

**2022-2023**

**9-12 Student Handbook**



**AHSTW**  
**AVOCA HANCOCK SHELBY TENNANT WALNUT**

## **TABLE OF CONTENTS**

Jurisdictional Statement	Inspection of Educational Materials
Definitions	Insurance
Activity Tickets	Interrogation by Outside Agencies
Activities (Secondary Students)	Intervention Process
Academic Eligibility Policy	Leaving School
Good Conduct Rule	Lockers
Asbestos Notification	Lost or Damaged Books
Assessments	Mandatory Child Abuse Reporting
Attendance	Medication Administration
Breakfast/Hot Lunch Program	Multicultural / Gender Fair Education
Bulletin Announcements	Online Learning
Buses	Open Enrollment
Campus Hours	Parent-Teacher Conferences
Code of Conduct	Schedule Change Policy
Communicable Diseases	School Closings
Concurrent / IWCC Level Courses	Search and Seizure
Curricular Load	Senior Early Release
Detention / Suspension	Senior Year Plus
Dress Code	Sexual Abuse / Harassment of Students
Driving	Social Media
Dual Enrollment	Special Education
Educational Records	Student Complaints
Electronic Devices	Student Directory
Emergency Drills	Student Publications
Entrance Admissions Requirements Equity Statement	Visitors
Fee Reduction or Waiver	Volunteers
Field Trips	
Food and Drink	
Grading / Grade Cards / Honor Roll	
Graduation Requirements & Early Graduation	
Grievance Policy	
Guidance / Counseling	
Harassment	
Homework	
Human Growth and Development	
Illnesses and Injuries	
School Exclusion Guidelines	
Immunization Law	

## **Jurisdictional Statement**

This handbook is an extension of board policy and is a reflection of the goals and objectives of the district's Board of Directors. The AHSTW Board and AHSTW staff 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 staff, students, visitors, and guests with respect and courtesy. Students may not use abusive language, profanity, or obscene gestures or language.

The purpose of the AHSTW Student Handbook is to familiarize students with the rules, regulations, policies, and procedures that will assist in the smooth daily operation of the AHSTW Secondary School. It is the responsibility of each student to be aware of and understand the contents of this handbook. Students, parents, or guardians who have questions or concerns should contact one of the school principals for clarification.

This handbook and board policies, rules, and regulations are in effect while students are on school grounds, school property, or on property with the jurisdiction of the 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 they are 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 AHSTW Secondary School or involves students or staff.

Board policies, rules, and regulations are in effect twelve months of the year. A violation of a school policy, rule, or regulation 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 policies, rules, and regulations. Students who fail to abide by the policies, rules, and regulations may be disciplined for the following reasons: 1. conduct which disrupts or interferes with the education program, 2. conduct which disrupts the orderly and efficient operation of the school or school activity, 3. conduct that disrupts the rights of other students to obtain their education or to participate in school activities.

Discipline measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. Discipline may also include prohibition from participating in extracurricular activities, including athletics.

The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record. The student involved shall (1) be informed of the nature of the alleged offense, (2) have an opportunity to express his/her version of the incident, (3) know the penalty to be imposed, and (4) have the opportunity to appeal the decision.

In the event a student or parent wishes to appeal the decision of a staff member, the appeal should be made following a chain-of-command as follows: (1) teacher or staff member, (2) principal, (3) superintendent, (4) Board of Education.

The school reserves and retains the right to modify, eliminate, or establish school policies, rules, and regulations as circumstances warrant, including those contained in the handbook.

### **Definition**

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the schools or school-operated buses or vehicles and chartered buses. The term "school facilities" includes all school buildings. The term "school activities" means all school activities in which students are involved whether they are school sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

### **Activity Tickets**

Activity tickets are available to all students. The fee entitles admission to numerous school sponsored activities. Students must have the activity ticket in hand at the gate, or they will be charged the admission price. Activity tickets may be purchased at any of the school sites and at some activities. Activity tickets are not honored at tournament games.

### **Activities (Secondary Students)**

The purpose of school activity programs and student organizations is to provide a broad range of experiences and/or competition for students. Although a student is encouraged, participation is purely voluntary. Since involvement in the activity programs is voluntary and a privilege, certain rules and regulations have been established concerning eligibility for involvement.

Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach's or sponsor's rules as well as for violation of school district policies, rules, or regulations. Students who wish to participate in athletics shall have an annual physical examination by a licensed physician and provide proof of such an examination to the principal and/or coach. Students must also provide the Head Injury/Concussion Report in addition to the physical form.

## **Academic Eligibility/Ineligibility**

1. Students who start 9th grade begin with complete eligibility. Once an established student, one must be enrolled in a minimum of 4 classes each semester to participate in extracurricular activities by state rule.
2. Academic eligibility will be determined by midterm and quarter grading periods.
3. When grades are posted at midterm or quarter, a 14 calendar day "Academic Alert" period begins for students who have an "F" in one or more classes. Students remain eligible during the Academic Alert period, unless stated otherwise in the handbook of the specific activity in which the student is currently participating.
4. During Academic Alert, the student has the responsibility and opportunity to improve failing grades to avoid becoming ineligible by working with the specific teacher of the class which he/she is failing. A student failing more than one class must improve failing grades in each of those classes.
5. "Academic Alert Study Sessions" -- It is the student's responsibility to meet with the teacher(s) of any class(es) in which the student has a failing grade in order to establish a plan to improve his/her grade. These Study Sessions will be held with the teacher of the course at a date and time agreed upon by the teacher and student. The Study Sessions might take place before school, after school, during lunch, during seminar periods, or virtually. It is teacher discretion as to the number of Study Sessions needed, and this should be determined on an individual student basis depending on the student's academic need.
6. If a student is still failing at the end of the Academic Alert period and has been meeting regularly with the teacher, the teacher has the discretion of allowing the student to remain eligible for participation in extracurricular activities, as long as the student continues to meet with the teacher.
7. If the student does not meet with the teacher or follow through with the established Study Session plan during the 14 days of Academic Alert and still has a failing grade, the student is ineligible until the next grading period.
8. This local policy applies to midterm grading periods and 1st and 3rd quarter grading periods. By state rule, **semester** F's result in ineligibility for 30 consecutive calendar days of current extracurricular activity or at the beginning of the next extracurricular activity in which the student is participating. For more information on this policy see [Iowa Scholarship Rules](#).

Extracurricular ACTIVITIES: (SEMESTER 1) A student who receives a Semester F for the Semester 1 grade will be ineligible for 30 consecutive calendar days current or next activity. \*If a student does not participate in an activity during this period of ineligibility, the student will be ineligible for 30 consecutive calendar days at the start of his or her next athletic activity.

Extracurricular ACTIVITIES (SEMESTER 2): If a student receives a Semester F at the end of the 2<sup>nd</sup> semester and is a participant in baseball or softball, the student is ineligible for 30 consecutive calendar days during the baseball/softball season. \*If a student does not participate in an activity during this period of ineligibility, the student will be ineligible for 30 consecutive calendar days at the start of his or her next athletic activity.

- Incompletes: Incompletes on the grade card must be made up within 2 weeks of the last day of the quarter unless other arrangements have been made with the building principal. When this period of time ends, the class work not made up will be changed to a zero and thus the final average grade for the course will be given. If the class in question becomes an F, the ineligibility policy above will be implemented.
- Suspension: During the period of time that a student is suspended, either in school or out of school, the student shall be excluded from all school activities as a participant and attendee for the duration of the suspension.
- Transfer Eligibility: Any student who transfers to AHSTW High School will be ineligible for participation until records are reviewed from the previous school attended. Additionally, if the student transfers in from another Iowa school or district and has not completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school, the student shall be ineligible if the administration determines that there is general knowledge in our district of the fact of the student's misconduct or violation in the previous district.
- Transportation: Eligible students are expected to ride in school-designated vehicles to and from activities. Any exceptions must be cleared with the coach or sponsor in advance. Students are also expected to ride school-designated vehicles home unless they have their coach or sponsor's permission to ride home with their parent(s), guardian(s) or designated adult. Under no circumstances will a student be released to another student. An ineligible student shall not miss any part of the regular school day to travel with the team or group performing. Ineligible students shall not "suit up" during such a period.
- Concurrent / Online courses: All concurrent enrollment and online courses also fall under AHSTW eligibility policies.
- Second Semester Senior Year eligibility: Eligibility will be determined 24 hours after senior grades are due.

**Good Conduct Rule** *Code No. 503.4* The following regulations were adopted by the Board of Education to apply to all school activities and to all school organizations as well as individual students.

- If a student's habits of conduct (both in and out of school) are such as to make the student unworthy to represent the ideals, principles, and standards of the district, it is the duty of the coach, sponsor or administrator to exclude that student from interscholastic competition and/or activities. The individual shall remain out of interscholastic competition until the officials of the school feel that the individual has demonstrated the capability of being a good citizen and deserves the privilege of representing the school.
- Any student, after being confronted with the allegation, the basis of the allegation, and given the opportunity to tell the student's side and is considered more likely than not to have violated the school's Good Conduct Rule 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, but not limited to: the consumption or possession of alcoholic beverages, tobacco or tobacco paraphernalia (including vaping or alternative nicotine products/paraphernalia as defined by Iowa Code Chapter 453A), illegal/dangerous drugs (including marijuana, non-prescribed medication, or other controlled substances) or drug paraphernalia or look a-likes, or upon admission to a school administrator, coach, teacher or an officer of the law that he or she has consumed such beverages or drugs; or is observed consuming above items by any of the above or is at a function where these types of activities have occurred (i.e. underage drinking party). Any criminal activity is subject to the good conduct rule (i.e. shoplifting). This applies to the off-season as well as during any particular season. The student may self-report a violation if done so within 48 hours of the infraction of this policy.

**FIRST OFFENSE:** (Within the student's high school career) The student is ineligible for 25% of the regular season contests for the activity or activities in season, or the next season in which they participate. It is possible a student will miss a contest in the postseason or next season to fulfill the 25% requirement.

**SECOND OFFENSE:** (Within the student's high school career) The student is ineligible for 50% of the regular season contests in which he/she participates. It is possible to miss contests in the next season or post-season to fulfill the 50% requirement.

**THIRD OFFENSE:** (Within the student's high school career) The student is ineligible for 75% of the regular season contests in which he/she participates. It is possible to miss contests in the next season or post-season to fulfill the 75% requirement.

**FOURTH OFFENSE:** (Within the student's high school career) The student will be declared ineligible for one calendar year.

The period of ineligibility attaches immediately upon a finding of a violation. With a coach's/supervisor's permission, an ineligible student may attend practices or rehearsals during a period of ineligibility. An ineligible student shall not travel with the team or group performing, and shall not "suit up" during such a period.

Successive periods of ineligibility: Any student, who is already serving a period of ineligibility for violating the Good Conduct Rule, may not serve a second period of ineligibility concurrently with the first. If a student violates the Good Conduct Rule while already ineligible, the periods of ineligibility will be served successively.

**Reduction in Penalty:** If a student comes forward to a coach, administrator, or activity sponsor to admit (self-report) a violation of the Good Conduct Rule prior to the initial confrontation by the high school principal, the student's penalty may be reduced in half for the first three violations only. The student may self-report a violation if done so within 48 hours of the infraction of this policy. The fourth offense will not be subject to reduction.

It is strongly recommended that the student seek evaluation/treatment at a recognized substance abuse facility on the student's second offense and thereafter, at the expense of student and/or parent/guardian.

NOTE: In sports such as wrestling or volleyball where multi-team tournaments are held, such tournaments will count as two of the activities to be missed. In no situation will a student miss only part of a tournament to restore eligibility. Dual, triangular, and quad events will count as 1 event.

NOTE: If a student's percentage of ineligibility period results in a fractional number, then that number will round up to the nearest whole number (i.e. - 3.5 events would round up to 4 events).

NOTE: Students in the 7th and 8th grades will be under the jurisdiction of the activity regulation. However, upon entering the 9th grade all students will be reinstated.

NOTE: Eligibility may not be regained through the use of "Summer Swim Team" events.

\*If performance is required as part of a class grade, an alternate activity may be required by the instructor to complete the course requirements.

### **Asbestos Notification**

The Environmental Protection Agency has developed guidelines for schools to use in identifying asbestos within buildings. The Institute for Environmental Assessment has designed a system for determining relative risks and suggesting appropriate safety responses.

A district asbestos management plan is in place to monitor buildings containing low risk levels of asbestos. The plan is located in the High School Building, Avoca, Iowa. For additional information detailing the AHSTW Community School Building's management plan, contact Mr. Darin Jones at (712) 343-6364.

### **Assessments**

Students are given district-wide standardized tests, curriculum-based measures tests, and district-generated tests. These tests are used to help determine academic progress for individual students, for groups of students, and for the school district. If you have any questions concerning the testing procedure or the types of tests given, please contact the building principals or guidance counselors.



## **Attendance Policy**

It is the education philosophy of the AHSTW Community School District that regular attendance by all students at school is essential and cannot be duplicated by other methods. Students are unable to obtain the maximum opportunities from the educational program offered without attendance at scheduled classes and activities. Consequently, the Board of Directors, the Administrators and the Staff of the AHSTW Community School District expect that students shall be in attendance at scheduled classes and activities for the entire academic year. Students are expected to be punctual and present for all classes, study halls and assembly programs. If a student is absent, parents will need to verify the reason for this absence with either a note, email, or phone call to the office by 9:00 a.m. If a student is late for a class, whether they have a parent's note or a pass from a teacher, they must check in with the office.

### **The following reasons for absences are excusable:**

- Illness, serious illness in the immediate family, death/funeral, or religious purposes;
- Trips approved at least 1 day in advance;
  - Trip absences need to be pre-approved at least 1 day in advance (Examples: driver's license, dental and medical treatment.) If an emergency need arises, parents should contact the office.
- College Visits
  - Seniors and second semester juniors are encouraged to visit college campuses on weekends or school holidays. However, if that cannot be arranged, seniors may be excused up to 3 school days to visit college campuses **with the permission of the guidance counselor and a note signed by the student's parents**. We encourage students to schedule these visits through our district's guidance office. **Office personnel must be notified at least 1 day prior to each visit.**
  - Before leaving for the college visit, students must obtain a college visit form from our guidance office. The college admissions office must sign this form and students must turn this form in to the office upon their arrival back to school. If the form is not returned, the student may be considered truant for the absent day, and disciplinary action may follow.

### **The following reasons are not excusable absences: (The school administration determines whether an absence is excused.)**

- Truancy, suspension, missing bus, over-sleeping.
- Trips not approved in advance.
- Shopping, hunting, fishing.
- Gainful employment other than school approved.
- Personal preparations for dances (Homecoming or Prom) or other social activities.

If a student is going to be absent for any reason besides illness or an emergency, the absence must be pre-approved. This can be done by contacting the office (phone call or an e-mail) or with a note. The note should detail the date, time and reason for the absence. If a student is going to miss for a trip, senior pictures, college visit, etc., to name a few reasons, the absence will only be excused if it is pre-approved through the office. Nearly all the absences that are pre-approved will be permitted if the student

gives prior notice to the office; contact has been made by the parent and has all assignments completed before the date(s) of the absence.

Students may be excused from class to participate in school-sponsored activities such as field trips, music and speech activities, and athletic contests, if advance notification is given and arrangements have been made with the classroom teacher. Each student must complete a field trip form before attending a field trip. However, any time a student misses a class session regardless of the reason for being gone, they are responsible for all work missed. All work should be made up in advance if at all possible.

Students who need to leave the school during the day for any reason must receive permission from the office and have a note signed by their parents, have their parents telephone the office or have their parents pick them up. **If a student becomes ill during the school day, he/she MUST report to the nurse's office to obtain permission to go home.** No student will be sent home without the office making a phone contact with a parent. Parents are to supply the office with an emergency contact number to use in situations when a student must go home. Students will not be allowed to leave the building during the day to run errands, retrieve forgotten materials or to eat lunch unless a signed note from a parent is sent to school ahead of time. However, parents are encouraged to keep these types of absences from school to a minimum. In these circumstances, a student will be marked with an absence for each period missed.

**Unexcused Absence Procedures (skipping school/class - can be considered truancy)** Any student who is absent unexcused (truant) for 1 or more periods, or any portion of a period during school, or part of a day, will have the following consequences:

- 1 Period Violation = 1 30 minute detention
- 2-4 Periods Violation = 30 minute detention per unexcused class period
- Full Day Unexcused Violation = 1 day of In-School Suspension or Saturday School
- 2nd Full Day Unexcused Violation (and subsequent violations) = 2 days of In-School Suspension and/or 2 Saturday Schools or a combination of and student conference with principal, school counselor, attendance committee representative, and parent/guardian

### **Tardiness**

Students are expected to be at school and in their classrooms when the bell rings to indicate the beginning of a class period. Three (3) minutes will be allowed for students to pass from one class to another. When the second bell rings students must be in the correct classroom and ready for classroom instruction.

### **Unexcused Tardiness to School**

Each student at AHSTW will be expected to be at school and ready to begin the day no later than 8:30 when the final tardy bell rings. Any student who enters the building after 8:30 must check in with the office prior to going to a locker and/or classroom. Oversleeping and missing the bus are not excusable tardies. The following will result if a student is tardy unexcused:

- 1<sup>st</sup> tardy (per semester) - office warning
- 2<sup>nd</sup> tardy - 30 minute detention or lunch detention
- 3<sup>rd</sup> tardy - 30 minute detention or lunch detention

- 4<sup>th</sup>tardy - 60 minute detention
- 5 or more tardies - 60 minute detention and a Saturday School Detention or 1 day of In-School Suspension

### **Excused Tardiness to School**

In the event that a student must be late to school due to a family incident or morning appointment, and if the student enters the office with a parental note or a phone call is received by the office staff, an excused tardy to school will be recorded. Students who are tardy to school under these circumstances should follow the steps set forth in reporting to school after an absence. **Remember that these tardies, although excused, will still count towards a student's attendance record for the missed academic classes.**

### **Tardiness to Class**

Should a student enter a classroom during the school day without a pass from another instructor or staff member explaining the reason for the lateness, teachers will send the student to the office for a pass.

### **Attendance Communication Plan (attendance monitored by academic period)**

- 3 absences per academic course
  - Student conference with principal and email and/or phone call to parent/guardian with information on HS attendance policy
- 6 absences per academic course
  - Student conference with principal, attendance committee representative, and parent/guardian to review and explain attendance policy and student's attendance record (letter sent home also)
- 8 absences per academic course
  - Student conference with principal, attendance committee representative, school counselor, and parent/guardian to review student's attendance record (letter sent home also)
  - An attendance contract will be developed and signed
  - Early release may be revoked
- 10 absences per academic course
  - Possible truancy referral to county attorney
  - Communication to parent/guardian
- 10+ absences per academic course
  - Possible denial/loss of credit for current coursework
  - Student entered into an alternative academic program for the remainder of the semester

### **Appeal Action**

The student and/or parent or guardian may schedule an appeal of implementation of this attendance policy in the following order:

- HS Attendance Committee
- Superintendent
- Board of Education
  - Appeal action must take place within 3 days of each step of the appeal process.

### **Attendance and Extra-Curricular Participation**

Students whose schedule runs a full 8 periods must arrive by 11:30 a.m. in order to attend or participate in an extra or co-curricular event that evening. Students with an early-release schedule must arrive by 9:45 a.m. If the absence is not pre-approved or is not an excusable absence, the student will not be allowed to attend evening, or if the absence is on Friday, weekend events. Appointments scheduled on activity days must be pre-approved a day in advance. **Any student who leaves school early without pre-approval will not be allowed to participate in, or attend any, extra curricular event that evening. If the student leaves early on Friday, he/she will not be allowed to participate in, or attend any, event on Saturday.** This attendance provision applies to student participation in all extra and co-curricular activities sponsored by the school. **Students are reminded that participating in extracurricular events is a privilege and good attendance is required of those students who choose to participate in events.**

### **Breakfast/Hot Lunch Program**

The AHSTW Community School District offers breakfast and lunch to the students and staff. Those who wish to eat school lunch and/or breakfast may establish accounts with the building secretaries. Breakfast will be served from 8:00 – 8:20 at the secondary cafeteria.

Students are notified by the front office when their account is under \$5. If the account cannot be paid, students will be expected to bring meals from home. If the family account reaches a negative \$5 balance, the student(s) will receive a sandwich, fruit, and milk until the account is brought into the positive. Students, parents, and guardians shall not bring food to school for other students. Students, parents and guardians shall not collect money from students and then deliver food that was purchased from other vendors.

Free and reduced price meal applications are available for those children whose parents meet federal income guidelines. Application forms for these services are available at fall registration and in the front offices. Students requiring special diets (i.e. milk allergies) should bring a note from their family doctor.

### **Bulletin Announcements**

Computerized bulletins will be communicated to all students and staff. Bulletins will also be posted in the lobby. Occasionally, the intercom will be used to make general bulletin announcements.

## **Buses**

Buses are operated throughout the district for the convenience of the student. When riding school buses, the students are under the direct supervision of the bus driver and must obey him/her. If a student does not adhere to the established bus rules, the driver will generate a Bus Referral. The administration reserves the right to determine the level based on the severity of the infraction. If the misconduct continues to interfere with the safety of self and others, the student may be suspended from riding the bus.

When an incident occurs, the driver will speak with the student and notify his/her parents of the incident. A written referral is given to the office. Severe infractions may result in immediate suspension from the bus.

The bus driver, along with teachers/staff, will model expectations for behavior on the bus.

A student must have a note if he/she is to go someplace other than usual. If a note is not received, the child will go home on the bus.

Parents are asked not to park in front of the building during the loading and unloading of students. Please observe the posted street signs.

Please read and familiarize yourself with the follow safety rules:

### **BUS RULES:**

- Stay seated while the bus is in motion.
- No food or drinks on the bus including sunflower seeds and candy.
- No littering.
- Open windows and escape openings by permission of driver only.
- Close windows before departing bus.
- No taunting, teasing, harassing, or physical touching of fellow students.
- Report problems to driver.
- Use appropriate language and voice level.
- Do not vandalize bus.
- No cleats worn on the bus.
- ALWAYS follow the directions of the driver.
- Driver may assign seats.

### **Campus Hours**

The secondary and elementary buildings are regularly open from 8:00 A.M. to 4:00 P.M. You will be marked tardy if you arrive after 8:30 and absent for the first period if you arrive after 8:50. **Students should not be in the building or on school property before or after those times unless under the direct supervision of a faculty or staff member.**

## **Code of Conduct**

AHSTW Secondary is committed to providing the best possible educational environment that is possible. A learning environment may only be provided when a team of people is working together. Parents, teachers, administrators, and Board members must work together if a safe, learning environment is going to be present. It is essential that students also recognize and support the need for appropriate behavior. When a student is requested to do something, it is out of respect and responsibility that the student follows those instructions. If a student feels that they are being treated unfairly, they should report the incident to the administration so that the situation may be worked out in an appropriate manner. A student's behavior should not disrupt the educational process nor constitute a threat to the health or safety of others. Please be reminded that school rules apply to all students while in school vehicles, on the school premises, attending school-related activities, and in other community settings that are school related and have impact on school. While it is not possible to list every offense that constitutes inappropriate behavior, the following list of actions will help to inform students that such actions will not be tolerated:

1. Tardiness
2. Truancy
3. Disruptive Speech/Intimidating Acts and Language/Actions disruptive to the orderly, educational procedure of the classroom or building.
4. Initiation/Hazing: Students may not report to school dressed for any type of initiation.
5. Fighting: Any student who has physical contact in a confronting manner with a student or school employee may be suspended or expelled from school.
6. Abusive or Degrading Acts of Language including terms directed at ethnicity, religion, gender, sexual orientation, age, or disability.
7. Theft.
8. Destruction of Property and/or Vandalism.
9. Printed Matter that is not appropriate: Students should not bring items or printed matter to school that may be inappropriate, contains profanity, is derogatory, or depicts alcohol, drugs, or sexual content.
10. Repeated Acts of Belligerence, Disruptive Behavior, or Violation of Rules. When a student is repeatedly referred out of a classroom for disciplinary reasons, a conference with the student's parent(s) is generally required. Suspension or expulsion may be warranted.
11. Promotion of Gangs (or related activity). This may include but is not limited to displaying/wearing gang apparel and/or graffiti, participating in gang recruitment, and possessing items that promote gang activity.
12. Sexual harassment of individuals or groups.
13. Possession or control of an offensive or dangerous weapon/object (i.e., firearms, knives, explosives).
14. False Fire Alarms, Bomb Threats, or other similar illegal acts.
15. Arson or any other inappropriate use of fire.

16. Use of a car, motorcycle, moped, bicycle, or other vehicle in an inappropriate or irresponsible manner.
17. Abusive, harassing, or degrading acts of language/profanity.
18. Gambling.
19. Throwing Objects (i.e., snow, pencils, etc.)
20. Unauthorized visit to another school.
21. Misbehavior on the bus.
22. Failure to attend assigned study halls or detentions.
23. Inappropriate possession of items: electronic equipment, laser pens, skateboards, roller blades.
24. Cheating and Plagiarism (Teacher's syllabi may have additional consequences for cheating)
25. Public displays of affection are not tolerated. (includes hand holding, hugging, kissing, etc.)

Consequences to Violations: Consequences for violating school rules are determined by school personnel. Every effort is made to relate the consequences directly, as possible, to the student's behavior. The intent of discipline is not punitive, rather, to change future behavior and to address the causes or factors contributing to the student's original actions. The range of available consequences or disciplinary measures includes but is not limited to:

1. Developing a Behavior Plan with administrative, teacher, parent, and counselor assistance.
2. Warning
3. Cancellation of special privileges.
4. Referral for counseling/staffing evaluation.
5. Detention
6. Reassignment to another class.
7. Confiscation of unapproved items--electronic devices, skateboards, lasers, etc.
8. Parent/teacher conference.
9. Payment/restitution of damages.
10. Work Option or Community Service.
11. In-school suspension.
12. Suspension (Out)
13. Expulsion
14. Notification of law enforcement authorities

Due Process: Due process procedures for the purpose of discipline include the right of the student to:

1. Be given oral and/or written notice of charges
2. Be given an opportunity to admit/deny charges
3. Be given an explanation of the evidence against the student if he/she denies the charges
4. Be given an opportunity to explain the situation

### **Communicable Disease** Code No. 507.3

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

### **Concurrent / IWCC Level Courses**

Students should consult with the HS Counselor in regards to eligibility for Iowa Western Community College (IWCC) Concurrent Enrollment courses and/or refer to the Course Registration Book. **Each student will register with IWCC through the counseling office.** Registration is due in the Spring in order to enroll for the next school year. If you have already filled out an application, you will not need to do so again.

Credit for these courses will be granted at both the high school and community college. **Therefore, courses taken through this program will appear on both the student's AHSTW transcript and the student's IWCC transcript.** Students may elect to transfer this credit to the college or university of their choice upon high school graduation. Any request to transfer college credit must be made through the Registrar's Office at Iowa Western Community College. Students must typically earn a "C" or better in order for the credit to transfer.

**The student is responsible for providing his or her own transportation to Iowa Western campuses. Any IWCC online course for a student will be scheduled into a student's regular course schedule as such and be part of their overall class schedule (1 class period for each online class).**

If a student wants to add or drop a course once the semester has started, they must notify the counselor by the AHSTW drop date following the first day of the semester. If a student is dropping a course, they may need to add another course at AHSTW or IWCC in order to maintain a full schedule for each semester. **Students who request to drop a course after this deadline will receive an "F" for the course on their AHSTW transcript.** The student will receive a "W" on their IWCC transcript. If a late drop causes the student to fall below 4 credits for the semester, then the student will no longer be eligible to participate in high school activities or athletics.

### **Curricular Load (Secondary)**

All 9th - 11th grade students are required to be enrolled in at least seven subjects per semester. Seniors are required to be enrolled in a minimum of four subjects per semester. Any exceptions to this requirement must be approved by the building principal.



### **Detention/Suspension**

It may be necessary because of unacceptable behavior or failure to comply with school rules or policies for a student to serve a detention or suspension. The staff member assigning detention may require the detention be served before school, after school, or during lunch. The student is responsible for securing transportation when assigned a detention. Failure to serve an assigned detention will result in further consequences. In any event, the detention time must still be served.

Suspensions may be either in school or out-of-school. The building principal can assign suspensions. It will be the responsibility of the student to secure necessary assignments that must be completed immediately upon the completion of the suspension. A student serving a suspension is ineligible for any extra-curricular contest or performance, either as a spectator or participant, until the suspension has been completed.

### **Dress Code**

DRESS: Students are expected to dress appropriately for school and all school-related activities. It is our belief that clothes and personal attire directly influence a student's behavior and attitude. Our major objective is to provide the best education possible and the best learning environment. A student's dress may cause a disruption to the learning environment in our school. Articles of clothing or dressing styles inappropriate for our learning environment include (but are not limited to):

- Clothing having vulgar, profane, or suggestive language and/or gestures
- Clothing having racially biased, offensive language/pictures, or sexually inappropriate references
- Clothing that advertises alcohol, tobacco, or anything representing the drug culture
- Clothing that does not appropriately cover the body (exposes the back, shoulder blades, or chest) or detracts from the learning process
- Clothing that does not cover the midriff (the shirt must meet the beltline)
- Hats or head coverings, including bandannas, and stocking hats are not to be worn or carried inside the building. They must be stored in your locker or school bag.
- Shoes/sandals must be worn
- All undergarments must be covered
- Slacks/shorts/pants must be worn appropriately (cannot be worn below waist)
- Shorts and skirts are to be at fingertip length or longer
- Muscle T-shirts, spaghetti strap tops or dresses, halter tops are examples of inappropriate articles of clothing for school
- Sunglasses may not be worn in the building unless verified reason is provided to school

Students having inappropriate clothing will be required to change or will be given clothing that is appropriate. Offenders may be disciplined.

**Driving/Parking on School Property** *Code No. 502.11*

A parking area east of the high school building is provided for student parking. Upon arrival, students should park in those designated areas and spaces. Students are **not to park** in the small lot south of the Shop, east of the gym, or in the first row of paved spots in front of the entrance to the high school building.

- There is to be no loitering in the parking lot before school.
- Reckless driving or failure to park in designated areas may mean the loss of privileges to park/operate a vehicle on school grounds.
- Students are not to return to vehicles during the school day without approval from the Office.

**Dual Enrollment** *Code No. 604.7*

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

**Education Records** *Code No. 506.1*

It shall be the responsibility of the principal or his/her designated clerk to keep all permanent records files of all students and place them under security. All information including correspondence, disciplinary action, grades, health, and marital status of students' parents shall be included in this record.

In order to facilitate the educational process of the student, records on each student are kept in the building in which the student is currently attending. Questions regarding student records should be directed to the principal's office.

An individual student's record shall not be reviewed or disclosed to a third party. Only school officials, including teachers employed within the school shall have access to the records. Release of such records to other officials, or persons can only be executed with written parental consent as follows:

1. specifying the records to be released
2. reason(s) for the release
3. to whom released
4. in compliance with the judicial order or subpoena

The following persons, agencies, and organizations may have restricted access to student records without prior written consent of the parents. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

1. School officials, teachers, and AEA personnel with a legitimate educational interest
2. Officials of other schools in which the student proposes to enroll

3. Representatives of state and local government when auditing and evaluating Federal education programs
4. Accrediting organizations for accreditation purposes
5. Parents and legal guardians of dependent children, regardless of the child's age
6. Appropriate parties in a health or safety emergency

Student records are reviewed and inappropriate materials removed periodically and, at a minimum, whenever a student moves from the elementary level to middle school level and from middle school to high school level and when a student transfers out of the district. Those records not of permanent importance are destroyed within three (3) years of graduation or discontinued attendance. Parents may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy, or and invasion of privacy and to have the records explained.

### **Electronic Devices**

All electronic devices will need teacher or administrator approval to be used throughout the school day. Electronic devices such as cell phones, audio devices, headphones, laptops, etc. have a purpose and place in the educational setting. **Teachers will determine appropriate use for electronic devices in their individual classrooms.** Our goal at AHSTW will be to explicitly teach and model appropriate use of electronic devices in the educational and professional setting. Failure to comply with expectations and/or the unapproved use of any device may result in disciplinary action. Use of electronic devices may not be permitted due to the following reasons, but not limited to:

- transmission of inappropriate materials
- distraction from the educational learning process
- issues with theft
- misuse (i.e. inappropriate pictures, videos, music, etc.)

Disciplinary action may be taken by teachers/staff for the misuse of electronic equipment.

- 1st offense: device is confiscated by staff and turned into the office - student may pick up the device at the end of the school day from the principal - parent/guardian is contacted
- 2nd offense: device is confiscated by staff and turned into the office - student may pick up the device at the end of the school day from the principal - 30 minute detention is assigned - parent/guardian is contacted
- 3rd offense: device is confiscated by staff and turned into the office - student may pick up the device at the end of the school day from the principal - 60 minute detention is assigned - parent/guardian is contacted
- 4th/Subsequent offenses: device is confiscated by staff and turned into the office - device is returned to parent/guardian only - administration may assign 60 minutes of detention or 1 day of suspension

Failure to turn an electronic device over to a staff member upon their request may be considered insubordination and may result in further disciplinary action, which may include suspension.

**Students bringing their own electronic devices to school do so at their own risk and assume all responsibility and liability for their devices. Student-owned devices can be confiscated by school employees if disrupting the educational environment.**

**Emergency Drills** *Code No. 507.5*

The school holds two emergency fire and tornado drills each semester. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules, and regulations, may be reported to law enforcement officials.

**Entrance Admissions Requirements** *Code No. 501.4*

Students who transfer into the district must meet the same requirements as those students who initially enroll in the district. This includes age and immunization requirements. If possible, the students must provide the district with proof of the student's grade level and a copy of the student's permanent records from the student's prior school district. If the parent is unable to provide the superintendent with proof of the student's grade level or permanent records (for example: a homeless student), the superintendent will make the grade level determination.

Prior to starting school or when transferring into the district, it is the parent's responsibility to present an approved Iowa Department of Public Health Immunization Certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the parent makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from the immunization requirements. Parents who have questions should contact the office.

**Equity Statement**

AHSTW Community School District declares and affirms to its students, employees and to the public that it does not discriminate on the basis of sex, race, age, color, creed, national origin, religion, marital status, sexual orientation, gender identity, physical appearance, socioeconomic status, personality traits and/or disability in its educational programs, activities, admission procedures, or employment practices. The AHSTW Community School District affirms its commitment to comply with all applicable federal and state laws, regulations, and orders as required by Iowa Code 216.9 and 256.10(2), Title VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX, Section 504, and the American with Disabilities Act.

If you have any questions or grievances related to compliance with this policy, please contact the AHSTW School Equity Coordinator, High School Counselor, at 768 South Maple Street, Avoca, Iowa 51521 or by phone at 712-343-6364; or the Director of the Office of Civil Rights, US Department of Health and Human Services, 601 East 12th Street, Kansas City, MO 64106, or telephone number 800-368-1019.

### **Fee Reduction or Waiver**

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income, transportation assistance under open enrollment, or who are in foster care are eligible to have student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they qualify for temporary financial hardship should contact the main business office for a waiver form. All who believe they are eligible on an annual basis must complete waiver forms. The waiver does not automatically extend from year to year.

### **Field Trips Code No. 606.5**

Occasionally, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend. Teachers will provide advance notice of a field trip and request parent signature of permission.

### **Food and Drink**

In order to maintain a clean and healthy environment the following applies:

1. Access to drink machines occurs after 3:30 PM.
2. Food and drink will be restricted to the lunchroom and tiled halls – not classrooms or carpeted areas.
3. Water may be allowed in classrooms with teacher permission and if in a clear, capped bottle.
4. Food in lockers must be in proper containers – insulated bags, closable sacks or containers. Drinks will be in capped bottles.
5. Students who store food inappropriately will be asked to clean up their site and follow the procedure for locker use.

### **Grading Scale / Report Cards / Honor Roll**

In order to record academic achievement, the following grade system is utilized:  
A-Superior, B Above Average, C-Average, D-Below Average, F-Fail, and I-Incomplete.

#### **Grading Scale**

**94-100% A**  
**90-93% A -**  
**87-89% B+**  
**84-86% B**  
**80-83% B -**  
**77- 79% C+**  
**74-76% C**  
**70-73% C -**  
**67- 69% D+**  
**64-66% D**  
**60-63% D -**  
**0-59% F**

Report cards can be printed, by request, following each nine-week grading period. Parents and students can access grades through the JMC learning management system.

Honor rolls will be published at the end of each quarter. GOLD: 3.76 GPA or above; SILVER: 3.34-3.75 GPA; BRONZE: 3.00-3.33 GPA. Should a student have a failing grade in any subject, he/she will not be eligible for the honor roll.

**Graduation Requirements** Code No. 505.5

**AHSTW Graduation Requirements – 46 Credits Required for Graduation**

- *Language Arts - 4 years, 8 credits*
  - *Required Courses: English 1 [9], English 2 [10], English 3 [11]*
- *Science - 3 years, 6 credits*
  - *Required Courses: Physical Science; Biology*
- *Social Studies - 3 years, 6 credits*
  - *Required Courses: World History, American History, American Government*
- *Mathematics - 3 years, 6 credits*
  - *Required Courses: Algebra I*
- *Personal Finance - 1 credit*
  - *Required: 1 semester, 1 credit*
  - *Credit may be applied to complete the final credit of the Social Studies Requirement*
- *Health - 1 credit*
- *Physical Education*
  - *1 semester / academic year or waiver on file*
  - *The Physical Education waiver does not provide credit, but allows students to enroll in an academic course not otherwise available due to schedule conflicts.*
- *Remaining Credits will be completed through enrollment in elective courses*
- *CPR*
  - *Required: Offered by the district or proof of completion on record*
- *Special Education: The required courses of study will be reviewed by the board annually. Beginning with the class of 2022, graduation requirements for special education students will include successful completion of four years of English, three years of math, three years of social studies and three years of science (4+3+3+3).*
- *All classes are one credit per semester.*

Students earning high school credit while in middle school will still be required to meet the designated course requirements above. For example, a student who was awarded high school credit for a math course taken in middle school will still be required to take three additional years in high school.

**Early Graduation** Code No. 505.6

Those students wishing to graduate early must make application with the school counselor by October 1. The list of candidates for early graduation will be approved by the Board of Education. Those approved for early graduation become ineligible for participation in second semester/summer activities with the exception of prom and commencement if approved by the principal.

### **Grievance Policy** Code No. 102

“It is the policy of the AHSTW Community School not to discriminate on the basis of race, religion, national origin, sex, age, disability, or marital status.” Written grievance violations regarding this policy may be filed with:

School Counselor  
768 South Maple Street  
Avoca, Iowa 51521  
Telephone: (712) 343-6364

### **Guidance and Counseling** Code No. 607.1

Guidance and counseling services are available to all students. Educational, vocational, social, and personal problems may be discussed with the counselor. When dictated, items discussed will be considered confidential. Post-secondary representatives will schedule meetings with students, who must sign up in advance of the meetings.

### **Harassment**

Harassment on the basis of race, color, religion, national origin, sex, disability, gender identity, age, or marital status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble persons when:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition the student's participation in school programs or activities.
2. Submission to or rejection of such conduct by a student is used as a basis for decisions affecting the student.
3. Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile working or learning environment.

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
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment 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.
- Demeaning jokes, stories or activities.

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

Students who feel that they have been harassed should:

1. Communicate to the harasser that they expect the behavior to stop, if they are comfortable in doing so. If the student needs assistance communicating with The harasser, the student should ask a teacher, counselor or principal to help.

2. If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:
  - a. Tell a teacher, counselor, or principal
  - b. Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
    - i. What, when, and where it happened
    - ii. Who was involved
    - iii. Exactly what was said or what the harasser did
    - iv. Witnesses to the harassment
    - v. What the student said or did, either at the time or later
    - vi. How the student felt
    - vii. How the harasser responded

### **Homework**

Each classroom teacher will inform students of his/her homework policy. Please become familiar with your child's homework expectations and support and guide their learning at home. Determine the best time and location for homework at your home.

### **Human Growth and Development Code No. 603.5**

The AHSTW School District provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use. Parents should contact the principal to review the curriculum or to request their student be excused from the human growth and development curriculum.

### **Illness and Injuries Code No. 507.4**

Students who feel ill or have been injured should notify their teacher immediately. A representative of the school will attempt to contact the parents to make arrangements for transportation. If neither parent is available, the emergency contacts listed on the emergency sheet will be notified.

If an injury is determined to be of a serious, life threatening nature, the local emergency personnel will be notified for transportation to the nearest medical facility. The parents will be informed immediately of this occurrence.

Illness occurs to everyone from time to time. To prevent further spread of disease, students must be free from a 100-degree temperature or greater, for 24 hours prior to re-admittance to school. Other communicable diseases will be dealt with on an individual basis.

### **School Exclusion Guidelines**

Deciding when a child is too sick to go to school can be difficult. Please use the following guidelines to help make your decision. When in doubt, contact the school nurse for further guidance. Be sure to call your child's school to let them know why your child is absent. If illness has become excessive, a doctor's note will be required.

Student Illness/Injury at School: A student will be sent home from school or should be kept home from



school for any of the following reasons:

- A. Fever- A fever is a temperature over 100.4 degrees. A student should remain home until fever-free for 24 hours without the use of fever reducing medications such as Tylenol or ibuprofen.
- B. Sore throat- If diagnosed with Strep throat, students must be on antibiotics for 24 hours before returning to school.
- C. Vomiting and/or diarrhea- A student may return when "normal" after a minimum of 24 hours.
- D. Suspicious body rash-consult your child's healthcare provider before sending your child to school.
- E. Conjunctivitis (Pink eye)-appearing as redness of the conjunctiva (lining of eye/eyelid) with or without pus drainage from eye and/or swelling. Students should not return to school until examined by their healthcare provider. If pink eye is diagnosed, students must be on eye drops for 24 hours before returning to school..
- F. Severe cough- See healthcare provider to rule out influenza, covid, whooping cough, RSV.
- G. Covid symptoms: People with covid-19 have had a wide range of symptoms reported, ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Keep students home. Testing is recommended with any the following symptoms present: New loss of taste or smell, new cough, shortness of breath, fever, headache, muscle or body aches, persistent runny nose/congestion, nausea, vomiting or diarrhea.

Students should be cleared by their physician with either an alternative diagnosis or a negative covid-19 test. A copy of their test or a note from the physician will need to be given to office staff.

If a student becomes ill, a staff member will call the student's parent/guardian or emergency contact. (Please make sure all emergency contact information is up to date) At that point a decision will be made to: 1. Allow the student to rest at school and return and return to class in a reasonable amount of time (1 hour). 2. Make arrangements for the student to be picked up and taken home within 30 minutes of notification.

A student may be sent home for the following reasons:

- 1. Fever
- 2. Vomiting/diarrhea
- 3. Skin eruptions or a suspicious rash
- 4. Contagious disease

### **Immunization Law**

It is the parent's responsibility to see that the Certificate of Immunization is completed and signed. Blank certificates are distributed at Kindergarten Roundup in the spring and to every new student who enrolls in the AHSTW Community School District.

Children who have not completed their immunization may qualify for a Provisional Enrollment. To qualify, the student must have had at least 1 dose of each of the required immunizations. Immunizations must be completed in 120 days or he/she won't be allowed to attend school.

Any student who does not show proof of immunization upon enrollment in school will NOT be allowed to attend school until the necessary records are provided OR either the medical or religious exemption forms are completed and turned into the school offices.

### **Inspection of Educational Materials** Code No. 605.2

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

### **Insurance** Code No. 507.6

Student health and accident insurance is available to students at the beginning of the school year. Parents who would like more information about student health and accident insurance should contact the school office. Student athletes must have health and accident insurance in order to participate in intramural or extracurricular athletics. Students must bring written proof of such insurance or participate in the insurance program offered by the school district prior to the start of the athletic activity. A letter from the parents stating that the student is covered is adequate proof of insurance. The cost of the school insurance is the responsibility of the student, and is a contract between the student and the insurance company - NOT between the student and the school district. Student athletes who do not have and cannot afford insurance should contact their coach.

### **Interrogation by Outside Agencies**

As a general rule, individuals from outside of the school district may not interrogate students. If an individual, such as a law enforcement officer wishes to interrogate a student, the request must come through the administrative office. The Department of Human Services, however, has the right to interview students without administrative or parental approval or notification.

### **Intervention Process**

AHSTW Community Schools has a process in place to assist students experiencing behavior and learning difficulties. Staff will work in cooperation with the school counselor, student services coordinator, GHAEA personnel, and administration. Students or parents who wish to access this process should contact the building principal.

### **Leaving School** Code No. 501.11

No student may leave the building at any time without approval from the office to leave or be picked up and not before completing the sign-out form.

Students are not to leave school unless the following conditions are met:

1. Personal illness
2. Doctor or dentist appointment (may need verification)
3. Parent request
4. College visit (Junior/Seniors only. Verification from the college required.)
5. Principal permission

### **Lockers** Code No. 502.5

9-12 students will be able to sign up for a book locker at the start of each year. Students are reminded to keep their lockers locked at all times. Students are not to change lockers or move to another locker without approval from the office. PE/Athletic lockers are available for student use. The school will issue a lock for athletic lockers for students to secure their possessions.

Lockers are the property of the school. Students may use the locker assigned to them for storing school or personal items necessary for school attendance. Students are responsible for the cleanliness of the locker and its general condition. Any damage done to the locker will result in disciplinary action, a fine, or both.

A student's locker may be searched by school officials when there is suspicion that school rules or policies are being, or have been, violated as well as the possibility that evidence exists concerning such a violation. Students may or may not be allowed to be present during the search. Any illegal items found during the search will be confiscated and may be given to law enforcement officials.

School personnel will also conduct periodic locker maintenance inspections.

### **Lost or Damaged Books**

If a book is lost or becomes damaged, the student is responsible for the cost of replacing the book (whether it is a library book or a textbook). A great deal of time is spent on book care and the students know that it is their responsibility to care for their books. If a lost book was paid for and later found, the student may return the book to the library and the amount paid will be refunded. A \$20 fee will be assessed for all returned checks.

### **Lunch Hour**

AHSTW has a closed campus during lunch hours. **Students must eat in the cafeteria/lunchroom or other areas designated by school staff.** There are staff members on duty at each lunch period and students are not to leave the cafeteria/lunchroom without permission from one of the staff members.

### **Mandatory Child Abuse Reporting**

Schools have a legal and moral responsibility to report all suspected cases of child abuse. A teacher who has reason to believe or suspect that a child has been abused is legally responsible to report such information to the DHS. The school may notify parents that a report is being made to the Department of Human Services, but is not required to do so by law.

**Medication Administration** *Code No. 507.2*

Student medications are held in a locked cabinet or storage area and distributed by the school nurse or his/her authorized designee. Prescription medication must be in the original container and include the following information: name of student, name of the medication, directions for use including dosage (times and duration), name, phone number and address of the pharmacy, date of the prescription, the name of the physician, and potential side effects (if possible).

Medication that is to be dispensed over a long period of time requires the completion of the medication release form, which includes the prescribing physician's signature.

No aspirin will be dispensed at school unless a written permission note from the parent is on file in the school office (is noted on the emergency sheet on file in the office). Please do not send prescription or non-prescription medication in anything other than the original container.

Students may be allowed to carry and use an inhaler during the course of the school day for asthmatic and respiratory conditions.

At the end of the school year or the end of dispensing time, any remaining medication will be returned to the parents or destroyed.

**Multicultural-Gender Fair Education** *Code No. 603.4*

Enrolled students have an equal opportunity for a quality public education without discrimination regardless of race, religion, national origin, gender, age, gender identity, disability, or marital status. The educational program is free of such discrimination and provides equal opportunity for participants. The program fosters knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. It also reflects the wide variety of roles open to both men and women and provides equal opportunity to both genders.

**Online Learning**

AHSTW utilizes numerous online learning programs including Edgenuity, Iowa Learning Online, and college level courses. These classes are used for credit recovery, schedule conflicts, and to enhance our curriculum. All of these classes must be approved by the principal or school counselor.

**Open Enrollment**

Iowa's open enrollment law allows students residing in one school district to transfer to another school district upon parental request. Contact the superintendent's office for information and forms.

### **Parent-Teacher Conferences**

Formal conferences to discuss student progress will be scheduled twice during the school year. Elementary and Secondary conferences will be scheduled through the front office. It is highly recommended that parents take this opportunity to meet with their student's instructors.

### **Schedule Change Policy**

If a student wishes to change his or her schedule, it must be done within **two** school days after the start of the semester. Schedule changes will be allowed only for reasons approved by the counselor and teacher. If a student wishes to drop a class after the drop period, the student must submit a written formal statement to the principal and counselor stating their reasons for dropping the course. If this is approved, the student will be dropped from the course and receive an "F" on their high school transcript. If the request is not approved, the student must stay in the course for the remainder of the semester. **This policy is also in effect for all college level and online classes.**

### **School Closings**

It may be necessary at times to dismiss school early, start late, or cancel school because of weather conditions. Announcements will be made on through JMC, our Student Information System, local radio (KNOD; KMA, KJAN; KSOM), and television (KMTV, KETV, WOWT) stations. In the event of an early dismissal or cancellation of school, extracurricular activities will also be canceled.

### **Search and Seizure Code No. 502.8**

School authorities may, without a search warrant, search a student, student lockers, desks or work areas based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may also seize any illegal, unauthorized, or contraband materials discovered in the search. Items of contraband may include but not be limited to non-prescription controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Possession of such items will be grounds for disciplinary action and may be grounds for reporting to local law enforcement authorities.

### **Senior Early Release**

Senior students may request early release after meeting the following requirements: proper paperwork filed with the high school office; graduation requirements are on track; enrollment in at least four classes including PE; and students leave the school property immediately. Seniors who leave early may not return for after school practices until 3:30 pm; students may return early to meet a bus departure time that is scheduled prior to 3:30. Seniors on early release should not be loitering in the District buildings or parking lots after leaving early. Violations of these expectations can result in the loss of this privilege. Students and parents must sign the "AHSTW Senior Early Release Request Form" which can be found in the high school office.

Senior Early Release is an option, not a requirement. Senior students are welcome to register for a full school day and take advantage of the various elective course opportunities AHSTW secondary offers.

**Senior Year Plus** Code No. 604.6

AHSTW students are eligible to take college credit classes under Iowa's Senior Year Plus program. This can be done through College Early Start programs, Career Academies, and Post Secondary Enrollment Option (PSEO) classes.

The PSEO program allows 11th and 12th grade students as well as 9th and 10th grade. Extended Learning Program (ELP) students to enroll in college courses. Through the program, individual students may enroll in a college or university course if the course is not offered at their school. Successful completion of the course also generates high school credit and applies toward district subject area requirements. Any courses that are not a part of the College Early Start program through IWCC would be considered PSEO. This would include any courses taken through a different postsecondary institution. Students wishing to enroll in a PSEO course must communicate this prior to deadlines to the AHSTW school counselor. If the student successfully completes the course, the school district pays the eligible postsecondary institution for the cost of tuition and books. If the student drops or gets an "F" in this course, the student is responsible for paying \$250 to the school covering the tuition of the course. Any courses taken through IWCC as part of this program will count toward a student's full time status.

Concurrent enrollment classes are offered through IWCC. In order to qualify to participate in some of these classes, the student must demonstrate proficiency in math, reading and science. A student will automatically be eligible for the Senior Year Plus program if he or she is proficient in Reading, Math, and/or Science portions of the Iowa Assessment exam as indicated by the student's standard score. Proficiency is determined by a standard scores cutoff for each subject area. If a student is not proficient in reading, math, and/or science on the Iowa Assessment exam, then they must demonstrate proficiency in that content area by a combination of any two of the three criteria listed below.

1. The student received a grade of "C" or better in one of the following high school related courses: English 10 (Reading), Algebra I (Math), Biology (Science). These courses correlate to Iowa Assessment performance level descriptors.
2. The student is proficient in English, Math, or Science portions of the ACT exam as measured by the following minimum scores: Math - 18, Reading - 21, and Science - 24.
3. The student is proficient on the COMPASS exam. Proficiency is a score above the developmental level as determined by the partner community college: Iowa Western Community College (Reading-71, Math- 53 in Algebra). The student would need to prove proficiency in Science by meeting another criterion as the COMPASS does not offer a Science exam.

Career academies are programs of study offered to high school students through an agreement or contract between their high school and community college. They bridge high school and

community college CTE programs. AHSTW participates in the IWCC Medical Academy each year and is given two seats in the program. Seniors who are interested in participating in this program need to communicate with the school counselor in the Spring of their Junior year.

**Sexual Abuse or Harassment of Students by Employees** *Code No. 402.3*

The AHSTW School District does not tolerate employees physically or sexually abusing or harassing students. Any employee who commits such acts is subject to disciplinary sanction up to and including discharge. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal, or another employee. School Counselors and Building Level Principals are designated the Level I investigators. Additionally, a trained, experienced professional has been contracted to serve as its Level II investigator.

**Social Media**

Facebook, texting, tweeting, and gaming has become popular with secondary students. The AHSTW staff encourages parents to set home guidelines for their children and to monitor their children's use of these devices. Parents are encouraged to know their child's passwords, monitor website use, and know who their child is chatting with on the web or via texting. Disciplinary action may be taken for social media issues that interfere with the educational setting, including issues of bullying and harassment. Parents have the right to contact law enforcement regarding social media bullying and harassment issues when occurring outside of the school setting.

**Special Education** *Code No. 603.3*

The special education services are designed to provide both direct and indirect assistance for children with speech, hearing, physical, academic, emotional and/or social problems. Direct services include individual diagnostic work-ups, therapy, counseling, and special classroom placement among others. Indirect services include consultation with teachers and other school personnel, along with providing in-service programs in all the above areas. For more information on these services, please contact the principal.

**Student Complaints** *Code No. 502.4*

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

- If an employee is involved, discuss the complaint with the employee within 5 days of the incident;
- If unsatisfied with the employee's response, or if there is no employee involved, talk to the principal within 5 days of the employee's response.
- If unsatisfied with the principal's response, talk to the superintendent within 1 day of the principal's response;
- If unsatisfied with the superintendent's response. The Board of Education will determine if it will address the complaint. You may then have the option to make an

appeal to the Department of Education.

**Student Directory** Code No. 506.2

Student directory information, which includes name, address, telephone number, date and place of birth, participation in activities, awards received, grade level in school, height, weight, and dates of attendance, may be released unless the parent requests the school by September 15 of the current school year NOT to release such information.

**Student Publications** Code No. 504.3

Students may produce official school district publications as part of the curriculum under the supervision of the faculty advisor and principal. These publications may include, but are not limited to, the school newspaper, yearbook, or creative writing publications. These publications are not expressions of official school district policy.

A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law. No student shall express, publish or distribute in an official school district publication material which is obscene, libelous, slanderous, or encourages students to: commit unlawful act; violate school district policies, rules, or regulations; cause material and substantial disruption of the orderly and efficient operation of the school or school activity; disrupt or interfere with the education program, interrupt the maintenance of a disciplined atmosphere; or infringe on the rights of others.

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

**Tobacco/Nicotine-Free Environment**

School district facilities and grounds, including school vehicles, are off limits for tobacco or nicotine use, including vaping devices or alternative nicotine products or paraphernalia as defined by Iowa Code Chapter 453A. This requirement extends to students, employees, and visitors. This policy applies at all times, including school sponsored and non-school sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco, nicotine or other product or leave the school district premises immediately.

*NOTE: According to Iowa law, all school grounds are smoke-free. Boards have the authority to expand the policy to make the school facilities and grounds tobacco or **nicotine** free as well. For a more detailed discussion of this issue, see IASB's Policy Primer, Vol. 20 #5- July 28, 2008.*

**Visitors**

Student visitors are not allowed. Only under special circumstances and with prior approval by the administration, will a student visitor be permitted.



## **Volunteers**

We encourage and welcome parents and other community members to become active in our schools. There are a variety of ways volunteers can assist in the school setting. There are many important jobs in the classroom, library, lunchroom or office. Some of the ways you could help would be to listen to children read, help teachers with classroom projects, shelve library books, eat lunch with students, etc. If you, or someone you know would be interested in this opportunity, please contact the office or your child's teacher.