

**Hartley – Melvin - Sanborn High School**  
**300 N. 8<sup>th</sup> Ave. W.**  
**Hartley, IA 51346**

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This agenda belongs to:

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Seminar\_\_\_\_\_

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**Hartley – Melvin - Sanborn High School**  
**Nathan Hemiller –High School Principal**

300 N. 8<sup>th</sup> Ave. W. Hartley, IA 51346  
Phone: (712) 928-3406

Welcome to Hartley – Melvin - Sanborn High School!

This handbook is designed to answer questions and to provide a framework for a safe, structured, and engaging learning environment for the students and families of Hartley – Melvin – Sanborn High School. We make every effort to conduct our educational process in such a way that your teens are stimulated, motivated, and cultivated into well-rounded learners and productive citizens of our communities.

Please read through the various areas of secondary issues. They essentially insure a structured learning environment can take place and that your student's time spent here at the high school is extremely productive. The rules are made and enforced with your child's, and all the students enrolled at H-M-S, best interests in mind. This handbook is written based on the policies and procedures of our school district, serves a general guide for decision-making, and can be subject to change based on administration recommendations at any time throughout the school year.

I encourage your student to make contact with his or her teachers or coaches as often as necessary and, if and when a need should arise, that you as the parent feel free to speak with me directly about your concerns as well. We here at H-M-S High School feel that education is a joint effort between home and school. We will make every effort to communicate with you through web-based newsletters, emailed and mailed notes, and phone calls. Please feel free to contact us at 928-3406.

We are excited about the upcoming year and wish you and your family a successful happy school year.

Nathan Hemiller  
H-M-S High School Principal

## **General Information:**

### **Mission Statement**

The mission of the H-M-S School District is to nurture and prepare students to become responsible citizens equipped to meet the challenges of an ever – changing world.

### **Bell Schedules**

#### **Regular Schedule**

1 - 8:30 - 9:15  
2 - 9:19 - 10:04  
3 - 10:07 - 10:52  
4 - 10:55 - 11:40  
5A - 11:43 - 12:08 (Lunch) 12:11 - 12:56 (Class)  
5B - 11:43 - 12:28 (Class) 12:31 - 12:56 (Lunch)  
6 - 12:59 - 1:44  
7 - 1:47 - 2:32  
8 - 2:35 - 3:20

#### **Early Dismissal Schedule**

1) 8:30 - 9:00  
2) 9:03 - 9:33  
3) 9:36 - 10:06  
4) 10:09 - 10:39  
6) 10:42 - 11:12  
5A) 11:16 - 11:38 (Lunch) 11:41 - 12:11 (Class)  
5B) 11:16 - 11:46 (Class) 11:49 - 12:11 (Lunch)  
7) 12:14 - 12:44  
8) 12:46 - 1:16

#### **Advisor/Advisee Schedule (Tues, Thurs)**

1) 8:30 - 9:13  
2) 9:16 - 9:59  
3) 10:02 - 10:45  
4) 10:48 - 11:31  
A/A 11:34 - 11:54  
5A) 11:57 - 12:19 (Lunch) 12:22 - 1:05 (Class)  
5B) 11:57 - 12:40 (Class) 12:43 - 1:05 (Lunch)  
6) 1:08 - 1:50  
7) 1:53 - 2:35  
8) 2:38 - 3:20

#### **2-hour late start Schedule**

1) 10:30 - 11:00  
2) 11:04 - 11:34  
3A) 11:37 - 11:59 Lunch then 12:02 - 12:32  
Class  
3B) 11:37 - 12:07 Class then 12:10 - 12:32  
Lunch  
4) 12:35 - 1:05  
5) 1:08 - 1:38  
6) 1:41 - 2:11  
7) 2:14 - 2:44  
8) 2:47 - 3:20

### **Northwest AEA**

Northwest AEA staff will be available to partner with H-M-S School District staff members to provide the best education possible for your child. These Northwest AEA staff include, but are not limited to: audiologists, consultants, teachers for hearing impaired and visually impaired, occupational therapists, physical therapists, school psychologists, school social workers, and speech-language pathologists. Your child's teacher may contact AEA staff for consultation, observation or interaction with your child. If you do not want the above services, please notify the school. If you have any questions and/or concerns about these services, please call (712)222-6000.

## **Academics:**

### **Online AP Courses**

In order for a student to take an online course the student must receive prior approval from the HS Principal and guidance counselor. Grades earned from Online AP Courses will be recorded on the student's transcript and calculated into their GPA.

### **College Credit Courses**

A student may take a college course as long as a comparable course is not offered in the school district. A comparable course is one in which the subject matter or the purposes and objectives of the course are similar, in the judgment of the board, to a course offered in the school district. H-M-S High School will be in full compliance with the Senior Year Plus rules set forth by the Iowa Department of Education. Prior to registering for the course, students under age eighteen shall have a parent sign a consent form. Two types of NCC classes: Students physically attend PACE (Postsecondary Accelerated Credit Experience) classes at the college campus. PSEO (Postsecondary Education Enrollment Options) classes are completed via computer from the H-M-S campus. Students (by law) receive both high school and college credit for both kinds of classes. If a student fails a PACE or PSEO class they will be unable to take another PACE or PSEO class the following semester. Students must be proficient in the following categories on the Iowa Assessments during the previous year in order to register for college classes: English, Math, and Science. **All PACE and PSEO classes will be included on their official transcripts and will be tabulated into each student's cumulative GPA and are included in the districts Academic Eligibility Rule for Extra-curricular Activities found on page 19.**

### **Drop-Add Deadlines**

Student generated schedule changes are allowed only for valid reasons with counselor and parental consent during the first five days of the semester.

### **Grading Scale**

A – 93-100% - 4pts. A- - 90-92% - 3.67 pts. B+ - 87-89% - 3.33pts. B – 83-86% - 3pts  
B- - 80-82% - 2.67pts. C+ - 77-79% - 2.33pts. C – 73-76% - 2pts. C- - 70-72% - 1.67pts.  
D+ - 67-69% - 1.33pts. D – 63-66% - 1pt. D- - 60-62% - 0.67pt. F – 0-59% - 0pt.

### **Mid-term reports**

Due to the availability of online access for students and parents, mid-term reports will be e-mailed home to all parents and physically mailed for students receiving D's and F's or by parent request. Students are allowed online access to grades at school anytime.

### **Make-up work**

Students will be allowed one day in addition to the number of days missed to complete all assigned work. All missed work resulting from suspension must be made up in a timely fashion depending on the length of the suspension. Students can request homework to be picked up.

The education that goes on in the classroom builds from day to day and as a result, absences always cause some disruption in the educational progress of the absent student. Students who are absent may not understand what the teacher is currently presenting, and

may also become discouraged with the double burden of keeping current and making up missed work. In order to maintain interest and understanding in program of instruction, students should not expect to be absent any more than is absolutely necessary. Irregular attendance or tardiness by students not only retards their own studies, but also interferes with the progress of those students who are regular and prompt in attendance.

### **Late Work Policy**

Student work will be discounted to 75% of its original value if it is turned in one day late. Student work will be discounted to 50% of its original value if it is two or more days late. Teachers will inform students of a “late work cut off date” that they will no longer accept late work at the end of each quarter.

## **GRADUATION REQUIREMENTS (POLICY NO. 505.5)**

Students must successfully complete the courses required by the board and Iowa Department of Education in order to graduate. It shall be the responsibility of the superintendent to ensure that students complete grades one through twelve and that those high school students’ complete required credits prior to graduation. All students will need 54 credits to graduate from H-M-S High School. All students are required to take seven classes per semester plus a PE or a minimum of 8 classes. **All students will complete 40 hours of community service and acquire CPR training as requirements for graduation.** The following credits will be required:

Language Arts	8 credits	Physical Education	4 credits****
Science	6 credits *	Personal Finance	1 credit
Mathematics	6 credits**	Electives	23 credits
Social Studies	6 credits***		

\*Science units/credits must include Physical Science and Biology

\*\*Math units/credits must include Algebra I and Algebra II or Geometry, exceptions to taking Algebra II or Geometry may be granted by the building principal and Superintendent under certain conditions.

\*\*\*Social Science credits must include US History 1 & 2 and Government

\*\*\*\*Students are required to take 2 units/4 credits of Physical Education

### **Graduation Ceremonies**

Only those students who have completed the credits required for graduation can participate in graduation ceremonies. Special education students who have completed the required graduation requirements but plan to attend H-M-S High School may only participate in the graduation ceremony only once in their high school career.

Students will be honored at commencement ceremony for academic accomplishments. Students will be recognized for graduation with honors, valedictorian, salutatorian, NHS, and Spanish NHS. Two sets of honor cords will signify academic achievement. Students with a cumulative grade point average of 3.5 – 3.749 will be honored with grey honor cords while students with cumulative grade point averages above 3.75 will receive gold honor cords. There will be no other stolls or medallions displayed by graduates with the exception of those who have enlisted to serve or are currently serving our country in the United States Military. They will be allowed to wear stolls issued by their respective military branch.

## **Early Graduation (Policy NO. 505.7)**

Students who have completed all of their requirements (earned 54 credits) for graduation may elect to graduate early from school. Early graduates have the opportunity to participate in the graduation ceremony at the end of the school year in which their class would have graduated. Students electing early graduation will not be eligible for any school sponsored activities (including sports, clubs, and other extra or co-curricular activities) with the exception of FFA.

## **NCAA/NAIA Eligibility**

If a student wishes to participate in NCAA or NAIA athletics in college, they must register and be certified. NCAA registration can be done at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net). NAIA registration can be found at [www.playnaia.org](http://www.playnaia.org). Students will need to send a transcript at the time of registration and another following graduation. The NCAA and NAIA reserve all rights in determining student eligibility. A copy of the guidelines is available in the Guidance office.

## **Semester Tests/Final Projects**

Semester tests and or Final Projects may be given near the end of the semester. Grading for those tests or projects are up to the discretion of the instructor.

## **Attendance at Activities**

Students should stay in the gym while an activity is in progress. Do not loiter in the hallways. Students who leave the building will not be re-admitted.

## **Sportsmanship**

All students, staff, and spectators in attendance at H-M-S Community School events are expected to display the highest level of sportsmanship at all times. Respect for the officials, opposing participants, and other persons in attendance are part of this expectation. Inappropriate behaviors are prohibited. What you do and say during the contest reflects on your team, school, and community.

## **Cafeteria**

The school cafeteria is a service provided to students. Therefore students should observe the following rules:

- 1) Deposit all litter to the wastebaskets.
- 2) Return all trays and utensils to the proper dish washing area.
- 3) Leave the table and floor around your place in a clean condition.

# **CONDUCT COUNTS**

**In this EDUCATIONAL INSTITUTION  
these behaviors are NOT acceptable:**

- Disrespectful conduct, including profanity, obscene gestures or comments, offensive remarks of a sexual nature, or other actions that demean individuals or the event.  
**Penalty - EJECTION**
- Throwing articles onto the contest area.  
**Penalty - EJECTION**
- Entering the contest area in protest or celebration.  
**Penalty - EJECTION**
- Physical confrontation involving contest officials, coaches/directors, contestants or spectators.  
**Penalty - EJECTION**
- Spectator interference with the event.  
**Penalty - EJECTION**
- Jumping up and down on the bleachers.  
**Penalty - Warning/EJECTION**
- Use of artificial noisemakers, signs or banners.  
**Penalty - Warning / EJECTION**
- Chants or cheers directed at opponents.  
**Penalty - Warning/EJECTION**





## **Electronic Devices/ Computers**

Any type of electronic device determined not to be appropriate or a distraction to the school setting will be confiscated. Students will only be allowed to possess electronic devices during lunchtime in the lunchroom. This would include but not limited to laser lights, disc player, mp3 players, ipods, ipads, kindles, smart watches, or cellular phones. Students who need to use their cellular phone may do so only in the lunchroom during the students scheduled lunchtime. At all other times of the day, students must report to the office to do so. In addition, cell phones with cameras and other portable handheld technology devices capable of storing and /or transmitting and/or receiving images are banned for use for any purpose in locker rooms and restrooms at all times. Students may be disciplined for any use of handheld technology 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, or at school activities (unless at a public performance, such as a game, assembly, concert, contest, etc.) without the consent of the teacher, coach, or school administrator.*

Computer usage violations will be classified as Level I and Level II infractions as listed below. The administration reserves the right to add or delete infractions from the list at any time. Students violating the electronic device policy will be subject to disciplinary actions ranging from a warning up to and including suspension or expulsion from school.

### **Level I Computer Infractions:**

**(These infractions from the outset are considered less severe)**

Attempting to access blocked or inappropriate sites  
Exorbitant and/or continual use of gaming sites  
Overuse of network bandwidth (videos, games, downloading, streaming, etc.)  
Refusal to make the laptop available for inspection  
Knowing about a virus/etc. and not reporting it, allowing it to create service interruptions  
Using the school's technology for personal gain  
Emailing during class time  
Inappropriate Email  
Chat Rooms  
Attempting to repair the laptop, or have it repaired by a private service  
Attendance issues  
Multiple instances of forgetting laptop at home

**\*\*Multiple occurrences of Minor Infractions may result a Major Infraction consequence**

### **Level II Computer Infractions:**

**(These infractions from the outset are considered more severe)**

Computer / Network Hacking  
Pornography / Inappropriate photos  
Inappropriate chatting conversations  
Harassment / Threats / Bullying behaviors  
Causing deliberate damage to school property  
Extreme cases of school discipline violations not connected to the AUP  
Pattern of continual academic cheating  
Any illegal activity

Any action deemed as inappropriate by school administration  
Illegal downloading of copyrighted material (music, videos, file sharing protocols, Bit Torrent, Limewire, etc.)  
Use of another users account  
Editing / moving files that are not your own

### **Appropriate Use of Computers, Computer Network Systems, and the Internet (603.12R1)**

The Board of Directors of the H-M-S Community School District is committed to making available to students and staff members access to a wide range of electronic learning facilities, equipment, and software, including computers, computer network systems, and the internet. The goal in providing this technology and access is to support the educational objectives and mission of the H-M-S Community School District and to promote resource sharing, innovation, problem solving, and communication. The District's computers, computer network, and/or Internet connection is not a public access service or a public forum. The District has the right to place reasonable restrictions on the material accessed and/or posted through the use of its computers, computer network, and/or Internet connection. (Complete Student Policy can be viewed at [www.hartley-ms.k12.ia.us](http://www.hartley-ms.k12.ia.us))

### **Cheating**

All forms of cheating are unacceptable. The following will be considered cheating:

- Cheating - Using, giving, or copying the academic work of another student and presenting it as your own
- Plagiarism - The intentional presentation of someone else's words, ideas, or work as one's own.
- Lying - The deliberate telling of a falsehood with the intent to deceive (forging a signature)
- Academic dishonesty - Knowingly giving or receiving information or assistance on any graded work.
- Stealing - The willful taking of someone else's property (including intellectual property) in a dishonest manner and with the intent to keep it or use it wrongfully.

**Examples of Violations:** The following examples are listed to help define expectations and violations. These lists are not exhaustive.

#### **Homework:**

- Copying or paraphrasing any of another person's work.
- Allowing another to copy or paraphrase your work.
- Receiving help on assignments that have been identified as an individual assignment (ex: take home test).

#### **Tests:**

- Sharing test questions or answers with students in your class or another class.
- Receiving test questions or answers from another student
- Copying someone another person's answers.
- Allowing someone to copy your answers.

- Possessing or using a cheat sheet.
- Obtaining a copy of the test or quiz before it is given.
- Using tests, books, notes, cell phones, computer, online services, etc. to help you on a test without the approval of the teacher.
- Using a cell phone for any reason during a test without prior permission from the teacher.

#### **Research Papers and Essays:**

- Copying phrases, sentences, paragraphs, or ideas without giving proper citation of the source.
- Submitting another person's paper as your own.
- Downloading or purchasing from the Internet, an article or paper or part thereof.
- Asking or paying someone to write a paper for you.
- Selling or giving someone a paper to submit as their own work.

#### **Technology:**

- Not adhering to the signed technology agreement by using technology provided by the school to violate any part of this code.

### **Cheating Consequences**

#### **First Offense:**

1. Score of zero on test, paper or assignment.
2. Teacher option to retake test or assignment of additional work.
3. Notification of parent or guardian.

#### **Second Offense:**

1. Score of zero on test, paper, or assignment with no option to regain credit.
2. Conference with teacher, principal, parent and student.

#### **Third Offense:**

1. Expulsion from class for the semester with a failing grade and loss of membership in National Honor Society or loss of opportunity to be inducted into the National Honor Society.

### **Student Dress Code**

Students are expected to dress in a clean, neat and appropriate manner. Inappropriate student appearance that is disruptive to the educational program and environment is not acceptable. Students must wear appropriate clothing and footwear.

**The following is inappropriate at H-M-S High School. These items shall not be worn during the school day or at school activities:**

- |                     |   |
|---------------------|---|
| * Spaghetti straps  | * Spiked dog collar                             |
| * One-shoulder tees | * Hats/headgear (keep in locker during the day) |
| * Strapless tops    | * Thin shirts over colored undergarments        |

- |                         |                                     |
|-------------------------|-------------------------------------|
| * Midriff shirts        | * “Heely” shoes                     |
| * Halter-tops           | * Excessively Baggy Pants           |
| * Cut-off shorts        | * Excessively short skirts & shorts |
| * Exposed undergarments |                                     |

**Additional prohibited items are clothes that:**

- |                                  |   |
|----------------------------------|---|
| * Are negative toward the school | * Promote or advertise alcohol or drugs     |
| * Relate to gang activity        | * Include sexually inappropriate references |
| * Are profane or racially biased | * Are offensive in language/pictures        |

Students who violate the dress code will be asked to correct the problem before they may go to classes. Administration retains the right to define the terms of good taste, common sense, neatness, cleanliness, and school approved safe apparel.

**Fighting**

Fighting in school or on school grounds is not acceptable. Both parties will be subject to disciplinary action, which may result in suspension and/or referral to local police. Students are encouraged to bring conflicts they need help resolving to a counselor, teacher, or other person in authority.

**Fire Alarms, Threats**

Fire alarms are placed throughout the building for the safety of students and staff. Turning in a false alarm or making a threat is a very serious matter, which disrupts the educational process and endangers students, staff, and law enforcement personnel. Any such situation will result in disciplinary action by the school and referral to authorities for further action.

**Food/Drink Rule**

Students may have food and beverage in the hallways as long as they demonstrate responsibility for disposing of such items. This privilege may be revoked at any time by administration. Take care of your school environment.

**Hallway Conduct**

Good citizenship and courtesy are the general rules. Students misbehaving in the halls are subject to disciplinary action by any staff member observing the misbehavior. For safety reasons students are not to run in the hallways.

**Harassment (Policy No. 502.8)**

While you may not always like everyone you come in contact with, you need to treat everyone with respect. You have the responsibility to show how people can work and live together without harassment. Harassment is considered to be words and/or actions directed toward an individual, which intimidates, degrade, and/or fail to respect a person’s dignity. Harassment includes references made to a person based upon a person’s age, sex, race, color, religion, disability, ethnic, or national origin, sexual orientation, or marital status. Verbal comments, sexual name-calling, gesture, jokes, and spreading sexual rumors are also considered to be harassment. Steps to follow if you are being harassed:

- Tell the harasser to stop.
- Go to a school authority

Retaliation against a student because the student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited, however, the superintendent has the right to discipline students who knowingly file false harassment complaints. A student who is found to have retaliated against another in violation of this policy will be subject to discipline up to and including suspension and expulsion. A threat toward a faculty member will result in a suspension or possible expulsion.

*School districts are required to notify students on harassment and bullying. School districts that have concerns about "secret societies" in the school may want to add language prohibiting them in accordance with Iowa Code 287.*

### **Insubordination**

Insubordination is specifically defined as a refusal to follow directions from a person in authority and/or verbal abuse to a staff member. In situations involving conflict, students are expected to comply with the directions of faculty/staff. In those situations where students feel they have been treated unfairly, they may discuss the situation with an administrator. **In all cases, students are expected to conduct themselves in a courteous and respectful manner.** Insubordination will cause disciplinary action, which may include in or out-of-school suspension.

### **Offensive Language**

The school environment is like the workplace and different from the streets. Language used in the classroom, hallways, and school activities must be appropriate. This is important to the orderly and efficient operation of the school. Words can hurt and can be offensive to others. Students at H-M-S have the right to attend school and school activities without being subject to words that show disrespect for race, color, religion, creed, disability, gender, sexual orientation, or ethnicity.

### **Parking Privileges**

Students are to park in designated areas. Students found to be parking in incorrect areas may lose the opportunity to park their vehicle on school grounds.

### **Public Displays of Affection**

Public Displays of Affection (PDA): It will be a violation of conduct for students to demonstrate overt displays of affection **on school grounds** or **at school activities**. This includes but is not limited to embracing, kissing or other inappropriate physical contact.

### **Signing Out/In**

Any student who comes late to school, leaves school during the school day, or leaves school early for any reason, must report out/in through the high school office. Office personnel must verify parental permission.

### **Tobacco/Vaping/Alcohol/Controlled substances**

The board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, or tobacco products (electronic cigarette) other controlled substances, or "look alike" substances that appear to be

tobacco, beer, wine, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Violation of this policy by students will result in disciplinary action including suspension or expulsion. Students could also be referred to law enforcement.

### **Violations of School Rules**

Unfortunately, even after rules and policies have been explained and the reasons for them understood, some students will violate school rules. When students violate a school rule or when they disrupt the school day, there are several options, which may be used to bring about acceptable behavior. These include, but are not limited to the following:

### **Consequences**

Warning and/or timeout	Before/After school detention
ISS (in-school suspension)	OSS (out of school suspension)
Loss of privileges/activities/Internet	Loss of credit
Community Service	Restitution
Expulsion	Other – Assigned by Administration

### **Suspension**

Suspension may be used as a consequence for violation of school rules. The administration has the authority to suspend a student up to ten (10) days at a time. Repeated suspension may result in a recommendation to the Board of Education for expulsion. Suspensions may be either in-school or out-of school.

### **Expulsion**

Only the Board of Education may expel a student. Once a student has been expelled, only the Board of Education may allow re-entry into the school setting.

A student who is involved in a disciplinary action is subject to the loss of playing time/performance time at the discretion of the building principal and activities director based on the severity of the action that resulted in the disciplinary action.

## **General Information:**

### **Bad Weather Dismissal**

If weather conditions are such that we will not have school, radio stations KICD, KWOA, KUOO, Hot 100, and KIWA will be notified. You are to listen to one of the stations for information regarding a change in school starting times or cancellation of classes. Television weather announcements will run on KDCR, KDLT, and KTIV. We will also send e-mail and text announcements out through JMC.

### **Announcements**

An effort is made to communicate with students regarding important information. Daily announcements are read in the morning and are also posted on the school website.

### **Bus Service**

Any questions regarding bus service should be directed to H-M-S Transportation Director, Kevin Soden (712)928-3406.

### **Canine Inspection**

In cooperation with the O'Brien County Sheriff's Department, and/or other law enforcement agencies, the H-M-S Community School District may be conducting routine building inspections using a canine unit or "drug dog". These inspections are done during class time, before school, or after school hours. If information is produced during an inspection that constitutes reasonable suspicion, the administration will conduct a search within the guidelines of established district policy and Iowa statute.

### **Fee/Fines**

Students will be assigned fines for damaged textbooks, overdue materials from the media center, damage of school property, or general vandalism. The student will have to pay the cost for the replacement of any textbook that is lost or not returned.

### **Hall Passes**

For any student to be in the hall during class time, he/she must have a hall pass. **Nobody** is to be in the hallway without a pass.

### **Medication (Policy No. 507.2)**

Only the school nurse or an employee designated by the school nurse shall administer medication to students with consent from prescribing doctor. Medicine will not be administered without parental permission. **ALL MEDICATION** should be checked in and stored in the office.

### **Messages**

Because of the large number of calls received each day and limited secretarial time, we ask that telephone messages to students be limited to emergency situations.

### **Personal Possessions**

H-M-S High School does not assume responsibility for lost or stolen personal items or valuables. All students are encouraged to leave valuable items at home. It is the recommendation of the high school that students leave expensive items or large sums of cash at home.

### **Search & Seizure (Policy No. 502.8)**

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for

it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect the locker, desk, or other facility.

### **Student Lockers (Policy No. 502.5)**

Student lockers are the property of the school district. Students shall use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It shall be the responsibility of students to keep their assigned lockers clean and undamaged.

### **Student Assistance**

Students may request additional help from teachers before or after school by appointment.

### **Weapons (Policy No. 502.7)**

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

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

Parents of students found to possess weapons or dangerous objects or look-a-likes on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

### **Visitors**

To provide for the safety of all students we ask that all visitors sign in at the office and obtain a visitor pass. Students are discouraged from bringing guests to school. In order to bring a guest, a parent or host must call the office 24 hours in advance. Parents are always welcome and we encourage your visits. Please check in at the office so we can assist your visit.

### **Tardiness**

Students are considered tardy to class if they are not in their seat when the tardy bell rings or by the standards set up by the instructor. If another teacher causes the tardiness, the teacher should send a pass to the next class. Tardies will be marked on the student data system. If a student enters a class tardy without a pass, the student should remain in class. The teacher will mark the tardy on the student information system. If there was a legitimate reason for the tardy, the tardy may be removed later by obtaining a pass from the staff member that detained the student. This is not to be done during class period. The following procedure for tardiness will be followed each semester:

- 1<sup>st</sup> tardy – warning documented by teacher on student information system
- 2<sup>nd</sup> tardy – 30-minute detention
- 3<sup>rd</sup> tardy and subsequent – assigned ½ day ISS



If a student is tardy for a 1<sup>st</sup> period class then they must retrieve a pass from the office. The pass will be marked tardy and the teacher should document it. If the tardy offense is to be excused by a parent, the parent must call on the same day as the offense.

### **Attendance/Truancy Obrien County (Policy No. 501.15)**

The H – M - S Community School District is committed to ensuring that every reasonable attempt be made to secure the attendance in school of all children residing in the district, and particularly those of compulsory attendance age. To that end, the superintendent, in conjunction with building principals, is directed to cooperate with the county attorney, officials of private schools in the district, and other relevant agencies, to enforce the state law of compulsory school attendance.

Children between the ages of six (6) and sixteen (16), as of September 15, residing in the H-M-S Community School District are required to be enrolled in and attending an Iowa accredited public or private school, or receiving competent private instruction pursuant to state law (Iowa Code §299.1A). Children of compulsory attendance age who are enrolled in the H-M-S Community School District, shall attend school for at least one hundred sixty nine (169) days per school year or eighty four and one half (84.5) days per semester, or ninety five percent (95%) of the school year, whichever is greater, unless excused under the terms of the district's attendance policy (Iowa Code §299.1).

Truancy shall be defined as failure to attend school without reasonable excuse for the absence (Iowa Code §299.8). Legitimate reasons for absence will be illness, medical appointments, funeral of family members, court appearances, family vacations (with prior approval of principal), school-sponsored activities, other absences may be approved by the building principal (§299.1). The truancy officer, school official/building principal refer to the county attorney's office a student and his or her parent for violation of the compulsory attendance laws for excessive excused absences (Iowa Code §299.5A).

If a child is truant from school, district officials shall make every reasonable attempt to secure the child's attendance and document in writing all such efforts (Iowa Code §299.5A). However, if a child of compulsory attendance age who is enrolled in the district is truant for more than three (3) days per semester, six (6) days per school year, or three percent (3%) of the school year, the truancy officer/building principal may notify the county attorney in writing, of the apparent violation of the compulsory attendance law by the child and the child's parent or guardian (Iowa Code §299.11). In addition, the building principal may impose discipline on the truant child in accordance with the district's attendance policy (Iowa Code §299.9).

The superintendent or designee shall cooperate with officials of accredited nonpublic schools in the district in enforcing the compulsory attendance law as to students enrolled in those schools (Iowa Code §299.3). The superintendent or designee shall also notify the county attorney if a child between the age of six and sixteen who is said to be receiving competent private instruction fails to make adequate progress as defined by Iowa Code Iowa Code §299.A.6.

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

**Attendance** (Board Policy 503): Punctuality and regularity of attendance are necessary if a student expects to succeed in school. A high absentee rate leads to poor work and scholastic

failure. **Absences beyond 10 days require a doctor's excuse slip.** If the absences continue, a conference with parent(s) and the student will be held. If this does not prove successful, the principal will contact the truant office to check on the student and notify our county attorney.

## **ATTENDANCE POLICY**

Daily, punctual attendance is an integral part of the learning experience and is required of all students to receive the maximum benefit of the educational program. The habit of good attendance established early is one which helps a person be successful throughout their lifetime. More and more, employers, colleges and vocational schools expect good attendance and are checking attendance records for absences and tardies. They are aware that good and prompt attendance indicates dependability in a student.

The education that goes on in the classroom builds from day to day and as a result, absences always cause some disruption in the educational progress of the absent student. Students who are absent may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current and making up missed work. In order to maintain interest and understanding in program of instruction, students should not expect to be absent any more than is absolutely necessary. Irregular attendance or tardiness by students is detrimental to their own studies and interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and school.

Because of the provisions in the federal legislation called NO CHILD LEFT BEHIND, we are closely monitoring student's attendance in the H-M-S School District. Schools that fall below 95% student attendance are considered to be failing schools. If a student misses 10 days in one year, that student will fail to meet this standard. In an effort to be sure we do not become a "failing school" because of attendance problems, we are sending out attendance notices to parents.

The school will determine whether an absence is "excused" or "unexcused". Factors that will be taken into consideration may include: a doctor's note, prior notification, the reason for the absence, and parent contact.

## **Ten Day Absence Policy**

A Student in grades 9 – 12 shall be required to attend each class a minimum of ninety percent (90%) of the days during a semester in order to receive graduation credit for that class. Failure to meet this minimum may result in an incomplete grade for the course work. Absences which are due solely to hospitalization or long-term illness will not be counted in the ten (10) day limit if parents provide ***immediately*** the school with a written doctor's excuse which lists the specific dates in question. Other absences that will not count in the ten (10) day limit include approved school activities; college visits; suspension or funerals. Unless otherwise indicated, students who miss class due to requests from administration and counselors fall within the approved school activities category.

All other absences whether they are considered excused or unexcused, will count toward the ten (10) day limit.

## **Ten (10) Absences**

When a student accumulates ten (10) absences to any class during a semester, he/she will receive written notification of his/her status. Special needs students will be referred to their staffing teams. Once a student reaches ten (10) absences, he/she may choose one of the following options:

1. The student may request an Appeal of the Number of absences
2. The student may receive a Contract with the teacher to earn credit. The student must meet with the teacher and complete a contract which may be obtained from the teacher.

Regular attendance and being on time is important to your child's education and success in school. We realize there may be valid reasons for children to miss school, but your child has already been absent in excess of what is acceptable. If you need assistance from us in improving your child's attendance, please do not hesitate to call.

## **Athletics/Activities:**

### **Changing Sports**

Athletes will be allowed to transfer from one sport to another during a given season only upon mutual agreement of both coaches and with the approval of the athletic director.

### **Class Attendance**

On any given day a student must attend  $\frac{3}{4}$  of a school day in order to participate in any extra-curricular activities, athletics, and fine arts. Exceptions may be made for students attending off campus college classes, or students that have a pre-arranged absence, such as an orthodontist appointment, etc. Parents are expected to telephone the school office to report a student's absence prior to the end of first class period on the day of the absence.

### **Physicals**

All students must have physicals each year in order to participate in athletics. These physicals are good for one calendar year.

### **School Uniform/Equipment**

Students who have not turned in school issued uniform/equipment will not be allowed to participate in competitions for the next activity until arrangements have been made with administration for return or payment for equipment.

### **Permit to be Absent Form**

Students must fill out a yellow "permit to be absent" form (available from the high school office) prior to absence for school events. The form should be turned in to the coach, sponsor, or teacher in charge of the event. Failure to comply will result in an unexcused absence recorded in JMC.

### **Academic Eligibility Rule for Extra-curricular Activities**

***Iowa No Pass, No Play Rule*** – Iowa law requires that students must be passing all classes at official grading periods in order to be eligible for extra-curricular activities. Any student who failed a course at semester will be ineligible to participate in extra-curricular activities for 30 calendar days. The student's ineligibility status will start on the next activity desiring to participate in and with the first scheduled event. A student will regain eligibility when they have fulfilled 30 full days of ineligibility from an extra-curricular activity. Any student with an incomplete for a semester grade will also be ineligible until the coursework has been completed. The high school principal will inform a student and his/her parents of their ineligible status. High school faculty, coaches, and activity advisors will also be informed of students becoming ineligible.

If a student is ineligible due to the Iowa No Pass No Play policy, they will be ineligible for competition in the next IHSAA/IGHSAU sanctioned activity. A student who is not involved in any sanctioned IHSAA/IGHSAU will be ineligible for their next non-sanctioned extra-curricular activity.

***\*Note – Sitting out for a non-sanctioned extra-curricular activity does not use up the student's ineligibility for a future sanctioned activity.***

### **Mid-Term Report/Activities in Season:**

A student who has one or more F's/Incompletes reported on the mid-term report of every quarter/end of quarters one and three is ineligible for activities in season beginning on the day after the mid-term report is printed. However, a student becoming ineligible under this clause may be made immediately eligible when each teacher reporting F/I grades signs off indicating sufficient progress has been made to upgrade the failing grade to a passing grade. If teachers do not sign off, the student is ineligible for interscholastic competition until the grade is passing.

Restoring eligibility is the student's responsibility. When F's/Incompletes are made up, the student must pick up a form in the principal's office and have all teachers sign off to confirm satisfactory progress. The form will need to be given to the advisor/coach of whatever activity that the student is currently enrolled in.

This policy will cover all extra-curriculars. Student can go to practice/meetings, but cannot be part of public events until eligibility is restored.

### **Transportation To/From Athletic Events**

Any student participating in a school-sponsored activity is expected to travel to and from the event in transportation provided by the school. However, the district does recognize that sometimes-extenuating circumstances dictate the need for an athlete/participant to arrive home earlier than the school transportation can provide. Students are to return home on district provided transportation unless parents have specific arrangements to assume responsibility for their child's transportation. Parents may assume that responsibility by choosing one of the following two alternatives:

1. Students are to ride to school events in school sponsored transportation unless given permission by the principal to do otherwise. The parent must personally make the

request to the principal and the parent then assumes all liability for transportation to the school sponsored event.

2. A student may ride home from an event with another team parent of that same activity or a graduate sibling. All of the following procedures must be followed or the student is in violation of this policy.
  - a. Parent must send a note to the school office by the day of event indicating whom son/ daughter will be riding home with (for school records) and a phone call (for confirmation).
  - b. Parent must make contact with school personally or by a phone call to confirm the arrangements. This must take place before athletes/participants depart towards their destination. The school retains the authority to verify parental permission at any time the district deems such action necessary.
  - c. The school will notify coach/sponsor who has permission to ride with team parent before departure. Prearranged team parent must personally contact coach/sponsor at the event and sign the appropriate sign out form to confirm that they are transporting the student.
  - d. The athlete/participant must absolutely ride home from the activity with the designated team parent. The team parent may not transfer the responsibility to another team parent, student or any other individual under any circumstance.
  - e. Violators of this policy will lose the right to participate in events for the following week of scheduled activities in which he/she is to participate. Also, the designated team parent and the athlete/ participant's parents will not be able to use portion 2 of this policy for the remainder of the season.

Under very extenuating circumstances the administration can deem exceptions to this policy.

**All activities and athletics fall under The Good Conduct Policy and the Academic Eligibility Policy. Activities and athletics are considered one and are not separated when it comes to our expectations of our young men and women.**

#### Extra-curricular Activities Eligibility Rules

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for a lifetime. Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from the school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities, which are illegal, immoral, unhealthy, or highly inappropriate. Students who fail to abide by this policy may be subject to disciplinary measures. The principal or designee shall keep records of violations for the Good Conduct Provision.

The following eligibility rules shall be in effect for students who are involved in extracurricular activities where the student represents the school district outside the classroom in grades 7-12 of the H-M-S Community School District.

#### **A. Good Conduct Provision (Code No. 503.9)**

A copy of the following rules will be sent home with all students who participate in extracurricular activities at the beginning of the school year. The student, and parents/guardians, must sign the form indicating the rules have been read and understood. This form must be returned to the school before the student is allowed to participate. **All offenses of the good conduct rule are cumulative during a student's high school career.**

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

The following activities are covered by the board's policy and these rules:

Athletics, instrumental and vocal music performances, drama productions, speech contests, FFA, National Honor Society, all co-curricular clubs (e.g. art club, Spanish club), all honorary and elected offices (e.g., homecoming king/queen/court, class officer, student government officer or representative), state contests, and performances for cheerleading or any other activity where the student represents the school outside the classroom. (Activities that are an actual extension of the classroom, are included in student assessment, and are not voluntary, but required as a part of a specific course are included in this policy. Alternative grading procedure will be available for these students at discretion of teacher.)

**A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:**

- Possession, use, or purchase of tobacco products, electronic cigarettes (vaping) regardless of the student's age;
- Possession, use, or purchase of alcoholic beverages, including beer and wine
- Possession, use, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs and/or possession of paraphernalia for the use of illegal drugs;
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- In light of each student's role as a representative of the school both on and off campus, evidence obtained through the student's use of technology may result in violation of the Good Conduct Rule. Such violations may include, but are not limited to: the inappropriate use of computers, cell phones, texting, emails, social networking sites (Facebook, Snapchat, Twitter, Instagram, etc.) to transmit, post or otherwise communicate speech that the school deems harassing, threatening, lewd or obscene, and/or; the

**transmission, posting or other communication of photographs or other images or information that provides a basis that the student has violated some other portion of the Good Conduct Rule to include, but not limited to, the student's use of alcohol or tobacco. These actions ARE NOT representative of the educational values of citizenship, character, and integrity espoused by our school.**

First Offense: The student in athletics will be ineligible for all public performances for **1/3** of the current or upcoming competitive season. The athlete will also be ineligible for pre-season jamborees, scrimmages, etc. but these will not count as part of the **1/3** performance requirement. ***(If student self-reports incident within 72 hours to school official, ineligibility will be reduced to 1/5 of the season)*** The student in other activities that are covered under this policy will be ineligible for all public performances and contests for a period of three weeks with a minimum of one public performance. The student will be eligible to practice and travel with the team during the period of ineligibility.

Second Offense: The student in athletics will be ineligible for all public performances for **1/2** of the competitive season. The athlete will also be ineligible for pre-season jamborees, scrimmages, etc. but these will not count as part of the **1/2** performance requirement. The student in other activities that are covered under this policy will be ineligible for all public performances, and contests, for a period of nine weeks with a minimum of one public performance.

Third and Subsequent Offenses: The student will be ineligible for all public performances in athletics and other activities that are covered under this policy for **one calendar year**.

Further Conditions for Eligibility:

- There will be a two calendar year probationary period. If a student has no further violations for two years, the student's training rule record will be cleared.
- If a student violates the good conduct policy at or near the conclusion of a season and the full penalty cannot be served within that season-the balance of the penalty will be served in a "prorated fashion" when the following season of participation commences. The penalty will "carry over".
- Coaches and sponsors are responsible for making students aware of the purpose, stipulations, and consequences of the good conduct policy prior to the start of each season.
- Affected extracurricular activities must be ones in which the student has shown previous expressed interest, and not, in the principal's judgment, activities in which the student is choosing to participate in an attempt to circumvent the rule's consequences.
- Any student involved in any of the above offenses may request a hearing before a committee consisting of the superintendent, the athletic director, and the sponsor of the activity concerned, and one other faculty member. If the student desires counsel and his/her parent(s) or legal caretaker(s) may represent him.

## **D. Appeals**

The student or the parent(s) or the guardian(s) may appeal within five days the determination of the administrator by making a written notice of appeal to the superintendent. Upon receipt of appeal, the superintendent will set up a hearing with an Activities Council. Members of the Activities Council shall be the building level principal(s), the associate principal(s), the activities director(s) from the middle and senior high schools, excluding the administrator that made the initial determination, and a high school faculty member designated by the superintendent on August 1<sup>st</sup> each year. The penalty will be in effect pending the decision of the Activities Council. The hearing shall be within seven calendar days of the receipt of the notice of appeal. The Activities Council shall make a written decision within 72 hours of the hearing.

If the student or parent(s) or the guardian(s) are still dissatisfied, a written appeal may be filed with the board secretary within five days of the determination by the Activities Council. The review by the board will be in closed session unless the student's parent(s) or guardian(s) (or the student if the student is 18 years old) request an open session. The grounds for appeal to the school board are limited to the following: the student did not violate the Good Conduct Provision; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board. The school board shall make a written decision within 72 hours of the session.

If the decision of the administrator is reversed at any higher level, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

#### **E. Decision-Making Guidelines**

The decision maker(s) will be vested with discretion to impose a lesser sanction or penalty including reduction of the offense level if the decision maker(s) determine mitigating circumstances exist, and the decision maker(s) sets the mitigating circumstances out in writing. In this context, the decision maker means the building level administrator, the Activities Council, and the school board.

#### **F. Additional extracurricular Activities Requirements**

The teacher, coach, or sponsor of that activity may issue additional requirements for each extracurricular activity. These rules shall be presented to each student participating in any extracurricular activity at the beginning of the activity and a copy filled for approval with the activities director and the building principal.

#### **G. Notification of the Extracurricular Activities Eligibility Policy**

**All H-M-S students and their parents will sign the good conduct policy agreement at registration acknowledging their understanding and agreement to abide by this policy.**

At the beginning of the extracurricular activity, the teacher, coach, or sponsor shall provide each student with a copy of the extracurricular activities eligibility rules Policy 503.4. The teacher, coach, or sponsor should explain the rules to the student to clarify and possible misunderstanding. The policy provisions should also be included in the building level student handbook, which is available to all students. The teacher, coach, or



sponsor shall also hold a meeting at the beginning of the activity for all parents, guardians, and students, for the purpose of explaining the extracurricular activities eligibility rules (Policy 503.4).

### **Academic Eligibility Guidelines**

In order for a student to participate in athletics or activities (clubs, FFA, etc.) he/she must meet eligibility guidelines set forth by the state and local school district. Those guidelines are listed below:

1. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the school sponsoring the event.
2. All contestants must be under the age of 20
3. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least 6 subjects plus physical education, each of one period or “hour” or the equivalent thereof at all times. To qualify under this rule a “subject” must meet the requirements of 281-Chapter 12. Course work taken under the provisions of the Iowa Code chapter 261C, post secondary enrollment options, for which a school district or accredited non public school grants academic credit toward high school graduation shall be used in determining eligibility. No school shall be denied eligibility if the student’s school program deviates from the traditional two semester school year.
4. Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. A grading period shall mean the end of each semester at H-M-S High School.
5. For students participating in athletics, if at the end of first semester, a participant is given a failing grade in any coursework for which credit is awarded, the participant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the student is a contestant for 30 consecutive days.
6. If at the end of the second semester, a contestant in baseball or softball receives a failing grade in any course for which credit is awarded he/she is ineligible to dress for and compete in baseball or softball for the 30 days following the end of the grading period. The 30-day ineligibility period begins on the day grades are made available to students.
7. In addition, for students participating in music, speech, clubs, and/or co-curricular; if at the end of any grading period a participant receives a failing grade in any course for which credit is awarded, the participant is ineligible to participate in any public event (as long as the event doesn’t effect course GPA) within a period of 30 consecutive days. This is the same as athletics.
8. A student with a disability who has an individualized education program (IEP) shall not be denied eligibility on the basis of scholarship if the student is making

adequate progress, as determined by school officials, towards the goals and objectives on the students IEP.

9. A student who meets all other qualifications may be eligible to participate in athletics or activities for a period of eight consecutive semesters upon entering the ninth grade for the first time. However a student who engages in athletics or activities during the summer immediately following eighth grade is also eligible to compete during the summer following the twelfth grade.
10. A student is academically eligible upon entering the 9<sup>th</sup> grade. However, no student shall be eligible to participate in any athletic sport if the student has engaged in that sport professionally.
11. No student who has been a member of a college squad or who has trained with a college squad or participated in a college contest shall be eligible for any athletic contest.
12. A student must receive credit in at least 6 subjects at all times.
13. If a student fails any class for which credit is awarded, the student is ineligible for 30 calendar days in the interscholastic athletic event or activity in which a student is a contestant. The 30 consecutive days begins on the first legal playing date of the sport in which a student participates. For an activity the penalty begins immediately if activity ends before the 30 days of ineligibility is completed, the remaining days will be served during the next activity or event in which the student participates.
14. A student who withdraws from a class after the drop period has elapsed will receive an "F" on his/her report card for that particular grading period and thus be considered as having failed the class.

### **Student Initiated, Non-curricular Groups**

The H-M-S Community School District believes that it is important for students to learn the meaning and practice of freedom of speech while in school, in order that as future citizens they will appreciate the proper exercise of this vital liberty. In adopting these guidelines, H-M-S High School does not forego its authority to maintain an orderly and disciplined school environment and to protect the well-being of students and staff.

H-M-S High School will have a limited open forum for student-initiated groups which are not school-sponsored wishing to meet to engage in speech, subject to the following restrictions:

- Students will be permitted to meet during the non-instructional time of the individual students involved in the meeting, including before school and/or after school. However, no student will be present at a meeting at a time when he or she has a class or is required by school rules to be elsewhere. This includes any time during which the school requires the particular student or all students to be off school property or outside the school building.

- All meetings will be student-initiated and open to all students in the school. All student attendance at a meeting will be voluntary.
- No meeting may include any activity that is unlawful or that materially and substantially interferes with the orderly conduct or efficient operation of the school.
- It is understood that these student meetings are not sponsored by the school district. Student-initiated groups which are not school-sponsored shall not use the school name, mascot, or other sign or symbol that might imply school district sponsorship. The school district is neutral as to the content of these meetings, if the meetings comply with paragraphs 2 and 3.
- School officials or employees may be present at the meetings for monitoring purposes.

If students wish to meet under this policy, they must file a request to meet with the principal which lists:

- the room in which they wish to meet and time during which they will meet;
- the name of one student who will serve as the contact between the group and the school officials
- if required, the school official or employee, who will present.

The principal will approve a meeting if it meets the requirements of this policy and will notify the student contact person of his/her approval, or if it does not meet the requirements of this policy, his/her reasons for disapproval within 2 days of the submission of the request to meet. Once approved, a student group may continue meeting for the remainder of the school year, unless it subsequently violates this policy.

Equal access with respect to such meetings will include access to school publications and bulletin boards/posters, in accordance with school policies.

### **Study Hall Expectations**

The following guidelines will be followed in study hall:

- Students will be assigned seats and are expected to be in those seats at all times.
- Students are expected to be seated, with materials, at the start of study hall.
- The atmosphere must be one of quiet, business-like condition for students to read or study.
- All Students should have their work materials or a book to read with them.
- The supervisor must approve any talking to another student and/or studying together.
- If a student from the study hall is leaving to see a faculty member, the student must have a pass from that faculty member. The student must secure the pass

prior to coming to the study hall. Study hall supervisors will not issue passes to see a teacher.

- Students must use a pass to go the restrooms, and only one student will be allowed to use the restroom at a time. Students are required to use a pass to go to the library.
- The study hall supervisor may establish other guidelines to ensure business-like conditions in the study hall.
- Any student not going to the designated areas stated on a pass, will not be allowed to leave study hall.

## **Non-Discrimination Notices**

### USDA NOTICE

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720 6382 (TTY). USDA is an equal opportunity provider and employer."

### IOWA NOTICE

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