

**Springville Secondary School  
Parent/Student Handbook  
2024-25**



**The Oriole Promise: Be Respectful, Be Responsible, Be Your Best**

**Springville Secondary School  
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## **Important Dates 2024-2025**

August 23	First day of school, first semester, and first quarter
October 22 & 24	Parent-Teacher Conferences (3:45-7:45 pm)
October 18	End of first quarter
December 20	End of first semester and second quarter
December 21-January 2	Winter Break (No School)
January 3	Beginning of second semester and third quarter
March 11 & 13	Parent-Teacher Conferences (3:45-7:45 pm)
March 14	End of third quarter
March 17-21	Spring Break (No School)
May 16	Seniors Last Day
May 18	Graduation - 3:00 pm
May 23	End of second semester and fourth quarter

## **Vision**

Student Centered - Achievement Driven - Future Focused

## **Mission**

The mission of the Springville Community School District is to instill a lifelong love of learning while promoting the achievement of the individual student within a positive learning climate where high expectations are cooperatively set by school personnel, students, families, and the community.

## **Goals**

### **Academic**

- Improve reading and math scores
- Increase academic rigor
- Instill the belief that all students can learn at a high level

### **Teaching and Learning**

- Engage students through personalized and differentiated learning
- Increase course offerings
- Graduate life-ready students

### **Culture and Climate**

- Increase communication with families
- Foster student retention
- Provide a safe and secure environment
- Promote a family atmosphere

## **INTRODUCTION**

### **Common Purpose Statement of Springville Secondary School**

Our teachers are a supportive community of diverse individuals committed to providing an environment that encourages and challenges each student to appreciate the joy of knowledge in the pursuit of lifelong learning.

We hope you find this handbook informative and useful. It is important that you read this handbook and retain it for further reference throughout the year.

### **A Message to Parents**

Working together as an educational community, we want the best for all of our students. In order for your children to benefit the most from their educational experience, it is important and necessary for parents to:

- Realize that receiving their education is the primary business for students during the school year and very few things are allowed to interfere with this important work.
- Be involved and interested in your student and know if they are working up to their full potential. Encourage your student to reach for high goals.
- Be certain that your student receives proper amounts of rest, nutrition, exercise, and study time.
- Check both sides of the story before condemning anyone. There are times when a student may leave out some key information.
- Check your student's progress by way of Power School and by way of the report card at the end of grading periods.
- Please feel free to visit the school to discuss your child's educational progress.

As we partner together, our young people will benefit and be given the precious opportunity to receive an education. Thank you for your support and the vital role you play in this great endeavor.

### **Springville Community School District Belief Statements**

We, Your Faculty and Staff, believe that:

- The mission of the Springville Community School District is to develop life long learners.
- Promoting the achievement of the individual will happen in a safe, drug free, inclusive, and positive learning environment.
- High expectations will be set for all student and they will have the opportunity to receive the knowledge and skills to achieve them.
- School personnel, students, parents, and the community will set expectations of continuous school improvement cooperatively.

### **Student Learning Goals**

- Students will have an excellent foundation in the basic skills.
- Students will communicate effectively in a wide variety of situations utilizing excellent speaking, writing, and listening skills.
- Students will problem solve using high levels of critical thinking.
- Students will be responsible, productive, contributing citizens.

## **Faculty and Staff List**

### **Administration**

Autumn Pino	Superintendent
Nick Merritt	Secondary Principal//Technology
Shannon Robertson	Elementary Principal/Curriculum Director

### **Certified Staff**

Laura Bates	Science
Ryan Batisto	Vocal Music
Dalton Cannon	Social Studies
Gretchen Eastman	Mathematics
Andrew Escalante	Instrumental Music
Mark Fisher	Mathematics
Samantha Fox	English/Language Arts
Katie Goedken Fennell	Special Education
Emily Horak	Art
Sarah Holub	Teacher Librarian
Taylor Jansen	Spanish
Meleah Jones	Curriculum & Instruction Leader
Nick Josephson	Industrial Technology
Krissa Klein	Social Studies
Stephanie Kramer	Business
Mikayla Larsen	Agriculture
Joe Martin	Physical Education/AD
Melissa Murphy	School Counselor
Austin Neuendorf	Instructional Coach/Student Progress Coordinator
Wyatt O'Connor	Special Education
Autumn Prucha	Special Education
Jade Rowell	Talented and Gifted/Elementary Art
Josh Stoll	English/Language Arts
Rachelle Zehr	Science

### **Classified Staff**

Brittney Trumpold	School Secretary
Jeff Baych	Head Building and Grounds
Scott Kilburg	Custodian
Dale Hatch	Custodian
Jessica Cizmadia	School Nurse
Vicki Meadows	Paraprofessional

### **Class Sponsors**

Grade 12  
Grade 11  
Grade 10  
Grade 9  
Grades 7-8

Ms. Klein, Mr. Batisto, Ms. Prucha, Ms. Kramer  
Mr. Martin, Mr. Stoll, Ms. Fox, Mr. Josephson  
Mr. Cannon, Mr. Escalante, Ms. Horak, Mr. O'Connor  
Mr. Fisher, Ms. Jansen, Ms. Bates, Mr. Husak, Ms. Larsen  
Ms. Eastman, Ms. Zehr, Ms. Goedken-Fennell

### **High School Co-Curricular Sponsors**

Varsity Football  
Assistant/JV Football  
Varsity Volleyball  
Assistant Volleyball  
HS Co-ed Cross Country  
Varsity Boys Basketball  
Assistant/JV Boys Basketball  
Varsity Girls Basketball  
Assistant/JV Girls Basketball  
HS Wrestling  
HS Co-Ed Golf  
High School Girls Track  
High School Boys Track  
Varsity Softball  
Assistant/JV Softball  
Varsity Baseball  
Assistant/JV Baseball  
HS Student Senate  
National Honor Society  
Yearbook  
Drama  
Speech Contest  
Dance  
Cheerleading  
Band  
Vocal  
Color Guard (Fall/Winter)

Joe Martin  
Jake Hulett/Matt March  
Michelle Jacobi  
Krissa Klein/Teresa Bair  
Tim Stamp  
Nick Josephson  
Jeff Haefner  
Christina Zaruba  
Tyler Husak  
Tyson Jacobi  
Austin Neuendorf  
Tim Stamp  
Tyler Husak  
Beau Zaruba  
Cheyenne Coonrod  
JJ Longerbeam  
Kyle Ripple  
Austin Neuendorf  
Gretchen Eastman  
Emily Horak  
Liz Thurston  
Josh Stoll  
Kasey Carlson  
Angel Chizek  
Andrew Escalante  
Ryan Batisto  
Liz Thurston

### **Middle School Co-Curricular Sponsors**

MS Football  
MS Volleyball  
MS Cross Country  
MS Wrestling  
MS Boys Basketball  
MS Girls Basketball  
MS Girls Track  
MS Boys Track  
MS Softball  
MS Baseball

Nick Merritt  
Gretchen Eastman  
Tim Stamp  
Tyson Jacobi  
Ethan Moore/Austin Neuendorf  
Valerie Stone/Gretchen Eastman  
Christina Zaruba  
Gretchen Eastman  
Valerie Stone  
Alex Stuessel/Patrick Hoyt

## ***SCHOOL INFORMATION***

### **School Song, School Colors and School Mascot**

School Song (tune: On Wisconsin)

Onward, Springville! Onward, Springville!  
Fight on for your fame,  
Take the ball right down the line,  
For a touchdown's sure to win,  
RAH RAH RAH!

Onward, Springville, Onward, Springville,  
Fight on for your fame,  
So fight, Orioles,  
FIGHT, FIGHT, FIGHT!  
And win this game!"

School Colors: Orange and Black

School Mascot: Oriole

### **Springville School's History**

The Springville School system was organized in 1879 and consisted of primary, intermediate, grammar and high school through Grade 10. A brick building was constructed on the current site in 1881 at a cost of \$9,689.29. In 1915, the building now known as Schwab Hall was constructed as a gymnasium building with home economics and two grade school classrooms on the ground floor. By 1921, voters approved a consolidated school district of Springville. The Paralta schoolhouse and Prairie Dell schoolhouse were moved to the Springville school grounds. In 1938, plans were underway for a new building. The current secondary school was constructed with help from a WPA grant of \$65,250, 45% of the cost of the project.

### **102.E1 NOTICE OF NON-DISCRIMINATION**

It is the policy of the Springville Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. ***If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Melissa Murphy, Secondary Counselor, 400 Academy Street Springville, IA 52236 - (319) 854-6196***

The Springville Community School District offers career and technical programs in the following service areas:

- Agriculture, Food, and Natural Resources
- Applied Science, Technology, Engineering, and Manufacturing
- Business, Finance, Marketing, and Management
- Health Science

### **Equal Educational Opportunity**

The school supports the delivery of the education program and services to students free of discrimination on the basis of race, color, gender, marital/parental/familial status, national origin, religion, creed, sexual orientation, gender identity, genetic information or disability. Students are educated in programs that foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is the Superintendent of Schools, and can be reached at 854-6197. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, (816) 268-0550, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The Child Study Team is responsible for this process. Representatives from the Area Education Agency may also assist the school district in this process. Parents wanting access to this process should contact the principal at 854-6196.

### **Definitions**

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

### **Parent, Guardian, or Community Concerns**

The school district recognizes that there may be situations that arise in regards to the operations of the school which may be of concern to parents, guardians, and community members. It is the goal of the school district to ask individuals to resolve these issues at the organizational level that the issue arises from and then follow an appropriate chain for resolution of those issues. If you are unsure of the level that you should address initially, please contact the appropriate office for guidance.

Additional information from the Iowa Department of Education can be found at:

<https://educateiowa.gov/pk-12/parent-guardian-and-community-concerns>

### **School Fees**

The school district charges fees for certain items, such as textbook rentals. Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), transportation assistance under open enrollment, or students who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the Central Office for a waiver form. This waiver does not carry over from year to year and must be completed annually.



## **Emergency Forms**

At the beginning of each school year, parents must file an emergency form via PowerSchool providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. Parents must notify the principal's office if the information on the emergency form changes during the school year.

## ***STUDENT CONDUCT AND DISCIPLINE***

### **Jurisdictional and Behavioral Expectations Statement**

This handbook is an extension of board policy and is a reflection of the goals and objectives of the school board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students 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 student handbook may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the principal's office for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

### **Student Conduct**

The board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises.

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of

the school district; while on school-owned and/or operated school or chartered vehicles; 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. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

Students who fail to abide by this policy and the administrative regulations supporting it 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 participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

### **Office Referrals**

Office referrals may occur when a student engages in behavior that is either disrespectful to the teacher or other students, inappropriate for the school setting, and/or affects the learning environment in a negative way. If a student is referred to the office, that student must discuss their behavior with the principal. Consequences for office referrals could be time in the office, detention, in-school suspension, or out-of-school suspension. Severity and frequency of office referrals will also be a factor in determining consequences.

### **Public Conduct on School Premises**

If an individual becomes physically or verbally abusive, uses vulgar, obscene or demeaning expression, or in any way interrupts an activity, the individual may be removed from the event by the individual in charge of the event. Individuals removed from school premises have the ability to follow the board's chain of command and complaint policies should they choose to do so. The exclusion is in effect should the individual choose to appeal the decision of the superintendent. The term "individual" as used in the policy also includes students and employees. If an individual has been notified of exclusion and thereafter tries to enter a school building or attends a sponsored or approved activity, the individual will be advised that his/her attendance will result in prosecution. The school district may obtain a court order for permanent exclusion from the school building or from future school sponsored or approved activities.

### **Public Displays of Affection**

Public displays of affection between students are inappropriate in the school setting. Students engaging in this behavior will be asked by staff members to report to the principal's office. The first time this occurs, the students will have an immediate conference with the principal concerning appropriate behavior in an educational environment. The next time a student is sent to the office for this reason, the referral will be treated as any office discipline referral and may result in administrative detention.

### **Tobacco, Nicotine, Vaping, Alcohol and Drugs**

The board prohibits the distribution, dispensing, manufacture, possession, use or being under the influence of beer, wine, alcohol, tobacco or nicotine products (including, but not limited to, cigarettes, nicotine chew, snus, dissolvables, electronic cigarettes, any electronic devices that can be used to deliver nicotine to the person inhaling from the device, any other look-alike products in which the original would include tobacco and/or nicotine and/or other nicotine products that are not approved by the Federal Drug Administration for tobacco cessation), and other controlled substances, or "look alike" substances while on school district property or on property within the jurisdiction of the school district. Possession of an illegal substance, alcohol, and/or tobacco/nicotine/vaping devices will result in disciplinary measures following the school discipline procedures.

## ***STUDENT ATTENDANCE***

### **Daily Academic Schedule**

<b><u>Normal Daily Schedule</u></b>		<b><u>2-Hour Late Start Schedule</u></b>		<b><u>2 PM Dismissal</u></b>	
<b><u>Period</u></b>	<b><u>Times</u></b>	<b><u>Period</u></b>	<b><u>Times</u></b>	<b><u>Period</u></b>	<b><u>Times</u></b>
1	8:10-8:54	1	10:10-10:41	1	8:10-8:50
2	8:57-9:41	2	10:44-11:15	2	8:53-9:33
3	9:44-10:28	3	11:15-12:25 (Lunch)	3	9:36-10:16
4	10:31-11:15	4	12:28-12:59	4	10:19-11:00
5	11:15-12:25 (Lunch)	5	1:02-1:33	5	11:00-12:05 (Lunch)
SSR	12:28-12:53	6	1:36-2:07	6	12:08-12:43
6	12:56-1:40	7	2:10-2:41	7	12:46-1:21
7	1:43-2:27	8	2:44-3:15	8	1:24-2:00
8	2:30-3:15				

### **School Day**

The building opens for students at 8:00 a.m. on normal school days (10 minutes prior to start of the school day) or 7:45 a.m. if eating school breakfast. Students will not be allowed in the building prior to this. However, students may be present on school grounds before 8:00 a.m. or after 3:25 p.m. only when they are under the supervision of an extracurricular activity sponsor or have arranged time to work with a teacher. If school is dismissed early, students are expected to leave the school grounds within 10 minutes of dismissal.

### **Springville Schools Attendance Policy**

***NOTE: Springville Schools Attendance Policy is currently being revised to reflect updated rules and regulations regarding absenteeism. Upon completion, this policy will be updated.***

Attendance is taken very seriously at Springville. Research has shown a direct relationship between attendance and student success. The more students are in the classroom, the more opportunities they have to be successful. **Therefore, our goal is to have all students with 100% attendance.**

We also understand that it is necessary to be occasionally absent. Therefore, if students are absent, it is their responsibility to get their assignments from the classroom teacher. Parents/Guardians are encouraged to contact the school for assignments if their student may be absent for more than two days.

We at Springville Schools feel students are in a learning situation and should be held responsible to get their assignments done and handed in. Students are allowed two days of makeup time for each day missed. For extended absences, teachers may require that work be made up sooner than this.

**Parents are expected to notify the school prior to 8:30 am regarding a student's absence on the day of the absence. If the absence is not reported, it will be considered unexcused.**

## **Chronic Absenteeism**

Attendance in school matters because kids need to be in school to learn. Children who miss 10 percent or more of the days they should be in school – for any reason (excused or unexcused) are considered chronically absent. Children who are chronically absent from school are at risk of falling behind, which can hurt their chances of success in school and in careers they pursue as adults. Parents and students will be notified by the school when the 10% threshold has been crossed. Depending on circumstances, a plan may need to be put in place to assure students are attending classes more frequently.

## **Five-Day Absence Policy:**

The Springville Community School District limits the number of days a student can be absent from school to the **equivalent of five (5) school days during a semester**. The Springville Community School District has identified two types of absences: excused and unexcused. Excused absences will not be counted as part of the five (5) day policy per semester. Unexcused absences will count against the 5-day policy.

## **Absences:**

### **Excused: (Will not be counted as part of 5 days)**

1. illness;
2. family emergencies;
3. death of a family member or close friend;
4. recognized religious observances;
5. court appearances, if the appearance is validated by the Clerk of Court;
6. college visits with the recommendation of the guidance counselor;
7. school-sponsored or approved activities (field trips);
8. necessary appointments that cannot be scheduled outside the school day;
9. family trips or vacation approved by the building principal, provided that the student's work is finished prior to the trip or vacation; and
10. other absences deemed excusable by the building principal.

*\*In the event of prolonged or frequent absences, the school reserves the right to request documentation verifying the absence to make a determination if the absence will be considered excused. Failure to provide documentation may result in the absence being labeled as unexcused.*

### **Unexcused: (Will be counted as part of 5 days)**

1. Oversleeping
2. Missing the bus
3. Employment
4. Parent notification for pulling a student out of school (for reasons not stated in verified category).
  - a. Examples could include, but not limited to: shopping, birthday, hair/nail appointments, ambiguous reasons (“My son/daughter will not be in today”), etc.
5. Absences that occur when a student leaves without obtaining permission to leave or the office are not notified by a Parent/Guardian.
  - **Students who are unexcused will not be given time to make up missed work.** A “0” will be entered in the grade book on the day missed if participation, homework, tests, or quizzes were expected to be completed by the student.
  - **An accumulation of 5 or more unexcused absences could result in the loss of credit for the affected class periods.**

- **Students must arrive to class within the first 10 minutes of class before the tardy becomes an unexcused absence.**

**The principal reserves the right to determine on a case-by-case basis if the absence falls under excused or unexcused.**

**Notification of Parents:**

Parents/Guardians will be notified when a student has used up their allotted (5) days. This notification will be an alert to the possibility of going into no-credit status upon receiving a sixth absence.

**Tardiness:**

At Springville Schools we take pride in educating the whole student. Some of the most valuable lessons students walk away with after graduating from our district, are not written in any of our textbooks. One of these lessons is being on time to class, prepared and ready to learn. Tardiness is taken seriously because our students are learning the habits and patterns that will make their lives successful, whether they attend college or join the workforce after graduating from Springville Schools.

Unexcused tardiness will not be tolerated. If you are **unexcused** to a class for any reason, work completion done in the classroom before arriving may result in a “0.” **Every accumulation of three tardies will incur a tardy detention or further sanctions.**

**Excused Tardiness:**

1. Pass signed by the office or teacher
  - The office will generally not give an excused pass for using the restroom. This should be obtained from the classroom teacher.
2. Emergency situation

**Unexcused Tardiness:**

1. Oversleeping
2. Arriving at school late for reasons other than medical appointments
3. Loitering in the halls
4. Arriving late to class with no signed pass from a teacher or office personnel

**The principal reserves the right to determine on a case-by-case basis if the tardy is excused.**

**Truancy**

A student is truant when the student is absent from school or an assigned class or classes without school permission.

Incidents of truancy will be recorded as part of a student’s attendance record and will count towards the absences per semester. Missing school because of truancy may result in time served after school or at Saturday school equivalent to the time missed that day. The building principal will also determine what disciplinary action is appropriate, including, but not limited to, warning, detention, in-school suspension, or administrative referral.

**Attendance on Game/Performance Days**

Students will be required to be in school for at least one-half of the school day (4 class periods) preceding a practice/contest/performance in order to participate that day unless otherwise approved by the principal.

### **Leaving the Building**

Students are not allowed to leave the building or school grounds without the permission of the main office. Teachers will not issue approval to leave the building. Any student needing to leave the building should do so through the exits connected to the main office.

### **Application of Sanctions**

If a student has six unexcused absences from any given class, the student will be dropped from that class and receive a failing grade.

### **Appeals**

#### **First level of appeal**

1. When notified that the student has missed three days or class periods, the parent should contact the teacher and principal to discuss the student's attendance and prevent any further absences.
2. When notified that the student has exceeded six or more absences and that the student will be dropped from a class or school, the student and parent may file a written appeal with the principal within five days of the notification. Sanctions imposed under this policy will be final unless a written appeal is submitted to the principal.
3. The student will remain in class or in school pending the completion of the appeals process.
4. The informal appeals hearing will be scheduled within five days after the appeal is filed. The principal will consider the following in reaching a decision:
  - absences caused by religious holidays, documented chronic or extended illness, hospitalization, family death or emergency, emergency medical or dental care, court appearances or other legal situations beyond the control of the family, school-related class or program activities;
  - attendance history of the student;
  - extenuating circumstances particular to the student;
  - educational alternatives to removal from class or school; or
  - the total educational program for the individual student.
5. The decision of the principal will be reached within one day of the hearing. The parent will be notified of the decision in writing.

#### **Second level of appeal**

Students and parents seeking a review of the principal's decision regarding sanctions rendered under this attendance policy may do so by filing a written request for review with the superintendent within five days after the above decision. The superintendent will determine an agreeable time, place, and date for the review and notify the student and parent. At the conclusion of the review, the superintendent will affirm, reverse, or modify the principal's decision.

#### **Appeal to the Board of Directors**

Students and parents may appeal the superintendent's decision by filing a written request for review by the board within five days with the board secretary. It is within the discretion of the board to determine whether to hear the appeal. If the appeal is accepted, the board secretary will determine an agreeable time, place and date for the review and notify the interested persons. At the conclusion of the review, the board may affirm, reverse or modify the superintendent's decision.

### **College Visits**

Juniors and seniors are encouraged to visit college campuses on weekends or school holidays. Juniors may be excused up to two days and seniors may be excused up to three days to visit college campuses with the permission of the school counselor and with a note signed by the student's parents.

### **Inclement Weather**

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified over Facebook, Twitter, Springville's messaging system, and applicable news outlets. The missed day may have to be made up at a later date.

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

At times, school may be delayed one or two hours while weather and road conditions are monitored. Please listen to your radio or television and do not call your school to check on the status of classes for the day. The phone lines must remain open to contact the radio and television stations, bus drivers, and other school personnel.

Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and re-scheduled. The principal may determine whether to hold extracurricular activities or practices. If the extracurricular activity is to be held, students and parents are notified in the same manner as the notification that school was dismissed.

## ***STUDENT HEALTH, WELL-BEING AND SAFETY***

### **Emergency Drills**

Periodically the school holds emergency fire, tornado, and lockdown drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.

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

### **Fire Drill Instructions**

1. When the fire alarm sounds, students will prepare to leave. Stand quickly and then walk rapidly toward the nearest exit. The first person to reach the door should hold it open for the other students.
2. Do not take time to grab books, clothing or personal effects.
3. Walk swiftly and do not run.
4. Maintain silence in order that directions might be heard.
5. Remain with your class when outside the building.
6. If the assigned exit is blocked, proceed to the next nearest exit.
7. If a student is not in his/her classroom, s/he should leave the building by the nearest exit and join his/her group as quickly as possible.
8. All students should stay with their group. Teachers should check to be certain all students are accounted for.
9. Students should move away from buildings due to the danger of potential explosions.
10. Do not return to the building until a faculty member tells you to do so.
11. All staff should gather with their students away from the building. Take roll and report any missing students to the administration. Listen for instructions.

### **Tornado Drill Instructions**

1. When alarm sounds, students are to go quickly and quietly to the assigned location as outlined by the instructor. Students need to remain quiet so potential lifesaving instructions can be heard.
2. Sit down, facing wall, with your head between your knees and your arms over your head.
3. Stay away from windows, glass cabinets, or anything that can be a hazard as flying debris.
4. Remain in that position until the all clear has been given or instructions to do something else have been given. Remain quiet.

### **HAWK-I Insurance for Children**

Parents can apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children, birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll-free) or go to the web site at <http://www.hawk-i.org/> for more information.

### **Immunizations**

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to



attend school until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from the immunization requirements. Students may also be required to pass a TB test prior to attending school. Parents who have questions should contact the office.

### **Physical Examinations**

Parents are encouraged to have their children receive periodic physical examinations.

Students participating in athletics are required to provide a school district physical examination form signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination makes the student ineligible. Students who cannot afford the cost of the physical examination should contact the coach of their sport.

### **Administration of Medication**

Students may need to take prescription or non-prescription medication during school hours. Students may carry medication only with the permission of their parents and principal. The school must know the medications a student is taking in the event the student has a reaction or illness. Parents must provide written instructions for administration of the medication as well as parental authorization to administer the medication.

Medication is held in a locked cabinet and distributed in the main secondary office. Medication must be in the original container with the following information either on the container, in the instruction sheet, or in the parental authorization: name of the student; name of the medication; directions for use including dosage, times, and duration; name, phone number, and address of the pharmacy (if applicable); date of the prescription (if applicable); name of the physician (if applicable); potential side effects; and emergency number for parents. There are now certain medications that students can carry for self-medication when parents fill out the appropriate paperwork. For more information, contact the school nurse.

### **Student Illness or Injury at School**

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

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

### **Student Insurance**

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

Student athletes must have health and accident insurance in order to participate in intramural or extracurricular athletics. Students must provide written proof of insurance prior to the start of the athletic activity. A letter from the parents stating that the student is covered is adequate proof of insurance. Student athletes, who do not have and cannot afford insurance, should contact their coach.

### **Asbestos Notification**

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

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

### **School Nurse**

Our school nurse's office is located in the elementary building. Students who have a health concern and want to visit the school nurse should contact the principal's office.

### **Communicable and Infectious Diseases**

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

### **Health Screening**

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

### **Homeless Student Policy/Information**

Springville Community School District provides a free and appropriate education to all resident students, including those who meet the definition of homeless. "Homeless child or youth" is defined as a child or youth from the age of 3 years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:

1. A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement;
2. A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or
4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs "1" through "3" above.

The following policies are modified for homeless students:

**Immunization Requirements:** Homeless students will not be denied enrollment for lack of immunization records if:

- They have a statement signed by a physician stating that immunization would be injurious to the student;
- They provide an affidavit stating such immunization would conflict with their religious beliefs;
- They are in the process of being immunized; or
- They are a transfer student from another school.
- The school district will make a reasonable effort to locate immunization records from the information provided or will arrange for the student to receive immunizations.

**Waiver of Fees and Charges:** Fees and charges which may present a barrier to the enrollment or transfer of a homeless child or youth may be waived in the discretion of the superintendent.

**Enrollment Requirements/Placement:** Enrollment requirements which may constitute a barrier to the education of the homeless child or youth may be waived in the discretion of the superintendent. If the school district is unable to determine the grade level of the student because of missing or incomplete records, the school district will administer tests or utilize other reasonable means to determine the appropriate grade level for the child.

**Residency:** For purposes of a homeless child or youth, resident for the purpose of attending school is where the child actually resides or the child's school district of origin. A child's school district of origin is the school district where the child was last enrolled. The deciding factor is the welfare of the child. As much as possible, the child will not be required to change attendance centers within the school district every time the child changes residence unless that change results in the child no longer being classified as homeless.

**Transportation:** Policies or practices regarding transportation of students which might cause a barrier to the attendance of a homeless child or youth may be waived by the superintendent.

**Special Services:** All services which are available to resident students are made available to homeless children or youths enrolled in the school district. Services include special education, talented and gifted programs, vocational education, English as a second language programs, health services and food and nutrition programs.

The secondary counselor has been designated as the homeless liaison; services for homeless youth can be accessed by contacting the school counselor.

## **Bullying and Harassment**

### **Sexual Abuse and Harassment of Students**

The school district does not tolerate employees physically or sexually abusing or harassing students or students doing so to other students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated the Superintendent at 854-6197 as its Level I investigator. The Superintendent may also be contacted directly.

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

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

More information and details have been added to an appendix of this handbook. Please refer to this appendix and to our school's webpage for additional details and contact information.

### **Initiations, Hazing, Bullying or Harassment**

#### **I. Initiations, Hazing, Bullying or Harassment**

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

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

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

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

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

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

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

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

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

## II. Procedures

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

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

## ***STUDENT ACTIVITIES***

### **Activity Free Night**

In order to provide one night per week for students to pursue other activities, Wednesday night has been designated as a student activity-free night within the Springville School District. In keeping with good community relations, through April of each school year, locally scheduled student school activities will not be scheduled on Wednesday night beyond 6 P.M. **whenever possible**. It is the responsibility of the principal and activities director to oversee the scheduling of school activities for compliance with this policy.

### **Assemblies**

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

### **Field Trips**

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

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

### **School-Sponsored Student Organizations**

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

### **Activity Bus**

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

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

### **Student Funds and Fund Raising**

Students may raise funds for school activities upon approval of the principal at least three weeks prior to the fund raising event or the start of a fund raising campaign. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Classes that wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

Students may not solicit funds from teachers, employees, or other students during the school day. Students who violate this rule will be asked to stop. Violations of this rule may result in future fund raising activities being denied.

### **Use of School District Facilities by Student Organizations**

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

### **Dances**

The activities director or principal must approve school-sponsored dances at least three weeks prior to the dance. Students who leave a dance are not allowed to re-enter the dance. School district policies, rules and regulations apply to students as well as non-students at school dances. Students and non-students violating school district policies, rules or regulations are asked to leave the dance and school grounds.

### **Student Senate**

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

### **National Honor Society**

The Springville National Honor Society was established as a way to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of the secondary school.

To be eligible for NHS, students must be at least a second-semester sophomore and must have been a Springville High School student for at least one full semester. The minimum GPA is a cumulative of 3.5. Students that meet this criteria are given the opportunity to apply and document their service, leadership, and community involvement and to answer two essay questions. Upon application, a Faculty Council consisting of five staff members (in addition to a NHS advisor) will consider applications, discuss, and vote on admittance based on majority vote. Decisions on admittance are at the discretion of the Faculty Council. Students who are not selected may apply again the following year during the application time assuming they continue to meet the requirements.

Candidates become members of NHS at a special induction ceremony in the spring and following induction, members have a responsibility to demonstrate qualities of scholarship, leadership, service and character.

Any member that falls below standard shall be warned and given an opportunity to correct the deficiency. In the case of a flagrant violation, members are subject to not receiving a warning. If the proceedings get to the point of dismissal, the faculty council will meet and vote on the member by majority vote. If dismissed, a member has the opportunity to appeal the decision to the faculty council.

### **Middle School (7th & 8th) Co-Curricular Activities**

Vocal Music	Football	Softball	Girls & Boys Basketball
Instrumental Music	Volleyball	Baseball	Girls & Boys Cross Country
Student Senate	Girls & Boys Track	Wrestling	

### **High School Co-Curricular Activities**

Vocal Music	Football	Girls & Boys Cross Country
Instrumental Music	Volleyball	Cheerleading, Dance, Poms
Drama	Girls & Boys Basketball	National Honor Society
Individual Speech	Girls & Boys Track	Yearbook
Large Group Speech	Baseball	Softball
Student Senate	Soccer	Color Guard (Fall/Winter)
Wrestling	Golf	

### **Participation Conflicts**

In the event that a student is scheduled to participate in more than one activity at the same time, the following list of priorities will be used to resolve the conflict. If inter-school competition is in conflict with a public performance, the event scheduled first will have priority. Students will not be allowed to choose between activities in conflict.

1. State level competition/public performance
2. District level competition/public performance
3. Conference level competition/public performance
4. Inter-school competition/public performance
5. Intra-school competition/public performance

### **Student Participation in Non-school Athletics**

A high school student who participates in school-sponsored athletics may participate in a non-school sponsored sport during the same season. This allowance is with the understanding that the school sponsored team participation takes precedence over the non-school team participation.

If a student misses a school practice or competition due to the non-school athletic participation, the student is subject to disciplinary action by the coach/sponsor in charge of that sport. The recommended punishment would be one game per violation with no carryover to the next sport season.

### **Good Conduct Rule**

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetimes.

Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities, which are illegal, immoral or unhealthy.

Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The building principal and athletic activities director will keep records of violations of the good conduct rule.



Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity. The details outlining expected conduct and penalties for violations will be printed in the Student Handbook for notification purposes.

### **Letters and Awards**

Students who are ineligible at the conclusion of an activity due to a good conduct violation shall not receive a letter or award for that activity.

### ***Good Conduct Rule Regulations Secondary School 7-12 Grades***

**General Statement:** The board, administration and faculty of the Springville School District offer a variety of voluntary activities designed to enhance the classroom education of its students. Students who choose to participate in co-curricular/extra-curricular activities serve as ambassadors of the school district throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participation in these activities must conduct themselves in accordance with board policy and refrain from activities that are illegal, immoral, unhealthy or inappropriate. The building principal and activities director shall keep records of violations of the Good Conduct Rule and inform the appropriate coaches, directors and/or sponsors.

### **Academic Eligibility: (Scholarship Rule)**

Student grades are checked every quarter and every semester during the school year. Extracurricular and Co-Curricular eligibility is therefore based upon these checkpoints as follows:

- Students must be passing ALL subjects and making adequate progress toward graduation in order to be eligible to compete in extracurricular and co-curricular activities;
- Students in grades 9-12:
  - If a student is failing at a quarter grade checkpoint, he/she will be ineligible to compete or participate in the activities they are currently involved with for the next 10 consecutive calendar days, starting with the first day following the posting of grades. Students become eligible on the 11th day.
  - If a student is failing at a semester grade checkpoint, he/she will be ineligible to compete or participate in the activities they are currently involved with for the next 20 consecutive calendar days, starting with the first day following the posting of grades. Students become eligible on the 21st day.
    - In relation to semester grades, if a student is academically ineligible and not participating in an extracurricular or co-curricular activity at the present time, their ineligibility begins with the first activity in which they are a participant.
- Students in grades 7-8:
  - If a student is failing at a quarter grade checkpoint, he/she will be ineligible to compete or participate in the activities they are currently involved with for the next 5 consecutive calendar days, starting with the first day following the posting of grades. Students become eligible on the 6th day.
  - If a student is failing at a semester grade checkpoint, he/she will be ineligible to compete or participate in the activities they are currently involved with for the next 10 consecutive calendar days, starting with the first day following the posting of grades. Students become eligible on the 11th day.
- A student with a disability and an IEP is judged based on progress made toward IEP goals (changed to align with IDEA).

- Using summer school or other means to make up failing grades for eligibility purposes is prohibited.
  - It will be encouraged to the coaches/sponsors that they require those students who are ineligible to utilize time after school to improve the grade(s).
  - Ineligibility due to failing grades for a semester takes precedence over failing grades for a quarter. Therefore, an individual that fails 2nd quarter/1st semester or 4th quarter/2nd semester will serve ineligibility based on the semester rule
  - In order for an ineligible student to fulfill ineligibility requirements, that student must be a full participant of the activity. This means that they must start at the beginning of the season, attend all practices and contests, and stay out for the activity after eligibility is re-established.

In those activities that receive academic credit or are an evaluation and not a competition, at no time shall ineligibility affect a student's grade.

**Establishing Athletic/Activity Eligibility:**

Before a student can practice for any extra or co-curricular activity covered by this policy, the "acknowledgement" form distributed to ALL students wishing to participate in any activity must be signed and dated by BOTH the student and his/her parent or guardian and returned to the principal's office along with a certificate of good health (physical). Note: Athletic physicals are good for one calendar year. By signing this form, the student and his/her parents or guardian acknowledge their awareness of the Good Conduct Policy and the consequences for violations associated with this policy.

**Game/performance day:** To participate in games, practices and performances on a school day, students must be in attendance the entire day unless the building principal has granted permission for their absence.

**Extra/Co-Curricular Activities:**

1. All school sponsored and/or school approved activities including clubs, organizations, athletic programs, and intramural sports are covered by this policy. These activities take place outside the regular classroom day.
2. Regular classroom and laboratory assignments in which a student receives a grade are not included. Academic grades are not affected by violations of this policy.
3. An extra-curricular season reflects actual performance or availability for performance in front of the public or another audience. Relative to athletics this would include the games of competition from the first contest through the last contest. In other activities, this would be the actual performance and not the practice time preceding the performance(s).
4. The policy will apply to all students in grades six (6) through twelve (12) throughout the calendar year.

**Ineligibility:**

1. The sponsor/coach of an extra or co-curricular activity and/or the principal or athletic director may declare a student ineligible whose conduct is contrary to and or in violation of the established rules and regulations as set out herein. All students participating in extra-curricular activities shall receive a copy of these rules and regulations.
2. Observation by the school administration, school employee(s), law enforcement officials/agency, admission to the conduct by the student, social service agency reports and/or law enforcement reports will be considered as proof of violations of this policy.

3. Violations may be determined by investigation by a school administrator and/or sponsor. Information provided by students and others to such an investigator will be considered as part of the investigation; the administrator/sponsor shall determine the credibility of all evidence and make a determination that there has or has not been a violation of this policy.

**Violations:** Students will violate this policy if it is determined they have participated in conduct including but not limited to the following:

1. Consumption, manufacture, use, possession or sale of controlled substances, including a look alike substance.
2. Consumption, use, possession or sale of alcoholic beverages. Specifically, any student who appears to a school employee(s) to be under the influence of alcohol or drugs may be subject to disciplinary action.
3. Damage, destruction or theft of school property and/or real or personal property of employees, students or visitors of the school.
4. Physical abuse, including assault, of a person at school or school activities or coming to and from school or school activities.
5. Possession, handling or transmission of weapons or a dangerous instrument or any object that could be considered or used as a dangerous weapon on the school grounds or at school activities.
6. Criminal conviction or, if charged a simple misdemeanor if it involves an offense of violence, as a juvenile, court supervision and/or probation, for any offense which constitutes a serious misdemeanor, aggravated misdemeanor or felony.
7. Consumption, use or possession of any form of tobacco or nicotine. This includes snuff, dip, chewing tobacco, cigarettes, cigars, pipe tobacco, JUULs, e-cigarettes, vapes, and any imitation of these products.
8. Failure to abide by a reasonable request of a person in authority or any school employee.
9. Disruption of school and/or school activities.
10. Repeated failure to attend school without reasonable and acceptable excuses or repeated failure to make-up detentions.
11. Repeated school violations or a serious violation of a school rule.
12. Engaging in any unlawful activity if it constitutes a danger to other students or interferes with school purposes.
13. Unsportsmanlike conduct involving other school's teams, their representatives, patrons or officials.
14. Use of profanity, verbal abuse or intimidation towards any person.

**Note:** Any sponsor or coach can establish additional rules of conduct for their respective activity. Those rules of conduct shall be approved by the building principal or athletic director, shall be in writing and shall be given to each student participant prior to the student's membership, participation or involvement with that activity. If necessary, additional rules of conduct may be established and implemented during the school year following the same procedure noted above.

**Penalties:** For violations of the Good Conduct Policy or school rules, a student may be declared ineligible for all extra or co-curricular activities, required to see professional help or both. The ineligibility will begin immediately or as soon as his/her activity in which his/her participation begins after the school administrator/sponsor has determined the student has engaged in conduct (guilty) in violation of this policy.

1. Violation of rule numbers 1, 2, 3, 4, 5, and 6 shall result in the student being ineligible for six weeks or 1/3 of the contests, whichever is less, in his/her sport; six months (1/2 calendar year) for the second offense; twelve months (one calendar year) for the third offense or up to permanent ineligibility as

determined by the administration.. Note: A violation of item #5 could result in greater consequences if it violates the District's Weapons Policy.

2. Violations of rule numbers 7, 8, 9, 10, 11, 12, 13 and 14 may result in a student being declared ineligible. The length of time of the ineligibility shall be determined by the administrator/sponsor but shall not exceed the penalties described in item #1 above.
3. Reduction of Penalty: A student who violates the Good Conduct Policy may reduce his/her penalty by half (one-half) through admission of their guilt to a school administrator prior to any investigation or knowledge of the violation is known. This procedure is based on a "level" or "fessing up" system. This process allows students to be accountable for their actions and receive a lesser penalty for their honesty. Once the investigation has begun or knowledge of the violation has taken place, the time for confessing has expired.
4. Prior to participating in professional assessment and treatment, guidelines, including school access to records and monitoring, shall be approved by the administration on a case-by-case basis.
5. Homecoming, Prom and Commencement will be considered independently of this policy and participation determined by the Administration.
6. Students ineligible to participate in extra-curricular activity/performance for violation of this policy may participate in non-performance activities, if the student receives permission from the coach or sponsor. The coach or sponsor's decision to allow or not allow the student to practice with the team or group may be appealed to the principal. Note: Student ineligibility includes traveling with the team or group or participating in any activities with the team or group except practice as specified above.
7. Clean Record (Slate): Every student violator will have the opportunity to begin anew (earn a "clean slate") by maintaining a two-year period with no Good Conduct violations.

## **Appeals:**

1. A student may contest the determination of the violation or the penalty imposed. Appeal of the activity sponsor's decision must be submitted in writing to the building principal within five (5) school days of the declaration or penalty. The principal will meet with the student and provide the student with an explanation of the charges against the student. The student will be given an opportunity to rebut the charges and provide relevant evidence. The meeting will be informal, however, the principal's decision shall be in writing and shall summarize the evidence on which the principal made his/her decision. This decision will be made within three (3) weekdays and presented to the student, his/her parents and the superintendent.
2. The decision of the building principal may be appealed to the superintendent. The appeal to the superintendent shall be in writing and delivered to the superintendent or his/her secretary within five (5) school days of receipt of the principal's decision. The appeal to the superintendent shall specify the reasons for the appeal and shall set out supporting information and facts. The superintendent will have five (5) school days to render his/her decision. A copy of that decision will be sent to the student, his/her parents and the President of the board.
3. The decision of the superintendent may be appealed to the Board of Education. This appeal shall be in writing and filed with the board secretary within five (5) school days of receipt of the decision from the superintendent. Unless the parties otherwise agree, the board shall hold its hearing within ten (10) weekdays after receiving the appeal.

## ***STUDENT RECORDS***

### **Educational Records**

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

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

- (1) The right to inspect and review the student's education records within 45 days of receipt of the request.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff, law enforcement unit personnel and certain volunteers); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) The right to inform the school district the parent does not want directory information, as defined below, to be released. Any student over the age of 18 or parent not wanting this information released to the public must make objection in writing by September 1 to the principal. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, E-MAIL ADDRESS, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

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

(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC, 20202-4605 or visit their web site at: <http://www.ed.gov/offices/OII/fpco/> for more information.

### **Juvenile Justice Agency Sharing Agreements**

The School District may share with the juvenile justice agencies any information contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication, information contained in the permanent record may be disclosed by the school district to the parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the school district to the parties after adjudication only with parental consent or a

court order. Information shared pursuant to the agreement shall be used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family. Information shared under the agreement is not admissible in any school disciplinary proceeding or court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian. This agreement only governs a school district's ability to share information and the purposes for which that information can be used.

The purpose for the sharing of information prior to a student's adjudication is to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education. Information shared will not be used in a school disciplinary proceeding.

## ***STUDENT RIGHTS AND RESPONSIBILITIES***

### **Student Searches**

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Considering factors such as the following may form reasonable suspicion:

- eyewitness observations by employees;
- information received from reliable sources;
- suspicious behavior by the student; or,
- the student's past history and school record, although this factor alone is not sufficient to provide the basis for reasonable suspicion.

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- the age of the student;
- the sex of the student;
- the nature of the infraction; and
- the emergency requiring the search without delay.

### **Types of Searches**

#### **A. Personal Searches**

1. 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 school district policies, rules, regulations or the law affecting school order.

2. Personally intrusive searches will require more compelling circumstances to be considered reasonable.
  - (a) 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.
  - (b) A more intrusive search, short of a strip search, of the student's person, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

#### B. Locker and Desk Inspections

Although school lockers and desks 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 and desks are properly maintained. For this reason, lockers and desks are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker or desk. Periodic inspections of all or a random selection of lockers or desks may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches will be confiscated by school officials and may be turned over to law enforcement officials.

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

#### C. Automobile Searches

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

#### **Threats of Violence**

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

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terrorist behavior; the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the



degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

### **Internet**

Students may be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students at this time. It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material. The number of available terminals and the demands for each terminal may limit the amount of time available for each student.

The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.

Students will adhere to on-line protocol:

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

Students should adhere to the following guidelines:

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

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

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

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

- First Violation - A verbal and written "Warning" notice will be issued to the student. The student may lose Internet access for a period of time at the discretion of the supervising teacher. A copy of the notice will be mailed to the student's parent and a copy provided to the building principal.
- Second Violation - A verbal and written "Second Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student will forfeit all Internet privileges for a period of time at the discretion of the supervising teacher.

- Third Violation - A verbal and written "Third Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student will forfeit all Internet privileges for a period of time up to the balance of the school year.

### **Electronic Devices and Cell Phones**

Students may possess electronic devices of any kind for usage where authorized. If the student uses devices where it is not allowed items are taken away from the students and may be returned at a later time/date and/or parents may be requested to come collect them at school. Cellular phones are permitted in school outside of the classroom. They may be used during non-class times only. During instructional time, students are encouraged to leave them in their locker or keep them put away and to have them turned off. Other interferences in school such as water guns, toys, or similar items are not allowed.

Staff will be responsible for setting expectations and consequences for their classrooms surrounding the use of cell phones and electronic devices that aligns with the school philosophy. When a teachers believes that addressing the issue beyond the classroom setting is necessary, they may involve the main office by taking the phone and turning it into the office or requiring the student to do so. If a phone is turned into the office, possible repercussions include: getting the phone back at a later time or at the end of the school day, meeting with the principal, meeting with the family, requiring a parent to pick up the phone, turning the phone into the office daily for a specified period of time, and/or detention/suspension. Please use your devices responsibly and in-line with the school/classroom policy and philosophy.

Smartphones and other technology devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and restrooms at ALL times. Students will be disciplined for any use of technology devices in school locker rooms or restrooms. At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include school vehicles), or at school activities (unless recording a public performance, such as a game, honor assembly, concert, contest, etc.), without the permission of other parties captured in the video, audio, or photo. School administrators, teachers, coaches, and other school officials may further restrict the capturing of video, audio, or photos, even if all individuals present have given consent. Capturing of video, audio, or photos is not permitted if it violates copyright laws, or includes content that is disparaging toward others (either due to the content of the video, photo, or audio itself or how the content is disseminated) or encourages or depicts violation of other school policies or state or federal law. Students violating this policy shall be subject to reasonable discipline, and the device shall be confiscated and not returned until the end of the school day or after a parent/guardian conference has been held, if such conference is determined necessary by a building administrator or the administrator's designee. Students violating this policy may be prohibited from possessing any smartphone or technology device following the incident on school property for a reasonable period of time, unless otherwise permitted by a school administrator or a student's IEP or 504 Plan.

### **Dress Code**

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment. The wearing of hats will not be permitted in classrooms by students during class times (unless approved by the teacher) and could be extended to all times if it is determined that they are causing an educational disruption within the building.

The board expects students to be clean and well groomed and wear clothing in good repair and appropriate for the time, place and occasion. Students are prohibited from wearing clothing that is revealing, advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; from wearing shoes with cleats except for outdoor athletic practices; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. Under certain circumstances or during certain classes or activities, a stricter dress code may be appropriate, and students must comply with the stricter requirement. The administration makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school.

### **Care of School Property**

Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

### **Driving and Biking to School**

The board recognizes the convenience to families and students of having students drive to and park at their school. Driving a motor vehicle to and parking it is a privilege, which may be restricted or denied due to a violation of these policies.

Students who drive to and park at their school shall only drive to and park in the lot south of the high school or in the lots over at 602 Mill Ave. No student cars are to be parked in the lot north of the gym. Student cars parked in this lot may be towed at the owner's expense. Allowing students to transport students other than immediate family is not recommended. The school district is not responsible if this is done. Students are encouraged to lock their cars while they are in school. The school district is not responsible for any items stolen from cars. Students may not loiter around or be in their vehicle during the school day without permission from the principal. Students shall leave school when there is no longer a legitimate reason for them to be there. Students are expected to drive away from school grounds in an appropriate manner. There are many elementary students walking about and their safety is paramount.

Students who live within one mile of school, and would not otherwise be eligible for a student-driving permit, may be eligible for a student-driving permit, for driving to and from school and school activities and practices, if the student is physically unable to walk to school and has no other means of getting to and from school. Only the superintendent on a case-by-case basis shall grant the waiver of this one-mile rule in writing.

### **Illegal Items Found in School or in Students' Possession**

Students are prohibited from carrying, distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco or nicotine products or look-a-like substances. Weapons are not allowed on school grounds or at school activities including hunting rifles even if unloaded and locked in cars with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. Parents of students found in violation of this policy will be contacted, and the students will be reported to law enforcement officials.

## **Cheating**

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources or similar cheating is not tolerated. In addition to the discipline outlined in this handbook, discipline may include the loss of class credit and use of media center or computer.

## **Dual Enrollment Students**

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

## **Posting of Information**

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

## **Student Complaints**

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

- If an employee is involved, discuss the complaint with the employee within five days of the incident;
- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within five school days of the employee's response or the incident;
- If unsatisfied with the principal's response, talk to the superintendent within five days of the principal's response;
- If unsatisfied with the superintendent's response, students may request to speak to the board at the next regularly scheduled board meeting in compliance with board policy. This request must be in writing and delivered to the superintendent within 7 school days of the superintendent's response. The board determines whether it will address the complaint.

## **Student Publications**

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

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

- obscene;
- libelous;
- slanderous; or
- encourages students to:

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

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

## ***STUDENT SCHOLASTIC ACHIEVEMENT***

### **Grade Reports**

Students receive progress reports in the form of report cards at the end of each semester. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance.

### **PowerSchool**

Parents and students are encouraged to utilize the district’s grading/progress reporting system to monitor grades throughout the course of the year. Students and parents can access this from the school’s homepage and it requires a login that can be obtained from the secondary office. If there are questions about how to use the program, please contact the school for assistance.

### **Grading System**

Springville Secondary School grading system is based on a 4.0 scale. The following numerical values are assigned to the letter grades received:

A	4.00		C	2.00
A-	3.67		C-	1.67
B+	3.33		D+	1.33
B	3.00		D	1.00
B-	2.67		D-	0.67
C+	2.33		F	0.00

### **Incomplete Work**

Students who receive an incomplete in a class must complete the class within one week after the start of the next quarter. The teacher, with the permission of the principal, may grant extensions. Failure to finish an incomplete may result in a failing grade and loss of credit.

### **Homework**

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make-up incomplete class work. Students are expected to complete homework on time. Failure to complete homework may result in loss of class credit and a failing grade in the class.

## **Standardized Tests**

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

## **Human Growth and Development**

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

## **Class Loads and Adding/Dropping Courses**

Information regarding class loads, adding/dropping courses, etc. can be found in the course offerings booklet.

## **Study Hall**

Study hall is not to be used as a social experience for our students. Study halls should be viewed as important educational time for students. While in study hall, students are expected to conduct themselves as they would in class. Students must bring enough work to occupy them for the entire study hall. Once in study hall, students are only allowed to leave with the permission of the study hall monitor and with a hall pass.

## **Academic Achievement and Recognition**

The school district honors students who excel academically. The district's recognition program includes honors and awards including, but not limited to, academic letters, scholarships and good citizenship awards for students to assist students in setting goals. Students will be recognized for honor roll by attaining a 3.25-3.74 GPA in any semester. Students will receive recognition on the high honor roll for a GPA of 3.75 or higher in any semester. Students receive On A Roll recognition by increasing their GPA by 0.33 from one semester to the next. An Academic Letter is awarded to those students who receive a 3.50 GPA both semesters of a school year (not average) and to any senior that will graduate with a cumulative GPA of 3.50 GPA or higher. Students are made aware of honors and awards and the action necessary on the part of the student to achieve them.

## **Behavioral Expectations for Co-curricular Activities**

Students are to be neatly dressed on all trips. Student participants are considered "goodwill ambassadors" of the Springville School District and the community of Springville. The activity sponsor will provide guidelines for each trip.

Participants are to ride in the bus arranged by the school for the activity. There may be occasions when it becomes necessary for a student to ride to or from a school event in other than school-provided transportation. When this need arises, the parent/guardian must notify the activity sponsor in person or in writing that they or their designee will be providing transportation for the student.

## **Grade Level Requirements**

To be admitted as a member of a particular class at Springville High School, a student must meet the following requirements:

Freshman	must have met all middle school requirements
Sophomore	accumulation of 14 credits
Junior	accumulation of 28 credits

Senior accumulation of 42 credits

**Middle School Requirements for Advancement**

All seventh and eighth grade students are required to take and pass the following courses:  
Language Arts, Mathematics, Science, Social Studies, Physical Education, Exploratory, and Health.

The following courses are electives that are available for middle school students:

Vocal Music and Instrumental Music

## **GRADUATION**

Students who are in good standing and who meet the graduation requirements set by the board are allowed to participate in the graduation ceremony and in senior activities. It is possible that students who are serving discipline at the time of the graduation ceremony or other senior activities will not be allowed to participate. Students are not required to participate in the graduation ceremony.

### **High School Graduation Requirements**

1 Credit = 1 Semester passed

#### **English**

English 9	2 credits
English 10	2 credits
English 11	2 credits
Speech	1 credit
<u>English elective</u>	<u>1 credit</u>
<b>Total</b>	<b>8 credits</b>

#### **Social Studies**

World History	2 credits
US History	2 credits
Economics	1 credit
<u>Government</u>	<u>1 credit</u>
<b>Total</b>	<b>6 credits</b>

#### **Mathematics**

Algebra I	2 credits
Geometry	2 credits
Algebra II/Trig	2 credits
Pre-calculus	2 credits
<u>Calculus</u>	<u>2 credits</u>
<b>Total</b>	<b>6 credits</b>

#### **Science**

General Science	2 credits
Biology	2 credits
Chemistry	2 credits
Physics	2 credits
Anatomy/Physiology	2 credits
Astronomy/Earth Sci.	1 credit
<u>Ecology/Env. Sci.</u>	<u>1 credit</u>
<b>Total</b>	<b>6 credits</b>

#### **Health**

Health and Life Mgmt. or	
<u>Health and Fitness</u>	<u>1 credit</u>
<b>Total</b>	<b>1 credit</b>

#### **Physical Education (.5 credit/semester)**

Eight Semesters of PE	
<b>Total</b>	<b>4 credits</b>

#### **Electives**

Twenty-Three additional Credits	
<b>Total</b>	<b>23 credits</b>

### **Total Credits Required for Graduation**

**54 credits**

Students must be registered for seven and a half credits each semester. Physical Education waivers will be granted only when a student is unable to fit all core courses into their schedule. Students must have permission from the principal to waive the requirement for Physical Education.



## **Sequence of Required Courses**

### **Ninth Grade**

English 9	2 credits
Math	2 credits
Science	2 credits
World History	2 credits
Physical Education	1 credit

### **Ninth or Tenth Grade**

Health	1 credit
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### **Tenth Grade**

English 10	2 credits
U.S. History	2 credits
Science	2 credits
Math	2 credits
Physical Education	1 credit

### **Tenth or Eleventh Grade**

### **Eleventh Grade**

English 11	2 credits
Science	2 credits
Math	2 credits
Physical Education	1 credit

### **Eleventh or Twelfth Grade**

Government	1 credit
Economics	1 credit

### **Twelfth Grade**

Speech	1 credit
Physical Education	1 credit
English elective	1 credit

## **Recommended Elective Courses for College Bound Students**

### **Foreign Languages**

Many colleges require or suggest that students have two to four years of foreign language. Any student planning on attending college should consider that at least four of their elective credits to be foreign language credits.

### **Ninth Grade**

Spanish I	2 credits
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### **Tenth Grade**

Spanish II	2 credits
Accounting I	1 credit
Writer's Workshop	1 credit

### **Eleventh Grade**

Spanish III	2 credits
Third Year Science	2 credits
Algebra II	2 credits
Other Math electives	

### **Twelfth Grade**

Spanish IV	2 credits
College English	2 credits
Pre Calculus	2 credits
Psychology	1 credit
Science electives	

### **Early Graduation**

Generally, students will be required to complete the necessary course work and graduate from high school at the end of grade twelve. Students may graduate prior to this time if they meet the minimum graduation requirements stated in board policy and the student has the approval of the board and a recommendation by the superintendent and building principal. Students must apply by October 1st of the student's senior year.

A student who graduates early will no longer be considered a student and will become an alumnus of the school district. Therefore, the student who graduates early can no longer participate in any school activities. However, the student who graduates early may participate in commencement exercises.

### ***MISCELLANEOUS***

#### **Telephone Use During the School Day**

Generally, students receiving telephone calls during school hours will not be called to the telephone. The principal's office will take a message and forward it to the student. Only in emergency situations are students removed from class or another school activity to receive a telephone call. Students should not be sent to the office during class time to make non-emergency phone calls. Class time is dedicated to academic rigor.

#### **School Announcements**

Students are responsible for knowing the content of daily announcements. Students who wish to have an item included in the daily announcements must have permission from the principal.

#### **Visitors/Guests**

Visitors to the school grounds must check in at the principal's office. If a student wishes to bring a guest to school, the student must receive permission from the principal prior to the guest's visit. Due to the distraction potential, administration and staff discourage having student visitors at school. If the situation arises, students must obtain permission from the principal prior to having a student visitor. All visitors must check in at the principal's office upon arrival at school.

#### **Legal Status of Student**

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

#### **Cafeteria**

The school district operates a lunch and breakfast program. Students may either bring their own lunches to school or purchase a lunch and other items, including milk. Students must eat their lunch in the cafeteria. Students are to remain in the lunchroom for the entire lunch period, unless previous arrangements have been made with a faculty member.

In order to provide for an orderly and attractive lunchroom environment, the following rules apply:

1. Keep all food and lunch on trays.
2. Properly dispose of waste in appropriate containers in the lunchroom.
3. Return necessary items to the receiving window and then return to your seat.
4. Talk in a normal voice.
5. No food or beverages, other than water, are allowed outside the cafeteria.

### **Food/Drink Delivery**

Using food and drink delivery services (DoorDash, GrubHub, etc.) to have items delivered to the school for students is not allowed. Any student order (regardless of it being made by students or parents) will not be accepted by the office or by any student as the main office cannot be used as a hub for student food delivery otherwise this will overtake the necessary operations of that office.

Additionally, students and families should not drop off drinks and food items for students during the day as these also will not be accepted. The only exception to this would be if a parent dropped off a forgotten lunch, water bottle, snacks for after-school activities, etc.

### **Buses and Other School District Vehicles**

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

- Persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor and chaperones are to follow the school district policies, rules and regulations for student violations.
- Riders must be at the designated loading point before the arrival time.
- Riders must wait until the vehicle comes to a complete stop before attempting to enter.
- Riders must not extend arms or heads out of the windows at any time.
- Aisles must be kept cleared at all times.
- Riders shall load and unload through the right front door. The emergency door is for emergencies only.
- Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.
- The driver may assign riders a seat.
- Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement.
- Riders are not permitted to leave their seats while the vehicle is in motion.
- Waste containers are provided on all vehicles for riders' use.
- Permission to open windows must be obtained from the driver.
- Classroom conduct is to be observed by students while riding the vehicle except for ordinary conversation.
- The driver is in charge of the riders and the vehicle, and the driver is to be obeyed promptly and cheerfully.
- Riders should assist in looking after the safety and comfort of younger riders.
- Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
- Riders must not throw objects about the vehicle nor out through the windows.
- Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
- Riders must keep their feet off the seats.
- Roughhousing on the vehicle is prohibited.
- Riders must refrain from crowding or pushing.
- The use or possession of alcohol, tobacco or look-a-like substances is prohibited in the vehicle.
- The good conduct rule is in effect.

### **School Library**

The school library is available to students during school hours. The library is a place for study and research. It is not a place to socialize. Students are expected to conduct themselves as if they were in class while in the library.

The library is open from 7:55 am to 3:45 pm when the teacher librarian or aide is available to assist you. Books may be checked out for two weeks and are renewable. Fines for overdue books are \$.05 cents per day. Magazines and vertical file information may be checked out for three days. Reference materials may be checked out for overnight with the teacher librarian or aide's permission. The student will pay for any items lost or damaged.

### **Child Study Team**

The Child Study Team is composed of administrators, counselor, and any teachers who teach the student in need of assistance. The team assists at-risk students with academic and behavioral problems by developing a supplemental plan for the student. The team meets when necessary. Parents are notified before a supplemental plan is implemented.

### **Parent/Teacher Association/Organizations**

- Springville All-Sports Boosters support athletic programs within in the secondary school. Dues are collected at the beginning of each school year, and volunteering is strongly encouraged.
- Parents of Springville Arts and Music Students are a volunteer-run 501(c) 3 corporation that supports arts and music programs in the Springville School District.

Information on meeting times and events is published in the school newsletter. For more information on these organizations, contact the secondary principal's office.

### **Guidance Program**

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

### **Citizenship**

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

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

### **Inspection of Educational Materials**

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment materials are

only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the principal's office.