

*Interstate 35
Secondary School Handbook
2016 - 2017*



Home of the Roadrunners

Secondary Staff

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		Secondary Office Personnel Steve Kaster – Secondary Principal Rose Dickinson – School Liaison Ray Condon – Activities Director Geoff Tessau – Director of Support Services	
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Spanish Alex Wieck-Sanchez	Talented/Gifted Megan Lathrop	Technology Angela Doty	ELL Jason Smith
Physical Education Ray Condon Moni Freeman Mike Stuart Blaze Shedenhelm	Cooks Candy Millard Kathy Jones Brenda Woods Angie Stroh Tena Richards Michele Greenwell Jennifer Porter Kati-Ann Millard Marlene Cummings	Custodians Rick Gray Kenny Erwin Barbie Gray Lucenda Murphy Lori Jacobs Maintenance Brad Seymour Grounds Don Bedwell	Associates Kathryn Russell Margo Bobst Cindy O’Dea Jeana Schultz Jamie Smith Dinah White Jalisa White
Secretaries Tina Burkhead Tiffany Johnson Deann Strange	Guidance Angela Steinlage Jacob Hedding	Nurse Brandi Ransom	

INTERSTATE 35 COMMUNITY SCHOOL DISTRICT

2016-2017 School Calendar

Summary of Calendar:

- 174 instructional days
- 1,144.58 instructional hours

(minimum of 1080 instructional hours per year required by law)

Non-student teacher PD and/or work day

No school

2 hour early dismissal

Beginning/end of quarter

Parent-teacher conferences

HOLIDAYS:

- Labor Day 9/5/16
- Thanksgiving Day 11/24/16
- Christmas Day 12/25/16
- New Year's Day 1/1/17
- MLK Jr. Day 1/16/17
- President's Day 2/20/17
- Easter Sunday 4/16/17
- Memorial Day 5/29/17

STATE FAIR – Aug. 11-21, 2016

Non-student, PD &/or work days

1. August 17, 2016
2. August 18, 2016
3. August 22, 2016
4. August 23, 2016
5. September 19, 2016
6. October 17, 2016
7. November 14, 2016
8. December 12, 2016
9. January 16, 2017
10. February 20, 2017
11. March 27, 2017
12. April 17, 2017

Two-hour early dismissals (1:20)

1. August 24, 2016
2. August 25, 2016
3. August 26, 2016
4. October 28, 2016
5. November 23, 2016
6. December 22, 2016
7. April 14, 2017
8. May 26, 2017

Full teaching days: 166

Partial teaching days: 8

If missed student days are made up, they would be added on at the end of the calendar, as would contract days for staff.

Calendar approved by the Interstate 35 Board of Education on April 25, 2016.

August					Student Days	
M	T	W	Th	F		
1	2	3	4	5		
8	9	10	11	12		
15	16	17	18	19		
22	23	24	25	26	3	
29	30	31			6	
September						
			1	2	8	
5	6	7	8	9	12	
12	13	14	15	16	17	
19	20	21	22	23	21	
26	27	28	29	30	26	
October						
3	4	5	6	7	31	
10	11	12	13	14	36	
17	18	19	20	21	40	
24	25	26	27	28	45	
31					46	
November						
	1	2	3	4	49	
7	8	9	10	11	54	
14	15	16	17	18	58	
21	22	23	24	25	61	
28	29	30			64	
December						
			1	2	66	
5	6	7	8	9	71	
12	13	14	15	16	75	
19	20	21	22	23	79	
26	27	28	29	30		
January						
2	3	4	5	6	83	
9	10	11	12	13	88	
16	17	18	19	20	92	4
23	24	25	26	27	97	9
30	31				99	11
February						
		1	2	3	102	14
6	7	8	9	10	107	19
13	14	15	16	17	112	24
20	21	22	23	24	116	28
27	28				118	30
March						
		1	2	3	121	33
6	7	8	9	10	126	38
13	14	15	16	17		
20	21	22	23	24	131	43
27	28	29	30	31	135	47
April						
3	4	5	6	7	140	52
10	11	12	13	14	145	57
17	18	19	20	21	149	61
24	25	26	27	28	154	66
May						
1	2	3	4	5	159	71
8	9	10	11	12	164	76
15	16	17	18	19	169	81
22	23	24	25	26	174	86
29	30	31				
June						
			1	2		
5	6	7	8	9		
12	13	14	15	16		

Date	Description
M & T Aug 15-16	New teacher orientation
T Aug. 2 & 9	Registration (12:00-8:00 pm)
Aug. 17, 18, 22 & 23	Non-student PD days
M Aug. 22	Open House (6:30-7:30 pm)
W Aug. 24	1 st day of school
Aug. 24, 25 & 26	1:20 pm student dismissal

M Sept 5 No school - Labor Day

M Sept. 19 Non-student PD day

M Oct. 17 Non-student PD day

F Oct. 28 End of 1st quarter
1:20 pm student dismissal

M Oct. 31 Start of 2nd quarter

T & Th Nov. 1 & 3 K-12 P/T Conference **

F Nov. 4 No school

T Nov. 8 Election Day

M Nov. 14 Non-student PD day

W Nov. 23 1:20 pm student dismissal

Th & F Nov 24-25 No School-Thanksgiving

M Dec. 12 Non-student PD day

Th Dec. 22 1:20 pm student dismissal

Dec 23-Jan. 2 No school-Christmas Break

F Jan. 13 End of 1st semester

M Jan. 16 Non-student PD day

T Jan. 17 Start of 2nd semester

Week of Feb. 6 Iowa Assessments

M Feb. 20 Non-student PD day

Mar. 13-17 No school - Spring Break

F Mar. 24 End of 3rd quarter

M Mar. 27 Non-student PD day

T Mar. 28 Beginning of 4th quarter

F Apr. 14 1:20 pm student dismissal

M Apr. 17 Non-student PD day

Sa May 20 Commencement – 6:00 pm

F May 26 End of 2nd semester
1:20 pm student dismissal

M May 29 Memorial Day (No School)

** K-12 Parent-Teacher Conferences on Nov. 1 & 3 are from 4:00-8:00 pm

9-12 Grade Bell Schedule	Monday - Friday
1st Period	8:15-8:59
2nd Period	9:02-9:46
3rd Period	9:49-10:33
4th Period	10:36-11:20
Seminar/Lunch	11:23-11:46 / 11:49-12:12
5th Period	12:15-12:59
6th Period	1:02-1:46
7th Period	1:49-2:33
8th Period	2:36-3:20

6-8 Grade Bell Schedule	Monday - Friday
1st Period	8:15-8:59
2nd Period	9:02-9:50
3rd Period	9:53-10:41
4th Period	10:44-11:32
5th Period	11:35-12:23
Lunch	12:26-12:46
6th Period	12:49-1:37
7th Period	1:40-2:28
8th Period	2:31-3:20

I-35 School District Mission Statement

Interstate 35 Community School exists to develop life-long learners and responsible, productive, successful citizens in an ever-changing society.

History of the District

The communities of New Virginia, Truro, and St. Charles reorganized in 1962 forming the INTERSTATE 35 SCHOOL DISTRICT, also known as ROADRUNNER COUNTRY. We comprise and serve 192 square miles polarized around Iowa Interstate Highway 35 about 30 miles south of Des Moines in Madison, Warren, and Clarke Counties.

The location of the facility is in Truro. The 9-12 facility was constructed in 1981 and a beautiful gym was built in 1993/4. In 2001/2 a K-8 building was added onto the high school. Previously grades PreK-4 attended in St. Charles, while 5-8 attended in New Virginia.

Learner Expectations

1. Demonstrate competency in basic academic skills areas.
2. Be able to access information, solve problems, think critically and make decisions.
3. Effectively use written and oral communication skills
4. Use appropriate life skills.
5. Demonstrate a working knowledge of technology.
6. Exhibit feelings of self-worth and self-esteem.
7. Exhibit skills and attitudes needed to be life-long learners, self-directed learners, and contributing members of a global society.
8. Be concerned for and respect self, others, and environment throughout the world.
9. Demonstrate a respect for aesthetic qualities of life.

TITLE IX STATEMENT

The Interstate 35 Community School District does not willfully or knowingly discriminate on the basis of sex in the educational programs or activities which it operates. This school district is required by Title 9 of the Educational Amendments of 1972 and regulations thereunder, not to discriminate in such a manner in the classroom, as well as in the area of employment and admissions thereto.

It is the intent of the Interstate 35 Board of Education that each individual student be given the opportunity to develop and achieve the maximum extent of potential, being limited only by individual differences. Therefore, the Interstate 35 School District attempts to foster an educational program that provides equal educational opportunities for all students.

OBJECTIVES FOR EQUAL EDUCATIONAL OPPORTUNITIES FOR STUDENTS

This series of the board policy manual is devoted to the board's goals and objectives for assisting the students of the school district in obtaining an education. Each student shall have an opportunity to obtain an education in compliance with the policies in this series.

It is the goal of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use it and its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same opportunity.

The board supports the delivery of the education program and services to students free of discrimination on the basis of race, color, sex, marital status, national origin, religion or disability. This concept of equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students.

In the delivery of the education program, students shall treat the employees with respect and students will receive the same in return. Employees have the best interests of the students in mind and will assist them in school-related or personal matters if they are able to do so. Students should feel free to discuss problems, whether school-related or personal, with the guidance counselor or other employees.

Board policies, rules and regulations affect students while they are 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.

This section of the board policy refers to the term “parents” in many of the policies. The term parents for purposes of this policy manual shall mean the legal parents. It shall also mean the legal guardian or custodian of a student and students who have reached the age of majority or are otherwise considered an adult by law.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, shall be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Interstate 35 Community School District, Truro, Iowa 50240; or by telephoning 515-765-4291.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, 10220 N. Executive Hills Blvd., 8th Floor, Kansas City, Mo. 64153-1367, (816) 891-8156 or Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA. (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district’s central administrative office and the administrative office in each attendance center.

MULTICULTURAL, GENDER-FAIR POLICY

It is the policy of the Interstate 35 Community School District not to discriminate on the basis of race, color, national origin, creed, age, gender, marital status, religion, sexual orientation, gender identity, disability, or socioeconomic status in its educational programs, activities, or employment policies as required by Title VI and Title IX, 1973, Section 504 of the Educational Amendments

The Interstate 35 School system does not discriminate against any individual due to sex, race, age, sexual orientation or handicap. If students feel they are being discriminated against, the following grievance procedure is set forth:

Step 1 - Meeting with the person you feel is discriminating against you.

Step 2 -The building principal.

Step 3 - Grievance Committee made up of 1 teacher, 1 stud. council rep., and 1 admin.

Step 4 - Superintendent of schools.

Step 5 - Board of Education.

JURISDICTIONAL & 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 are expected to treat teachers, employees, students and visitors with respect and courtesy. Students may not use abusive language, profanity or obscene gestures or language.

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

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations and the 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 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 and parents with questions or concerns may contact the office for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

CITIZENSHIP, DISCIPLINE, AND BEHAVIOR MANAGEMENT

School Board Policy 503.1 – STUDENT CONDUCT

In accordance with this policy, pupils shall be expected to conduct themselves in keeping with their level of maturity at all times. Respect for the authority vested in all school employees, regard for public property, and consideration of the rights and welfare of all students should govern pupil actions. Students are expected to treat teachers, support staff, students, visitors, and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures. Interstate 35 Schools have adopted the use of Positive Behavior Support (PBS) in conjunction with the Six Pillars of Character: Trustworthiness, Responsibility, Respect, Fairness, Caring and citizenship. Students will be expected to exhibit positive behavior at all times as described on the following pages. Students should strive to represent themselves and the school in the best possible manner.

INITIATIONS, HAZING, BULLYING, OR HARASSMENT

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

Harassment or bullying on a 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 of 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 or benefit from the services, activities, or privileges provided by a school.

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

- Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser 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 bullying responded.

Sexual harassment includes, but is not limited to:

- Verbal, physical, or written harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks to a person with sexual or demeaning implications; and
- Suggesting /demanding sexual involvement, accompanied by implied or explicit threats.

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

- Verbal, physical, or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, job, etc.; and
- Demeaning jokes, stories or activities

All allegations concerning bullying and harassment should be brought to the Administration immediately. Students found guilty of violating this policy could receive disciplinary measures at the discretion of the Secondary Office.

ATTENDANCE POLICY

STATE COMPULSORY ATTENDANCE LAW—Parents within the school district who have children over age six (6) and under sixteen (16) by September 15, in proper physical and mental condition to attend school, shall have the children attend the school district at the attendance center designated by the board. Students shall attend school the number of days school is in session in accordance with the school calendar. Exceptions to this include children who:

- Have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;
- Are attending religious services or receiving religious instruction;
- Are attending an approved or probationary approved private college preparatory school;
- Are attending an accredited non-public school; or
- Are receiving competent private instruction from a parent, guardian, or legal custodian.

It is the responsibility of the parent to provide evidence of a child's mental and physical inability to attend school or of the child's qualifications for one of the exceptions listed above.

Parents have the right to take their child out of school at any time; however, the school administration determines what an excused or unexcused absence is. Factors the school will consider may include, but are not limited to prior notification, frequency, educational value, and stated parental reasons.

To ensure the safety and well-being of all students, a parent/guardian is expected to contact the Secondary Office by 9:00 a.m. when a student will not be in attendance. You may also call our voice mail phone number (641)765-4818 to leave a message regarding absences. If prior notice has not been given, students must present to the principal's office a note signed by their parent/guardian specifying the date(s), time of absence, and the reason(s).

All students are expected to arrive to all classes and school on time. A tardy will be given within the first 5 minutes of a period. Anything later than 5 minutes will be considered truant. Failure to arrive prior to the starting bell will result in an unexcused tardy to class. Ortho, dentist, and doctor appointments **do not count** as unexcused tardies. After a student's 4th, 7th, and 9th unexcused tardy, the student being issued a 3-hour Saturday School assignment. Saturday School assignments will be scheduled to be served within two weeks of issuance from 8-11 AM on Saturday mornings. If it is not served, students will serve a half-day in-school suspension. After a student's 11th, 13th, 15th, unexcused tardy, the student will be issued a half-day In-School Suspension. Students will start with a clean slate (zero tardies) at the beginning of each semester. The examples below should help illustrate the policy.

For Example:

- 1st tardy (any class) = No penalty
- 2nd tardy (any class) = No penalty
- 3rd tardy (any class) = Office Warning that next offense is a Saturday School
- 4th tardy (any class) = 3 hour Saturday School
- 5th tardy (any class) = No penalty
- 6th tardy (any class) = Office Warning that next offense is a Saturday School
- 7th tardy (any class) = 3 hour Saturday School
- 8th tardy (any class) = Office Warning that next offense is a Saturday School
- 9th tardy (any class) = 3 hour Saturday School
- 10th tardy (any class) = Office Warning that next offense is an In-School Suspension
- 11th tardy (any class) = Half-Day In-School Suspension
- 12th tardy (any class) = Office Warning that next offense is an In-School Suspension
- 13th tardy (any class) = Half-Day In-School Suspension

Daily attendance will be on a per period basis. Excused absences may include but are not limited to:

- A doctor appointment (All appointments will require a doctor's note.)
- A death in the family.
- An illness (The office has the right to request a doctor's note at any time.)

- One day of job shadowing per year will be allowed as an excused absence and may be counted as a field trip if approved by the Principal/Dean of Students, counselor, and person being shadowed. A report must be turned into the office upon completion of the job shadowing.

Students with excused absences must turn in their work on the due date following their absence, which is the period of absence **plus** one day. When a student is requesting an absence in advance, a teacher has the right to request work be completed prior to the student's absence.

- **Unexcused absences** will be determined by the Administrative Team.

When a student receives an unexcused absence, the administrative team will have the discretion of determining whether the schoolwork missed will be graded (possibly for reduced credit) or whether the assignment will be recorded as zeroes in the teacher's grade book.

It is the educational philosophy of the Interstate 35 Community School District that regular attendance by all students at school is essential and cannot be duplicated. Consequently, the Board of Directors, the Administration, and the Staff of the Interstate 35 Community School District expect that students shall be in attendance at scheduled classes and activities.

Attendance/15-Day Absence Policy

Students, although encouraged to attend every day, will be allowed fifteen (15) absences for the school year.

- A five (5) day absence report will be sent by the Dean of Students to notify the parent/guardian their student has reached five absences for the year.
- A ten (10) day absence letter will be sent to the parent/guardian to set up a conference with the student, parent/guardian, and Dean of Students. An attendance contract may be written at this time. Parents/guardian may indicate medical issues that the school needs to be aware of so that proper steps can be taken to help the student and parent/guardian. At this conference other considerations shall be discussed.
- At fifteen (15) days of absence parents and the county attorney will be notified and will take appropriate measures. At this time, an attendance contract will be required for the remainder of the school year. Students may not receive credit and may be withdrawn from the class for any additional days missed, unless they show proof of a doctor's excuse or if the school nurse excuses the student.
- Days spent in ISS (in-school suspension) or OSS (out-of-school suspension) will not count towards the fifteen (15) day policy.
- All truancy will be counted towards the fifteen (15) day policy.
- Absences caused by death of a family member will not count toward the fifteen (15) day limit.
- Absences that occur because of approved school activities, college visits or field trips will not count towards the fifteen (15) day limit.
- Absences due to attending state-sponsored tournaments as a spectator during the scheduled time that a current Interstate 35 team or individual participates will be considered excused and will not count towards the fifteen (15) day limit. All work must be done in advance and prior parental permission must be provided. The administration will establish a reasonable time for the students to be dismissed from school to attend the event. Students who are failing classes may be denied permission to miss classes to attend the Interstate 35 competition.
- A student who has been a season-long participant in the extra-curricular activity will be considered excused and will not count towards the fifteen day limit, as long as the student attends the event with the rest of his/her team and is properly supervised.
- Students exceeding twenty (20) days absent will be referred to the county attorney if compulsory age.

Should a student or a student's parent(s) submit a written appeal, they will receive from the principal a full description of the procedure that will be followed. An abridged description is given here.

1. A three-member advisory panel of disinterested school staff members shall review the case.
2. The parent(s) and student will appear before the panel, with the building administrator in charge of presenting information relevant to the student's attendance.

3. The panel shall consider the circumstances and evidence and make its findings known to the student, parent(s), and building administrator. Responsibility for the decision rests solely with the building principal.
4. Further appeal regarding the decision may be made to the Superintendent within three (3) days.

Truancy is defined as a student's absence from school without parent/guardian approval. Parental approval for absences is expected to be called into the school by 9:00 a.m. Students failing to report to classes without a parental phone call will be considered truant. If during the day, a student who was known to be at school misses a class or classes, the parents will be notified as soon as possible.

Truancy incidents of one period will result in 60 minutes of detention. Truancy for **more than one** period, but **less than four** periods, during the day will result in a **half-day in-school suspension or a Saturday Suspension**. Truancy for **four or more** periods, during the day will result in a **one-day in-school suspension**.

Students returning to school during the school day need to report to the Secondary Office and check in. At no time is a student to leave school during the day without first checking with the office. Students should always sign out before leaving the building, and they must have permission (phone call or written note) from their parent and the Secondary Office.

A student will not be allowed to participate or practice in any activity or event unless he/she is in attendance for **the full day** on the date of the event. Students who are tardy to their first class of the day may practice or participate. Students who arrive after the end of their second class of the day may not practice or participate without proof of an excused absence, such as a doctor's note. If a student is removed from class/lunch due to disciplinary reasons, he/she will not be able to participate in that day's extracurricular practice and/or event. If an excused absence has been arranged in advance or if an emergency develops, this policy may be waived by the Administration.

DISCIPLINE

It should be recognized that, in an effort to attain the highest standards of education in the Interstate 35 Secondary School, it is necessary for the school to work in cooperation with the community and home or parents to achieve a high degree of discipline.

Discipline is a term that should be applied to character development with the ultimate goal being a mature person capable of self-control. The school discipline policy is intended to serve as a guide for the conduct of students in such a way that permits the orderly and efficient operation of the school. This policy shall apply to students while on school premises, attending school-sponsored events, on school-owned/operated buses, vehicles, or on chartered buses while students are engaged in school-sponsored activities. When students are away from school, their conduct still affects the good order, efficiency, management, or welfare of the district.

The Interstate 35 Secondary School provides a comprehensive program of educational opportunities and activities. The educational environment must be favorable if you are to take full advantage of these educational opportunities, thus good discipline is essential to a productive learning environment. To perform as a responsible member of the Interstate 35 student body, the student needs to be familiar with the discipline program, which has been established to ensure equity and fairness to all students.

INTERSTATE 35 SECONDARY SCHOOL DISCIPLINE POLICY

Board Policy 503.1 STUDENT CONDUCT

Students shall be expected to conduct themselves in such a way as to permit them to take advantage of opportunities for learning within the classroom and to permit them to take full advantage of other school activities. It is also expected that student actions will be governed by consideration for the rights and welfare of all students, regard for public property, and recognition of the authority vested in all school employees.

All employees of the district share the responsibility for seeing that behavior of students meets the standards of conduct conducive to a learning situation. Emphasis shall be placed upon the growth of the student's ability to discipline him/herself. The discipline policy is a result of the recommendations of the Interstate 35 Faculty, Student Council, & Parents.

Information received from students and/or parents who voluntarily seek help from school authorities concerning the student's use of drugs/alcohol before being found to be in violation of the provisions of this policy, will be maintained in confidence and will not serve as a basis for disciplinary actions. However, this does not provide immunity for disciplinary action should students continue to use or possess alcoholic beverages as provided here.

As used in this policy, the term "possessing" means that the student has actual physical control of the prohibited substance because it is on or in the student's body, in a locker individually assigned to the student, or in an item of personal property belonging to the student (including, but not limited to, a book bag, backpack, purse, or vehicle).

The Interstate 35 Secondary School will operate under a system of four levels of offenses. The administrative team will have discretion to determine what is inappropriate for school. All things deemed questionable will be dealt with at the discretion of the administrative team. Any discipline concerns punishable by law will be referred on to Madison County Sheriff Department. The levels are as follows:

Level One Offenses – Insubordination, disruptive behavior, disrespect, parking violations, improper classroom behavior, failure to follow standard procedures, violations of dress code, possession of unsealed liquid or food items outside the student center, inappropriate lunchroom conduct, inappropriate use of electronic devices including but not limited to MP3 players, electronic games, and cell phones not used for educational purposes.

Level Two Offenses – Destruction of property, stealing, gross disrespect, bullying/bullying behaviors, harassment, cheating/plagiarism, forgery, impersonation, dismissal from class for disciplinary reasons, threat of physical violence to others, moving vehicle violations on school property, unacceptable physical contact extortion or attempt to extort, leaving the building without permission.

Level Three Offenses – Physical violence, vandalism, intimidation toward a student or staff member, use or possession of tobacco, tobacco products, products containing nicotine, synthetics, product use or possession of alcohol or illegal drugs (including look-alikes), drug paraphernalia (as defined by Iowa Code Section 124.414), prescription medications not prescribed to the individual student or in quantities in excess of original prescription, anything that is a danger to students and staff.

Level Four Offenses - Bomb threats, carrying a weapon, use of any instrument as a weapon.

Punishments (by Level)

Level One Punishments – 30 minute/lunch detention, Saturday School

Level Two Punishments – 60-minutes of detention, Saturday School, In-School Suspension, Out-of-School Suspension

Level Three Punishments – out of school suspension or out of school suspension pending expulsion from school by school board. Expulsion may be permanent or temporary.

Level Four Punishments – out of school suspension pending expulsion from school by school board

For any type of misconduct not covered in the above rules for any of the levels, punishment will be decided by the building principal and subject to review by the Disciplinary Hearing Panel.

CHAIN OF COMMAND AND APPEALS PROCESS:

1. Person issuing punishment.
2. Administration (Dean of Students/Principal)
3. Superintendent of Schools.
4. Administrative Hearing Committee. (Faculty member, Student, Administrator)
5. Board of Education.

DETENTION/SUSPENSION POLICY, PUNISHMENTS, & PROCEDURES

Detention Policy

1. Any staff member with responsibility over students may issue detention.
2. Students have one week to serve an office detention. If the time is not served in that week, student will serve a half day in school suspension.
3. 9 – 12 detentions shall run from 7:30 AM to 8:00 AM on Monday through Friday and from 3:30 PM to 4:00 PM on Tuesday and Thursday. 6 – 8 detentions will be served over lunchtime.
4. Strict rules of behavior will be enforced during detention and Saturday School. Failure to keep occupied and silent will result in no credit given for attendance in detention. Students late to detention or Saturday School will not be admitted.
5. The office shall keep a record of detentions issued. If the student or parent believes a decision is unjust, the student may work through the clearly established chain of command (see below).

Suspensions – In-School Suspension/Out-of-School Suspensions

In-school Suspension (I.S.S.)---This requires that a student be isolated from peers.

Out-of-school Suspension (O.S.S.)---The student is to be restricted from school and all school activities on days in which students were suspended.

1. During the period of time that a student is suspended, either in school or out of school, that student will be excluded from all Interstate 35 School District activities, either as a participant or a spectator, for that given day(s).

DISCIPLINARY HEARING PROCEDURES

All disciplinary hearings before the Hearing Panel of the Board of Education shall be governed by due process procedures. At the discretion of the building principal, a case may be referred to the Hearing Panel for review and disciplinary action. Students may request a hearing before the Hearing Panel. Suspensions as a result of violation of this code shall be accordance with Board Policies No. 502.2 and 502.3.

A suspended student shall be advised of the rights in due process. The following procedures are recommended:

1. Prior to suspension, a hearing shall be held with the student at which time oral or written notice is given as to what the student is in violation of.
2. The student is to be told the basis for the discipline and given an explanation of the evidence.
3. An opportunity shall be given during the hearing for presentation of the student's side of the story if the student denies the charge.
4. The hearing may be held immediately following notification of alleged misconduct, may be verbal and on an informal basis.
5. When the presence of the student constitutes an immediate danger to persons or property, or threat of disrupting the academic process, the student may be removed from school immediately. In such case, the necessary notice and hearing steps 1,2,3,4 should follow as soon as practical.
6. Immediately following the suspension of a student, parents will be notified that the suspension has occurred and the reasons for suspension.

PHYSICAL RESTRAINT OF STUDENTS

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

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

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

CONDUCT IN THE CLASSROOM

Students must learn what the teacher expects in each class and then follow the procedures as outlined by the teacher. In general, every teacher expects a student to be courteous, polite, refrain from unnecessary talking, and to raise his/her hand before speaking. We hope and expect students will develop an inquiring "search for the answer" type of attitude. If disagreements come up between a student and teacher that cannot be politely settled in class it would be much better to discuss the issue after class dismissal. Bags are not allowed in the classroom.

Step One: Disrespect in any form will not be tolerated. If a student persists in using inappropriate behavior after being warned by the teacher about these actions, the teacher has no recourse but to remove the student from the class. **When a student is dismissed from class he/she is to go directly to the secondary office.** At that time there will be a meeting with the Principal/Dean of Students and/or the counselor. The teacher must complete a referral form explaining the reason for dismissal and may need to notify office personnel using the telephone that a student is being sent. If proactive attempts by the teacher to change the disruptive behavior of the student are unsuccessful (including detention time given), the next step in the discipline sequence may be to place the student on Step Two.

Step Two: A student/parent meeting will be arranged with the teacher, Principal/Dean of Students, and/or counselor. A Behavior Contract Agreement will be signed by all parties and copies given to all involved. The purpose of the agreement is to foster a positive change in student behavior.

Step Three: The student will be removed from the class for the remainder of the semester or year (depending on the class). The student will be placed in a restricted Study Hall. Restricted means the student will not be allowed any passes out of Study Hall (with the exception of the restroom pass if the student has a documented medical condition that warrants use of the restroom). Step Three is rare, but if we get to this step, multiple attempts to help the student change their behavior have been unsuccessful.

LUNCHROOM CONDUCT

The lunch period is a closed period. Students will eat their meals in the lunchroom according to which class they are registered. Students will be restricted to the lunchroom. Students are not permitted to gather or roam in classrooms, hallways, or the parking lot during the lunch period.

Student behavior in the lunchroom will be closely supervised with the following guidelines:

1. Respect other student's rights, no pushing or crowding in line or bothering another student's food tray.
2. All students will return their food tray and silverware to the proper area.
3. All members at an individual table are responsible for clean-up.
(This includes: picking up the area around your table, pushing in your chair(s), returning chairs to where they belong. Each set of two tables is designed for 8 students.)
4. No loud visiting or verbal shouting.
5. If you need to visit with a teacher during part of your lunch, you will need a pass ahead of time from that teacher.

DRESS CODE

Students and staff are expected to wear clothing that is not considered suggestive, distracting, or disruptive in the educational setting. Clothing that is too revealing or shows undergarments will not be allowed. Interstate 35 students and staff are expected to present a respectable appearance at all times.

Your dress and appearance should reflect pride in yourself and your school. Students who violate the dress code will be requested to change their clothing in order to meet the provisions of the regulation.

Guidelines to follow:

- Sleeveless shirts/blouses with appropriate cut neckline or collar.
- Tank tops that aren't revealing or show undergarments without gapping under the arm.
- Underwear must be covered at all times, even when sitting.
- No fishnet or halter tops, bare-midriff tops, strapless tops, short shorts, hats, etc.
- No suggestive pictures or slogans that imply, infer, suggest, or hint tobacco, drugs, sex, or alcohol.
- Students will not be allowed to wear hoods, hats or bandanas, unless they are leaving the school building.
- Backpacks are expected to remain in the locker unless traveling to PE.
- Students are expected to demonstrate healthy hygiene.
- Students will wear shoes at all times.
- The administration reserves the right to judge what attire is proper and what is not.

CHEATING

Academic cheating is defined as representing someone else's work as your own. Forms of cheating include, but are not limited to:

Level I

1. Daily Homework Plagiarism
2. Sharing your work with someone.
3. Looking at someone's answers.
4. Copying someone's homework.
5. Using crib or cheat sheets.

Level II

6. Non-Homework Plagiarism
7. Purchasing or stealing a term paper or test questions in advance.
8. Paying someone to do the work for you.
9. Taking a test for someone.
10. Changing grades in a grade book for yourself or someone else.
11. Unauthorized use of electronic devices.

After investigation, consequences for cheating can include losing credit for the test or assignment, detention, in-school or out-of-school suspension, and/or Good Conduct Penalty depending on the severity of the cheating. The Principal will have the final say in determining consequences. Subsequent incidents of cheating will be met with an increased penalty.

Consequences for the **first** offense of Level I instances of cheating may lose credit for the test or assignment. **Consequences** for the **second** offense of Level I instances of cheating may include some or all of the following: losing credit for the test or assignment, Saturday School, and a Good Conduct Violation. **Consequences** for the **third and any subsequent** offenses of Level I instances of cheating may include some or all of the following: losing credit for the test or assignment, three days of in-school or out-of-school suspension, and another Good Conduct Violation.

Consequences for the **first** offense of Level II instances of cheating will be losing credit for the test, assignment, or all scores that may have been changed, three days of in-school or out-of-school suspension, and a Good Conduct Violation. **Consequences** for **second and any subsequent** instances of cheating will be failure of the course and five days out-of-school suspension and another Good Conduct Violation.

DRIVING TO SCHOOL

PARKING (Iowa Code 279.8A)

The board may make necessary rules to provide for the policing control, and regulation of traffic and parking of vehicles and bicycles on school grounds. The rules may provide for the use of institutional roads, driveways, and grounds; registration of vehicles and bicycles; the designation of parking areas; the erection and maintenance of signs designating prohibitions or restrictions; the installation and maintenance of parking control devices; **and assessment, enforcement, and collection of reasonable penalties for the violation of the rules.** Rules made under this section may be enforced under procedures adopted by the board. **Penalties may be imposed for violation of the rules, including, but not limited to, a reasonable monetary penalty.**

Driving a car to school is a privilege given to responsible individuals. Students and guardian must complete and sign the vehicle registration form/agreement at the back of the handbook or from the office and turn it into the high school office to receive driving/parking privileges. A \$2.00 per semester parking fee will be charged and upon payment and the vehicle registration form being returned the student will be issued a parking permit. The parking permit must be displayed on the rearview mirror at all times. Students will not drive, sit in, or operate their vehicles during school hours. Students driving to school must yield the right of way to school buses and crosswalks at all times. Students must drive safely and observe all traffic laws. Driving to school is not an excuse to be tardy. Car failure, flat tires, engine problems, etc., are not excused absences.

A student driving a vehicle to school shall be required to park in designated areas only.

THERE WILL NOT BE ASSIGNED PARKING

Student parking areas are west of the fitness center in the designated parking spots (The triangles are not parking spots and will be clearly marked as “No Parking”). Student parking outside of the designated area will receive a \$20 parking fine. Habitual (3 or more) violations could result in the car being towed and a student being denied parking rights on school grounds. If a student refuses to move an improperly parked vehicle or fails to display their parking permit on the rearview mirror, the vehicle may be towed at the owner’s expense. When school is dismissed, do not obstruct the flow of school buses onto the highway.

If an incident results in unsafe driving on school grounds or involves bus safety where a student displays unsafe driving, the student will be addressed and discipline action will be taken if deemed necessary. Students are not to leave school grounds once they arrive without properly checking out of the building.

ELECTRONIC ACCESS

Interstate 35 Secondary School Technology Acceptable Use Policy

Training will be provided in, but not limited to, the following areas:

- 1) Appropriate use and care of equipment
- 2) Basic equipment operation
- 3) Use of high school LAN (local area network)
- 4) Use of Interstate 35 Schools WAN (wide area network)
- 5) Use of the Internet (WWW and electronic mail)
- 6) Use of applications associated to high school research and curriculum

The student and a parent/guardian must agree to the Interstate 35 School Acceptable Use Policy and return the signed form before their name will be entered on the high school network. Computer usage may be suspended for inappropriate use of technologies as outlined in the Interstate 35 School District Acceptable Use Policy (this includes the use of social networking sites).

The procedure for violations may be as follows:

- 1) Office will be notified by supervising teacher of violation.
- 2) Conference with student and principal.
- 3) Computer usage may be revoked by principal and call made to parent.
- 4) A record will be kept to denote the number of violations.
- 5) If computer privileges are revoked, privileges will be returned to student after serving a suspension from use of technologies.

- Offense:
1. Nine weeks
 2. Semester
 3. Entire school year

In the event that a student loses his/her computer privileges, they will be able to use technologies only to fulfill assigned work with teacher approval. Replacement procedures for computer privileges will be administered through the Interstate 35 High School Office. Work completed on Interstate 35 Community School equipment is not confidential and may be accessed by others including school personnel.

PERSONAL ELECTRONIC DEVICES

Electronic devices and technology are integral parts of society and our educational system. However when not used appropriately, they can detract greatly from the educational environment. In addition, they pose concerns of theft, breakage, sharing of information, and inappropriate usage by students in school. Students who bring technology devices to school, do so at their own risk. Interstate 35 School District is not responsible for broken, lost, or stolen property, including technology devices. **School administration will spend no time investigating the loss or damage of personal electronic devices.** Personal electronics, such as but not limited to cell phones, mp3 players, and cameras for personal use have no place in the classroom unless they are being used for approved academic

purposes. Unapproved student use of electronic devices in the classroom will result in immediate confiscation by faculty and will be dealt with using the following guidelines:

Step 1 – Confiscated by the teacher and returned to the student at the end of the period.

Step 2 – Repeated offense. Confiscated by faculty member and turned into the office. Administration will meet with the student and return the cell phone at 3:20. Parent/Guardian will be contacted.

Step 3 – Repeated offense. Device will be turned into the office and parent/guardian will pick-up device.

Step 4 – Student possession of the device is prohibited. Student will be assigned Saturday School.

SEARCH & SEIZURE

- A. **Reasonable Suspicion:** 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 policy or rules.

Reasonable suspicion may be formed by considering factors such as the following:

- (1) Eyewitness observations by employees;
- (2) Information received from reliable sources;
- (3) Suspicious behavior by the student; or
- (4) The student's past history and school record although this factor alone is not sufficient to provide the basis for a reasonable suspicion.

- B. **Reasonable Scope:** A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives for the search.

Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- (1) The age of the student;
- (2) The sex of the student;
- (3) The nature of the infraction; and
- (4) The exigency requiring the search without delay.

Types of Searches

Personal Searches

- A. A student's person 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 board policies, school rules or the law.
- B. Personally intrusive searches will require more compelling circumstances to be considered reasonable.
1. **Pat-Down Search:** 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.
 2. A more intrusive search, short of a strip search, of the student's person 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 the students will be endangered by the delay which may be caused by following these procedures.

Locker Searches

- A. **Maintenance Searches:** Although school lockers 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 are properly maintained. For this reason, periodic inspections of lockers are permissible to check for cleanliness and vandalism. General maintenance inspections may be conducted by the school officials, without the consent of the student, and without a search warrant. Any contraband discovered by school officials during the search will be confiscated.
- B. **Non-maintenance Searches:** The student's locker and its contents may be searched when a school authority has reasonable suspicion. Such searches should be conducted in the presence of another adult witness when feasible.
- C. **Drug Dog Searches:** These searches will take place as part of the training for these dogs and their law enforcement handlers. If and when one of these searches takes place, the dog will randomly search only some of the lockers (not all lockers will be searched). This is typical procedure for the dog to remain effective. The same is true with cars that may be searched.

Motor Vehicle Searches

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

GRADUATION REQUIREMENTS

INTERSTATE 35 DIPLOMA

Credits necessary for graduation:

- A. 50 credits
- B. Students in grades 9-11 must carry 6.5 credits
- C. Must successfully complete all required courses.

Required courses:

1. 4 years of Physical Education
2. 4 years Language Arts
3. 3 years Social Studies
4. 3 years of math (If Algebra I is taken in 8th grade it will count as elective credit and in cumulative grade point)
5. 3 years of Science
6. 1 semester of Health
7. 1 semester of Life Skills
8. 1 semester of Technology Literacy

Required Course Offerings:

Ninth Grade

English 9 (1 semester)
Speech (1 semester)
Natural & Physical Science
Math (Diff. Alg. A, Algebra I, or Geometry)
Physical Education
Technology Literacy (1 semester)
World History

Tenth Grade

American History
Biology
Composition (1 semester)
English 10 (1 semester)
Health (1 Semester)
Physical Education
Math

Eleventh Grade

Government (1 semester)
Language Arts
Life Skills (1 semester)
Math
Physical Education

Twelfth Grade

Economics
Language Arts
Physical Education

Due to class limits at registration time, juniors enrolling for their senior year have priority, then sophomores, etc. After registration, classes will be available on a first come first serve basis. Students will be assigned required courses by the administration. Required courses may not be dropped without failure to credit. Elective courses may be dropped only during the first five days of the course. Courses dropped after that time will result in failure to receive credit and a failing grade will be entered into the student's permanent record. **Students will be allowed to change their schedule once per semester upon approval of parent/guardian, teacher, and administration.**

Home-schooled students may not obtain an Interstate 35 diploma. (Board policy 604.8) unless they complete all of the above listed graduation requirements established by the Interstate 35 School Board and these requirements are completed in the Interstate 35 classroom setting.

INTERSTATE 35 DIPLOMA WITH DISTINCTION

This diploma is for students that have gone above and beyond in and out of the classroom and will be recognized with a special cord at graduation. To qualify for a diploma with distinction the student will need to:

Earn at least 54 credits

Complete at least 30 hours of community service

Maintain a cumulative GPA of 3.5 or above

Successful completion of at least 12 credits (8 credits must be taken at Interstate 35) in the following upper level courses:

Spanish 3

Spanish 4

Pre-Calculus

Calculus

Chemistry

Physics

Anatomy and Physiology

AP Lit

College Writing

Psychology

PSEO

Community Service/Volunteer Awards

Community Service/Volunteer Awards will be based upon hours completed. These hours will need to be submitted to the guidance office for acceptance *BEFORE* the service has begun. Forms are available in the Secondary Guidance Office and online under the Guidance tab. All hours are due to the Guidance Office by May 1.

Projects that will NOT be accepted:

Singing in the church choir during church, or being a “reader” at church on Sundays

Court or school required community service

Community service that is a required part of a school club/organization during school hours

Community service for a family member

Service contracts

Others to be determined

Graduation Silver Service Cord Recognition:

2016 Seniors – 120 Hours

2017 Seniors – 160 Hours

Recommended 40 hours per year for a total of 160 hours upon graduation from the Class of 2017 and beyond

CURRICULUM POLICIES AND GUIDELINES

Credit/Units (9-12 Only)

Courses are one (1) credit per semester with the exception of physical education and peer helper, which is .50 (1/2) credit per semester. Two credits equal one unit. Students need the required number of credits in PE to graduate.

Driver Education Registration

Driver Education courses are outsourced at Interstate 35 Schools through Teen Driver, Inc. Teen Driver, Inc. may be contacted at www.teendriverinc.com or (515) 729-3414 or (515) 559-4762. If you are a free or reduced lunch student, you are eligible for financial assistance for driver's education tuition with Teen Driver, Inc. Contact the secondary school office for information regarding financial assistance.

Early Graduation

Students must complete all requirements for graduation including physical education. The requirement of economics will need to be taken in the junior year.

Early graduation must be **approved by the Board of Education**. Application must be done for early graduation and approval must be received by the October School Board Meeting prior to the year the student will graduate for students graduating one year early. The same applies for students planning to graduate at the semester.

Once early graduation is approved by the Board of Education, the student will be classified as an "early grad" senior and treated as a senior for class meetings, pictures, work release, etc.

Failed Courses (6-12)

Failed courses will result in no credit earned. If the class is required the student will need to take the class again until it has been successfully completed. This may be in the form of an online class. **STUDENTS CANNOT AFFORD TO FAIL ANY COURSE BECAUSE GRADUATION WILL REMAIN THAT MUCH FARTHER AWAY.** A student must have the following number of credits to be classified for each grade.

Sophomore:	Must have 13 credits
Junior:	Must have 26 credits
Senior:	Must have 39 credits

A senior with 35 credits will be a "senior on academic probation".

Healthy Kids

Physically able students in grades 6-12 shall engage in physical activity for a minimum of 120 minutes per week in which there are at least five days of school. This requirement may be met by students in grades 6-12 by participation in the following activities including, but not limited to:

- 1) Interscholastic athletics sponsored by the Iowa High School Athletic Association or Iowa Girls High School Athletic Union;
- 2) School sponsored marching band, show choir, dance, drill, cheer, or similar activities;
- 3) Non-school gymnastics, dance, team sports; or
- 4) Similar endeavors that involve movement, manipulation, or exertion of the body.

Seminar

Seminar is a 23 minute period opposite of lunch, designed to provide students with additional support for academics. It is designed to help students of all grade levels and all academic levels. Students will be assigned to a seminar at the beginning of the school year and will report there unless notified to attend elsewhere. The weekly grade report will be run every Monday morning at 8:00am by the Data Team. Students assigned to Intensive Assistance rooms will be notified at that time and a list will be sent to staff. Students in need of assistances, (2-D's or 1-F) will be assigned to an Intensive Assistance (IA) room. Staff assigned to IA rooms may include but not limited to Teachers, Dean of Students, Guidance Counselor, Principal, along with peer tutors to provide assistance. A student is removed from the IA room as soon as they have completed assignments, shown all grades to be above **73%** and/or signed off by a teacher.

Students in regular seminar will have a focus through the week. Daily topics may include but not limited to; update/review their grades with seminar teacher, reading fluency and comprehension and/or guidance lessons. All materials needed will be clearly expressed prior to the day of need. If students have to leave seminar to get materials, they will be counted tardy.

Physical Education Waiver (9-12 Only)

Physical Education is required by state law for all students. A waiver may be asked for in place of physical education credit to take an academic course within your career focus if:

- You have a full schedule of classes without study halls.
- The course must be within your career focus or college preparation field.

As part of the Healthy Kids Act, 9-12 students granted a Physical Education Waiver are required to maintain a physical activity log to be turned in to the designated physical education teacher.

Post-Secondary Enrollment Options (PSEO)

The Post-Secondary Enrollment Options Act provides opportunity for eligible eleventh and twelfth grade students to enroll in academic courses for credit in post-secondary educational institutions. The act provides an opportunity for students to enroll in academic courses in the 15 public area colleges, the three state universities, and over 40 independent institutions of post-secondary education. Many students will reside within commuting distance of these institutions. However, students unable to commute to a post-secondary education institution have opportunities available through correspondence courses from Iowa institutions. It is the responsibility of the student to verify that classes taken through the options act will count toward college credit through the college intended to enroll after graduation. Students must have a 3.0 cumulative grade point average and have taken all of the required courses in that subject area before enrolling in a PSEO course. The taking of PSEO courses requires the approval of the guidance counselor and the principal. Classes may not be taken under this act if it is offered at the local high school. If a student is enrolled in a PSEO class and does not pass the class, they will be required to reimburse Interstate 35 School District for the cost of the class. Please see the counselor for more information if needed.

EARLY RELEASE/SENIOR RELEASE

Early release is for juniors and seniors during eighth period. Students on early release must leave the building within five minutes of the bell and cannot return to the school until 3:21 p.m. (This includes all extra-curricular activity participants.) If checkout procedures are not followed, this privilege will be pulled for a semester or more. Parent approval is required in writing in the form of a parent permission slip. Final approval is at the discretion of the Secondary office. It must be understood that early release is a privilege and can be revoked at any time. Any violation of the above requirements will result in loss of early release for the rest of the semester or school year. Students must meet the following requirements in order to be eligible for early release.

- A. To be eligible for any of the above, a student must maintain a 2.5 grade point average, not be failing in any class beginning at midterm and continuing through the end of the quarter/semester and be enrolled in 6.5 credits per semester. The student would be ineligible until which time grades are compiled again.
- B. For the first 4.5 weeks of the school year the student will be allowed to establish their grade.
- C. At weeks 4.5 & 9 all students will be checked for any failing grades or below a 2.5 grade point average.
- D. At each of these times students will receive a period of ineligibility until which time grades are compiled again if they are failing a class or have below a 2.5 grade point average.
- E. At the time the grades are compiled again, a student raising their grade above failing or the 2.5 criteria may be removed from the ineligibility list, but no students will be added at this time.
- F. No trancies or unexcused absences. If a student reaches ten absences in a semester, the student release is suspended until an attendance panel has heard the case.
- G. All students on early release must follow the proper procedures of signing out through the office each day. If a student does not leave on early release for a day, that student must come to the office and get a pass to go to study hall and adhere to all policies and procedures of the school.

- H. Students who violate the Good Conduct Policy will lose their Early Release privileges for 3 weeks for the first offense, 6 weeks for the second, and 9 weeks for the third.

WORK RELEASE

Students wishing to work during the school day must fill out a work permit form to be approved by the principal. It must be filled out completely. A student wishing to qualify must also be a junior and have as a minimum, a 1.5 grade point average for the current grading period. Length of work permits will be approved by the principal.

POLICY ON PART-TIME WORK FOR STUDENTS:

Juniors and Seniors may have work release based on the following guidelines:

1. Juniors and Seniors must be able to make out their schedule so that the part-time work is arranged either the first part of the day or the last part of the day. Early release for work is a privilege.
2. The student's school conducts toward peers and teachers must reflect maturity and demonstrate good citizenship.
3. Students are to check out of the office personally, using the correct time as indicated on the office clock. Students are to write clearly. This information is kept by the office.
4. Students must leave as soon as released. They should not loiter in the hall or parking lot. Students are to check out of the office and immediately leave the school grounds.
5. After they have signed out, work release students are not to be on school property until 3:21. Students **must have a pass from the office to remain in the building** with the direct supervision of a faculty member.
6. When leaving the school grounds, students should leave in an orderly and safe manner. Safe driving is expected in the parking lot.
7. Students are required to go directly from school to the place of employment. They should not be stopping in town or driving around town. If you need to stop for business reasons, the principal's office should be notified prior to leaving school. Students must be scheduled to work a minimum of three days and at least ten hours Monday-Friday. Students not obeying these regulations are subject to losing the work release privilege.
8. If a student changes work hours or place of employment, the principal's office must be notified and this change must be indicated on weekly job record in the guidance office.
9. As a student, your first responsibility is to the school. The work release should not interfere with your school activities.
10. Work release is a special privilege granted to students. Don't abuse this privilege or you may lose it!
11. A work release evaluation by the employer is due at the end of each quarter. A four to six page report is due at the end of each semester. The counselor will outline all other requirements when the student is accepted into this program.
12. Detentions may be issued as a consequence to the above rules not being adhered to properly.

SEMESTER TEST POLICY

- A semester test schedule will be designed by the Secondary Office
- Opting out of a semester test is optional for students in grades 9-12.
- Any student receiving an In-School Suspension, Out-of-School Suspension, Good Conduct Violation, or more than 2 detentions in a semester will not qualify to opt out of semester testing.
- Failure of a quarter negates your opportunity to be exempt from taking the semester test in that particular class.

1. Semester Test opt out option #1 for grades 9-12 (Fall and Spring Semesters)

- Any student who has no more than 3 days (or 24 periods) of absences in a semester (excused/unexcused) from school will be eligible to be excused from one semester test per semester.
- Any absence that is considered school-related (field trips, athletic events, etc.) will not count towards their total. The office is responsible for keeping track of this and it will be on a per period basis.
- Pre-Approved college visits will not count towards their total absences.
- A student may be allowed one day of absence for the purpose of attending the funeral of a family member or close friend. The principal may review additional days of bereavement.
- The Principal may review medical exemptions if other criteria have been met.

GOOD CONDUCT

The Board of Directors of the Interstate 35 Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school 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 principal shall keep records of violations of the Good Conduct Rule.

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, all honorary and elected offices (e.g., Homecoming King/Queen/court, class officer, student council officer or representative), state contests and performances for cheerleading and drill team, Knowledge Bowl, or any other activity where the student represents the school outside the classroom.

GOOD CONDUCT RULE

To retain eligibility for participation in Interstate 35 extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to members of the community.

Upon notification of a school administrator regarding a potential good conduct violation, the student accused will immediately be deemed ineligible. Any contest/competitions missed during that time will be taken into account when determining length of suspension. Notification by an administrator will occur within 24 hours and as follows; contact student, contact parent and contact coach/sponsor.

Once student contact is made, the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, ~~is~~ if the administrator finds the student has violated the school's Good Conduct Rule he/she will be deemed ineligible for a period of time, as described below. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- Possession, use, or purchase of tobacco products, regardless of the student's age;
- Possession, use, or purchase of alcoholic beverages, including beer and wine ("use" includes having the odor of alcohol on one's breath);
- Possession, use, or purchase of illegal drugs or the unauthorized possession, use, or purchase of otherwise lawful drugs;
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- Inappropriate or offensive conduct such as fighting, vandalism, insubordination (talking back or refusing to cooperate with authorities), hazing or harassment of others.

Upon parental contact, notification of the allegation will be given. In addition the parent will be informed of the student contact and details pertaining to that conversation.

If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school or school district, the student shall be ineligible if the administration determines that there is general knowledge in our school of the fact of the student's violation in the previous district.

Managers or stats that have previously served as managers or stats for a sport may work off their Good Conduct period of ineligibility as a manager or stat for that specific sport only.

Students may not serve as a first time manager or stat for a sport and work off a Good Conduct period of ineligibility that has already occurred. If a Good Conduct violation occurs after a sport has started and during the period that a student is a first time manager or stat they may work off their Good Conduct period of ineligibility as a stat or manager in that current sport.

Penalties

When the administration believes it is more likely than not that the student violated the Good Conduct Rule, during the school year or summer, the student is subject to a loss of eligibility of the percentage shown for all regularly scheduled public performances in all activities that he or she is engaged in at the time of the infraction as follows:

- A. First Offense within the Student's High School Career – 30% of ineligibility.
- B. Second Offense within the Student's High School Career – 60% of ineligibility.
- C. Third or More Offenses within the Student's High School Career – Up to twelve (12) calendar months of ineligibility.

In other activities such as vocal music or drama, the student shall be declared ineligible and withheld from one (1) performance for the first offense and withheld from performances for two (2) performances when a subsequent offense occurs.

With dance team being an all year activity, the year will be divided into two seasons August –State (first weekend in December) and December –April. Ineligibility will be based on the performances during the season the violation occurs.

Students who violate the Good Conduct Policy during a period of time when they are involved in more than one activity, i.e.; band, track, and speech, will be ineligible in each activity for the period of time stated above.

Non-Participants:

Students who violate the Good Conduct Policy and are determined to be “**non-participants**” will not be allowed to attend, dances (may be earned back through community service as determined by administrative team), for 3 weeks for the first offense, 6 weeks for the second, and 9 weeks for the third or more offenses. “**Non-participants**” are defined as “students who are not currently involved in or were not during the previous high school year in athletics, instrumental or vocal music performances, drama productions, speech contests, FCCLA, FFA, National Honor Society, all co-curricular clubs, all honorary and elected offices (e.g., Homecoming King/Queen/Court, class office, student council officer or representative), state contests or performances for cheerleading or drill team, Knowledge Bowl, or any other activity where the student represents the school outside the classroom.”

The period of ineligibility attaches immediately upon a finding of a violation if the student is currently engaged in an extracurricular activity and, if not, or if not completed during the current activity, is begun or carried over to the time the student seeks to go out for the next activity or contest. However, if the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation. An ineligible student shall attend all practices or rehearsals but may neither “suit up” nor perform/participate. If a student drops out of an activity prior of completion of the period of ineligibility, the penalty or remainder of the penalty will attach when the student next seeks to go out for an activity.

Reduction in Penalty:

1. A student who has a second violation of the alcohol or drug provision of the Good Conduct Rule may elect to seek an evaluation and, if recommended, treatment from a recognized substance abuse facility at the student's or student's parent/guardian's expense. If the student seeks the evaluation and agrees to waive confidentiality to allow the facility to report back to the superintendent or designee regarding recommendations for treatment or follow-up care, the student's penalty for the second violation may be reduced by 20%. This reduction is not available for the first or third violations.
2. If a student comes forward to a coach, administrator, athletic director, or activity sponsor to admit (self-report) a violation of the Good Conduct Rule or when confronted by a coach, administrator, athletic director, or activity sponsor admits to a violation of the Good Conduct Rule the student's penalty may be reduced by 10% for the first violation and no reduction will be available for the 2nd or 3rd offense.
3. The reductions available in Items 1 and 2 of this section may not be combined.
4. A student who has been found to have violated one or both of the provisions described above prohibiting conduct that would be grounds for arrest or citation, or conduct that is inappropriate or offensive, may seek to reduce the penalty by 5% by entering into a Behavior Agreement. The Agreement shall be in writing and shall include, but not be limited to, an oral apology for the student's behavior to affected parties, restitution where appropriate, and a presentation before students in the elementary and middle schools regarding the inappropriateness of the student's behavior, examples of actions that constitute a violation of the Good Conduct

Code, the consequences for violation, incentives for honesty and taking responsibility for their actions, personal impact, and impact on their teammates. If the administrator does not feel the student's presentation reflects sincerity as well as accurate and appropriate information regarding the Good Conduct Code, the reduction may not be granted. Students who have violated the Good Conduct Code a second or third time will not be allowed to take advantage of this provision.

Academic Consequences:

The discipline policy and the code of conduct can both be used in a discipline case. We will have the code of conduct take priority over the discipline policy in the handbook in cases where the student is involved in activities covered by the code of conduct. A student who is not involved in any activities may be subject to punishment outlined in the discipline policy and would still fall under the eligibility guidelines of the Good Conduct Rule.

Notification:

Whenever a student is declared ineligible, a letter and/or a phone call shall notify the student and the student's parent/guardian(s). In this communication, the length of the period of ineligibility and a specific explanation of the reasons for the ineligibility will be presented. In addition, the parents will be invited for a conference regarding the situation as it pertains to their son or daughter. In the event the parent(s) or guardian to not wish to attend a conference, the ineligibility will be in effect and be considered final.

Appeals:

Any student who is found to have violated the Good Conduct Rule may appeal this determination within 3 days of notification, but the penalty will be in effect during the appeal process. They may appeal in the following manner:

1. An advisory three-member panel of disinterested school staff members shall review the case. The school principal shall appoint two members of the review panel. The student may choose one of these two staff members, if the student so desires. The superintendent of schools from the administrative staff will designate a member.
2. The student and the student's parent(s) shall be notified when and where the review panel will meet; and they shall be allowed to appear before the review panel.
3. The review panel shall consider the circumstances and evidence to determine if the policy was administered in a fair and consistent manner. The review panel shall recommend if the violation of the Good Conduct Rule did or did not occur. The review panel shall make its findings in writing to the student, parent(s), and to the school principal. The Superintendent will then examine the findings of the review panel report back to the student and parents in 3 days of appeal meeting. Responsibility for the decision rests solely with the District Superintendent.
4. Following the decision, the student and the parent(s) shall be given three (3) school days to file an appeal with the Board of Education. The appeal shall be heard at the earliest feasible opportunity, but no later than seven (7) days after notification of appeal is given.

If the claimant is still dissatisfied, an appeal may be made in writing to the State Board of Public Instruction by giving written notice of appeal to the Executive Office of the governing organization with a copy, by registered mail, to the State Superintendent of Public Instruction. Such appeal shall be taken within ten (10) days after the date of mailing of the decision of the governing organization. The State Superintendent of Public Instruction shall establish a date for hearing within twenty (20) days of receipt of said written notice of appeal by giving five days written notice to appellant unless a shorter time is mutually agreeable. The procedures for hearing followed by the State Board of Public Instruction shall be applicable.

If the decision is reversed in the appeals process, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

Activities affected are all interscholastic athletics, cheerleaders, managers and statistician, vocal and instrumental music participants, student council members, Knowledge Bowl, FFA, or clubs or any school-sponsored activities that might take place during non-school hours, or is determined by the principal to be classified as an extra-curricular event.

To be eligible for any of the above, a student must maintain a 1.5 grade point average and not be failing in any class beginning at midterm and continuing through the end of the quarter/semester and be enrolled in 6.5 credits per semester.

- For the first 4.5 weeks of the school year the student will be allowed to establish their grade.
- At weeks 4.5 & 9 all students will be checked for any failing grades or below a 1.5 grade point average.
- At weeks 4.5 & 9 students will receive a two week period of ineligibility if they are failing a class or have below a 1.5 grade point average.
- At the end of a semester if a student fails a course and receives no credit, they will be subject to the ineligibility rules of the state athletic association scholarship policy.
- In all cases, when students are ineligible they may still participate in practice sessions or rehearsals at the discretion of the activity director.

IOWA HIGH SCHOOL ATHLETIC ASSOCIATION ELIGIBILITY RULE would be in effect if a student failed to pass FOUR academic courses at the end of a semester.

1st semester - student ineligible for the next semester of attendance.

2nd semester - student ineligible for the following summer and the next semester of attendance.

- A. IN ALL CASES where a student was declared ineligible due to any of the above the ineligibility would commence the second weekday after grades were due in by teachers. This would insure that lists could be published and all would have sufficient time to be informed.
- B. IN ALL CASES when students are ineligible they may still take part in practice sessions or rehearsals at the discretion of the activity director.

ELIGIBILITY FOR INTERSCHOLASTIC ACTIVITIES

ATHLETES, you are NOT eligible:

1. If you have not had a medical examination by a physician. The certificate of medical examination is good for one (1) calendar year.
2. If you are twenty (20) years of age or older.
3. If you have attended high school for more than eight (8) semesters. (Twenty days of attendance or playing in one contest constitutes a semester.)
4. If you did not pass the equivalent of twenty semester hours or more the previous semester. This is a state rule. The school rule is that all students will be signed up for 6.5 credits per semester.
5. If you were out of school last semester or if you entered school this semester later than the second week of school.
6. If you have changed schools this semester. (Except upon like change of residence of your parents).
7. If you have ever accepted an award for your high school participation from an outside group other than an inexpensive, unframed, unmounted paper certificate of recognition, or, if you have ever received any money for expenses or otherwise for your participation in an athletic contest.

8. If you have competed on an outside school team as a team member or as an individual while out for a sport and during that sport season without the previous written consent of your superintendent. (Example: While you were out for wrestling and during wrestling season, you want to participate on an outside school wrestling team or tournament, you must have permission from the school superintendent or principal, or you will be declared ineligible. Once wrestling season is over, you can participate without written permission.)
9. If you have ever trained with a college squad or have participated in a college event.
10. If your habits and conduct both in and out of school are such as to make you unworthy to represent the ideals, principles and standards of your school.

36.15(2) Scholarship rules.

- A. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.
- B. All contestants must be under 20 years of age.
- C. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, 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. Coursework *taken from a postsecondary institution and* for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. No student shall be denied eligibility if the student’s school program deviates from the traditional two-semester school year.
 - 1) 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. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this subrule, “grading period” shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades.
 - 2) *If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days.*
- D. A student with a disability who has an individualized education program 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 student’s individualized education program.
- E. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances, such as health, may be the basis for an appeal to the executive board which may extend the eligibility of a student when the executive board finds that the interests of the student and interscholastic athletics will be benefited.
- F. All member schools shall provide appropriate interventions and necessary academic supports for students who fail or who are at risk to fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan.
- G. A student is academically eligible upon entering the ninth grade.
- H. *A student is not eligible to participate in an interscholastic sport if the student has, in that same sport, participated in a contest with or against, or trained with, a National Collegiate Athletic Association (NCAA), National Junior College Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization’s sanctioned team. A student may not participate with or against high school graduates if the graduates represent a collegiate institution or if the event is sanctioned or sponsored by a collegiate institution. Nothing in this subrule shall preclude a student from participating in a one-time tryout with or against members of a college team with permission from the member school’s administration and the respective collegiate institution’s athletic administration. [This is NOT a substantive change; it clarifies the “college squad” rule.]*
- I. No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.

- J. The local superintendent of schools, with the approval of the local board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.
- K. *Remediation of a failing grade by way of summer school or other means shall not affect the student's ineligibility. All failing grades shall be reported to any school to which the student transfers.*

AWARDS—Letter Awards

Academic

A student will receive an academic letter for being on the honor roll for two consecutive semesters and may earn a bar for the letter for each additional two consecutive semesters that they were on the honor roll. A student must take 6.5 credits to qualify.

Athletics and Activity Awards

Each activity sponsor will include in their activity guidelines the criteria for lettering.

Each senior that has received an athletic varsity letter their senior year will receive a senior athletic plaque.

Mr. and Ms. Interstate

Award is determined by a point system based on athletic achievements throughout their high school career. Any student whom violates the Good Conduct policy during their high school career will not be considered for this award.

Senior Academic Awards

Each senior, who has a 3.5 final cumulative GPA, shall receive an honor pin.

Senior Departmental Awards

Each recipient of these awards will be given an appropriate pin. These are awarded to seniors only on the basis of scholastic achievement, unless otherwise stated for the four-year period. A senior to be eligible for a department award must have a high-grade average in that particular field. The student must have taken a number of courses in the field and must show evidence of applying the information for which the field covers. **FIRST AND FOREMOST, HOWEVER, IS THE ATTITUDE OF THE STUDENT INVOLVED.**

No one activity is recognized as being the most important, because all activities play a vital part in school life. Awards are earned because a student excels in an area and/or has demonstrated the attitudes of good sportsmanship.

General Information

ACCIDENTS

REPORT ALL ACCIDENTS TO YOUR TEACHER OR COACH, NO MATTER HOW MINOR.

If necessary, go to the school nurse or Principal's Office. A preliminary accident report will be filed within 24 hours in the office by school personnel and by the injured student.

ADDRESS CHANGES

It is very important that we be kept informed of changes in address, telephone number, emergency contact, etc.

PLEASE notify the school in advance when planning to move from the Interstate 35 Community School District.

ANIMALS IN THE SCHOOL BUILDING

No animals will be allowed in the school building, except with the pre-approval of the principal.

ANNOUNCEMENTS

During the school year, the students, teachers, and officers of organizations may wish to make announcements to the student body. A bulletin containing announcements may be read each morning and posted throughout the building.

Announcements for the daily bulletin should be signed by the sponsor and in the office by 8:30 a.m. Any late announcements will be made just before dismissal time.

AREA 11 SERVICES

Our school district is part of the Heartland Area Educational Agency (Area 11). We have the following services available for preschool, as well as school aged children in our district:

- Speech and Language Pathologist
- Hearing Clinician
- Psychologist
- Social Worker
- Therapist
- Adaptive PE
- Preschool Consultant
- Consultant
- Zone Coordinator
- Itinerant Hearing

Teachers and/or parents may refer students to the AEA team for assistance. Before the team may begin work with a student, the school will obtain a PARENT CONSENT FOR EVALUATION FORM signed by the parent, and will discuss concerns regarding request.

BOOKS AND EQUIPMENT

Each student is responsible for the good care and return of all books and equipment checked out from the school.

The student must pay for damaged and/or lost books and equipment. It is highly recommended that students carry books in some sort of school bag for protection and ease of carrying. REFERENCE BOOKS are not to leave the school grounds.

BUILDING/GROUNDS POLICY

All students are to remain on the school grounds from the time they arrive/get off the bus in the morning until they return home in the evening. Any excuse to leave the school grounds during the day must be cleared through the building principal.

Throughout the year all persons not scheduled to be in the building for a supervised activity are to be out of the building and off school grounds as soon as their school day ends unless they have special permission to stay. If there is any kind of emergency, an adult school employee may grant special permission and will hold responsibility for supervision.

This rule is not meant to cause a hardship on anyone, but is necessary to prevent damage to the building, and to allow the custodian to properly maintain and prepare the building for the next day of school or the next activity in the building.

CALENDAR

All dates for activities must be cleared through the Activities Director and the Principal's Office, in order to get the activity on the all-school calendar. The request must be made as soon as possible.

COLLEGE VISITS

Students must obtain a college visit form from the counselor and have it signed by their teachers, the counselor, and the office *in advance* of their planned visit. They must take the form with them on their visit, have it signed by a college representative and then return it to the school office. Juniors will be allowed *two* college and seniors will be allowed *three* college visits during the *school year*. College visits that are carried out according to policy guidelines will not count towards semester test attendance totals. No college visits will be allowed during the final two weeks of school.

CRISIS RESPONSE PLAN

The school has a crisis response plan. The plan is intended to serve as a guide in school-related crisis, such as suicide, serious injury, epidemic or other catastrophe. The emergency operating center is the superintendent's office or other designated location assigned by the superintendent. This plan is reviewed on an annual basis by the Building Crisis Response Team (Counselor, Principal, Dean of Student, Local Law Enforcement, etc.) Information will be disseminated by the principal's office, superintendent's office or designee. It is important that information is accurate. We appreciate the help of parents/guardians in working through a time of crises as we try to be sensitive to the family's wishes. In the event of an unforeseen tragedy, an alternate communication headquarters will be set up to contact parents and alert them where to pick up their son/daughter. A plan is in place to evacuate students to nearby shelter. Any threat, which causes lost school time, will be made up by students at a later date. The guiding principle is to return to the normal routine within each class and within the school as soon as possible. A supportive environment will be provided to allow for expression of grief. Students are not to leave the building without parent/guardian, and memorial services are not recommended on school grounds.

EDUCATIONAL RECORDS

Student records containing personal identifiable information are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without parent permission. Parents may access, request amendments to, and copy their child's records during regular office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student's records or the procedure for filing a complaint, contact the board secretary in the central administration office.

FAMILY TIME

Wednesday evening and Sundays of every week are set aside for family time. School activities are not scheduled by the school after the hour of 7 p.m. on Wednesday. There is to be no school-related activity of any type on Sunday unless approved in advance by the Secondary Principal.

FIELD TRIP EXCURSIONS

All field trips shall have the approval of the building principal in advance of the trip. Date, departure and return time and roster will be provided to the office 1 week prior to the trip. Consent of the pupil's parent or guardian is required in advance of any excursion involving the use of public or private transportation services. We try to have one adult supervisor for each 10 children when on a trip. A student may be WITHHELD from participation should his/her conduct warrant such. Academically ineligible students who received **one or more F's** will not be allowed to attend field trips. The office will notify the field trip teacher if a student is currently failing a class. Grades will be checked the day prior to departure. **This includes the State Tournaments.** These students will remain at school to attend classes and given an alternate assignment for the day. Academic work should be made up in advance of any field trip when possible.

GRADING

The twelve-point grading system is used at Interstate 35 High School. This includes A, B, C, D, and F. Our school uses the following point system in averaging:

%	Letter	%	Letter	%	Letter	%	Letter	%	Letter
100	A+	89-91	B+	80-82	C+	71-73	D+		
95-99	A	86-88	B	77-79	C	68-70	D	0-64	F
92-94	A-	83-85	B-	74-76	C-	65-67	D-		

Grade Point Averages (GPA)

A+=4.00	B+ = 3.33	C+=2.33	D+=1.33
A = 4.00	B = 3.00	C = 2.00	D=1.00
A- = 3.67	B - = 2.67	C - =1.67	D - =.67
			F=0

Report Cards and Midterms

Report cards are issued at the end of each nine weeks grading period. Semester grades are indicated on the reports of the second and fourth nine weeks. Mid-quarter reports will be sent to the parents of students who are doing unsatisfactory work. Conferences are encouraged with parents for the purpose of examining strategies to assist their student to improve their studies.

Daily and Incomplete Assignments

1. All assignments are due on the due date, either complete or incomplete, and will be graded accordingly. The teacher will determine if late work will be accepted.
2. Absentees must turn in their work on date due following their absence, which is the period of absence plus one day.
3. In cases of prolonged absence, a schedule of work completion dates will be arranged between the teacher and the student.
4. Students will have the period of absence plus one day to complete any incompletes received at the end of any grading period.

Honor Roll

Students are recognized for above average achievement each nine weeks and at the end of each semester. To qualify for the Honor Roll, a student must have a grade point average of 3.0 (B) or above. This average must include the required 6 ½ credits toward the overall grade point average as indicated on each report card. Students with an incomplete in any class will not be considered for Honor Roll.

Incomplete Grades: It is the policy of this school that work not completed will result in an incomplete grade for the nine weeks or for the semester.

Philosophy of Grading: Marks serve several legitimate educational purposes—to inform parents how their child is perceived in school, socially and academically; to help the student see themselves as a learner and set goals for further areas of learning; to monitor the student for school placement; and to regulate the flow of students into various classroom programs.

Required Courses

Students will be assigned required courses. These courses are required for graduation. Required courses may not be dropped during the year without loss of credit. Elective courses may be dropped only during the first week of the course. Courses dropped after that time will result in loss of credit. A student grade entered on the student's permanent records will be an "F".

GRADUATION

Graduation is an earned honor and should be treated as such. At I-35 High School we feel that it should be treated in a professional manner. Recommended attire; dress clothes with dress shoes. The diplomas will be signed and distributed at the conclusion of the graduation ceremony. This will be done for all students demonstrating proper behavior before/during the ceremony. Students not demonstrating proper behavior may not be able to participate in

the ceremony. We plan to make I-35's graduation a day to remember and an event in your life that will be remembered as a transformation from student to adulthood.

GUIDANCE DEPARTMENT

There will be a guidance counselor in the building every day. Feel free to consult with a counselor for any kind of academic or personal problem. If you desire to see a counselor during the day and there is no one in the counselor's office, you may leave your name in the office and the counselor will contact you at the first opportunity. The Guidance Department is also available to talk with students concerning career choices and to discuss the preparations that are necessary to enter the world of work. Catalogs and applications for college and vocational school may be obtained through the counselor.

Each year various tests are given. These tests are classified as achievement, intelligence, aptitude, and interest tests, and are designed to help the student and teacher do a better job in education. They show the student what their capabilities are, and how well the student is learning in comparison with all students. The tests identify strong and weak areas and pinpoint main vocational interests and abilities. Since these tests become a part of a student's records it is important that the student put forth maximum effort while taking them.

For information concerning graduation requirements, financial aid/scholarships, job opportunities, schedule changes, and grade point averages, see the counselor.

HALLWAY PROCEDURES

There should be no running, shouting, pushing, loitering, or public displays of affection in the halls. When classes pass, you should walk to the right side of the hallway as much as possible. This will help relieve congestion. Talking in conversational tones will be permitted at this time. Do not block other students from passing. No glass bottles are allowed anywhere in the building. This is for safety of students.

During class time, no student should be in the hall without an agenda.

HUMAN GROWTH AND DEVELOPMENT

The state of Iowa mandated the teaching of human growth and development in 1988 (Senate File 2094). This law went into effect on July 1, 1992. The I-35 Schools have completed a guide to meet the requirements of the law and to reflect, as much as possible, the wishes of the communities as shared by the community advisory committee. Copies of the Human Growth and Development Curriculum and Sequence Chart are available in all administrative offices. If you wish your child to receive an alternate assignment for any objective in the guide, please see the building principal for necessary forms to be completed.

ILLNESS AND INJURY

When a student becomes ill or is injured at school, the student's parents shall be notified at the discretion of the school nurse or other designated personnel as soon as possible after the incident. While the school district is not responsible for the medical treatment, minor first aid and/or emergency care will be administered. Students who feel ill or have been injured should report to the health office. Students that have a temperature of 100 degrees or more or have vomited will be sent home. If your child has been sent home for fever or vomiting, we request that the student not return to school until the temperature has been normal or the student has not vomited for 24 hours.

Students who have a communicable disease are allowed to attend school as long as they are physically able to do so and as long as their presence does not pose a substantial risk of illness or transmission to other students or employees. "Communicable disease" shall mean infectious or contagious disease spread from person to person, as defined by the State Department of Health. If there is a question about whether a student should continue to attend classes, the student shall not attend classes or participate in school activities without written approval from his/her physician. Please keep the school informed of any communicable diseases your child contracts. Notices will be sent home from time to time during the year to alert you to occurrences of communicable diseases or other health concerns in the building.

Students who are absent 5 or more days for a single illness incident need to return to school with a doctor's excuse.

IMMUNIZATIONS

Interstate 35 School District requires that all students be immunized in accordance with State of Iowa Immunization Laws. An immunization card is kept on file at the Health Office for each student that is enrolled. Provisional Certificates of Immunization must be filled out and signed by a parent when 1) a student has transferred to the district and does not have records from the previous school or 2) a student is receiving but has not completed the immunization series. The Provisional Certificate is good for 120 days or to the remainder of the semester. Exemption for medical or religious reasons as recognized under the law shall be allowed.

INSPECTION OF EDUCATIONAL MATERIALS

Parents and other members of the school district communities 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's office.

LEAVING SCHOOL GROUNDS

All students are to remain on the school grounds during the entire day. Students leaving the grounds must check out in the Secondary Office; this also requires a call or note from parents in order to be excused and to receive permission from the Secondary Office. The school official must speak to the parent or guardian before the student will be allowed to sign out. The student must follow a strict check out procedure. It is designed for the safety of the student, and the school.

LEGAL STATUS OF STUDENTS

If a student's legal status, such as a 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 district needs to be assured that records are kept current and up-to-date.

LOCKERS (Hallway)

Lockers are assigned to students at the beginning of the school year. These assignments will remain unchanged unless completely unsuitable and the change must be first approved by the secondary office. Lockers should be kept clean and orderly and filled with essentials. Inappropriate posters will not be permitted. Students can expect to have their lockers checked or inspected by the staff. Students are responsible for the contents and maintenance of their lockers. All students are urged to keep their lockers locked at all times when not in use. Locks can be checked out from the office. If you bring your own lock, the combination and/or a key must be provided to the office. If things are stolen from an unlocked locker, we cannot insure the safety of your personal items. If there is a problem with your locker, it needs to be reported to custodians and the office. You will then need to be patient until the locker can be repaired, or a replacement locker may need to be arranged.

LOCKERS (PE)

Lockers in the PE area are also designed for security of your personal belongings. The school will provide a lock for all PE lockers; no personal locks need to be used in the locker area. If the lock is not used, we cannot make our best effort to insure the security of your belongings. Lock your lockers. Damage or vandalism to the lockers will be considered a Level II or Level III offense, depending on the nature of the infraction. Do not tape anything to the lockers. You may use magnets. Do not alter the locker in any way.

LUNCH ACCOUNT BALANCES

Recognizing that a child may have a deficit during the time a note is being sent home and the return of money for a child's lunch account, the Board will allow a deficit of \$10.00 in a child's account (or \$15.00 for a family account) at any one time. Payment reminders for preschool through sixth grade students with a balance below \$5.00 will be sent home daily. Oral reminders will be given by the point-of-sale operator for seventh through twelfth grade students with any negative balance. Paper payment reminders will be sent home daily with 7th-12th grade students below – \$5.00.

When an individual or family reaches – \$10.00 or – \$15.00, respectively, parents will be contacted by the lunch secretary via phone or e-mail to set up a payment date, plan, or to assist the parents in applying for free or reduced lunches. If the lunch secretary does not receive payment or response from a parent, the principal will be asked to contact the parent. Paid or reduce-priced students in grades 7-12 who have reached a deficit of -\$20.00 will not be

served a meal or a la carte items unless payment arrangements have been made. Students qualifying for free lunch will not be able to purchase a la carte items if their deficit is below -\$5.00.

Students will not be allowed to use PIN numbers from other students or purchase another student's lunch using their account. If continued efforts on the part of the district to collect the deficit balance fails, the district will refer the account to local law enforcement and/or the district's legal counsel for further action.

MEDICATION POLICY

The district policy states, "no medication will be given by school personnel unless written authorization and instruction accompany the medication." No medication will be furnished by the school. If a student is to receive medication (prescription or over-the-counter) during school hours, please send only the amount needed and **in the original prescription container***. Please send **ONLY** the amount needed during school time and in the ORIGINAL prescription container.

The following information **MUST** be on the medication container:

1. Name of student
2. Name of medication
3. Dosage to be given
4. Route of administration (by mouth)
5. Time medication is to be given
6. Name of physician prescribing medication

*Note— the pharmacist will dispense a second labeled container for use at school at your request.

OVER THE COUNTER medication such as aspirin and cough medication will be given **ONLY** when accompanied by the above information with the **EXCEPTION** of the physician's signature. All medications and prescriptions shall be turned into and distributed from the office.

NO MEDICATION WILL BE FURNISHED BY THE SCHOOL.

Students are **RESPONSIBLE** for asking for the medication at the appropriate time.

MESSAGES TO STUDENTS

Please call the secondary office if you need to get a message to a student during the school day as student cell phones are only to be used at school for educational purposes. Phone messages will be delivered to students between classes. Students will not be interrupted in classes unless the call is an emergency.

NATIONAL HONOR SOCIETY

The National Honor Society is an honorary organization that recognizes students who exhibit outstanding scholarship, leadership, service and character and is sponsored by the National Association of Secondary School Principals. Students cannot be selected on scholarship alone.

Requirements:

1. Qualify to be a sophomore, junior, or senior.
2. Have a cumulative grade point of at least a 3.5.
3. Have attended this school for the equivalent of one semester.

Procedure for Selection:

1. Students who violate the Good Conduct policy must wait one calendar year from the date of the offense to be considered for membership.
2. Must be a full-time student and carry 6.5 credits.
3. All students who meet the above requirements and have a cumulative grade point of at least a 3.5 will be given a Student Activity Information Form.
4. To be considered for membership, the student must complete and return the above form. Eligible students will meet in an orientation session to discuss how to effectively fill out their form to show evidence of why they should be selected. Students will be given examples of properly filled out forms with actual evidence from which to work.

5. A list of all students who are eligible and who have returned the form will be sent to all faculty members for comment. The faculty will rate students in the following manner.
 - Highly recommended
 - Average
 - Not recommended (If faculty member does not recommend a student, a reason must be given.)
6. The faculty council (composed of five faculty members other than the principal and advisor) will read the faculty recommendations as well as the Student Activity Form and will rate each student on a scale of 1-4 with 4 being the highest. Students will be evaluated and rated in character, leadership and service both in school and in the community. For a student to be considered, an average of at least 3 must be attained.
7. Those students who are selected by the faculty council will be notified.

Students who are not selected for membership in the NHS are not legally entitled to any kind of a formal hearing or other kind of due process. Concerns should be addressed to the NHS advisor or principal.

NCAA ACADEMIC ELIGIBILITY

Division I & Division II eligibility requirements can be found at:

<http://www.ncaa.org/eligibility/cbsa/academic.html>. You may also call 1-800-638-3731 for eligibility information. It is the student's responsibility to make sure they take all the required courses to meet the NCAA requirements. Please take with the counselor regarding any questions. To register with the clearinghouse, you can fill out the online form at the Initial-Eligibility Clearinghouse Web Site.

NURSE

Whenever a student is ill or has an accident, it should be reported to the school nurse. If the nurse is not in the building, tell your coach or teacher and report to the Principal's office. Do not go anywhere else.

PASS = POSITIVE ALTERNATIVES FOR SCHOLASTIC SUCCESS

The philosophy of the Interstate 35 Community School District with regard to *SOCIAL PROMOTION versus RETENTION* is outlined in the following Prevention of Retention Policy. The purpose of this policy is to assure a student due process in determining an appropriate educational program to meet his/her needs.

The progress of students in their scholastic work will be monitored closely by teachers. If a student is not making satisfactory progress in a core curriculum subject or several core curriculum subjects, steps will be taken to alert parents to the problem. Attempts will be made to diagnose the problem and to develop a process that will attempt to help the student to learn satisfactorily.

Retention will be considered for any student having a two-semester average of an F (less than 65%).

Alternatives to retention include, but are not limited to:

1. Summer School (if funds are available)
 - A. A student who fails to master a required core curriculum subject or subjects for a semester may have the opportunity to pass that course or master the material in a summer school session in lieu of possible retention if money is available to support such a program. Special education students would not necessarily be included under this plan. Core curriculum courses are these:

English	Mathematics	Science	Social Studies	Reading
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 - B. Retaking a course would require 32 student-teacher contact hours, two hours per day, Monday through Thursday for four weeks. Location of the class meetings would be arranged depending upon the conditions that best suit the teacher and student(s).
 - C. Teachers for summer school classes would be arranged cooperatively by the school and parents of students involved.
 - D. Parent/student costs: Parents will be required to pay at least \$200 per child per course prior to beginning any course. Depending on the number of students in each course, this plan may or may not pay for the teacher. In most instances, the school board would pay a portion of the total cost.
 - E. Completion of SUMMER SCHOOL does not guarantee passing. An objective evaluation process would determine student promotion or retention.

- F. If alternatives have not provided necessary change to meet the student's needs, retention will be considered. Retention decisions will be made cooperatively by the principal, teacher, student, and parents and will be based on a variety of factors, including these:
1. Academic skills in reading, math, and language
 2. Age
 3. Physical development
 4. Social development
 5. Absence rate
 6. Previous retentions

2. Retaking Failed Classes

Students failing one class may adjust his/her schedule for the following school year in order to take the specific class over. This option is not available for those students failing more than one class. Additionally, students failing a mathematics class will need to be examined on a case-by-case basis to determine if taking two math classes is feasible.

If a student is retained it is essential that continued emphasis be placed on meeting the special needs of retained students, both during and after the retention year.

PERMISSION SLIPS FROM PARENTS

Permission is requested when we participate in events and activities out of the regular routine. Our intent is to keep parents informed of what their child(ren) is doing.

SCHOOL WIDE STUDY SKILLS (SWSS)

This program is designed to give you the skills needed to be productive and successful in a society that is constantly changing. The skills you'll learn will help you become LIFELONG INDEPENDENT LEARNERS. In most jobs we have, there are "tools" that we use to help us perform at an acceptable level. Our SCHOOL WIDE STUDY SKILLS program also has specialized "tools" to help us develop skills necessary to be successful and improve achievement. You will be encouraged and expected to use the following "tools" during the school year:

1. A three-ring notebook.
2. Subject dividers.
3. Assignment calendars and grade charts for each class.
4. A zippered pouch including pens, pencils, erasers and highlighters.

Teachers will be stressing organization, time management, note taking, test taking skills, reading, memory techniques, and listening skills throughout the year. We believe that our study skills program will help us teach our students the skills needed to be successful now and in the future.

SEMESTER TESTS

Semester tests will be scheduled the last week prior to winter break and the last week of the spring semester. Students who fail to take non-exempt semester tests will be given an incomplete and that student will have the period of absence plus one day to make up the tests. Excused absences from the semester test must be pre-approved by the administrative team.

STUDENT GOVERNMENT

Student Council officers, class officers, and class representatives to the Student Council will be elected in early spring. Student Council members will help in the enforcement of school rules involving the conduct of couples, student dress, loitering in halls, lunch line and lunch room conduct, driving cars, etc.

STUDENT ATHLETE, PARENT GUARDIAN, AND COACH DECORUM

It is important for everyone to understand the necessity of good sportsmanship by everyone. Participants in athletic contests are children, and are participating because they are seeking purposeful fun. Adults contracted to develop and guide our student athletes, will do the best job they can within their abilities. It is important to understand that there are consequences for unsportsmanlike conduct, for those participating, as well as those not participating. All concerns regarding a student athlete in the sport which the student athlete is involved should be addressed with the following guiding principles:

1. The student athlete should always take responsibility by talking with the coach first, but the contact should not be initiated by the student immediately following a contest.
2. If a satisfactory resolution(s) to concern is not reached, a parent/guardian contact to set-up a meeting with a coach should not be on the day of a contest/competition. The issue of playing time or other athletes will not be a topic of discussion. Both the student athlete and the parent need to be present at the meeting.
3. If a satisfactory resolution(s) to the concern is not reached, the Athletic Director will set-up a meeting between the student athlete, parent/guardian, and Head Coach.
4. If a satisfactory resolution(s) to the concern is still not reached, the Superintendent will arrange a meeting with the student athlete, parent/guardian, Head Coach, Athletic Director and/or Principal.

Building Assistance Team (BAT)

Students and teachers are faced daily with the reality of use of alcohol, tobacco, marijuana, and other substances. Students and teachers also encounter students who live in families where substance abuse and dependencies are a reality. The Interstate 35 School District recognizes that substance abuse is a treatable health problem, which does not respect any group or age.

The primary goal of the Intervention Team is to help the substance abusing person see the need for help and to agree to that help. Intervention is presenting reality to the substance abusing person in a receivable way, helping that person to begin to see the reality that others see. It is a gift and a process of love, concern, and healing. It is a way of stopping a destructive cycle. If you feel you have a problem with substance use or someone you know is having a problem, contact a faculty member you feel comfortable with, or contact someone who has been through the peer helper class. Some observable behaviors that could indicate a possible substance abuse problem:

1. Talks freely and often about drugs and/or alcohol.
2. Drinks to get drunk.
3. Gets drunk four or more times a year.
4. Change in friends.
5. Difficulty following rules.
6. Gets in trouble as a result of drinking or other drugs.
7. Change in physical appearance.
8. Doesn't take care of personal hygiene and lack of attention to dress.
9. Needs to drink to go to school or to a social event.
10. Gets into trouble with the law as a result of drinking.
11. Does things when intoxicated or under the influence of a substance that they would not when sober.
12. Becomes angry when advice about abuse is given.
13. Dropping extracurricular activities or loss of eligibility.
14. Sudden outbursts, verbal abuse or obscene language or gestures.
15. Extreme negativism, nervousness and hypersensitive.
16. Depression.

These are signals of possible problems. Because of your concern and responsibility, let a concerned faculty member help you get the person help. "Caring is not enough." It is only the first step in getting a person help.

Note: It is the hope that this policy will open the door for more young people to acknowledge their use of drugs, alcohol, tobacco, etc., and to make positive steps toward dealing with their situations. Students who voluntarily seek help for a chemical abuse problem by talking confidentially with a school official, counselor, teacher, or coach, will not face disciplinary action. However, should students not volunteer for assistance and are then found to be involved in chemical usage, disciplinary action will be taken.

STUDENT VISITORS

Student visitors are not allowed. If a student wishes to bring a visitor to school as part of a class project, the teacher of the class must clear the visitor with the office prior to the visit.

TRANSFERRING/WITHDRAWING FROM SCHOOL

Any student transferring to another school or withdrawing (dropping) should have a conference with the counselor before leaving. Also, the student needs to complete the appropriate forms to transfer or withdraw; forms are available in the principal's or counselor's office. A new student to our district will need to have his/her school record on file with this school district before their graduation. Credits will be adjusted to the Interstate 35 School policy. The transfer student will need to take 6.5 credits each semester of which 5 must be academic plus physical education, and meet the state requirements for graduation.

TRANSPORTATION

When school busses are late, students who ride them will not be counted tardy. School transportation will normally be provided to all away school sponsored activities. The school may allow other transportation under extenuating circumstances if prior approval is obtained from the principal or the principal's designee. Failure to comply with school transportation policies may lead to disciplinary measures applicable under the circumstances.

Rules for Bus Riders

- 1) Students will remain seated and follow directions.
- 2) Students will treat other bus passengers with respect.
- 3) Students will respect the bus and keep it clean.
- 4) Students will maintain school-appropriate conduct and language.
- 5) Cell phones, food, and beverages should remain put away through the duration of the bus trip.
- 6) Electronic devices and reading books/textbooks are allowed with driver permission.
- 7) The bus is school district property, thus any items prohibited in school are also prohibited on the bus.

Consequences

- 1) First Offense - Driver verbally warns student, and student may be assigned to a front seat. A bus slip is sent to parent with a phone call from driver.
- 2) Second Offense - A conference with student, parent, driver, and transportation director. May result in 1-3 day suspension from bus.
- 3) Third Offense - A conference with student, parent, driver, transportation director, and principal. May result in additional suspension from bus. Student signs a contract of behavior with the principal.

Breach of behavior contract - May result in indefinite suspension from the bus.

Severe Clause

May be implemented at any time for the following:

Fighting, bullying, forbidden substance/items, insubordination.

Consequence: Immediate suspension after conference with student, parent, driver, transportation director, and principal. The principal will decide the level of action.

Use of Video Surveillance

Interstate 35 Community School District is equipped with a video monitoring system in both the school building and school transportation. Administrators have the right to review footage and use appropriately in matters of discipline in the building, outside the building, and on school transportation. Video will only be viewed by administrators and involved students and parents/guardians as appropriate. Video may be requested or turned over to law enforcement.

TRANSPORTATION HOME FROM EXTRA-CURRICULAR ACTIVITIES

***NOTE: You only have to file this form once, if you have previously filled out this form you do not need to do it again. We are enclosing the form only for the convenience of those who wish to apply.**

There may be times during the school year when a student might find it convenient or necessary to ride home with someone rather than on the school bus after an away activity. If a parent or guardian is present and verbally informs the coach or activity sponsor that his/her son/daughter will be riding home with him/her this is certainly permissible. However, to relieve the school of any legal responsibility, our attorney has suggested the following policy be adopted.

Parents may request by note that their student be allowed to ride home with someone else following an activity. (The person designated by the note must be an adult or sibling. Riding with a boyfriend/girlfriend regardless of age will not be permitted.) The activity sponsor will normally allow this request unless his/her judgment dictates that this might not be in the best interest of the student. (If it was evident that alcohol was involved for instance.)

In order for the school to honor these written requests it will be necessary that we have on file the notarized form provided at the bottom of this page. By filling this form out and affixing your signature in front of a notary public along with their stamp and signature and then returning the form to the school, you have cleared the way for alternate transportation home for your student from any school sponsored activity.

Please be aware that the activity sponsor must have a note from you for each specific instance. The sponsor will normally honor these notes, providing you name is on the master list of those who have signed, notarized and returned the form.

Students found to be in violation of the transportation rules will be subject to disciplinary action up to and including in-school suspension.

I/We give our permission for _____
(Name of student or students)

to be allowed to ride home from a school activity with approved persons we might designate via a signed note to the person in charge of the activity.

(Parent/Guardian Signature)

State of Iowa
County of _____

This instrument was acknowledged before me

On _____
(Date)

(Seal or stamp) By _____
(Name of Notary Public)

STUDENT PARKING REGISTRATION AGREEMENT

A student driving a vehicle to school shall be required to park in designated areas only. Student parking areas are in the lot west of the school building. A \$2.00 per semester parking fee will be charged and upon payment and the vehicle registration form being returned the student will be issued a parking permit. The parking permit must be displayed on the rearview mirror at all times. Students parking outside of the designated area will receive a \$20 parking fine. Habitual (3 or more) violation could result in the car being towed and a student being denied parking rights on school grounds. If a student refuses to move an improperly parked vehicle or fails to display the parking permit on the rearview mirror, the vehicle may be towed at the owner's expense. When school is dismissed, students should not obstruct the flow of school buses onto the highway.

If an incident results in unsafe driving on school grounds or involves bus safety where a student displays unsafe driving, the student will be addressed and discipline action will be taken if deemed necessary. Students are not to leave school grounds once they arrive without properly checking out of the building.

Students are to register the vehicle(s) they may drive to school with the office. If there is a reason to contact a student in the case of improper parking, leaving lights on or windows open, or for any other reason, this will make it easier.

Vehicle registration information

#1-Make _____ Model _____ Color(s) _____

License _____

#2-Make _____ Model _____ Color(s) _____

License _____

#3-Make _____ Model _____ Color(s) _____

License _____ Parking permit # _____

I understand the expectations and rules regarding my responsibilities for parking my vehicle in the student parking area.

Student

Parent

For office use only
Parking fee paid

_____ 1st semester Date _____

_____ 2nd semester Date _____

INTERSTATE 35 PARENT/STUDENT SIGNATURE FORM FOR STUDENT HANDBOOK AND FOR INTERNET ACCESS

Parent/ Student Signature Form for the Student Handbook

This is to be signed by parent and student must be turned in following the registration process and returned to the office staff.

Signing this form means that you received a copy of the Student Handbook and will read it to understand the school rules.

- Note – this form also doubles as an Internet Access Form for our Media/Technology Center. You have the opportunity to either gain access to information on the Internet, or refuse such access for your son/daughter.

I, _____ **allow** my son/daughter _____

access to the Internet information that will be used for research purposes.

I, _____ **do not allow** my son/daughter _____

access to the Internet information.

*Note- An Internet policy is in place for the school district and has been approved by the Board of Education.

Signature denoting that we have received the Student Handbook and that we have read the school rules.

Signed _____, Parent Date _____

Signed _____, Student Date _____

Thank you for taking an interest in your son/daughter's education. We look forward to a prosperous school year.