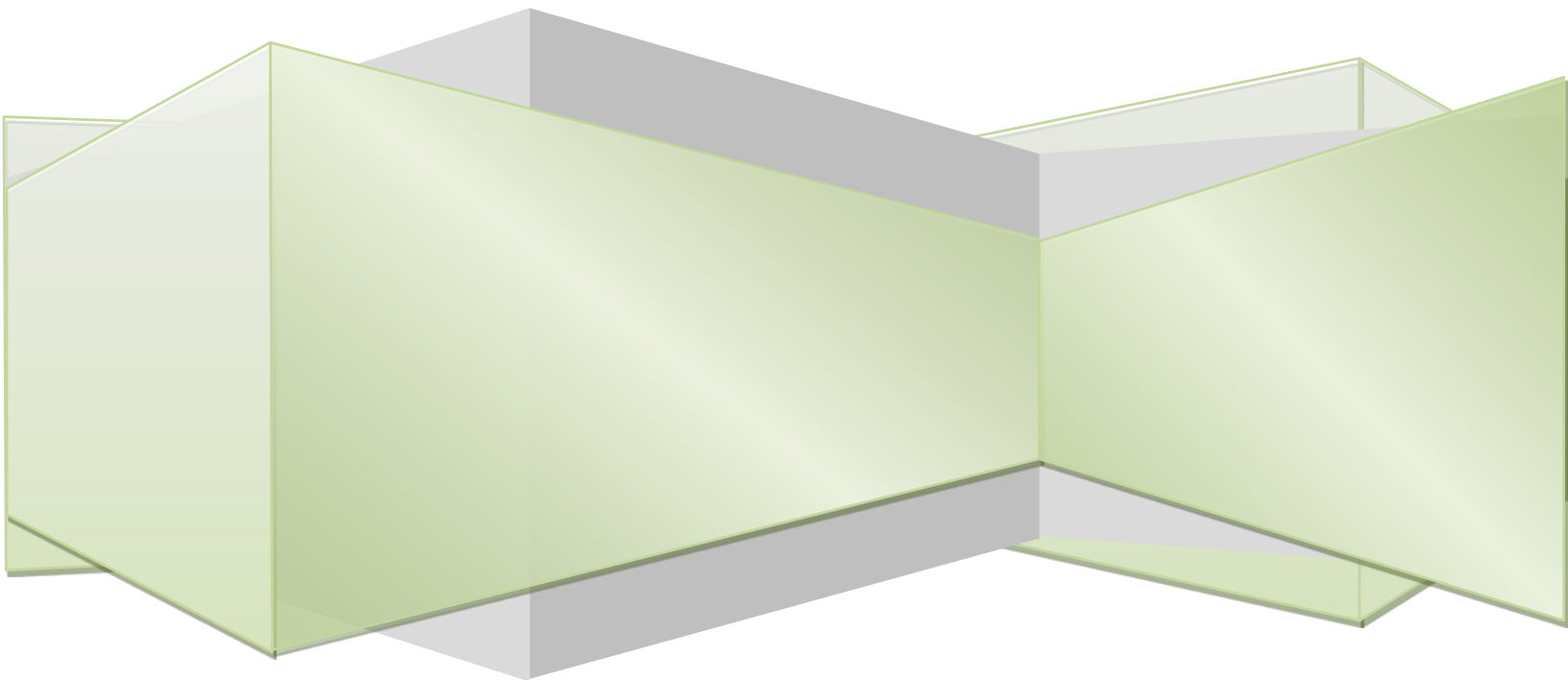


Storm Lake High School
621 Tornado Drive
Storm Lake, IA 50588

Student Handbook

Storm Lake High School



Storm Lake Community School District Non-Discrimination Statement

It is the policy of the Storm Lake Community School District not to illegally discriminate on the basis of race, color, national origin, sex disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational program and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinator, Kellie Anderson, (kanderson@slcsd.org) 930 East 5th Street, Storm Lake, Iowa, 50588, 712-732-8076.

Storm Lake SCD's Declaracion de No Discriminacion

Es la politica del Distrito escolar de la Comunidad de Storm Lake no discriminar ilegalmente sobre la base de raza, color, origen nacional, sexo, discapacidad, religion, creencias, edad (para el empleo), estado civil (para programas) orientacion sexual, identidad de genero, y nivel socioeconomico (para programas) en su programa educativo y sus practicas de empleo. Existe un procedimiento de quejas para procesar las quejas de discriminacion. Si usted tiene preguntas o una queja relacionado con esta politica, por favor comuniquese con el coordinador de Equidad del distrito, Kellie Anderson, (kanderson@slcsd.org) 930 East 5th Street, Storm Lake, Iowa 50588, 712-732-8076.

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Opening Statement

Welcome to Storm Lake High School. This student handbook is designed to accomplish the following goals:

1. Document school rules and school district policies to serve as a guide for students and their families and to clarify the school district and High School's position on a number of issues;
2. Serve as a source of information for students and their families about the school district and the High School, the organization structure and overall philosophy; and
3. Provide students and their families with up-to-date, easy to understand information on the range of opportunities and programs available throughout the High School and the school district.

This handbook is not intended to cover every possible situation that may occur in the High School. Rather, it is intended as a general guide to assist students and their families on their High School journey. If a student or family member has any questions, he/she/they may contact the High School administration:

Beau Ruleaux, Principal or Jeff Tollefson, Assistant Principal (712) 732-8065

School District Mission Statement, Educational Goals and Expected Student Outcomes

District Mission: The Storm Lake Community School District will encourage, engage and empower students to build a better tomorrow.

District Values: All Storm Lake Community School District stakeholders (students, staff, parents, community members) value:

1. Our diverse schools and community.
2. Acquiring knowledge and applying critical thinking.
3. The inherent learning ability of each individual.
4. Establishing and maintaining a safe and positive learning environment.
5. The partnership among students, families, staff, communities and the world.
6. Empowering all to be confident and responsible digital citizens, who use technology effectively and demonstrate 21st Century Skills.

District Beliefs: All Storm Lake Community School District stakeholders (students, staff, parents, community members) believe in:

1. Giving their best effort every day.
2. Encouraging, empowering and engaging students and staff to take educational risks in a safe environment.
3. Equally embracing each student.
4. Developing the fundamentals of good character: trustworthiness, respect, responsibility, caring, citizenship and fairness.
5. Developing students' understanding of the importance of being a contributing member of their community.
6. Supporting all to reach their highest level of achievement.

High School Mission: Students Learning to Succeed.

High School Vision Statements

- SLHS promotes a climate of high social, behavioral and academic expectations, within a culture in which all participants are valued and demonstrate the relevance of their learning.
- SLHS students develop a sense of ownership as they progress through the essential curriculum.
- SLHS students take a vested interest in their academic success.
- SLHS employees work together respectfully, honestly and cooperatively to promote success and create a positive school environment.
- Structures are in place to allow SLHS staff members continually grow in their expertise.
- SLHS students develop and use critical, logical and creative thinking skills across the curriculum.
- SLHS students are encouraged to be active participants in a variety of academic courses and extracurricular offerings.
- SLHS community (students/staff/administration/parents/community) conduct themselves in a respectful, responsible and ethical manner, promoting pride and integrity, while always striving to build and cultivate character.
- SLHS parents and students are clear on all aspects of school through planned, frequent and multilingual (written and oral) communication.
- SLHS stakeholders (students/staff/administration/parents/community) contribute to a safe and orderly environment in which our learners can succeed.

High School Faculty Values

- We will provide opportunities for each SLHS student to reach his/her full potential academically and socially.
- We will model character and treat all members of the school community with respect.
- We will ensure that all communication is timely, consistent, efficient and respectful.
- We will attend a variety of academic and extra-curricular activities.
- We will provide a safe, orderly environment for students' success.

High School Student Values:

- We will communicate in a mature, positive and respectful way.
- We will use the resources that the school offers to fulfill academic and social achievement.
- We will show respect to all.
- We will help maintain a safe and organized environment where everyone is equal for our success.
- We will show our support at sporting events and all other extracurricular activities.
- We will take care of our school and its surroundings.
- We will show an effort in achieving goals and ambitions.
- We will recycle!
- We will have fun while we learn!

School Song, School Colors and School Mascot

School Colors: Green and White

School Mascot: Tornadoes

School Song: Hail Storm Lake High School.....Hat's off to you.....Ever you'll find us, loyal and true.....Firm and undaunted.....Always we'll be.....Hail to the school we love.....Here's a toast to thee.

Equal Educational Opportunity

The school district does not discriminate in its education programs or educational activities on the basis of sex, race, religion, color, national origin, marital status, sexual orientation, gender identity or disability. Students are educated in programs which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is Kellie Anderson and can be reached at (712) 732-8076. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, (816) 268-0550, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The Child Study Team is responsible for this process. Representatives from the Area Education Agency may also assist the school district in this process. Parents wanting access to this process should contact Jodi Theisen at (712) 732-8065.

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. Public demonstrations of affection, including physical contact in more than a casual manner will not be tolerated.

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 Principal's 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 high school office for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Textbook/Workbook Fee: This fee is to be paid at the time of registration for enrollment for that particular school year. Students who transfer or leave school prior to April of the same year are entitled to a pro-rated refund upon their official checkout from SLHS. Should a student lose, destroy or damage a book beyond the usual wear anticipated, he/she will be expected to pay for the damages. The books are to be returned to the school at the end of semester/school year or when a student withdraws from school, if prior to the end of the school year.

Lab Fee: A fee to cover project materials above and beyond the required curriculum may be assessed in a number of laboratory-type courses in art, family/consumer sciences, industrial technology, accounting, computer, and advanced sciences. If a project lab fee is not assessed, the student may be responsible for purchasing their own project materials in various fine arts and vocational courses.

Art Supplies: Students enrolled in art classes at Storm Lake High School have the option to purchase art supplies through the school and a much discounted price. These supplies can be purchased for \$10.00 per class or the student can take the provided art supply list and purchase their own. If the student chooses to purchase their own and the supplies purchased do not meet the specific requirements of the art teacher, they will be required to purchase the appropriate supply through the school.

Music Apparel Fee: Students enrolled in band, choir and/or orchestra are required to pay a \$30.00 music apparel fee. This fee goes to cover the costs of shoes, clothing and cleaning of clothing required to be worn by enrolled students during concerts and performances throughout the school year. Students who fill out the Iowa Eligibility Application and are approved for the free or reduced registration fee waiver will have a reduced apparel fee of \$15.00.

Music Fee: A fee for the rental of a school-owned instrument may be assessed on a yearly basis to be paid at the time of registration for enrollment in the instrumental music program for that particular school year.

Emergency Forms

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

Student Attendance

School Calendar and Daily Academic Schedule

School Calendar: The school calendar is available to all students and patrons in the high school office. It may also be viewed on the District website: www.slcsd.org.

Daily Academic Schedule:

Regular Schedule		
Period	Time	Minutes
1	8:15-8:57	42
2	9:01-9:43	42
3	9:47-10:29	42
ANCMT.	10:29-10:32	15
INTERVENTION	10:36-11:06	30
4	11:10-11:52	42
5	11:56 – 1:11	75
6	1:15 – 1:57	42
7	2:01 – 2:43	42
8	2:47-3:30	43

Wednesday Evening Activities

Wednesday evenings (after 6:30 p.m.) are designated as activity free. The school cooperates by not scheduling parties, practices, or games on these evenings (September-April). An exception is made when an agency outside the school schedules tournaments, meets or events for Wednesday evenings.

Building Hours

As a general practice, except for before-school scheduled activities, students should not plan their arrival to school in the mornings prior to 7:30 a.m. Doors to the building are typically unlocked at 7:00 a.m. and are locked again at 8:25 a.m. The south canopy doors will remain locked during school hours. All main doors will be unlocked at 3:15 p.m. and are locked again at 5:00 p.m. Except for scheduled athletic practices and other meetings/rehearsal; students are expected to clear the building by 4:00 p.m.

Student Attendance

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood.

Students who know they will be absent must notify the office prior to the absence. If advance notification is not possible, parents must notify the office at (712) 732-8065 on the day of the absence. If notification is not received, the office attempts to contact the parents at their emergency number. Before a student is re-admitted after an absence, the student must bring a note signed by the student's parents to the office explaining the reason for the absence. A five-day attendance report will be sent to the student and parent and/or guardian when the student reaches (5) absences in class. An eight (8) and ten (10) day report will also be mailed.

The school determines whether an absence is excused or unexcused. Excused absences include, but are not limited to, illness, family emergency, recognized religious observances and school activities. Unexcused absences include, but are not limited to, tardiness, shopping, hunting, concerts, preparation or participation in parties or other celebrations, vacations and employment. Students are expected to be in class on time. An accumulation of eight (8) or more unexcused absences in a class may cause the student to be subject to the loss of class credits towards graduation for that semester. When a student reaches eight (8) or more unexcused absences in any class, the Assistant Principal may:

1. Allow the student to remain in the class on a probationary basis.
2. Remove the student from the class in an effort to concentrate on classes and credits that can be salvaged.
3. In addition to #1-2 above, the Assistant Principal may establish strict expectations for attendance.
4. Place student in the alternative high school/credit recovery program.

If the student exceeds eight (8) unexcused absences in four (4) or more classes, the Assistant Principal may make a recommendation to the Board of Education that the student be expelled from all classes.

Appeal

Students who lose class credits based on the ten (8) day absence policy may utilize the due process procedures available at the Storm Lake High School to appeal the loss of credits.

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

Students participating in school activities must be in school at least one-half day on the day of the event in order to participate in a school activity. The remaining half-day must be an excused absence. Only in extraordinary circumstances, may this rule be waived by the principal.

Students are responsible for arranging to make up schoolwork and are allowed to make up schoolwork only upon the approval of their teacher. Students who know they are going to be absent prior to an absence must make arrangements with their teachers in advance to make up schoolwork. When an absence is not anticipated, all school work must be made up within the number of days which are double those of the absence (e.g. three (3) days absence must be made up in six (6) school days). Students shall receive full credit for school work made up within the aforementioned timeframe. Students who do not make up their work within the allowable time will lose credit for that requirement. Students are not allowed to make up schoolwork or to submit late schoolwork due to an unexcused absence.

Exemption

The school district recognizes that in certain situations, families may desire to take their students away from the classroom setting for an educationally focused experience. In order to ensure the educational value of this experience, certain guidelines have been established to help the students pre-plan and receive approval for their absence.

Application for Exemption from the Attendance Policy

A student may apply for an exemption from the 8-Day Absence policy by completing the following questions calendar days prior to being absent:

1. Explain in detail the plans for this educational or family experience.
2. Enclose an itinerary for the length of time that is requested to be absent from school.
3. Explain how the student will receive guided instruction during the time of absence and who will be responsible for this instruction.
4. Explain how the student will be assessed during this time.
5. Describe the plan and consult with the Assistant Principal and teachers for make-up work prior to the absence.
6. Describe how the student will make up the work that remains, once he/she returns to the school setting.

Once this form is delivered to the Assistant Principal, he/she will make a determination for exemption and inform the student and parent within five (5) school days. If the exemption is denied, the student/parent may appeal this decision according to the due process procedure described in this handbook.

Reduction of Grades Prohibited

Reduction of grades shall not be used as a disciplinary measure against a student because of absence from school. However, this is not to imply that excessive absences from school/class will not have an adverse affect on a student's level of scholastic achievement.

Tardiness

Punctuality is one of the records employers are most interested in when checking on a prospective employee. Tardiness to school or unexcused tardiness to classes is a part of a student's record.

Unexcused Tardies to School

Students who arrive to school late without a valid excuse should report directly to class. The tardy will be recorded by the classroom teacher and consequences will be assigned for being tardy to class. Students who arrive to school late with a valid written excuse should report to the office to receive a hall pass before reporting to class.

Unexcused Tardies to Class

Students who are tardy to class without a written pass excusing the absence will be recorded as TARDY and consequences will be assigned. Students who are more than three minutes late may be referred to the office to have the tardy recorded and noted by administration.

- 1st offense: Recorded; warning, no penalty
- 2nd offense: 15-30 minutes of detention with teacher (or administrative detention)
- Additional offenses: Restricted lunch – administrator assigned.

Administration reserves the right to assign alternative consequences for students who demonstrate chronic tardy behaviors. An accumulation of five (5) unexcused tardies to a class will be treated as one (1) unexcused absence and will be subject to the attendance policy.

Leaving the Building

Leaving the building or grounds without permission before the end of the regular school day is forbidden and is considered a matter of truancy. Parents/guardians have every right to expect that their sons/daughters should be in school the entire school day each day school is in session. Because of illness and other rare important reasons one needs to leave the building or grounds, students must have permission in advance from both their parent/guardian, and the school, and then sign out in the office prior to leaving. If the student returns after leaving, he/she must sign in. Students living on their own or who are enrolled in classes at Iowa Central and Buena Vista University are excused from this procedure.

Truancy

Students who are absent from school or class without the knowledge of school officials shall be subject to disciplinary measures. Student absences must be reported to school officials by parent/guardian or the student may be considered truant. Each day or portion of a day of truancy from school or class shall be considered a separate violation of these rules. The parent or guardian of a student who is found to be truant will be notified by telephone or in person as soon as possible with written notice of the truancy sent to the parent or guardian within two (2) school days.

- 1st Offense: Assigned detention time and/or up to one day in-school suspension plus make up of all time missed due to truancy; possible referral to law enforcement.
- 2nd Offense: Two days in-school suspension plus make up of all time missed due to truancy; possible referral to law enforcement.
- 3rd Offense: Three days in-school suspension; parental conference with administration for readmission; possible referral to law enforcement.

Attendance Review

Students and parents wishing to review a teacher's or administrator's decision regarding tardiness and make-up work rendered under the absence rule may do so by following the procedures outlined in the Due Process section.

College Visits

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

Open Campus

It shall be the policy of the Storm Lake Community School District to make available a system of open campus to its high school students as an earned privilege in order to further prepare students in the disciplines of responsibility, time management, and good judgment; to provide a diversity of opportunities for constructive use of non-class time; and to enhance the educational atmosphere through heightened academic freedom. In order to achieve the desired results and maintain effectiveness, it is fitting to offer open campus as a privilege that is earned through a constant display of appropriate conduct and a healthy attitude towards education; along with the removal of the privilege when it is abused. Any student who wishes to appeal his/her loss of the Open Campus Privilege should follow the Due Process procedures as described in this handbook.

Open Campus Regulations:

- A. The following are criteria for earning the open campus privilege at the beginning of each grading period:
 - 1. Must be a senior or junior.
 - 2. Must have had no suspensions the previous grading period.
 - 3. Must have had fewer than three unexcused tardies and no unexcused absences in the previous grading period.
 - 4. Must have no D or F grades or incompletes in the previous grading period.
 - 5. Must have achieved a current GPA of 2.4 or higher. The criteria for students in special programs will be a positive recommendation by the supervising teacher.
 - 6. Must be carrying at least six full credits.
 - 7. May apply for the privilege with signed approval from the assistant principal, guidance office, and parents.
- B. The following are the regulations governing open campus:
 - 1. A student may apply for open campus during the first period and/or the last period of the day (other special circumstances may be approved by the Assistant Principal).
 - 2. A student may use any supervised facility within the school, if prior approval is obtained from the supervisor.
 - 3. If a student wishes to leave the campus during 8th period, academic obligations take priority over open campus. A student with a current D/F/I may have his/her open campus privileges restricted until his/her grades improve.
 - 4. It is the responsibility of the student to be aware of and attend any homeroom or required assembly at the start or end of the day.
 - 5. Students may not be in the academic area during open campus if not using or going to and from those facilities with appropriate authorization and passes.
- C. Open campus privileges shall immediately be revoked or suspended for students who fail to maintain the criteria A1-7 above.

Inclement Weather

In case of inclement weather, the no-school announcement will be made over KAYL by 7:30 a.m. This school district is a participant in the Iowa School Alerts program, which means individuals can sign up to receive free e-mail/text messages when classes for our district, or a particular school building, are to be closed, dismissed early or other circumstances. How to sign up: click on "Sign Up!" in the Main Menu at <https://schoolalerts.iowa.gov>. When school is cancelled prior to the start of the school day, the missed day may have to be made up at a later date.

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

Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and re-scheduled. The principal and/or activities director 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 7:30 a.m. or after 5:00 p.m. only when they are under the supervision of an employee or an extracurricular activity sponsor. If school is dismissed early, students are expected to leave the school grounds within 30 minutes of dismissal.

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. All students in grades kindergarten through twelfth must have adequate immunizations against diphtheria, pertussis, tetanus (DPT), poliomyelitis (OPV), measles, mumps, rubella (MMR). Along with immunizations, local policy may require that a student have a Mantoux TB skin test before school entry or provide proof that they have had it done within the past year. Parents who have questions should contact the nurse's office.

Physical Examinations

Parents are encouraged to have their children receive periodic physical examinations. Physicals are requested from students entering kindergarten, fifth, and ninth grades and all new transfers into the district.

Students participating in athletics are required to provide a school district physical examination form signed by the student's doctor or other certified health care provider 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.

Student Assistance Program

The Student Assistance Program is a creative means of identifying troubled or at-risk youth and linking them to the network of available care and resources. More specifically this Student Assistance Program has been designed to:

1. Provide a procedure for intervention to encourage students to seek and accept health.
2. Provide assistance and support to students troubled by academic, physical, emotional, social, legal, sexual, medical, familial, or chemical use problems.
3. Enlist the support and involvement of Storm Lake school staff members in identifying and evaluating for appropriate referral students who have specific needs.
4. Establish school, community, parent and appropriate human resource linkages.
5. Focus on educational concerns rather than attempting to resolve major social problems.

Referral Procedure

Referrals may be made when problems threaten to interfere with the education and/or safety of a student or other students. Referrals may be made by self, peers, parents/guardians, or school personnel. All referrals and subsequent actions are confidential. All student/faculty referrals go through Tammy Nepple.

1. A referral begins by observing and documenting behavior, behavioral changes or problems.
2. Observations and/or documentation shall be delivered to a designated team member and a referral checklist completed.
3. The designated team member puts the student's name on the coordinator's agenda for discussion at the next meeting. If the referral comes from a staff member that staff member will be invited to attend the meeting.
4. Collected data pertaining to the student shall be discussed by the Student Assistance Team and a course of action recommended. This might include: a need for more information, discussion of the concerns with the student, or a recommendation of referral to professional evaluation or assistance.
5. The coordinator will designate one or more team members to monitor the progress of the case.
6. The referring party will receive appropriate feedback.

Regulations:

1. Students may be referred to the Student Assistance Program if they:
 - a. Exhibit a pattern of behavior or performance that is disruptive to the education of themselves or others;
 - b. Are in violation of school rules;
 - c. Display signs, symptoms or indications of behavioral/medical problems.
2. At all times, it is the prerogative of the student to accept recommendations of the Student Assistance Team for professional assistance or to reject it. Whether or not a student accepts the recommendation, it is up to the student to bring performance/ behavior up to satisfactory or acceptable levels, or to face such disciplinary action as may be warranted. Professional assessment may be required by the Principal as a condition of continuing in the normal school program.
3. Records of a student's involvement in the Student Assistance Program will be kept in the coordinator's file. These records are strictly confidential and are not a part of the permanent records. A student's file will be destroyed upon graduation.

Substance Abuse Intervention Policy

Any student who seeks help from a school administrator, counselor or staff member in regard to a substance use problem (alcohol, other drugs, tobacco) prior to being observed, arrested or adjudicated for such use will not be declared ineligible from participation in extracurricular activities provided that said student participates fully in a school-approved, bonafide substance abuse treatment program. The administration must be fully agreeable and knowledgeable of all steps being taken in the intervention.

Emergency Drills

Periodically the school holds emergency fire, tornado, lockdown and other evacuation drills. Teachers will notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.

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

Administration of Medication

Students may need to take prescription or non-prescription medication during school hours. Students may carry medication only with the permission of the parents and principal. The school must know the medications a student is taking in the event the student has a reaction or illness. Students must provide written instructions for administration of the medication as well as parental authorization to administer the medication. A "Medication at School" form should be filed with the school nurse's office.

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

Student Illness or Injury at School

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

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

Student Insurance

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

Each year, the school adopts an insurance plan that is available to student athletes who desired to be cover under the plan. Any student interested in purchasing this insurance can do so in the front office.

School Nurse

The school nurse maintains an office in this building and is scheduled for duty in the building at various times during the week. The nurse keeps regular office hours that are posted on the door to the nurse's office. During the times when the nurse is not scheduled for this building, one is available on call for emergencies.

Students who have been absent from school due to illness for more than three (3) days are to be seen by the school nurse before being readmitted to class.

Communicable and Infectious Diseases

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

Health Screening

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

Sexual Abuse and Harassment of Students by Employees

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Tina Gress (712)732-8060 as it's Level I Investigator.

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

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

Asbestos Notification

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

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

Student Activities

Assemblies

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

Field Trips

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

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy.

Prior to attending an out-of-district field trip, students must return a note signed by the student's parents.

School-Sponsored Student Organizations

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

- Key Club
- Family and Consumer Science Club
- Art Club
- DECA (course enrollment required)
- International Club
- Student Council (elected members, as well as work-on members)
- National Honor Society (by invitation only)
- GSA (Gay Straight Alliance)

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

Pep Bus

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

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

Student Funds and Fund Raising

Students may raise funds for school activities upon approval of the principal 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 instructional time. Students who violate this rule will be asked to stop. Violations of this rule may result in future fund raising activities being denied.

Use of School District Facilities by Student Organizations

School district facilities are available during 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 under the supervision of a coach, sponsor or other adult should contact Community Education Office to reserve a room. School district policies, rules and regulations are in effect during these meetings.

Dances and Parties

School-sponsored dances must be approved by the principal at least three weeks prior to the dance. School district policies, rules and regulations apply to students as well as non-students at school dances. Students and non-students violating school district policies, rules or regulations are asked to leave the dance and school grounds. In general, the following rules apply to school parties and dances:

1. All school parties and dances are open ONLY to students currently enrolled in Storm Lake High School unless announced otherwise. Advanced registration will be required when outside guests are eligible to attend. All guests must be 9th grade or older. Students under suspension and/or ineligible under the Student Activity Code are not permitted to attend these functions.
2. Every school function must be chaperoned by one or more faculty members. If no sponsors are present, the function will not be considered official and the name of the school cannot be attached.
3. It is a long-standing rule in this school that anyone leaving a party or dance before its conclusion will not be re-admitted. Outside doors to the building are locked one hour after the scheduled time of the dance or other social event.
4. These events are subject to being curtailed immediately if there is property damage in the school or problems because of drugs or alcohol.
5. Junior/Senior prom is open to all juniors and seniors, guests must be at the sophomore grade level or higher.
6. Exceptions to this policy may be considered at the discretion of administration.

Student Council

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

Members of the council are elected student representatives who have direct access to the administration.

Conduct of Students/ Crowd Control at Athletic Events

Your cooperation and support of our athletic program is appreciated. We expect our student body to be leaders in school sportsmanship at home and away events.

1. No loitering, wandering about, or playing behind the stadium or on the practice field during the football game.
2. Students not sitting with their parents at football games are to sit in the student section at the NORTH end of the stadium.
3. At home basketball games, High School and upper Middle School (7/8) students are to sit in the WEST bleachers. High School students sit in the bottom half of the SOUTH end, with 7/8th grade students in the upper half of the SOUTHWEST section. The pep band will be located in the SOUTHEAST section.
4. To BOO is TABOO! Please show respect for our visitors and officials as they are our guests.
5. Students are encouraged to take part in the cheers with the cheerleaders to help encourage the team and demonstrate school spirit. Disparaging cheers will be discouraged. Only the cheerleaders are permitted on the field or court to lead cheers.
6. Students who are observed throwing foreign objects at other students or onto the playing field/court will be asked to leave the game or meet.
7. Students who are asked to leave a game/meet may be suspended from future games/meets as well.
8. Whistles, noisemakers, megaphones, flags and banners are not permitted at athletic events.

Concessions

The Concession Manager is in charge of concessions at all regular athletic events. Proceeds from concessions stand is used to sponsor student activities throughout the school year. Student organizations who staff the concession stand can earn money for their student organization.

Student Activities Code

The Student Activities Program has been established in the Storm Lake Community School District for the purpose of providing educational experiences that are not normally gained in the traditional classroom. "Student Activities Program" shall be defined to include, but is not limited to, the following activities: athletics, cheerleading, dance squad, music groups, speech activities, dramatics, club and organization public events, and dances/parties.

Student participants involved in the activities program are expected to maintain high academic and social standards as representatives of our school and community. A student participant shall be defined as a student who is currently involved in any of the programs associated with the Student Activities Program. With the privilege of participation in our activities programs comes the responsibility of meeting certain criteria. We want positive students/citizens representing our school/community. The Code has been established to enable the student to make informed choices in order to maintain standards set forth by the school district. The Board of Education believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others or presents a threat to the health and safety of students, employees and visitors on the school premises.

Regulations

The following regulations for the Student Activities Program have been adopted by the Board of Education of the Storm Lake Community School District and shall apply to in-season and off-season activities during the academic year and summer months. Each student involved in the Student Activities Program must, as a participant, meet the eligibility requirements set forth by the school and will be subject to the penalties of the Code when he or she has violated the code or does not meet the requirements of eligibility. Students who are of the legal age (18 or older) are not exempt from the conditions outlined in this Code. Administration of the code will be based on the purposes and intention of the Code. This process shall be reviewed periodically in an effort to keep it relevant to the current situations and conditions of the school, community and state.

1. Academic and Attendance Regulations
 - A. To be considered a full-time student eligible for extra-curricular activities, a student must be enrolled in courses carrying at least six academic credits.
 - *Interscholastic Activities, Local Non-Interscholastic Activities and Public Events.* A student not passing at least four full credits at grading periods of mid-semester or semester is academically ineligible to participate in local non-interscholastic activities and public events for the succeeding nine weeks until course grades are again officially posted.
 - *Interscholastic Activities.* A student not passing all credited coursework at a semester grading period is academically ineligible for the first period of 30 consecutive calendar days in the interscholastic event in which the student is a participant. There is no requirement that the student competed in the sport previously. Students in baseball or softball have the same penalty as other students.
 - *Interscholastic Music and Speech Extracurricular Activities.* A student not passing all credited coursework at a semester grading period is academically ineligible for the immediate 30 school days following the end of the grading period.
 - B. A student involved with the Activity Program shall be in school one-half day on the day of the activity. If the activity is after school or in the evening, the half-day of required attendance shall be the last four (4) periods prior to leaving for the activity. Any exceptions must be cleared in advance through the administration.
2. Violations of Local, State and Federal Law

Any student who has been charged with a violation of a local, state, or federal law (other than State of Iowa scheduled violations not involving an alcoholic beverage or tobacco) shall be in violation of this Code and subject to penalty under the provisions of this Code.
3. Violations Concerning Alcohol, Tobacco or Any Controlled Substance

Any student in possession of, under the influence of or having consumed alcoholic beverages, tobacco, or any controlled substance shall be in violation of this Code and subject to penalty under the provisions of the Code. Any student who seeks help from a school administrator, counselor or staff member in regard to a substance use problem (alcohol, other drugs, tobacco) prior to being observed, arrested or adjudicated for such use will not be declared ineligible from participation in extracurricular activities provided that said student participates fully in a school-approved, bonafide substance abuse treatment program. The administration must be fully agreeable and knowledgeable of all steps being taken in the intervention.
4. Other Violations

Not all instances of student behavior that may detract from the purposes of the Student Activities Program can under all circumstance be specified. In those situations which are not specifically addressed by this Code, a hearing committee may find a violation of this code based on the purposes and intentions of the code. The hearing committee shall consist of the appeals committee (Activities Director, Principal, Assistant Principal, a member of the Guidance Staff, and an Activities Sponsor with whom the student is not presently working, the latter of the two chosen by the student).
5. Determination of Violations

A Student is said to have violated the Code if he or she:

 - A. Admits a violation,
 - B. Is an adjudicated delinquent,
 - C. Is convicted or given a deferred judgment or deferred sentence of a crime under Paragraph II above,
 - D. Accepts a diversion plan from the court system, or
 - E. Is proven by competent evidence to be in violation as reported by school personnel.
6. **A student will be held responsible for his/her actions with respect to violations of the student activities code in the following time frame:**

- A. Misdemeanor or other Activity Code Violation: incident can be brought forward for a period of one (1) year plus one (1) day.
- B. Felony: incident will be held open for the length of time the student is attending the Storm Lake Community School District or closed through investigation.

7. Penalties for Code Violations

First Offense

- *Option A:* Fifty-six (56) calendar days suspension from participation in all extracurricular activities, beginning on the day that the student informs the school administration of his/her choice of Option A or B.
- *Option B:* Fourteen (14) days suspension and agrees to obtain an immediate professional assessment from a school approved treatment/counseling agency and agrees to follow the recommendations of the assessment counselor and signs release of information forms between the school and the assessment agency. A student may choose to have the assessment performed by a High School Guidance counselor, one time only.

Second Offense (applies if the second offense occurs within a twelve (12) month period after a first offense)

- *Option A:* One hundred and twelve (112) calendar days suspension from participation in all extracurricular activities, beginning on the day that the student informs the school administration of his/her choice of Option A or B.
- *Option B:* Fifty-six (56) days suspension and agrees to obtain an immediate professional assessment from a school approved treatment/counseling agency and agrees to follow the recommendations of the assessment counselor and signs release of information forms between the school and the assessment agency.

Third Offense (applies if the third offense occurs within a twelve (12) month period after a second offense)

- Twelve (12) month suspension from participation in all extra-curricular activities, beginning on the day that the suspension is finalized. The student could request, through the school administration, reinstatement of eligibility after an eight (8) month ineligibility period. Upon that request, the Hearing Committee would meet to consider reinstatement of eligibility based on the student's attendance, academic effort, behavior and attitude over the previous eight (8) month period.

8. Rules for Those Deemed Ineligible

- A. Upon admission of or determination of Code violation, the student has two (2) school days to decide on either Option A or Option B. Upon deciding to have an assessment, the student then has three (3) school days to contact the treatment agency. A contract will be drawn up between the student and the school and signed by the student, parent/guardian and a school administrator. The student will be ineligible until an option has been chosen, the treatment agency contacted and a contract completed. The period of ineligibility shall begin on the date that the suspension is finalized.
- B. All students are subject to the penalties for violating the Code. Students involved in more than one activity simultaneously lose eligibility for all activities which occur during their time of ineligibility (participation in all extra-curricular activities whether they be athletic, music, speech, dances, etc.).
- C. The ineligible student may practice during the period of ineligibility and travel with the group for a contest at the discretion of the activity sponsor, but not be in uniform.

9. Special Provisions

- A. Students who have been placed on an out-of-school suspension and are thereby in violation of the Code are not eligible to practice or participate in any activities until the full suspension has been served. Students who have been placed on an in-school suspension or suspended to a second Saturday Suspension in each semester are not eligible to participate in any activities until the term of the in-school suspension or second Saturday Suspension has been served. The number of Saturday Suspension will be recalculated at the beginning of each semester.

- B. Students who participate in the student activities program are subject to the policies of the Iowa High School Athletic Association, Iowa Girls' High School Athletic Union, Iowa High School Music Association and the Iowa High School Speech Association.
- C. Each activity sponsor shall retain the prerogative to add additional regulations pertaining to the activity. EXAMPLE: Training hours, attendance requirements at practice, etc. A copy of these regulations should be on file with the Principal and/or the Athletic Director.
- D. If it becomes knowledge to school officials that a student has participated in school activities after he or she has knowingly been found guilty for a violation of the Code, that student may be declared ineligible for up to a twelve (12) month period with the beginning date on the day that the suspension is finalized.
- E. When more than one violation occurs during the same incident or on the same date, the violations will be considered as they become known to the school administration. The hearing committee may be asked to make a ruling on whether it would be considered one violation or separate violations. If one violation is dealt with and at a later date the school administration is notified of another violation occurring on the same date, it would be handled as a second violation.
- F. In activities where it is necessary to issue equipment or properties to the student, the student will become fully responsible for the care and security of the items that are issued. An example of equipment or properties would be: choir robes, band uniforms, basketball uniforms, padlocks, etc. All lost or stolen items should be reported promptly to the sponsor and the administration. The student will be expected to pay the full cost for the replacement of all items that are not returned to the sponsor at the end of the activity or season. If the item turns up at a later date, the student will receive a refund in the amount of the replacement cost.
- G. The school will provide transportation to all out of town events. The mode of travel will be: school bus, suburban or car. Students involved in the activities program shall use school transportation to and from the site of an event. All vehicles will be operated by an adult driver that is approved by the school. It will be permissible to ride with a parent or guardian if the prevailing circumstances are extenuating enough to deviate from the use of school transportation. Exceptions to the use of school transportation must be made in writing and submitted to the sponsor or the administration for approval in advance of the trip or by the deadline established by the sponsor. Students are not permitted to ride to away events with other students. Any deviation from the policy that is not officially authorized by the sponsor or the administration would be in violation of this code.
- H. Incoming ninth grade students serving a twelve-month ineligibility period will be deemed eligible after the first thirty (30) calendar days of their ninth grade year if they have no additional violations during that same time period. The student's most recent Activity Code violation would be reduced to a second violation. Any future violations within one year of their last violation would be considered a third violation.

10. Due Process

Whenever a student has violated the Code for student activities or the school administration has reasonable reason to believe that he/she had violated the Code, all circumstances shall be reviewed in a just and equitable manner and the procedures stated in this Code shall be followed:

- A. The student will be questioned by the Activities Director and/or the Principal. During this questioning, the student will be informed of the alleged violation and of any evidence against the student. If the student admits to the administration that he or she has violated the Code, the student will be subject to penalty as stated in the code. If the student denies any guilt of violating the Code, the administration may:
 - 1. Dismiss the case if there is no further purpose in pursuing it at this time, or
 - 2. Declare the student ineligible.
- B. If the student wishes to appeal the decision by the administration, he/she must do so within five (5) week days, at which time a hearing panel will convene. The hearing committee will consist of the Activities Director, Principal, Vice-Principal, a member of the Guidance Staff and an Activities Sponsor with who the

student is not presently working, the latter two chosen by the student. The student and his/her parents and/or guardians will be notified of the time and date of the panel hearing. The panel will hear the testimony of the administration, the student and any other witnesses. It will render a decision on the basis of the evidence presented, within two (2) days.

1. A student choosing to appeal an activity code violation under A, C, or D of Section V would be under penalty of the code violation until the ruling is overturned in the appeals process.
 2. A student choosing to appeal an activity code violation under B or E of Section V would not be under penalty of code violation until found to be in violation by the hearing panel.
- C. If the student is declared ineligible by the hearing panel, the student may appeal the decision within five (5) week days to the Superintendent of Schools for review and action. The Superintendent will render a decision on the basis of the evidence presented within two (2) week days.
- D. If the claimant is dissatisfied with the Superintendent's action, the student shall be required to state the basis of his/her objections in writing and also the request for an oral hearing, addressed to the Superintendent of School of the Storm Lake Community School District within five (5) week days. The Superintendent shall then schedule a meeting of the Board of Education within twenty (20) week days of receipt of such objections, giving at least five (5) week days written notice of said hearing, unless a shorter time is mutually agreeable. The Board of Education shall consider the evidence presented (including statements by the appellant's legal counsel if appellant chooses to have legal counsel). Written findings of fact and resultant action will be mailed or delivered to said appellant within five (5) week days of the hearing.
- E. If the claimant is still dissatisfied, an appeal may be made in writing to the State Department of Education by giving written notice of the appeal by registered mail to the Executive Office of the State Board of Education with a copy to the State Superintendent of Education.

Student Activity Tickets

Activity tickets are available to students on an optional basis for \$25.00. Activity ticket holders are admitted to all school events for which admission is charged. The only exception to this is for school musicals and benefits held to raise funds to support activities of a few student organizations. Single admission price for students attending school events is \$5.00. Activity tickets are not transferable and must be shown to be admitted to school events for which admission is charged.

Student Participation in Non-School Athletics

A high school student who participates in school sponsored athletics may participate in a non-school sponsored sport during the same season with approval of the athletic director. Such outside participation will not conflict with the school sponsored athletic activity.

STUDENT RECORDS

Educational Records

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

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

1. The right to inspect and review the student's education records within 45 days of receipt of the request. 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. 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. 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. 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 law enforcement unit personnel and certain volunteers); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to inform the school district the parent does not want directory information, as defined below, to be released. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by to the Principal. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, E-MAIL ADDRESS, 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 SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

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, 20202-4605 or visit their web site at: <http://www.ed.gov/offices/OII/fpc/> for more information.

STUDENT RIGHTS AND RESPONSIBILITIES

Illegal Items Found in School or in Student's possession

Students are prohibited from distributing, dispensing, manufacturing, possessing, using and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products, including e-cigarettes 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 control of law enforcement officials, or those that are 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.

Classroom Conduct/Expectations

Self-discipline is the ability of the individual to conduct himself/herself in a manner which permits the orderly and efficient operation of the classroom whereby all students can achieve the maximum educational benefits. It is the goal of the school to ensure the rights of all students to a safe and productive environment in which they may develop the attitudes, skills and maturity to function as responsible adults, accountable for their own actions.

A student who disrupts the educational environment or is a distraction to it at the expense of the students who want to learn will be subject to being removed from the class or activity. If a student's conduct in the classroom cannot be improved with reprimands by the teacher, the assignment of detention time to be served with the teacher, and parental contact/involvement, and it becomes necessary to remove the student to the office, the following guidelines will apply:

1st Removal: The student will make up the class time missed for the teacher. The teacher will submit a misconduct report to the office. A conference may be held before the next day's class with the student, teacher, administrator and/or counselor.

2nd Removal: the student will make up the class time missed for the teacher. The teacher will submit a misconduct report to the office and a copy will be sent to the parent/guardian. A conference WILL be held before the next day's class with the student, teacher, administrator and/or counselor. The student will not be readmitted to class until the conference is held and will make up all class time missed.

3rd Removal: The teacher will submit a misconduct report to the office. The student may be removed from the class with loss of credit for the course. The parent/guardian will be informed and a letter will be sent home.

If a student's conduct is flagrant (exceeding reasonable or excusable limits), the first or second removal could have the same consequences as the third.

Conduct of Students in the Building/Corridors

Students are expected to conduct themselves like ladies and gentlemen both in the building and on school grounds. Students can help keep the grounds and halls orderly by placing waste paper and other refuse in wastebaskets. Students are expected to walk in the halls. Excessive noise (slamming locker doors, loud talking, yelling, whistling, etc.) for which there is no excuse, will not be tolerated at any time. There is to be no loitering in the halls. If students wish to converse, they should go to the Student Center.

While classes are in session, it is particularly important that it be quiet in the halls. Students are reminded that classes are in session during the lunch periods. When entering the building in the morning, except for a brief stop to their lockers and the need to take care of any business in the office or elsewhere, students are expected to report to the Student Center or to their assigned homerooms or classes.

Interactions in school should be above reproach at all times. Demonstrations of affection, including physical contact of more than a casual manner, will not be tolerated. Couples who refuse to cooperate in conducting

themselves in an approved/sensible manner will be subject to disciplinary measure including possible suspension from school and a parental conference.

All members of the staff have been instructed to enforce these regulations, and student may expect to be corrected for violations by any staff member.

Gang Signs, Symbols, and Graffiti

The use or depiction of any gang related signs, symbols or graffiti is strictly prohibited. Violators will be considered insubordinate (see insubordination in the Behavior Code). All materials with gang related signs, symbols or graffiti will be submitted to law enforcement.

Gum, Candy, Food, Pop

Food, candy and drink should be consumed in the Student Center. Students should not consume food/drink in the hallways. Each teacher is allowed the discretion of whether or not he/she will allow gum, food, candy or drink in the classroom. Teachers will review their expectations with students at the beginning of each semester.

Student Behavior Code

The behavior of all students is expected to be positive in school and at school sponsored activities. Each student must assume a strong responsibility for observing the rights of others, for maintaining a positive school image, and for being informed of and adhering to school rules. Positive student behavior permits the orderly and efficient operation of the school and the maintenance of an educational environment in which the maximum benefits for all students may be achieved. This Code for Student Behavior will be in affect while students are on school property, while students are being transported in school vehicles and while students are attending or participating in school activities, either at home or away. Students who disrupt the educational process may be subject to the following:

INSUBORDINATION

The refusal of a student to obey a school rule, regulation or a reasonable request by a staff member or school official; showing undue disrespect to a staff member or school official.

1st Offense: Removal from class or activity for one to three days.

2nd Offense: Removal from class or activity for three days.

3rd Offense: Three day out-of-school suspension; parental conference may be required for readmission.

4th Offense: Three to ten day out-of-school suspension; possible referral to the Board of Education for further disciplinary action.

SUBSTANCE USE/ABUSE/POSSESSION/DISTRIBUTION

The unlawful use, possession, or delivery by a student of alcohol, or controlled substances (including tobacco products, e-cigarettes and simulated or counterfeit substances, and prescription drugs without a prescription, including steroids, and all apparatus used for the administration of controlled substances,) is prohibited.

Possession or Use of Tobacco, Alcohol or Controlled Substances

1st Offense: The Principal/designee, after substantiating the possession or use of tobacco, alcohol, or controlled substance, will take the following actions:

1. Remove student from the classroom or activity.
2. Notify law enforcement personnel and request that appropriate action be taken.
3. Notify parents/guardians and request their immediate presence.
4. Notify the Student Assistance Team counselors.
5. Student will be suspended and/or expelled.

The Principal/designee may hold a portion of the suspension in abeyance or may utilize in-school suspension of the student:

1. Works with the Student Assistance Team counselors to obtain an immediate professional assessment.
2. Agrees to follow the recommendations of the assessment counselor.
3. Signs release of information forms between the school and any assessment agency. (The school will not assume liability for costs that might be incurred with any of the above.)

Once the school receives information in regard to the assessment and subsequent professional recommendations, the student may be immediately readmitted to regular classes. Failure to comply with the recommendations of the assessment counselor on a first offense will result in immediate reinstatement of the seven-day out-of-school suspension.

2nd Offense: The Principal/designee, after substantiating a second offense on the part of the student, will suspend the student for ten days and will recommend to the Superintendent of Schools that the student be expelled in compliance with the student due process procedures.

1. Should a student elect to drop out of school rather than accept student assistance recommendations or regular school discipline and subsequently choose to re-enter school, he/she would still be required to fulfill the original recommendations or disciplinary action.
2. The Storm Lake Board of Education feels that any student whose education and/or well-being is being endangered by chemical dependency and/or related disruptive behavior should have access to support from the school. Any student should be free, without threat of penalty or disclosure, to discuss the matter with any school personnel with whom he/she feels comfortable.
3. Any conference including the parents must have an administrator and assigned Student Assistance Team member present.

Distribution of a Controlled Substance

Distribution of a controlled substance is considered a detriment to the health and welfare of the student body and community. Therefore, students determined to be distributing a controlled substance on school grounds shall be recommended to the Superintendent for expulsion.

VANDALISM

The willful or malicious destruction of public or private property.

1st Offense: Notification of authorities; up to two days suspensions; must make restitution.

2nd Offense: Notification of authorities; two or more days suspensions; must make restitution.

3rd Offense: Notification of authorities; three day out-of-school or in-school suspension; must make restitution; possible referral to the Board of Education for further disciplinary action.

THEFT

The unlawful taking of property.

1st Offense: Notification of authorities; one to three day in or out of school suspension; school district may press charges; considered a Student Activities Code violation.

2nd Offense: Notification of authorities; one to five days in or out of school suspension; school district will press charges; considered to be a Student Activities Code violation.

3rd Offense: Notification of authorities; three to ten day in or out of school suspension; school district will press charges; considered a Student Activity Code violation; possible referral to the Board of Education for further disciplinary action.

FIGHTING/PHYSICAL ATTACK

Aggressive physical altercation that could result in the injury of others.

1st Offense: One to ten days suspension; notification of authorities. Upon return, students may be placed in Alternative School on a half day basis for the remainder of the semester.

2nd Offense: Three to ten day suspension; notification of authorities; parental conference with administration for re-admission. Upon return, students will be placed in Alternative School on a half day basis for a semester or year depending on administration recommendation.

3rd Offense: Three to ten day suspension; notification of authorities; possible referral to the Board of Education for further disciplinary action; parental conference with administration for re-admission. If student is allowed back in school on administration recommendation, the student will be placed in Alternative School until administration deems other.

ASSAULT

A violent physical or verbal attack of a student or staff member.

Any Offense: Notification of authorities; 1-10 day suspension; possible referral to the Board of Education for further disciplinary action.

PROFANE OR INAPPROPRIATE LANGUAGE

1st Offense: Possible detention or suspension.

2nd Offense: Possible detention or suspension.

3rd Offense: Out-of-school suspension; parental conference with administration.

ENDANGERMENT OF HEALTH AND SAFETY

Any action by a student which is of such a nature as to endanger the health and safety of the students or staff of the Storm Lake High School may be placed on an out-of-school suspension and referred to the Board of Education for possible expulsion.

FALSIFIED REPORT

Student may be assigned detention or suspension.

Aggravating or Mitigating Circumstance

Certain disruptions of the educational process may have aggravating or mitigating circumstances. These circumstances may cause the administration to dispense procedures which are less than or greater than those listed.

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, bookbags, 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.

School officials may conduct periodic inspections of the lockers to check for cleanliness and vandalism. A 24-hour notice of inspection will be given for such inspections.

Under no circumstances will a search be made which is unreasonable in light of the student's age, non-seriousness of the violation, sex of the student or nature of the suspected violation. A school official shall not conduct a search which involves a strip search, body cavity search, use of a drug-sniffing animal to search a student's body, or the search of a student by a school official not of the same sex as the student. If a student is not or will not be present at the time a search of a protected student area, the student shall be informed of the search either prior to or as soon as it is reasonably practicable after the search is conducted.

SCHOOL PROPERTY

Students who damage, destroy, or deface school property are required to repair, replace or pay for it.

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.

Students are advised to keep their lockers locked at all times as the school will not be responsible for any items taken from an unlocked locker. Students are also urged to keep their lockers neat and orderly and to refrain from allowing materials to accumulate in the lockers or locker areas. Waste containers are placed in each locker area for disposal of waste materials.

Physical education students/student athletes are assigned lockers in the locker rooms. Students are encouraged to keep all clothing/personal items (such as cell phones/cash) locked in the lockers. The school will not be responsible for items taken that are not locked in lockers.

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

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

THREATS OF VIOLENCE

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

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion. The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terrorist like 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.

ACCEPTABLE USE POLICY

The Storm Lake Community School District provides employees and students with access to the District's electronic communication system, which includes Internet access. The District's acceptable use policy will govern all use of the District's system.

It is the responsibility of our staff and students to behave appropriately while using any electronic communication components including but not limited to computers, internet services, e-mail, phones or facsimiles. Users are expected to use the system in a responsible manner, abiding by the Acceptable Use Policy and pertinent U.S. laws and regulations. Failure to behave responsibly will carry consequences. Violations of the Acceptable Use Policy will include, but not be limited to, harassment, vandalism, hacking, cracking, plagiarism or theft.

The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks. To see the complete Internet – Appropriate Use policy of the Storm Lake Community School District please reference Code No. 605.6 of the policy/procedure manual.

Students will adhere to on-line protocol:

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

Students should adhere to the following guidelines:

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

Restricted Material

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

Unauthorized Costs

If a student gains access to any service via the Internet which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

Students who access restricted items on the Internet are subject to the following consequences:

- **First Violation:** A verbal and written “Warning” notice will be issued to the student. The student may lose Internet access for a period of thirty (30) school days at the discretion of the supervising teacher. A copy of the notice will be mailed to the student’s parent and a copy provided to the building principal.
- **Second Violation:** A verbal and written “Second Violation” notice will be issued to the student. A copy of the notice will be sent to the student’s parent and a copy provided to the building principal. The student will forfeit all Internet privileges for a minimum period of ninety (90) school days.
- **Third Violation:** A verbal and written “Third Violation” notice will be issued to the student. A copy of the notice will be sent to the student’s parent and a copy provided to the building principal. The student will forfeit all Internet privileges for three hundred sixty-five (365) calendar days or for the balance of the school year.

ELECTRONIC DEVICES

Students are discouraged from bringing personal electronic devices to school. The High School is not responsible to investigate the theft or loss of personal electronic devices.

Students are not to use (without teacher permission) electronic devices that could detract from the educational atmosphere during school hours (8:15 a.m.-3:30 p.m.). Such devices include, but are not limited to, radios, CD/MP3 players, iPods, ear buds, cameras, phones, PDA’s and electronic games. Use of calculators as a gaming device is also prohibited. No device is permitted which allows students to send or receive personal messages that would contribute to cheating, access the Internet, or take pictures inappropriately. 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 that the devices are used appropriately. Cell phones with cameras and other portable Handheld Technology Devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and restrooms at ALL times. Students will be disciplined for any use of Handheld Technology Devices in school locker rooms or restrooms. At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include school vehicles), or at school activities (unless recording a public performance, such as a game, honor assembly, concert, contest, etc.), without the consent of a teacher, coach, or school administrator.

Laptop computers can be used at teacher discretion. Before accessing the school network, student must have the laptop checked out and approved by the technology department.

Use is defined individually by classroom teachers. Students will be informed at the beginning of each semester regarding teacher expectations. Violators may be subject to the following:

1. Teacher may confiscate the electronic device until the end of the class period or the end of the day.
2. Teacher may confiscate the electronic device and turn it in to the office. The device will remain in the office until administration releases it to parent/guardian. Student is responsible for contacting parent/guardian.
3. Administration reserves the right to assign additional consequences for chronic abusers of this policy.

DRESS CODE

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is clean and appropriate to their age level and does not disrupt the school or educational environment. Appropriate dress for school may be different than what is considered appropriate on the street. If students/parent have a question regarding what is considered appropriate, they should contact the administration.

Clothing and footwear must not have ornamentation that would damage furniture or floors or create a safety hazard to the student or others. Caps, headbands or other head coverings are not to be worn in the building and footwear is to be worn at all times. Students may not wear clothing with alcohol and/or tobacco references, references suggestive of gang affiliation, offensive language or double meanings of a sexual or offensive nature. Muscle shirts and mesh shirts such as football jerseys must be worn with another shirt underneath. The same applies to tank tops (with less than 2" shoulder strap). Halter tops or backless tops are not acceptable. Shirts/pants that expose the mid-rift are not allowed. Pants/shorts/trousers are to be worn around the waist in a manner that does not expose undergarments. Boxer shorts/undergarments are not to be visible. Shorts must extend beyond a student's fingers (when arm/hand is held at the side). The administration makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school.

Staff members teaching in areas where necessary safety precautions must be used will follow stricter guidelines. Staff members having students in academic and extra-curricular areas who will make public appearances will also use stricter guidelines.

STUDENT PARKING

Parking facilities for student use are located in the parking lot west of the gymnasium. All operators of motor vehicles are urged to use extreme caution upon entering and leaving the parking area. pedestrians and school buses/vehicles are to be given the right-of-way at all times.

Parking Regulations

1. At no time should cars block or be a hindrance to through traffic or vehicles that are parked.
2. All student vehicles shall use the designated entrance and exit for entering and exiting the lot.
3. All student vehicles must be parked in the spaces designated for students. All vehicles must be parked in the stalls outlined in white.
4. Motorcycles, bicycles, and mopeds are to park in the area designated for those vehicles in the southeast corner of the west parking lot. Cars are prohibited from parking in the motorcycle and moped area.
5. Students are not to use the designated Faculty, Administration and Visitor areas directly west of the school, the northeast Faculty/Staff parking lot, or the Faculty/Visitor parking area designated on Tornado Drive.
6. The spaces reserved for physically disabled people are for the sole use of those people who have registered physically disabled parking permits.
7. Parking is not provided for snowmobiles or all-terrain vehicles.
8. High school students are not to park in the off-street parking area south of the ICCC-Storm Lake Center.

Students who park in areas other than those designated for students, between the hours of 7:30 a.m. and 4:00 p.m. will be in violation of the parking regulations. Vehicles that are improperly parked or parked in a restricted area may be fined or towed away at the expense of the owner and/or driver.

Students who drive recklessly and who disregard the signs for the flow of traffic in and out of the parking lot will be denied the use of the parking lot for a minimum of twenty (20) days.

HALL PASSES

Students must have a hall pass to be in the halls when classes are in session. Students may obtain a hall pass from their teacher or other staff member. Teachers, other staff and administration may also provide students with individual pass slips.

WEAPONS

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. The Superintendent may modify expulsion requirements on a case-by-case basis. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

ACADEMIC INTEGRITY

In education, where performance is considered an accurate reflection of ability and effort, academic integrity and honesty are essential. In order to meet the demands of work and society in the future, each student must identify and exhibit his or her own academic strengths. Students who are involved in cheating, plagiarism, or theft of academic materials weaken the integrity of the academic process and will be subject to the following consequences:

Cheating or Plagiarism: Copying someone else's work, allowing someone to copy your work or use of crib notes. This also includes information that is obtained on the internet or other information gathered through technological means.

First Offense: Loss of all credit on the test, paper, assignment or project. The teacher will notify the office in writing that the offense has occurred.

Second Offense: with same teacher Removal from the class when appropriate, with loss of credit for the class.

Theft of Academic Materials: Theft of a test or answer key from a classroom or teacher work station or use of a stolen document.

First Offense: Suspension from school and/or removal from the class with loss of credit for the class.

Second Offense: Suspension from school with consideration given to recommendation for expulsion.

Students who are involved in theft of academic materials may be suspended out of school for up to ten (10) days. In each offense, a parental report will be filed and parental contact will be made.

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 guidance office.

INITIATIONS, HAZING, HARASSMENT OR BULLYING

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

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

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

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

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

Anyone found guilty of harassing or intimidating students may be suspended from school with the possibility of a recommendation for expulsion. Law enforcement officials may also be involved.

1st Offense: Conference with administrator or counselor; may initiate a Level I investigation with possible suspension and charges.

2nd Offense: Initiates the Level I investigator and police with possible suspensions and charges.

3rd Offense: Three to ten day out of school suspension plus referral to the Board of Education for further disciplinary action.

EIGHTEEN YEAR OLD STUDENTS

When individuals reach the age of eighteen in the state of Iowa, they acquire many of the rights, privileges and responsibilities of adults. However, Iowa laws and the Storm Lake Community School District view the eighteen year old as a student first and an adult second. Therefore, all policies, rules and regulations of this school apply to all students.

RESPECT FOR STAFF

Teaching is a challenging profession. If the school system is to function effectively, we need your cooperation. We will expect each student to show all staff members and employees at our High School the proper degree of respect. This includes addressing them as Mr., Miss, Mrs., or Ms., whichever they prefer. Your language around a staff member, or directed at a staff member should be of the highest standard. When a teacher/staff member makes a reasonable request of a student, we will expect that request to be carried out without argument. If you disagree with the teacher/staff member and do not feel you can discuss the problem in an adult manner, visit with the Principal at an appropriate time. Do not fly off the handle and take matters into your own hands, unless you are prepared to suffer the consequences.

STUDENT COMPLAINTS

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

- If an employee is involved, discuss the complaint with the employee within two (2) days of the incident;
- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within five (5) school days of the employee's response or the incident;
- If unsatisfied with the principal's response, talk to the superintendent within five (5) days of the principal's response;
- If unsatisfied with the superintendent's response, students may request to speak to the board within five (5) days of the superintendent's response. The board determines whether it will address the complaint.

POSTING OF INFORMATION

Students who wish to post or distribute information must receive permission from the principal at least one (1) day before the posting or distribution. This applies whether the information deals with school-sponsored or non-school-sponsored activities. If approval is given, the information will be stamped with the school stamp. Any notices posted throughout the building without this approval will be removed. The principal can explain or answer questions regarding the school's rules on posting and distributing materials.

The last school day of each week, the high school office prepares and distributes to all staff members a bulletin which includes a calendar of events for the following week. The calendar of events portion of the bulletin is posted on the general announcements bulletin board on the wall directly to the east of the main high school office. Students are urged to make it a habit of consulting this calendar in order to know about upcoming athletic contests, assembly programs, meetings of school organizations, etc. If students/staff/patrons desire to have any such announcements appear in the calendar of events, a copy must be turned in at the office prior to 1:00 p.m. the second-to-last school day of the week. All materials to be posted in the general announcements bulletin board must first have the approval of the principal or the assistant principal's office.

STUDENT PUBLICATIONS

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

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

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

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

DETENTION

Students guilty of infractions of school regulations, including habitual tardiness and misbehavior, may be required to make up time before or after school as directed by any teacher or after school as directed by administration. Students who fail to make up assigned time will be subject to further disciplinary action including suspension from school.

SUSPENSION AND EXPULSION

A student may be suspended from classes and/or school for one (1) to ten (10) days by the administration for infractions of school policy or regulations. Students placed on suspension may be assigned independent study out of school or designated area in the building. While on independent study, the student is afforded the opportunity to complete his/her daily assignments and receive credit on the same basis as the students in class. Suspension from classes and/or school may come without warning depending upon the seriousness of the misconduct as judged by the administration.

In-School Suspension Procedures

Students who have been placed on an in-school suspension will be subject to the following regulations while on suspension:

1. The student should report directly to the Ed Lab upon arrival at the school.
2. Students will be supervised by a staff member during the suspension. Students will be served lunch in the Ed Lab.
3. In-school suspensions carry full make-up privileges. Students are to report to the Ed Lab with all textbooks. The time during the suspension is to be used to complete class work and study.
4. Teachers will be informed if they have a student serving in-school suspension. Daily assignments may be made up during the suspension period. Students may have to make arrangements to make up tests or in-class projects.
5. The suspension supervisor will determine when the restroom breaks will be held.
6. Electronic devices are not permitted. Candy, soda, and gum are not permitted.
7. Students placed on suspension are not eligible to attend school sponsored activities until they have returned to the regular classroom. This includes weekends or holidays that fall in the span of the suspension.
8. Students who exhibit poor conduct while on suspension or fail to adhere to the policy will be subject to:
 - a. Additional suspension days;
 - b. A three (3) day out of school suspension.

Expulsion

It shall be within the discretion of the Superintendent to recommend to the Board the expulsion of a student for disciplinary purposes. Only the Board may take action to expel a student and to re-admit the student. It shall be within the discretion of the Board to discipline a student depending on the nature of the offense and the circumstances surrounding the offense. The Principal shall keep records of expulsions in addition to the Board's records. When a student is recommended for expulsion by the Board, the student and parent/guardian shall be provided with:

1. Notice of the reasons for the proposed expulsion.
2. The names of the witnesses and an oral or written report on the facts to which each witness will testify.
3. An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf.
4. The right to be represented by counsel.
5. The results and finding of the Board in writing, open to the student's inspection.

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 employee’s 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 student’s parent/guardian.

BEHAVIORAL DUE PROCESS

Whenever a student has violated the prescribed student behaviors or the school administration has reasonable reason to believe that he/she has violated such, all circumstances shall be reviewed in a just and equitable manner and the following due process procedures followed:

1. The student will be questioned by the assistant principal and/or principal. During this questioning, the student will be informed of the alleged violation and of any evidence against the student. If the student admits to the administration that he/she has violated the behavior policy, the appropriate consequence(s) as delineated in this handbook will be followed. If the student denies any guilt of violating the policy, the administration may:
 - a. Dismiss the case if there is no further purpose in pursuing it at this time
 - b. Enforce the appropriate consequence(s)
2. If the student wishes to appeal the decision by the administration, he/she must do so within five (5) week days, at which time a hearing panel consisting of one (1) building administrator and two (2) faculty members, one appointed by the administration and one selected by the student, shall convene. The student and his/her parents/guardians will be notified of the time and date of the panel hearing. The panel will hear the testimony of the administration, the student, and any other witnesses. The panel will render a decision on the basis of the evidence presented within two (2) week days.
3. If the appropriate consequence(s) are upheld by the hearing panel, the student may appeal the decision in writing within five (5) week days to the Superintendent of Schools for review and action. The Superintendent will render a decision on the basis of the evidence presented within two (2) week days.
4. 4. If the claimant is dissatisfied with the Superintendent’s action, the student shall be required to state the basis of his/her objections in writing and also the request for an oral hearing, addressed to the Superintendent of Schools of Storm Lake Community School District within five (5) week days. The Superintendent shall then schedule a meeting of the board of Education within twenty (20) week days of receipt of such objections, giving at least five (5) week days written notice of said hearing, unless a shorter time is mutually agreeable. The Board of Education shall consider the evidence presented (including statements by the appellant’s legal counsel if appellant chooses to have legal counsel). Written findings of fact and resultant action will be mailed or delivered to said appellant within five (5) week days of the hearing.
5. 5. If the claimant is still dissatisfied, an appeal may be made in writing to the State Department of Education by giving written notice of the appeal by registered mail to the Executive Office of the State Board of Education with a copy to the State Superintendent of Education.

STUDENT SCHOLASTIC ACHIEVEMENT

Grading System

The grading scale below is used for all classes/grade levels in the high school:

SLHS Scale	Percentage	Letter Grade	Terms
12	97-100	A+	In Progress IP Incomplete I Pass P No Credit NC Audit Class AC Withdraw W
11	93-96	A	
10	90-92	A-	
9	87-89	B+	
8	83-86	B	
7	80-82	B-	
6	77-79	C+	
5	73-76	C	
4	70-72	C-	
3	67-69	D+	
2	63-66	D	
1	60-62	D-	
0	50-59	F	

Grade Reports

Students receive progress reports in the form of report cards at the end of each quarter and semester. Mid-quarter grade reports are sent for students who are receiving a D/F/I or who have experienced a sudden drop in their current grade. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance.

Except for unusual circumstances such as an extended absence from school due to illness or surgery, an incomplete mark must be made up within one week (seven calendar days) after the conclusion of a marking period in order to figure a student's grade point average and class rank. Carrying an incomplete beyond seven calendar days past the end of a grading period will affect eligibility status for Honor Roll, Student Center and Open Campus as well as possible Student Activity and National Honor Society eligibility. Incompletes not completed by June 30th will change to an "F" grade with no credit awarded.

Family/teacher conferences are held twice each year. The fall conference focuses on progress, attendance and conduct. The spring conference focuses on planning for the student's future. The student's Four-Year Plan and Career Goals are reviewed, and courses are selected for the next year.

Homework

Homework is expected to be assigned and completed. Teachers are expected to give meaningful feedback or grades on homework assigned. It will be the teacher's discretion how homework will count towards the final grade as long as homework does not make up more than 15% of the overall grade.

Standardized Tests

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

Health Class: Human Growth and Development

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

Physical Education Requirements

All High School students are required to take physical education each semester of enrollment. The State of Iowa recognizes the importance of physical activity for all students. Healthy Kids Act (2009) requires all physically able high school students to engage in physical activity for a minimum of 120 minutes per week in which there are at least five days of school. At Storm Lake High School students are enrolled in physical education class twice a week, for a total of 84 minutes per week. The remaining minutes (36 minutes) of physical activity are gained during passing time between classes. Because of the increased emphasis on physical activity, students who are absent from P.E. class will be required to make it up during another class period or on Fridays. Students who choose not to dress out and participate during their regularly scheduled P.E. class will be required to make up the class at a later date and/or during Intervention time.

Storm Lake High School encourages all students to participate in interscholastic and intramural activities that increase the amount of physical activity. A large percentage of the student population are involved in sports programs, marching band, cheer and dance squad.

Students taking and passing physical education classes will earn 0.4 elective credits each semester, with a maximum of 3.2 credits earned in four years. Physical education elective credits will not be counted toward a student's grade point average, but will count toward high school graduation requirements. Students who qualify for sports waivers will receive P.E. elective credit as long as they actively participate in P.E. class during the semester when their sport is not in season.

Student athletes may be eligible for a partial or full waiver from physical education classes while they are actively involved in a high school sanctioned athletic program resulting in 120 minutes (or more) of weekly physical activity.

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.

Transfer Students

Students who transfer into the Storm Lake Community School District must meet the immunization and age requirements set out for students who initially enroll in the school district. The district shall request the student's cumulative records from the previous school district. If the student cannot offer proof of grade level, the Superintendent will make the grade level determination. The Superintendent will also determine the amount of credits to be transferred. If the student has not previously attended an accredited school, it is within the Superintendent's discretion to accept or reject credits or grades. Courses completed in a non-accredited public or private high school cannot be used in determining GPA or class rank.

Diplomas will be issued to students who have met the board-established graduation requirements and have been officially enrolled and in attendance as a student in the Storm Lake Community School District during the last year

prior to the awarding of the diploma. Students who have not attended an accredited public or private high school prior to their transfer will not be eligible for Storm Lake High School's various honors and awards.

Class Loads

Students are required to carry six (6) full credit courses for the entire year. Exceptions to this requirement will be made only for students on special status classification or for others due to unusual circumstances. The Principal is required to approve all exceptions to the normal class load rule. To be considered a full-time student eligible for extra-curricular activities, you need to be enrolled in six (6) credited classes.

Adding/Dropping Courses

Students have five (5) days at the beginning of each semester to change classes and/or make changes in their schedule without consequences. Any student who wishes to drop a class must do so in the first ten (10) days of the class. Beyond ten days, withdrawals will result in a failing grade. A student taking 7 academic classes may withdraw from class without losing full-time student status. A student taking 6 academic classes will no longer be a full-time student if he/she elects to drop a class.

Study Hall

Study halls are maintained to provide a place where students are able to read, study, or work on assignments or projects. During the periods students are assigned to study hall, they are expected to observe all regulations which apply.

Study Hall Expectations

1. The study hall supervisor will be responsible for taking attendance at the beginning and end of each period.
2. Students are to sit where instructed by the study hall supervisor. Students may move with study hall supervisor permission.
3. Each student must bring study materials.
4. Permission must be granted by the study hall supervisor if a student wishes to leave the room to go the library, restroom, classroom, etc. Students must "sign out" on the sign out sheet and "sign in" upon returning.
5. The general study hall atmosphere must be such that if only one student desires to study quietly, that student should be afforded the opportunity. This atmosphere should create an environment conducive to helping more students learn to use study time wisely.
6. Students will be informed of the general regulations listed below and any additional study hall regulations at the beginning of each semester by the study hall supervisor.

Study Hall Regulations

1. Students are to be in their seats when the tardy bell rings.
2. Students are to remain in their seats while attendance is taken.
3. Students are to bring all study materials with them.

Honor Roll

Student who are able to earn a 3.200 scholastic average in a minimum of six full credit courses each of two successive semesters while enrolled at Storm Lake High School are eligible to receive a chenille "SL" letter which includes a torch of learning in the letter. Additional medal awards are given for maintaining the 3.200 or above average in succeeding semesters.

National Honor Society

The National Honor Society (NHS) was established in 1922 by the National Association of Secondary School Principals. The chapter in this school was established in 1946.

Juniors and Seniors are considered for membership in NHS. To be eligible, a student must have at least a cumulative 3.00 grade point average through the first semester of his/her Junior year. A student cannot be carrying an "incomplete" at the time of assessment for scholarship qualification since a grade point average and class rank cannot be calculated. After eligibility based on SCHOLARSHIP has been determined, the candidates who apply for membership consideration are then evaluated by their teachers, coaches, directors and other faculty members on the basis of SERVICE, LEADERSHIP and CHARACTER. Faculty members rate only those students with whom they have had more than a casual acquaintance. The numerical ratings for candidates are placed in rank order and those who are at or above the cut-off point are selected for membership in NHS.

There is no set number who may become members each year. Membership in NHS is considered to be the highest honor bestowed upon a student. Every attempt is made by the faculty to select only those who are most deserving of this honor. Anyone wanting more information on NHS should contact the Guidance Office.

Senior Year Plus

Students in grades nine through 12 may receive class or vocational-technical credits that count toward graduation requirements for successfully completed courses at community colleges, private colleges or state universities. College credit courses may be taken through Charter School, concurrent enrollment, or Post-Secondary Enrollment Options courses. Senior Year Plus classes are available to all 9-10th grade talented and gifted students as well as all 11-12th grade students. Students must meet qualification criteria established by the Iowa Department of Education (proficiency on core ITED test areas) or alternate criteria established by the School Board (ASSET test scores, attendance and GPA). Regular high school students are restricted to taking 23 or less semester hour credits in one year. Charter School students are granted permission to exceed the 24 credit hour limit.

For PSEO courses, the school district may pay up to \$250 of the cost of a course taken by 9th and 10th grade talented and gifted students and 11th and 12th grade students. The school district pays only for courses which are not comparable to courses offered by the high school and which are offered during the regular school year by the community college, private college or state university. The school district does not pay for the costs of summer school classes. Summer school classes, however, are eligible for credit. All requests to enroll in PSEO college courses must be approved in advance by the Guidance Office and the High School Principal. The deadline for approval of PSEO enrollment is May 1 (fall courses) and December 1 (spring courses) Students who fail a PSEO course must reimburse the school district for all costs directly related to the course.

Complete guidelines governing Senior Year Plus courses can be found in the Guidance Office.

Early Graduation

Students wishing to request mid-year graduation consideration should meet with the High School Principal and a guidance counselor and fill out the necessary paperwork by November 1 of the school year in which they intend to graduate.

Students who graduate early become alumni of the school district and are not allowed to participate in school activities, including senior activities, except for graduation ceremonies.

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. In addition to the course requirements below, all students are required to take physical education each semester they are enrolled, and all students are required to identify career goals as part of their four year plan of study. These four year plans are reviewed annually.

Credits required for graduation must be distributed as follows:

Area	Class of 2011 & Beyond
English/Language Arts (including one semester of public speaking)	8 credits
Mathematics	6 credits
Science	6 credits
Social Studies	6 credits
Health Education	1 credits
Physical Education	3.2 credits
Electives	18 credits
Total	48 credits

MISCELLANEOUS

Telephone Use During the School Day

A telephone for limited student use during the school day is located on the counter in the high school office. The secretarial telephones in the office are for business use only. Students will be allowed to use them only in an emergency. Students must gain permission from a secretary or administrator before using the telephone. Students are not allowed to use classroom telephones without permission of the classroom teacher. Students will not be called from classes or study halls to answer the telephone, except in an emergency. Parents are urged not to call unless it is an emergency.

School Announcements

Students are responsible for knowing the content of daily announcements. Announcements are distributed daily and are also posted on the office window. Students who wish to have an item included in the daily announcements must have permission from the Principal.

Lost and Found

Any items of personal or school property found are to be turned in to the office. If you lose an item, be certain to inquire about it. Students are urged not to carry large amounts of money to school. The school assumes no responsibility for the loss, if it occurs. If it becomes necessary to bring valuables or a large sum of money to school, such items may be brought to the office for safekeeping. Periodically, lost and found items are displayed in the Student Center. At the end of each semester, remaining items are donated to local charitable organizations.

Visitors/Guests

Visitors to the school grounds must check in at the principal's office for a visitor's badge. If a student wishes to bring a guest to school, the student must receive permission from the principal prior to the guest's visit. The student requesting a visitor must be in good standing academically and discipline-wise. Visitors are not allowed to disrupt the educational environment or cause a disruption to normal classroom routine.

Legal Status of Student

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

Open Gym/Weight Lifting During Non-School Hours

Supervision is arranged and the weight room/gymnasium is open for high school student use during specified times only. Without appropriate supervision, high school students are NOT allowed to use the weight room or gymnasium. Students must exercise good judgment and abide by all school rules/posted rules. Students who violate rules or behave in an unsafe manner may be restricted from using the gymnasium/weight room.

Lunch & Breakfast Program

The school district operates a lunch and breakfast program. Students may either bring their own lunches to school or purchase a lunch and other items, including milk. The following procedures and regulations apply for the lunch/breakfast program:

1. Students planning to participate in the school lunch program must deposit funds into their individual student lunch account. Money may be deposited each school day.
2. The cost for breakfast/lunch is announced prior to and at the beginning of the school year and prior to any changes.
3. Students report promptly to the lunchroom the period they are assigned to eat.
 - a. There is to be no running in the corridors to an attempt to get to the head of the lunch line. Violators are subject to being required to eat last.
 - b. Students are to remain in single file in the lunch line. There is to be no pushing, shoving or attempting to cut in front of other to get to the head of the line.
4. A few ala carte items or expanded meal offerings will be available in the regular lunch line. A full ala carte line will also be available daily on a cash basis.
5. Students desiring milk only with sack lunches may purchase milk for a minimal cost.
6. Students are expected to properly clean up all waste and debris from their lunch area. Take trays to the counter of the disposal room and dispose of waste in the container provided.
7. Courtesy to others and the practice of good table manners is expected. Students who are unwilling to display acceptable behavior will be assigned to restricted lunch or denied participation in the lunch program on a temporary or permanent basis.
8. Students may briefly use the media center during their lunch period to check out/return books or other materials. Students may NOT use the media center during lunch periods as a place to congregate with friends or personal computer use.
9. Students leaving the cafeteria after eating lunch should remain in the Student Center and main hall area. Students are not allowed to enter the academic wing during their lunch period.

Buses and Other School District Vehicles

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

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

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

- Riders must be at the designated loading point before the arrival time.
- Riders must wait until the vehicle comes to a complete stop before attempting to enter.
- Riders must not extend arms or heads out of the windows at any time.
- Aisles must be kept cleared at all times.
- Riders shall load and unload through the right front door. The emergency door is for emergencies only.
- Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.
- Riders may be assigned a seat by the driver.

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

In the event that a student should be given a bus referral, the following steps will be followed:

First Offense: Warning; student meets with school administrator or designee to resolve the problem; letter sent by mail to parent/guardian; driver will determine if assigned seating is necessary; other disciplinary action may be invoked.

Second Offense: Student loses bus riding privileges (one to twenty school days) until a meeting is set up with student, parent/guardian, administrator/designee and transportation director/designee; A plan will be developed to avoid future problems; other disciplinary action may be invoked.

Third Offense: Student loses bus riding privileges for twenty (20) school days; a meeting with student, parent/guardian, school administration, transportation director, superintendent is required for reinstatement; student and parent/guardian present a written plan that outlines how the student will modify his/her behavior; other disciplinary action may be invoked.

Fourth Offense: Student loses bus privileges for forty-five (45) school days.

Media Center

The school media center is available to students between the hours of 7:45 a.m. and 3:45 p.m. The media center is a place for study and research. It is not a place to socialize. Students are expected to conduct themselves as if they were in class while in the media center. Use of the media center is a privilege that can be restricted for students who are disruptive or abuse their privileges.

Homerooms

All students are assigned to homerooms on the basis of their grade classification. Students report to their homeroom during designated Intervention time or as directed by administration.

Guidance Program

The school district guidance program is divided into four separate categories. The categories are counseling services, information services, appraisal services and placement services. Each of these categories is interdependent and assists students with their personal educational and career development and in becoming well-rounded, productive adults. Confidentiality is maintained by the employees involved in the guidance program.

Citizenship

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

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

Inspection of Educational Materials

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