **Responsive services** through intervention and curriculum that meet students' immediate and future needs. This may require any of the following: individual or group counseling; consultation with parents, teachers, and other educators; referrals to other school support services or community resources; peer helping; and information;
4. **Systemic support through management activities** to establish, maintain, and enhance the total school counseling program, including professional development, consultation, collaboration, and program management.

The school counselor shall collaborate with classroom teachers, parents, administrators, and community members to develop, teach, and evaluate standards that emphasize a sequentially presented curriculum, programs, and responsive services that address growth and development of all students and attainment of student competencies in academic, career, personal, and social domains.

Student Testing

Following are the standardized tests which are given at Starmont Middle/High School each year:

Required Tests

- ***Iowa Assessments:*** This test is given to all students in grades 6-11 each year to assess educational development of students in the core academic areas.
- ***Measures of Academic Progress (MAP) in Reading, Language Arts, Math, and Science.*** These tests are given twice a year.

Optional Tests

- **PSAT/NMSQT.** This is given to junior students throughout the nation as a practice test for the SAT, and to qualify for certain academic scholarships. The test is taken at Starmont in October of every year. Sign up in the counseling office.

Other Exams: The following college placement exams are given throughout the year. The counseling office has registration materials and/or information for the following.

ACT – SAT – ACCUPLACER – ASVAB

Scholarships

Information on scholarships is collected yearly and published on the school counseling website. <http://www.starmont.k12.ia.us/HIGH SCHOOL/Guidance/Scholarships>

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.

Release of Student Information

The following information may be released to the public as follows in regard to any individual student of the school district as needed. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by October 1st of this school year to the principal. The objection needs to be renewed annually.

Name, address, telephone number, date and place of birth, e-mail address, grade level, enrollment status, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended

by the student, student ID number that is displayed on a student identification card (provided it cannot be solely used to access the student's educational records), user ID or other unique personal identifier that is displayed on a student identification card (provided it cannot be solely used to access the student's educational records), photograph and other likeness, and other similar information.

Inspection of Educational Materials

Policy Title: Annual Schedule of Activities and Consent/Opt-Out Form Code No. 503.4E2

The Protection of Pupil Rights Amendment (PPRA) requires the Starmont Community School District to notify you and obtain consent and/or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas, known as "protected information surveys," that concern one or more of the following eight areas:

- (a) Political affiliations or beliefs of the student or the student's parents;
- (b) Mental or psychological problems of the student or the student's family;
- (c) Sex behaviors or attitudes;
- (d) Illegal, anti-social, self-incriminating or demeaning behavior;
- (e) Critical appraisals of others with whom the respondents have close family relationships;
- (f) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- (g) Religious practices, affiliations, or beliefs of the students or parents; or
- (h) Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes, known as "marketing surveys," and/or certain physical exams and screenings.

The following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. This list is not necessarily exhaustive and, for surveys and/or activities scheduled after the school year starts, the Starmont Community School District will provide parents, within a reasonable period of time prior to the administration of the surveys and/or activities, notification of the surveys and/or activities and the opportunity to consent and/or opt their child out, as well as an opportunity to review the surveys.

The right to consent, and notification and opt-out transfers from parents to any student over eighteen (18) years of age or any student who is an emancipated minor pursuant to Iowa laws.

Schedule of Activities

[Activity 1 (Permitting Opt-Out)]

Date:

Grades:

Activity:

Summary:

Opt-Out: A parent wishing to opt his/her child out of this activity must contact the superintendent at Starmont Schools, telephone number: 563-933-4598, no later than *2 weeks before the activity* and indicate that you do not wish for your child to participate in this activity.

Review of Survey and/or Instructional Material

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit the following request to Troy Heller, Superintendent, at 3202 40th Street, Arlington, Iowa 50606 or by email. The superintendent and/or designee will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional material before the survey and/or material is administered to student.

I, _____, request to review a survey and/or instruction material in connection with any protected information or marketing survey.

Title of Survey and/or Instructional Material: _____

Brief Description: _____

Date the Survey and/or Instructional Material will be Submitted to Students: _____

Parent's Contact Information:

Address	City	State
Zip		

Phone Number(Cell/Home)	E-mail Address
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Parent's Signature: _____ Date: _____

The Protection of Pupil Rights Amendment (PPRA) affords parents and students over eighteen (18) years of age and/or students who are considered emancipated minors pursuant to Iowa laws (“eligible students”) certain rights with respect to the district’s conduct of surveys, collection and use of information for marketing purposes and certain physical exams. These include the following rights:

1. The **right to consent** before a student is required to submit to a survey that concerns one or more of the following protected areas (“protected information surveys”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
 - (a) Political affiliations or beliefs of the student or the student’s parents;
 - (b) Mental or psychological problems of the student or the student’s family;
 - (c) Sex behaviors or attitudes;
 - (d) Illegal, anti-social, self-incriminating or demeaning behavior;
 - (e) Critical appraisals of others with whom the respondents have close family relationships;
 - (f) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - (g) Religious practices, affiliations, or beliefs of the students or parents; or
 - (h) Income, other than as required by law to determine program eligibility.
2. The **right to receive notice and an opportunity to opt a student out of** a protected information survey, which concerns any of the protected areas outlined above, regardless of the source of funding of the survey.
3. The **right to receive notice and an opportunity to opt a student out of** any non-emergency, invasive physical examination or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical examination or screening permitted or required under Iowa law.
4. The **right to receive notice and an opportunity to opt a student out of** activities involving the collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
5. The right to inspect, upon request and before administration or use, any of the following information:
 - (a) Protected information surveys of students;
 - (b) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - (c) Instructional materials used as part of the educational curriculum.

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

Family Policy Compliance Office, U.S. Department of Education,
400 Maryland Ave., SW, Washington, DC, 20202-5920.

The Starmont Community School District will also directly notify, such as through U.S. Mail or e-mail, parents of students who are scheduled to participate in the specific activities or surveys listed below and will provide an opportunity for the parent to consent to or opt his/her child out of participation of the specific activity or survey. The district will provide the Schedule of Activities outlining the activities to which this notice applies, preferably at the same time as the district provides this notice, if the district has identified the specific or approximate dates of the activities and surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and/or planned activities and surveys that may arise during the school year that are not listed below, and will be provided an opportunity to consent to or opt his/her child out of participation of the specific activity or survey. Parents will also be provided an opportunity to review any pertinent surveys.

The Starmont Community School District will develop policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. The district will directly notify parents of these policies at least annually at the start of the school year and after any substantive changes.

The following is a list of the specific activities and surveys to which this Notice apply: Iowa Youth Survey and Relationship Survey

Policy Title: Annual Notice Regarding Student Records Code No. 503.1E6

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

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.
 - a. 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 principal 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 or misleading or in violation of the student's privacy rights.

- a. Parents or eligible students may ask the school District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
 - b. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the 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.
 - a. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, AEA employee, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team or assisting another school official in performing his or her tasks.
 - b. 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.
 - c. Upon request, the District discloses education records without consent to officials of another school District in which a student seeks or intends to enroll. (Note: FERPA requires a school District to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request).
- 4. The right to inform the school District that the parent does not want directory information to be released. Directory information can be released without prior parental consent. Any student over the age of eighteen or parent not wanting this information released to the public must make object in writing by October 1st, to the principal. The objection needs to be renewed annually.
 - a. "Directory information" includes: name, address, telephone number, date, and place of birth, e-mail address, grade level, enrollment status, major field of

study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, student ID number that is displayed on a student identification card (provided it cannot be solely used to access the student's educational records), user ID or other unique personal identifier that is displayed on a student identification card (provided it cannot be solely used to access the student's educational records), photograph and other likeness, and other similar information.

- b. Even though student addresses and telephone numbers are not considered directory information in every instance, military recruiters and post-secondary educational institutions may legally access this information without prior parental consent. Parents not wanting military recruiters or post-secondary institutions to access the information must ask the District to withhold the information. Also, Districts that provide post-secondary institutions and potential employers access to students must provide the same right of access to military recruiters.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
Family Policy Compliance Office, U.S. Department of Education,
400 Maryland Ave., SW, Washington, DC, 20202-5920.

The District may share any information with the Parties contained in the student's permanent record which is directly related to the juvenile justice systems' 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 a 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 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. Information obtained from others shall not be used for the basis of disciplinary action of the student. 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 to 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 designated to correct behaviors that lead

to truancy, suspension, and expulsions and to support students in successfully completing their education.

The party requesting the information will contact the principal of the building in which the student is currently enrolled or was enrolled. The principal will forward the records within ten (10) business days of the request.

Confidential information shared between the Parties and the District shall remain confidential and shall not be shared with any other person, unless otherwise provided by law. Information shared under the agreement is not admissible in any 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 nor can it be used as the basis for disciplinary action of the student.

Campus Restriction

Middle School nor High School students shall be permitted to leave the campus between the time of arrival each morning and the hour of dismissal from regularly scheduled classes without proper permission. Please read the Attendance section of this handbook and familiarize yourself with the specific regulations and consequences for violating them.

School Expenses

There are possible fees students may incur while in high school. Sophomores may purchase class rings. Seniors may purchase senior pictures, announcements for graduation, and a graduation picture. A graduation fee is assessed for the cap and gown, tassel, and other graduation costs. The rings, senior pictures, and announcements are made available, but are not mandatory. In most cases, take-home projects (Art, Shop, Home Ec.) requiring materials of value need to be purchased by the students, or if supplied by the school, reimbursement is necessary. There are also annual Band, FFA and Class fundraising costs.

Sportsmanship

Demonstrating superior sportsmanship is expected by all students at Starmont High School. Showing respect to visiting teams, coaches and spectators, cheering in a positive way for our teams and coaches, and not vocalizing your displeasures with any official or referee is expected. If in the opinion of the supervisors on duty, any poor sportsmanship is demonstrated, the violator will be asked to leave and will not return for the remainder of the event. Any second violation throughout the school year will result in the banning of the violator from all activities for the remainder of the school year.

Student Behavior

Starmont High School will provide all of its students with a safe educational environment. It is the student's responsibility to take advantage of this environment and get the most out of the opportunities afforded to them. Mature, young adult behavior and being responsible for your actions will play a large role in this responsibility. Please be aware of the academic, attendance, and student discipline portions of this handbook and the consequences for not following the regulations that accompany each area.

Tobacco, Alcohol, Controlled Substances and Weapons

The Code of Iowa (279.9) provides that the use, possession or sale of tobacco, and the use, possession, or sale of alcoholic liquor or beer or any controlled substance or look-alike drugs, or weapons by any student is prohibited. The Board of Education may suspend or expel any student for any such violation of such rule. This includes attendance at any school related function at Starmont High School or any other school site, as well as the regular school day. Disciplines for offenses under this section are normally handled with suspension.

Weapons Statement

The Board of Education believes weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on the school premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

According to school district policy 502.8, parents of students found to be in possession of a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension and/or expulsion, according to School District Policy 502.8.

Discipline

To assure a safe and productive learning environment, it is important that all students adhere to the general discipline rules and regulations of Starmont High School. Students that are disruptive to the educational process will be dealt with as follows.

Discipline Procedure

In most cases, the individual teacher will handle his/her own discipline problems. If a student's self discipline is ineffective, staff member's reaction to discipline problems may include, but are not limited to the following:

1. Discussion and notification of the problem to the student
2. Notification and/or conference with the parent
3. Guidance assistance
4. Detention
5. Removal from class with a failing grade

If the teacher cannot satisfactorily solve the problem, the principal will use the necessary means to correct the problem behavior. These means may include, but are not limited to:

1. Conference with the student and/or parent
2. Probation
3. In-school suspension
4. Out-of-school suspension
5. Removal from class with a failing grade

Discipline Referrals

A discipline referral is categorized as follows:

1. A student being sent to the office for any disciplinary action
2. A parking lot violation
3. A student removal from class
4. Any insubordination
5. Any assigned detention
6. Any in-school suspension
7. Any out-of-school suspension
8. Any unexcused absence
9. Any truancy

*If a student is removed from a class by a teacher for any disciplinary reason, the parents will be notified and a parent, student, teacher meeting will be required before the student is allowed to return to class.

Other

Back Packs

Students may bring back packs into the high school facility. Back packs are to be stored in student lockers and not carried from class to class, taken to lunch, or left in hall ways. There is ample time between classes to go to your locker and retrieve the necessary materials for your next class.

Blankets

Blankets if allowed by the classroom teacher are allowed but students are not allowed to be covered up and wrapped up in a blanket walking down the hallway. The blankets need to stay in the classrooms.

Book Rental

All textbooks are owned by the school and each high school student is charged a book rental fee. Any textbook or library book lost or damaged will be replaced and cost assessed to the student. Student projects to be taken home (i.e., woods, art, metal projects or materials) will require additional purchases.

Church/Family Night

Wednesday evening of each week has been reserved for the churches in the school district. No local school sponsored event will be scheduled on this night after 5:45pm.

Course Fees

Any regular course fee (i.e., shop, art, etc.) must be paid prior to the end of the course. Any material needed throughout the semester must be paid for in advance of using the material.

Eighteen Year Olds

The legislature granted adult rights to eighteen year olds. The legal age does not allow more or less privileges than other members of the student body. School policies will apply to all students, regardless of age.

Corporal Punishment, Restraint, and Physical Confinement and Detention:

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 the Starmont Superintendent at 563-933-4598.

Professional Staff Qualifications

Parent/Guardians in the Starmont Community School District have the right to learn about the following qualifications of their child’s teacher:

- State Licensure requirements for the grade level and content areas taught.
- Current Licensure status of your child’s teacher.
- Baccalaureate/graduate certification/degree of your child’s teacher.

*Parents/Guardians may request this information from the
Office of the Superintendent by calling or sending a letter of request to
Starmont Superintendent, Starmont CSD, 3202 40th Street, Arlington, IA 50606*

Citizen's Complaints About School Employees

STEPS To Encourage Positive Solutions

Situations will arise at Starmont throughout the school year which causes concerns for parents, teachers, and students. Resolving these situations quickly to the satisfaction of all parties involved benefits the educational program of the district. "STEPS" should help you resolve problem situations quickly and satisfactorily. Please follow these steps if you have a concern.

STEP 1:

Contact the appropriate staff member. This first STEP in resolving a concern is to discuss it with the staff member involved – the teacher, the coach, the bus driver, etc. More than 95% of all concerns are resolved at this level.

STEP 2:

Contact the principal or immediate supervisor (athletic or transportation director). If STEP 1 does not resolve your concern, discuss it with the principal or the employee's immediate supervisor. The principal is the professional educator in charge of the building and the person responsible for handling concerns regarding the school's operation. The principal and other supervisors can share building information and explain policies, guidelines and procedures. If you have not attempted to resolve the concern with the immediate person involved, you will be asked to do so at this STEP.

STEP 3:

Contact the Superintendent. If you feel that your concern has not been adequately resolved after following STEPS 1 & 2, contact the Superintendent.

STEP 4:

Contact the School Board. If your concern has not been addressed in STEPS 1-3, you can contact the school board. The school board has a committee of two members who will consider your concern and decide if warrants going to the entire board. Your concern must be in a written request to the superintendent for considerations by the board complain subcommittee.

STEP 5:

If the board complaint subcommittee decides that the concern should go before the full board, then the matter will be taken to the full board.

However, the school board members do not have direct authority in day-to-day operations. The authority of the district is the result of official actions by the majority of the school board members at their monthly meetings. These meetings are open to the public.

Pop or Food

No food or pop, energy drink, coffee, etc. will be allowed during instructional time unless approved by the principal for special occasions.

Protective Devices

In accordance with state law, students participating in certain classes are to wear protective devices. Any student failing to comply with such requirements will be temporarily suspended from participation in said course, and the registration of a student for such course may be canceled by the principal for willful, flagrant, or repeated failure to observe the above requirements.

Signs, Banners, Posters

Signs, banners and posters may be posted with permission from the office.

Drones or Unmanned Aerial Vehicles (UAVs) Code No. 903.5

The use or possession of drones or unmanned aerial vehicles (UAVs) is prohibited for any purpose by any person or entity on district school grounds and within district buildings. An exception to the policy may be granted for educational purposes. Exceptions must be in the form of a written letter by the Superintendent indicating the purpose, person(s) responsible for operating the drone or UAV, location, and the duration of the exception. A copy of the letter is retained in the superintendent's file and a copy is delivered to the individual and presented to a supervising school official (e.g., teacher or administrator) during the operation of the UAV.

Organizations or individuals seeking an exception from the superintendent must meet the following criteria:

- Provide a copy of the drone's or UAV's registration information.
- Provide proof of personal liability insurance (Insurance certificate).
- Follow all Federal Aviation Administration (FAA) rules and regulations.
- Follow State of Iowa rules and regulations.
- Aerial photos and video identifying individual students is prohibited from distribution. An exception is granted for written consent from the student's parents.
- General distribution of groups and activities is prohibited without consent of the superintendent or the superintendent's designee.

The prohibition applies to the area above all spectator areas, athletic fields, courts, parking lots, practice facilities, and all indoor facilities.

For purposes of this policy, a drone or UAV is any unmanned airborne device or aircraft. The Starmont Board of Directors reserves the right to refuse admission to anyone possessing, operating, or attempting to operate a drone or UAV. Failure to abide by such request is grounds for immediate removal of the person(s) responsible for owning and/or operating the drone or UAV.

This policy does not apply to any district owned drones or UAVs purchased for educational purposes and supervised by a district teacher or administrator.

Date of Adoption: Feb. 9, 2016

Legal Reference: (Code of Iowa)

Date of Review: _____

Date of Revision: _____

Related Administrative Rules and Regulations: 502.1 Student Code of Conduct, 503.1 Student Records, 507.1 Student Photographs.

Map of School Facility and Grounds

Starmont Community School

