

**Iowa Falls-Alden  
High School  
Student Handbook  
2016-2017**



**1903 Taylor Ave.  
Iowa Falls, IA 50126  
Phone: (641)- 648-6440  
Fax: (641)- 648-3222  
[www.ifacadets.net](http://www.ifacadets.net)**

**Dr. John Robbins- Superintendent  
Tony Neumann- IFAHS Principal**

## TABLE OF CONTENTS

Academic Eligibility.....	25	Communicable and Infectious Diseases.....	18
Academic Letters.....	9	Consequences for Attendance Violations....	15
Anti-Harassment & Bullying .....	41	Counseling & Guidance Services .....	42
Asbestos Notification.....	18	CPR Requirement .....	18
Assemblies.....	22	Credit for Work Due to Absences.....	15
Athletics & Activities .....	24	Credit Waiver for Physical Education.....	13
Athletic Equipment.....	25	Dances .....	22
Attendance and Participation in School Activities.....	14	Dangerous Weapons & Objects.....	31
Book Fees.....	30	Definitions.....	8
Building Grade Scale.....	9	Dress Code.....	31
Buses and Other School District Vehicles...	30	District Non-Discrimination Statement .....	7
Canned and Bottled Beverages.....	30	Due Process .....	32
Care of School Property.....	30	Dual Enrollment Students.....	9
Cell Phone & Elec. Device Usage .....	31	Early Graduation.....	13
Changing Sports.....	25	Educational Records.....	29
Cheating.....	31	Eighteen-Year-Old Rule.....	32
Citizenship.....	42	Elevator.....	32
Class Rank.....	13	Emergency Drills.....	18
Class Schedule .....	43	Equal Educational Opportunity.....	7
Class Schedule Changes.....	9	Excessive Absences/Removal From Class .....	15
Class Time/Tardies.....	14	Field Trips.....	22
Classification of Students.....	9	Final Semester Grade.....	9
Classroom Performance.....	25	Food Safety Policy.....	18
Closed Lunch Break.....	14	Good Conduct Rules.....	26
Coach and Sponsor Rules.....	26	Grade Reports.....	10
College Visits.....	14	Graduation Ceremony (Commencement).....	13
College, Military, and Career Representative Visits.....	14	Graduation Credit.....	13
		Graduation Information .....	12

Green Belt Alternative Education.....	10	Money and Valuables.....	34
Hall Passes.....	32	Multi-Tier System of Support (MTSS).....	11
Homelessness .....	19	National Honor Society.....	22
Health Screening.....	19	Notifying School for Absences .....	15
Homecoming Candidate Selection .....	28	Off Campus Privileges .....	16
Honor Roll.....	10	Open Enrollment .....	11
Human Growth and Development.....	10	Open Gym During Non-School Hours.....	34
IFAHS Academics .....	9	Parent Complaints.....	35
IFAHS Mission .....	6	Parent Teacher Conferences .....	11
IFAHS Vision .....	6	Parking at School.....	35
Illegal Items Found in School or in Students' Possession.....	33	Physical Education Pass / Fail Policy.....	11
Immunizations.....	19	Physical Examinations.....	19
Inclement Weather .....	19	Physical Restraint Policy .....	20
Incomplete Grades.....	10	Post-Secondary Enrollment Options.....	11
Inspection of Educational Materials.....	43	Posting of Information.....	35
Internet Access.....	33	Progress Reports.....	12
Interrogation by an Outside Agency.....	33	Purple Cord Service Program.....	23
Jurisdictional Statement.....	8	Restitution .....	35
Legal Status of Student.....	33	Safe Schools .....	35
Lost and Found.....	34	School Announcements.....	35
Lunch / Breakfast / Snack Bar.....	34	School Day.....	16
Lunch Ticket Policy.....	34	School Fees.....	35
Media Center.....	34	School Nurse.....	21
Medication Policy .....	19	School Spirit and Sportsmanship .....	23
Minimum Student Load.....	11	Semester Test Opt-Out .....	16
		Semester Tests.....	12

Sexual Abuse and Harassment of Students by Employees.....	21	Substaining Violations for Athletics, Activities, and Organizations.....	29
Special Education Attendance.....	17	Suspicious of Student Impairment .....	24
Staff List .....	5	Suspensions and Expulsions.....	17
Standardized Tests.....	12	Transcripts.....	14
Student Activities .....	22	Transferring to Another School District.....	30
Student Activity Tickets.....	23	Transfer Students & Good Conduct Rules.....	29
Student Attendance.....	14	Use of Preliminary Breath Tester.....	37
Student Complaints.....	35	Use of School District Facilities by Student Organizations.....	24
Student Council.....	23	Vending Machines.....	37
Student Drop Off and Pick Up .....	36	Violations & Procedures for Discipline .....	37
Student Funds and Fund Raising.....	23	Visitors/Guests.....	22
Student Health, Well-Being, & Safety.....	18		
Student Health & Immunization Records ....	20		
Student Illness or Injury at School.....	20		
Student Insurance.....	20		
Student Lockers and Desks.....	36		
Student Photographs.....	22		
Student Publications.....	36		
Student Records/FERPA.....	29		
Students Rights & Responsibilities.....	30		
Student Searches.....	20		
Study Hall Attendance.....	17		

**\*This student handbook is subject to change during the 2015-2016 school year. Any changes to this handbook will be published and distributed on the school website at [www.ifacadets.net](http://www.ifacadets.net).**

## Staff List

Tony Neumann	Principal
Dawn Parker	Success Coach
Peggy Coulson	Administrative Assistant
Jennifer Dodd	Administrative Assistant
Doug Dodd	Agriculture Education/FFA/ Freshman Sponsor/Coach
Angie Scallon	Alternative High School
Lynnette Fevold	Art
Kate Frohwein	Associate
Jamie Peterson	Associate
Kim Peterson	Associate
Tersa Vogel	Associate
Steve Ritter	Business Education
Brandon Uhlenberg	Business Education/Coach
Sydnee Mesch	English
Jessica Nystel	English/Large Group Speech/Academic Decathlon
Sadie Pfantz	English/At-Risk/Mentor
Kayleen Truex	English/Yearbook/Senior Class Sponsor/Junior Class Co-Sponsor/Mentor
Michael Collison	English/Coach
Danae Ites	Family and Consumer Science/Coach
Courtney Roll	Family and Consumer Science/FCCLA
Lori Riley	Food Service Director
Brook Hart	Food Service
Kim Shane	Food Service
Deb Caruth	Food Service
Sherry Zimpfer	Food Service
Tradell Berke	Food Service/Custodian
Michelle Kriegel	Guidance Counselor/Senior Leaders
Lois Rieber	Guidance Secretary
Shawn Daniels	Head Custodian
Andy Blunt	Night Custodian
Kevin Seidl	Industrial Tech/Coach
Mary Jean Nederhoff	Instrumental Music/Band Director
Deb Kuhfus	Juvenile Court Liaison
Matt Mulford	Math/Math Club
Matt Becker	Math/Coach
Rosanne VanDyke	Math/Sophomore Sponsor/Mentor

Nicki Smith	Media Specialist/Librarian/Individual Group Speech
Erin Mulford	Media/Library Associate
Janet Tidman	Physical Education/Coach
Gregg Winters	Physical Education/Health/Leo Club/Coach
Laura Thies	School Nurse
Maria Heetland	School Nurse Secretary
James Herzog	Science/Data Leader Intervention Coordinator
Olivia Tebben	Science
Ryan Kuker	Science/Biology/Coach/AIW & IPI Student Engagement Coach
Kody Moses	Social Studies
David Harms	Social Studies/Coach
Brian Sauerbrei	Social Studies/Mentor
Rachel Bartels	Spanish/International Club
Lisa Buss	Spanish
Lorie Lyman	Special Education
Jamie Lofstedt	Special Education/Coach/Special Olympics
Paula Goodknight	Special Education/Spring Play
Lori Mulford	Special Education/Work Study/Student Council
Brian Hansen	Technology
Mick Parker	Technology
Karen Carstens	Vocal Music

**IFAHS Mission**  
**To Serve and Empower**  
**IFAHS Vision**  
**Inspiring Integrity....**

### **District Non-Discrimination Statement**

The Iowa Falls and Alden School Districts do not discriminate in their education programs or educational activities, or with students, parents, employees and others doing business with or performing services on the basis of race, color, creed, age (except students), religion, sex, marital status, national origin, sexual orientation, gender identity, socioeconomic status, or disability in admission or access to, or treatment in, its programs and activities, hiring and employment practices.

It is also the policy for both districts to have curriculum and instructional materials reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and lifestyles open to women and men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias due to race, color, creed, sex, national origin, religion, marital status, sexual orientation, gender identity, or disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a multicultural/gender fair society.

Any person who feels they have been discriminated against are encouraged to contact the Alden and Iowa Falls School District's Affirmative Action Coordinator. The Affirmative Action Coordinator for both districts is Dr. John Robbins, Superintendent and can be reached at either the Alden Elementary, 209 Center Street, Alden, Iowa, 50006, email: jrobbins@ifacadets.net, tel:515-859-3393 or at the Iowa Falls Superintendent's Office, 710 North Street, Iowa Falls, Iowa,50126, email: jrobbins@ifacadets.net,tel:641-648-6400.

Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 is directed to contact for the Iowa Falls School District: Michelle Kriegel, High School Guidance Counselor, at IFA High School, 1903 Taylor Ave., Iowa Falls, Iowa 50126, email: mkriegel@ifacadets.net, tel: 641-648-6440 and for the Alden School District: Kim Nelson, Alden Principal at 209 Center Street, Alden, Iowa, 50006, email:knelson@ifacadets.net,tel:515-859-3393 who have been designated by the Iowa Falls and Alden School Districts to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, §504 and Iowa Code 280.3. Any person may also contact the Director of the Region VII office Civil Rights, U.S. Department of Education, Kansas City, Missouri, regarding the school district's compliance with the regulations implementing Title VI, Title IX, or Section 504 or the director of the Iowa Civil Rights Commission, Des Moines, Iowa.

### **Equal Educational Opportunity**

Iowa Falls - Alden High School does not discriminate in its education programs or educational activities on the basis of age, color, national origin, race, and religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Students are educated in programs, which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is Ms. Michelle Kriegel. She can be reached at 648-6440. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 10220 North Executive Hills Blvd., 8th Floor, Kansas City, MO 64153-1367, (816) 891-8156, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319, (515) 281-5294.

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The "special education problem solving 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 Mr. Jeff Burchfield at 648-6430.

### **Jurisdictional Statement**

This handbook is an extension of board policy and is a reflection of the goals and objectives of the 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, other employees, students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures or language. Students are not to engage in public displays of affection.

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 or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the school district's policies, rules and regulations 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 and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know and comply with the contents of the handbook. Students or parents with questions or concerns may contact the principal's office for information about the current enforcement of the policies, rules or regulations of the school district.

### **Definitions**

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings. 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.



# **IFAHS Academics**

## **Academic Letters**

Academic letters are presented to those students who maintain a Grade Point Average of 3.50 in each of two consecutive semesters and earn a minimum of (6.5) credits each semester. Course work taken through special education, alternative, or non-accredited programming will not be included in calculating academic letter recognition.

## **Building Grade Scale**

A building wide grade percentage grade scale will be used in high school courses. The exception would be pass/fail classes. Grades will be rounded to the nearest percentage at each grading period. The grading scale is as follows:

A 93-100	C 73-76
A- 90-92	C- 70-72
B+ 87-89	D+ 67-69
B 83-86	D 63-66
B- 80-82	D- 60-62
C+ 77-79	F 59 & below
P 60% & above	

## **Classification of Students**

Students are classified on the basis of number of graduation credits they have earned, not the number of years they have attended high school.

Students classified as freshmen, sophomores, juniors or seniors are assigned lockers in their respective class hallways. Students are eligible to be a class officer or student council representative of their respective class, and are afforded all rights, duties and privileges as a member of their respective class.

In the event a student has not earned enough graduation credits to move to the next classification level to start the next school year, she/he would be allowed to advance to the next classification level at the beginning of the second semester if the required number of credits were earned.

## **Class Schedule Changes**

Students are able to drop or add classes to their schedules within five days of the start of each semester without penalty.

Students who wish to drop a class after the first five days may be allowed to do so, but will receive an "F" grade for the semester in the class that was dropped. The principal, for extenuating circumstances, may make exceptions to this policy.

## **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 office.

## **Final Semester Grade**

The final semester grade determines credit earned for the course, enters into cumulative grade point average and is reflected on the student's permanent record. The semester final grade indicates performance over the entire course. The final semester grade is determined by counting each quarter as 40% and the semester test as 20%. If a semester final grade is determined by the average of the two-quarter grades, then each quarter grade is counted as 50%. Percentages will be rounded to the nearest percentage.

Students who do not complete all major requirements for a course may be considered as not completing the course and will receive no credit for the semester. An "F" will be entered in the record. Examples of major requirements would include such things as semester tests, term papers or major projects.

Students who chose to opt out of a semester test under the provisions of the "six-period absence policy" will have their final semester grade determined by calculating the average of the two-quarter grades.

### **Grade Reports**

Students receive progress reports in the form of report cards at the end of each quarter and semester. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance. Parents can also check grades on our web site at the following address:

**<https://ps-iowa-falls.gwaea.org/public/home.html>**

Stop by or call the office to get your username and unique password so that you can access your child's grades at any time.

### **Green Belt (Alternative Education)**

The Green Belt High School is designed to meet the unique academic needs of a diverse school population seeking the opportunity to excel in their academic requirements, remediation of low or lacking academic skills, and/or recovery of core academic credits to meet graduation requirements. The student-centered learning environment is to help students who have not been successful in the traditional schools obtain a quality high school education while building a positive attitude toward learning and improving self-image. To enroll a student must have a recommendation from principal, guidance counselor, or ATTAIN Committee. For the benefit of the student who receives Special Education services, an IEP meeting with the Green Belt staff must be held before enrollment. Students who are enrolled at Green Belt High School earn graduation credits, receive a diploma from IFAHS, and participate in graduation ceremonies. However, credits earned at Green Belt High School will not count towards class rank, honor roll, academic letters, and other such awards. Please call GBHS at 648-8643 (Angie Scallon) for information.

### **Honor Roll**

To earn honor roll distinction, students must achieve a grade point average between a 3.0 and a 4.0. We will have an A Honor Roll for those students earning a 3.51- 4.0 and a B Honor Roll for those students earning a 3.0 - 3.5 grade point average, while earning a minimum of 6.5 credits each semester. Course work taken through special education, alternative, or non-accredited programming will not be included in calculating honor roll recognition. Students with incomplete or failing grades are not considered for the honor roll.

### **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 in the principal's office prior to its use and have their child excused from human growth and development instruction.

### **Incomplete Grades**

Incomplete grades will normally not be given unless there are extenuating circumstances. Students who receive an incomplete in a class must complete the class within (2) weeks after the quarter ends. The teacher with the permission of the principal may grant extensions. Failure to finish an incomplete may result in a failing grade or loss of credit.

### **Minimum Student Load**

All students must enroll in courses each semester, which carry a total of six and one-half (6.5) credits. Students who fall below the six and one-half (6.5) credits will have a meeting with the principal, the counselor, and the parents to review the consequences of this decision and will be assigned to study hall for those classes dropped. Should a student fall below five and one-half (5.50) credits, action may be taken pursuant to partial removal from the school day and/or losing the privilege of participating in extracurricular activities.

Students participating in alternative or at-risk programs may be excused from the 6.50 credit requirement with the approval of the high school principal.

### **Multi-Tiered System of Supports (MTSS)**

Multi-Tiered System of Supports (MTSS), previously known as Response to Intervention (RtI), is an every-education, decision-making framework of evidence-based practices in instruction and assessment that addresses the needs of ALL students starting in general education.

The goal is to provide all students with additional, smaller group time, and to work with staff members. As a result of this time, students will be able to achieve overall quality work (70% or higher) and turn in all graded classwork. All students grades 9, 10, & 11 will partake in the MTSS process. Seniors are not required to partake in the MTSS process unless they fall below the Tier 1 criteria (scoring <70% or earning zeros/incompletes). If seniors do not attend the MTSS time provided, they will lose their open campus privileges. MTSS will meet Monday, Tuesday, Thursday, and Friday between 6 and 7th period from 1:25-1:45pm

### **Open Enrollment**

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parent's' request. Students wishing to open enroll to another school district must apply for open enrollment by January 1 of the school year preceding the school year in which they wish to open enroll unless there is good cause defined by law for which the deadline is June 30. Open enrollment may result in loss of athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact the superintendent of schools for information and forms.

### **Parent-Teacher Conferences**

Parent-teacher conferences will be held during the first, second, third, and fourth quarters. Parents are highly encouraged to attend and visit with all of their student's teachers. Students are encouraged to attend these conferences as well.

Parents are urged to contact the school any time during the year when there are questions or concerns about the academic progress of their students. Telephone conferences or face-to-face conferences will be scheduled at the earliest possible convenient time. E-mail messages may also be sent to the teachers in the following form: (ex: jdoe@ifacadets.net).

### **Physical Education Pass / Fail Policy**

Students have an option of taking physical education class for grade point credit or on a pass/fail basis. Students who earn a passing grade through either option will receive one credit per year.

### **Post-Secondary Enrollment Options**

Students in grades nine through twelve must be proficient in all three-core subjects on Iowa Assessment Tests. If there is a comparable class that is offered at the high school the student must earn a passing grade in this course before they are allowed to take the course at the college level. Students may receive high school graduation credits for successfully completing courses at community colleges, private colleges or state universities. Grade points associated with the credits received under this program are included in H.S. class ranks.

The school district may pay up to \$250 of the cost of a course taken by 9th and 10th grade talented and gifted students and 11th and 12th grade students. The school district does not pay for the costs of summer school classes. However, summer school classes may be eligible for high school credit.

Students who fail the course or fail to receive credit in the course paid for by the school district must reimburse the school district for all costs directly related to the course. (Including Textbooks) Prior to enrolling in a course, students age 18 or over or the parents of students under age 18 shall sign a form indicating they are responsible for the costs of the course should the student fail the course or fail to receive credit for the course. The school district may waive the cost of the course for students who fail the course for reasons beyond their control, including, but not limited to, the student's incapacity, death in the family or a move to another school district.

### **Progress Reports**

Progress reports, parent conferences, emails, or telephone calls may be made at any time during the year when conditions warrant. It is the practice of the school for the teacher to notify parents or guardians prior to issuing a failing grade.

### **Semester Tests**

Semester tests are required for students and may count as 20% of the final semester grades. Students who do not complete all major requirements for a course may be considered as not completing the course and will receive no credit for the semester. An "F" will be entered in the record. An example of not completing a major requirement would be not taking the semester test, not turning in a term paper, major project, etc.

### **Standardized Tests**

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

Standardized tests given at IFAHS include the Iowa Assessment Tests (9<sup>th</sup> -11<sup>th</sup>) and Achievement Level Tests (MAP) (9<sup>th</sup> & 10<sup>th</sup>). Other standardized tests such as the ACT, ASVAB, and PSAT, and COMPASS are made available upon individual request.

## **Graduation Information**

Students must earn a minimum of 50 semester credits in order to graduate from Iowa Falls -Alden High School. Required and elective credits needed for graduation are:

### **Credits: Class of 2015 and Beyond**

Physical Education	4
English	8
Math	6
Science	6
Social Studies	6
Electives	18
Personal Finance	1
Business Exploratory	1
<b>Total =</b>	<b>50</b>

### **Class Rank**

Class rank represents the numerical position of a student in the class with which s/he graduates. The “numerical position” is determined by cumulative grade point average. For example, a senior student who has a cumulative grade point average of (4.00) in a senior class of one-hundred (100) students - would have a class rank of “1/100”. S/he would be at the top of the class. Cumulative grade point averages will be calculated two (2) decimal places.

Classes not included in the class rank grade point average include classes taken through special education programming, through alternative education programming, and through schools/settings that are not accredited through the state department of education.

Students who transfer in from non-accredited schools/settings will not be eligible for class ranking until they have been fully enrolled for six (6) or more semesters. Likewise, said students will only be eligible for student honors and awards for the actual period of time they have been enrolled as regular students in the school district.

### **Credit Waiver for Physical Education**

Students who participate in organized and supervised athletic programs\* at Iowa Falls - Alden High School may request credit waivers for physical education. Only one semester of participation in physical education may be waived each school year for any given student. A waiver may only be enacted during a semester when a student is actively involved in an athletic program. Students who are granted credit waivers will earn one-half (.5) credit in physical education if they successfully complete the identified athletic season. All credits earned under this provision will be registered as a “P” for “pass” on student transcripts.

(\* Athletic programs must be officially recognized by the Iowa High School Athletic Association or by the Iowa Girls High School Athletic Union. For example rugby, bowling, and drill team do not count)

### **Early Graduation**

Students who meet the graduation requirements established by the board of education prior to the end of their senior year may apply to the principal for early graduation. Students should apply at least one semester prior to the completion of the graduation requirements. In order to graduate early, students must have the approval of their parents, counselor, principal & the board of education.

Students who graduate early become alumni of the school district and are not allowed to enroll in any classes including post-secondary options or to participate in school activities beyond their “early graduation date” except prom and graduation ceremonies.

### **Graduation Ceremony (Commencement)**

Students who are in good standing, who meet the graduation requirements set by the board, and who follow the rules as set forth by the administration are allowed to participate in the graduation ceremony. Home schoolers who do not receive a diploma will not be allowed to go through graduation ceremonies. It is possible that students who are serving discipline at the time of the graduation ceremony will not be allowed to participate. Students are not required to participate in the graduation ceremony in order to receive a diploma.

### **Graduation Credit**

In general, students receive one graduation credit by earning a passing grade in a course that meets one class period every day for a semester. Two graduation credits are received by earning a passing grade a course that meets two class periods every day for a semester. One-half of a graduation credit is received by earning a passing grade in physical education class.

In the event a student transfers in from a state accredited school, the student’s cumulative record from the previous school(s) shall be reviewed to determine the appropriate number of credits to be awarded and the appropriate grade level placement.

In the event a student transfers in from a non-accredited school/setting, the district retains the right whether or not to accept credits earned in a non-accredited school setting. The district also retains the right to determine grade level placement. In the event a credit is awarded, neither the numerical nor the letter grades received in the non-accredited school/setting will be recorded on the student's permanent record.

Credits and grades earned through dual enrollment under Iowa Code section 299A.8 will be accepted towards graduation and class rank and honors and awards, if all other criteria are met.

### **Transcripts**

Transcripts of grades may be mailed upon a written request at no charge. Student written requests are honored for students who are 18 years of age or older. Parent written requests are honored for students who are under 18 years of age.

## **Student Attendance**

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

### **Attendance and Participation in School Activities**

Students in school activities must be in school at least 1/2 day on the day of the event in order to participate in a school activity. This rule may be waived for extenuating circumstances.

### **Class Time/Tardies**

Students must be in class a minimum of 3/4 of the class time to be credited for a period of attendance. (31 minutes on Mon, Tues., Thurs., and Fri.; 28 minutes on Wed.)

### **Closed Lunch Break**

All students are restricted to the student center and outdoor student garden during the lunch break. Exceptions are made for students who have off campus privileges, who are engaged in a work release program over the noon hour, or who are with their parents.

### **College, Military, and Career Representative Visits**

Seniors and juniors may visit with college, military and career representatives who come to our high school. Permission to attend must be obtained from the guidance office at least a day in advance of the meeting.

### **College Visits**

Seniors and juniors are encouraged to visit college campuses on weekends or school holidays. Students are given 2 college visit days per year during their junior and senior years to help make the best decision possible. Consult the guidance department for assistance in making advance arrangements so that the benefits from the visits are maximized.

### **Consequences for Attendance Policy Violations**

Whenever possible, discipline imposed because of absence problems shall not create further class absences. Disciplinary measures may be used by school authorities as consequences for attendance violations may include the following:

1. Upon acquiring 6 absences (excused or unexcused) parents or guardians will be contacted by a member of the at risk team stressing the importance of attendance and the connection to educational success.
2. Upon acquiring 8 absences from school a meeting will be set up with parents by a member of the at risk team to discuss reducing absences. The county attorney will also be carbon copied with notes from this meeting.
3. Upon acquiring 10 absences from school, a meeting will held between a member of the at risk team, student, and parent to develop a formal attendance contract. A copy of this contract will be forwarded to the county attorney.

Students who miss three consecutive days of school due to illness, may be asked provide a doctor's note or may have contact with the school nurse.

### **Credit for Work Due to Absences**

Students are responsible for arranging to make up schoolwork, and are allowed to make up schoolwork upon the approval of their teacher. When a student anticipates an absence every effort should be made to obtain & make up the assignments in advance.

When a student absence is not anticipated students will receive full credit for schoolwork missed if the work is made up within a prescribed number of school days (number of days missed plus one). For absences longer than three consecutive days, additional time may be given at the discretion of the teacher. Credit for work not completed within the designated time limit shall be at the discretion of the teacher.

Being absent from school in itself, will not be cause for reduction of a student's grade. If a student fails to make up the work missed, he/she will be required to attend MTSS/Common Time.

A student who is absent on the day(s) prior to the day of previously announced test or assignment due date will be expected to take the test or have the assignment completed upon his/her return to school.

### **Excessive Absences/Removal From Class**

Should it become necessary to remove a student from a course due to excessive absences, the student will be assigned to study hall in lieu of attending the class for the balance of the semester and the student will forfeit the opportunity to earn credit.

### **Notifying the School When Absent**

The policy of the District is that consistent and punctual attendance is of vital importance and is a prerequisite for completing an education. Attendance is a shared responsibility and requires cooperation and communication among students, parents, and school. Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood. Students with chronic absences can be identified as at risk and they will be referred to the at risk support team.

Students who know they will be absent must notify the office prior to the absence. If advance notification is not possible, parents must notify the office at (641) 648-6440 on the day of the absence prior to 9:00 a.m. If notification is not received, the office attempts to contact the parents at their emergency number. Before a student is readmitted after an absence, the student must bring a note signed by the student's parents to the office explaining the reason for the absence. The school determines whether an absence is excused or unexcused. Excused absences include, but are not limited to, illness, family emergency, recognized religious

observances and school-sponsored activities. Unexcused absences include, but are not limited to, tardiness, shopping, hunting, concerts, preparation or participation in parties or other celebrations and employment. Students are expected to be in class on time. Students who need to leave school during the school day must receive permission from the office and have a note signed by the student's parents, have their parents telephone the office or have their parents pick them up. Students who return to class or arrive after the school day has begun must present a signed note from their parents to the office for readmission. Students are not released to anyone other than their parents during the school day unless the office has a note signed by the student's parents.

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

### **Off Campus Privileges**

Senior students will be eligible for the off campus privilege during study halls. This privilege will be available for all seniors who are in good standing in terms of academics, discipline, and attendance. Seniors who do not have a regular scheduled class must either leave the school building and grounds completely, report to study hall, senior lounge in the library or a specific teacher, and are on time.

\*Seniors who have been removed from a class due to attendance, disciplinary, or other such reasons will be reassigned to study hall, and will not be eligible for off campus during the period they have been reassigned to study hall.

\*Seniors that are failing or have incompletes/zeroes in any classes will lose off campus privileges and be assigned to MTSS/Common Time until classroom performance improves above 70%.

\*Seniors who leave under the off campus policy may not return to school until it is time for their next scheduled class.

\*Students who leave under the off campus policy are expected to be law abiding citizens while out in the community.

\*Seniors who abuse the privilege of off campus will lose the privilege at the discretion of the principal.

### **School Day**

Students may be present on school grounds before 8:00 a.m. or after 4:00 p.m. only when they are under the supervision of an employee or an extracurricular activity sponsor. If school is dismissed early, students are expected to leave the school grounds within 30 minutes of dismissal.

### **Semester Test Opt-Out**

A student who misses no more than two days (per semester) in any of his/her registered classes may be allowed to opt out of one semester test. Students may select which class, providing permission is given from the teacher, provided they have achieved a standard minimum grade. Absences for school-sponsored activities, college class, college finals, and suspensions are exempt.

### **Special Education Attendance**

Students identified with special educational needs will be expected to adhere to the Iowa Falls - Alden High School attendance policy unless the student's failure to attend school has been identified as being directly related to the student's handicapping condition



## **Study Hall Attendance**

The school administration will not honor requests to be excused from study hall if such requests are interpreted as a violation of the off campus policy which is extended only to seniors. Underclassmen will not be excused on a daily basis and will only be excused for appointments, which cannot be arranged for outside of regular school hours.

It is important that to develop proper study habits within each and every student. The study hall must be maintained as a place to study and the student must not be allowed to gain the concept that it is a recreation room. A few minutes of explanation concerning the value of the study hall and what is to be expected of each student will eliminate much of the difficulty providing this is done during the very first meeting of the study hall. If a business-like environment is maintained at all times, students will come to expect this and ultimately appreciate the study time made available for them.

In the management of study halls it is wise to have as much consistency as possible. Otherwise there is sure to be comparison and criticism when one teacher allows what another forbids.

1. Don't give a student a building pass to see a teacher. Inform the student that he/she must get his/hers pass for the conference from the teacher in person. This can easily be done during the passing of classes. The teacher with whom the student is to have a conference should hold the student until the end of period unless the time of leaving and arriving is indicated on the pass.
2. Building passes will be given to students who go to the guidance office. Students will be expected to return to the study hall before the end of the period unless the guidance office notifies the study hall teacher accordingly.
3. Passes are to be used to allow students to go to the restroom, principal's office, and lockers.
4. All students are to be signed in and out of study hall so their whereabouts are known at all times.
5. A study hall is a place for study, for the preparation of work for the classroom. Students are expected to bring class work or reading material to study hall. Cards, computer games, and other games are not allowed. Newspapers, books and magazines may be allowed within reason. Quiet conversation and group study may be permitted at the discretion of the study hall supervisor.
6. An assigned seating chart should be used in checking the attendance of each study hall group. Study hall teachers must check the attendance. Watch for desk defacement by the use of the chart. Many marks, carved initials and the like are prevented by the fact that you are organized to identify the offender. It is wise to inspect all desktops each week. Student knowledge of your inspection trips is preventive medicine in itself.
7. Do not allow students to come in late to the study hall without an admit slip. Treat the study hall as you would your classroom;
8. Students are not allowed to bring canned or bottled beverages or food into the building.

## **Suspensions and Expulsions**

When a student's absence is caused by a suspension such absence will be treated as an administrative absence rather than a voluntary student absence. Suspension days will not be counted as absences.

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

Iowa Falls - Alden High School is determined to keep its students safe and free from harm. To this end it is of utmost importance that everyone in the school conducts themselves carefully with concern for their own and others' safety. Students are requested to notify teachers or the administration of risks of injury or harm to themselves or others.

## **Asbestos Notification**

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

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the mgmt. plan is available for inspection in the 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 not limited to, mumps, measles, and chickenpox.

## **CPR Requirement**

CPR/AED training is a graduation requirement. The school nurse sets up a course for the 11<sup>th</sup> graders during the school day in the spring. This course is approved by the American Heart Association to satisfy this requirement.

## **Emergency Drills**

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

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

It is extremely important that students respond both correctly and immediately. Be sure to know the evacuation procedures for each room attended. Students are expected to remain quiet and orderly during a drill or an emergency.

## **Food Safety Policy**

The food must meet the guidelines within the Healthy-Hunger Free Kids Act and the school's Wellness Policy. Vending machine items must also comply with the school's Wellness Policy. Any drinks other than water in a clear plastic bottle that is seen in the hallways will be confiscated and thrown away. At no time will food or drink be brought into the ICN room, the library, or the auditorium.

### **Health Screening**

Throughout the year, the school district sponsors health screening for such things as vision and hearing. A licensed audiologist through the AEA in regards to hearing follows high school students. Vision checks are done on a referral basis either from the teacher or parent. 9<sup>th</sup> graders are required to have a dental screening prior to starting school.

### **Homelessness**

If a student's family lives in any of the following situations: in a shelter, motel, vehicle, or campground, on the street, in an abandoned building, trailer, or other inadequate accommodations, or doubled up with friends or relatives because you cannot find affordable housing, then you have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act. Contact the school nurse for more information about these options.

### **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. Parents who have questions should contact the principal's office.

### **Inclement Weather**

When school is cancelled because of inclement weather prior to the start of the school day, students and parents are notified over the radio, television stations, the school website ([www.ifacadets.net](http://www.ifacadets.net)) and Iowa School Alerts. For a list of radio and television stations the district reports to, please see the school website.

### **Medication Policy**

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

Medication is held in a locked cabinet and distributed by the school nurse or her appointee. 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; date of the prescription; name of the physician; potential side effects; and emergency number for parents.

### **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. Physicals are valid for one calendar year. Failure to provide proof of a physical examination makes the student ineligible to practice or compete. Students who cannot afford the cost of the physical examination should contact the coach of their sport or the school nurse.

### **Physical Restraint Policy**

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

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

If you have any questions about this law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education’s website link <http://www.iowa.gov/educate/> and search for Timeout, Seclusion and Restraint.

### **Student Health & Immunization Records**

Student health records are kept for two years beyond graduation. Student immunization records are provided to the student upon graduation with a letter stating the importance of keeping the record.

### **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 is released to the student’s parents or, with parental permission, to another person directed by the parents.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school contacts emergency medical personnel if necessary and attempts to notify the parents 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 office.

Student athletes are encouraged to have health and accident insurance when participating in extracurricular athletic programs. Students not purchasing school insurance should understand that there is no school insurance to provide protection for them during any phase of participation in athletic practices or events. Students who do not have and cannot afford insurance should contact their coach or the school nurse.

### **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 and inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

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

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

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

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

A student's body and/or personal effects (e.g. purse, backpack, etc.) may be searched when a school official has a reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body, handbags, 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 and with another adult witness of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

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

### **School Nurse**

The school nurse, Laura Thies, provides health-related services to all public school students in the Iowa Falls School District. The nurse's office is located in the principal's office complex at the high school. Office hours are from 8:00 - 4:00 on the days when school is session. The nurse's office can be reached by telephone by dialing the regular high school number, 648-6440.

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

The school district does not tolerate employees physically, sexually, or mentally abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Laura Thies at 648-6440 or Clyde Tarrence at 648-6440 as its Level I investigators. Robert Calloway is designated as the Level 2 investigator and may be contacted at 1-641-497-5280.

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.

### **Student Photographs**

Student photographs are taken in the fall of every school year. Photographs may be used for such things as student identification cards, yearbook pages, or permanent record information. Students are not required to purchase picture packages. Parents who do not want to have their student's pictures taken are to contact the principal's office.

### **Visitors/Guests**

All visitors to the school grounds must check in at the principal's office. Parents and school personnel are the only ones allowed to visit classes. Students are not allowed to bring visiting friends or relatives to school. The principal may grant exceptions.

## **Student Activities**

### **Assemblies**

Attendance at assemblies is a privilege. Students must behave in an orderly fashion on their way to an assembly, during an assembly and on their way back to the classroom. Students may lose this privilege due to disciplinary action.

### **Dances**

School-sponsored dances must have full approval from the faculty advisor(s) of the sponsoring organization before the principal grants final approval. The latest possible closing times for school-sponsored dances are 12:00 on Friday/Saturday nights, 12:30 a.m. for Homecoming.

Most school-sponsored dances will be for Iowa Falls - Alden High School students and their guests. A "guest" is a legitimate student date for the evening. Guests must be signed up in the office in advance. Forms are available in the office. The faculty-sponsors of the dance and the principal reserve the right to reject any guest. Students or guests leaving the dance will not be allowed to return. The doors will be locked and no one will be allowed to enter approximately one and one-half hours after the start of the dance unless special permission has been obtained in advance. The same rules of conduct regarding student behavior during the school day will apply at dances. The popular "grind" dances will not be allowed and students who do may be asked to leave the dance immediately.

### **Field Trips**

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 field trips may require make up work to be completed. 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.

### **National Honor Society**

The National Honor Society ranks as one of the oldest and most prestigious national organizations for high school students. The purpose of this organization is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character. Student's membership in the National Honor Society is based on achieving recognition in these four distinguishing traits.

To be eligible for nomination students must be a junior or senior and have achieved a cumulative grade point average of 3.20. Students nominated by the National Honor Society faculty council are requested to

submit a summary of all activities, service projects, elected offices held, and volunteer work in which they have participated. High school faculty members are asked to make recommendations, and to comment on students who are being considered for membership. Final selection will be made by a faculty committee in accordance with the national by-laws.

### **Purple Cord Service Program**

It is our belief that students who interact positively within their community will not only benefit the community, but also benefit their own leadership and citizenship skills. To encourage and reward volunteerism and community service, the Purple Cord Service Program will recognize students each year who have made significant contributions to the community through their service.

Seniors who have completed 100 hours of approved volunteer service during their four years at IFAHS will be awarded a purple service cord at graduation, and be recognized at the graduation exercises. Transfer students' hours will be pro-rated and determined by their start at IFAHS. A log of student completion of "approved service activities" will be maintained for students in the office. A committee will review activities periodically to determine what constitutes "approved" community service.

Any questions as to the approval of service hours will be referred to the oversight committee that will render a final decision about any issues.

### **School Spirit and Sportsmanship**

School spirit and sportsmanship often determine whether the students are behind the teams or not. School spirit is valuable; Players appreciate the support of other students and the community more than may be imagined. Sportsmanship is as important as school spirit. A good sportsman is considerate of all opponents, shows admiration for top-notch efforts, and is gracious when winning or losing.

### **Student Activity Tickets**

Students may purchase a student activity ticket for admission to certain school district activities. Students not wishing to purchase an activity ticket must pay regular prices to attend school district activities.

### **Student Council**

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

The Student Council is made up of students that complete a leadership application and have had three teachers/coaches sign off on their leadership abilities. The application process is completed during the spring of the school year.

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

Students may raise funds for school activities upon approval of the principal in advance of 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 who wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

### **Suspicion of Student Impairment**

- If a school staff member suspects that a student may be impaired, the staff member will contact the appropriate administrator and fill out the referral form.
- Administration will have student escorted to the administration office.
- The investigating administrator will contact the school nurse if it is suspected that impairment assessment is needed.
- The school nurse will do Impairment Assessment with an adult witness present to evaluate if suspected impairment is possibly medical versus substance.
- If Impairment Assessment suggests possible medical impairment, the school nurse will evaluate and contact parent/guardian/EMS as needed.
- If impairment assessment suggests possible substance impairment, the school nurse will consult with the investigating administrator regarding further interventions. The Administrator will attempt to contact the parents/guardians. The administrator will also determine whether to contact law enforcement if the situation involves arguable criminal activity on school property.
- If suspected impairment of undetermined cause, a written report of the school nurse's findings will be forwarded to the school administrator.

### **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.

## **ATHLETICS & ACTIVITIES**

High standards of behavior are expected by all students representing IFAHS in activities, athletics & organizations. Students who frequently violate school rules may be declared ineligible by the administration.

Students who engage in acts of vandalism, theft, terrorism, or criminal behavior (either in or out of school) will be ineligible to participate in the next co-curricular event (\*). The next co-curricular event is directly tied to the level at which the student normally participates in athletics, activities and organizations. For example a varsity athlete could not count a junior varsity athletic contest as the next event, nor could an upperclassman count the Freshmen Plays.

(\*) The next event is a minimum ineligibility period, which can be extended if the student is on suspension from school for a period of time, which encompasses more than one event, (or) if the coach/sponsor, or principal, deem that a longer ineligibility period is necessary.

National Honor Society members who violate the Citizenship standards of behavior will be subject to a review by the Faculty Council and subject to probation or dismissal in the same manner as violations of the Good Conduct Rules for Alcohol, Controlled Drugs, and Tobacco; violations of state or national laws.

### **Academic Eligibility**

In order to participate in activities, athletics, and organizations students must:



- A. be enrolled or dual enrolled in school;
- B. have earned passing grades in all full-time classes the previous semester;
- C. be earning passing grades in all full-time classes during the current semester;
- D. for students in athletics, music, or speech activities, be under 20 years of age;
- E. for students in athletics, music or speech activities, be enrolled in high school for eight semesters or less:
- F. for students in athletics, have not been a member of a college squad nor trained with a college squad, nor participated in a college contest nor engaged in that sport professionally;
- G. have met all transfer requirements, if the student is a transfer student, or be eligible under state law and regulations if the student is an open enrollment student;
- H. maintain an acceptable level of performance in the classroom (see next section).

### **Athletic Equipment**

In most sports, practice and/or game equipment will be issued to athletes. Athletes are responsible for this equipment. All equipment is to be returned promptly when athletes finish the sport; either at the end of the season or upon quitting the sport.

Equipment will be paid for by the athlete if it is lost or destroyed through negligence. (It is negligence on the athlete's part if equipment is stolen.) Cost of equipment will be determined by the athletic director and will be based upon replacement cost of equipment.

School-owned equipment is to be worn only at scheduled practices, games, or meets. Athletes found wearing school-owned equipment in public may be subject to disciplinary action.

Athletes may not be issued equipment, etc. at the start of a new sport season if they have not returned school-owned equipment, or made proper reimbursement for lost equipment from a previous season.

### **Changing Sports**

Athletes who are removed from a squad, or voluntarily withdraw from a squad, cannot start a new sport until the previous sport season has ended. Exceptions may be made by mutual consent of the coaches involved.

### **Classroom Performance**

An acceptable level of performance is defined as (1) earning a 2.0 grade point average (C) and (2) earning passing marks in each class.

Students must be passing all classes at the time of at the time of grade checks to maintain their eligibility. Grade checks will occur every three weeks. If a student fails to meet the requirements they will be ineligible for a minimum of one calendar week after which time eligibility will be reinstated when the minimum requirements have been met. Special education students or students covered by a Section 504 plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress as determined by the (staffing team) towards the goals and objectives on the student's IEP or accommodation plan.

\*The Iowa High School Athletic Association and the Iowa Girls High School Athletic Union require students to earn passing grades in all academic class credits each semester. Failure to do so will result in a loss of eligibility for 30 calendar days. Rules for summer sports will be 30 calendar days. A minimum of four full time classes must be taken. *Failure to earn credit in a minimum of four classes in a semester will result in loss of eligibility for the next semester.*

## Coach and Sponsor Rules

Athletic, activity and organization sponsors may incorporate additional participation rules and regulations for sports/activities under their direction. Such rules and regulations must be communicated to all participants and may not be in conflict with Board Policy or the policies of this handbook.

## Good Conduct Rules

As participants in the Iowa Falls - Alden High School athletics, activities, and organizations students must agree to abide by all Good Conduct Rules, understanding that as Iowa Falls - Alden High School participants MAY NOT use, consume, acquire, deliver or transport alcohol / controlled drugs / tobacco/ vapor products. Students must understand that any involvement with the aforementioned chemicals will cost them eligibility in the programs that they participate in.

### Points of Emphasis:

1. Good Conduct Rules are in force all year round.
2. Violations are cumulative over the course of the student's high school career. Good conduct violations stay on the student's record and are not deleted at the start of a new school year.
3. Any violation of the good conduct rule affects all activity and athletic programs in which a student is involved.

### **Good Conduct Violations For Athletes**

FIRST VIOLATION ...The student / athlete will be declared ineligible for 1/3rd of the known\* Boys State Association or Girls Union, scheduled contest dates.

SECOND VIOLATION ... The student / athlete will be declared ineligible for 2/3rds of the known\* Boys State Association or Girls Union scheduled contest dates.

THIRD VIOLATION ... The student / athlete will be declared ineligible for a full season. State sponsored tournaments are to be included in the third violation.

FOURTH VIOLATION ... One full calendar year of ineligibility. The period of ineligibility will begin when school officials have been notified of the violation.

\* The known dates will include the first round of the state sponsored tournament. Example: It is known that IFAHS will be in the first round of basketball tournaments. It is not known if IFAHS will be in the football playoffs. If the team or individual advances on in the tournaments each successive contest date will be counted as an ineligible date to fill out the student / athletes ineligibility period.

The following is the formula for figuring the ineligible period: Number of scheduled dates X .333 for the first violation. Number of scheduled dates X .667 for the second violation. Any fraction above the whole number will be rounded up. If a season has less than the state allotted number of contest dates, the smaller number of dates to figure the students' ineligible period will be used.

If the ineligible period covers two sports seasons the number of contest dates that will be missed will be figured on the basis of the percent of the in-season sport left and the percent of the following season to fill out the student's' period of ineligibility.

Practices must be attended throughout the ineligible period of the first three violations. If the student / athlete decides to quit the sport and not practice he or she will be declared ineligible for the same period of time in the next sport he or she participates.

Transfer students will fulfill any suspension due to good conduct policy violations at their former school before participating.

### **Good Conduct Violations for Activities (new organizations by discretion of principal)**

Academic Decathlon

- 1st Violation Ineligible for next series of competitions (District and/or State)
- 2nd Violation Ineligible for next two series of competitions (District and/or State)
- 3rd Violation Ineligible for next three series competitions (District and/or State)
- \* Note a student must have participated in districts before s/he would be eligible for state competition.

### Art Club

- 1st Violation Ineligible for the next Art Activity (including co-curricular) in which the student would represent his/her school and community
- 2nd Violation Ineligible for the next two activities
- 3rd Violation Ineligible for 12 months

### Affected Activities:

1. Major Field Trips ... Universities, Museums, Galleries, Studios
2. Local Field Trips ... Art related business, college lecture/exhibits
3. Co-Curricular ... A. NCC Art Show B. Art Club Show

### DRAMA

- 1st Violation Ineligible for the next play
- 2nd Violation Ineligible for the next two plays
- 3rd Violation Ineligible to work on any aspect of the plays for 12 months
- \* Students who are ineligible for participation in acting may work on building sets, doing programs, doing lighting, or making costumes. After the third violation, however, they would not be allowed to work on any aspect of the play.

### DRILL TEAM

- 1st Violation Ineligible for the next public performance or comp.
- 2nd Violation Ineligible for the next two public performances or comp.
- 3rd Violation Ineligible for twelve months

### FFA

- 1st Violation Ineligible from first activity above the chapter level
- 2nd Violation Ineligible for next two activities above the chapter level
- 3rd Violation Ineligible for all activities above the chapter level for 12 months

### Affected Activities:

- |                            |   |
|----------------------------|---|
| A. FFA Leadership Contests | B. State FFA Convention   |
| C. National FFA Convention | D. Activities above the chapter level which would a) take the student out of class (academic ineligibility) |
- b) bring reward or recognition to student performance in activity

### INTERNATIONAL CLUB

- 1st Violation Ineligible for next trip taken by all or part of the club.
- 2nd Violation Ineligible for any travel by the club or part of the club, or for the next special event, such as international dinner or very special meeting. The student would still be able to attend regular meetings.
- 3rd Violation Membership to be withdrawn for 12 months

### MUSIC

- 1st Violation Removal from the current activity, if involved. If not involved in a current activity then would be ineligible for the next activity.
- 2nd Violation Removal from the current activity, if involved, and made ineligible for the next activity. If not involved in a current activity then would be ineligible for the next two activities.
- 3rd Violation Ineligible for activities for 12 months.

Affected Activities:

- A. Fall Musical B. Honor Bands C. Honor Choirs D. Variety Show
- E. Solo Events at Solo & Ensemble Contests F. Extra Solo appearances beyond class requirements
- G. Participation in community requested performances that are beyond class requirements

NATIONAL HONOR SOCIETY

1st Violation Dismissal from NHS by the faculty council. The student and parent have the right to appeal the decision to the faculty committee.

Affected Activities:

- A. Induction Day activities and evening ceremony
- B. Rotary Student Luncheon (Seniors)
- C. Community service project

SPEECH

- 1st Violation Ineligible for next activity
- 2nd Violation Ineligible for the next two activities
- 3rd Violation Ineligible for 12 months

STUDENT COUNCIL

- 1st Violation Dismissal from Student Council.
- Failing a class for a quarter-dismissal from student council
- In school or out of school suspension- dismissal from student council pending meeting between advisers, president and vice-president. The student and parent have the right to appeal the decision to the student council advisers
- 2 or more behavioral notices from teachers-- -- - dismissal from student council pending meeting between advisers, president and vice-president. The student and parent have the right to appeal the decision to the student council advisers.

Affected Activities:

- A. Ninth Grade Plays B. Interpretative Festivals
- C. District Large Group Contests D. State Large Group
- E. District Individual Contests F. State Individual
- G. Assorted Public Appearances H. Other events

**Homecoming Candidate Selection Process**

To be part of the Homecoming Court your senior year you CANNOT have the following violations:

- 1) No School Suspension your Senior Year
- 2) Violation of Good Conduct Policy
- 3) Violation of Citizenship Policy
- 4) Must have a 2.0 GPA
- 5) Not failing any classes

## **Substantiating Violations for Athletics, Activities, and Organizations**

Loss of eligibility will occur when any violation of the Good Conduct Rules is substantiated. Violations may be substantiated in any one of the four ways:

- 1) The violation is witnessed by an employee of the Iowa Falls or Alden Community School District.
- 2) The student admits to an Iowa Falls or Alden School Employee s/he has committed a violation.
- 3) A Parent of a student admits to a violation committed by their child.
- 4) The student is convicted of a criminal act (other than a simple misdemeanor traffic violation).

## **Transfer Students & Good Conduct Rules**

Any student declared ineligible under the prior school district's Good Conduct Rule, and then without having completed the full period of ineligibility at that school transfers to Iowa Falls - Alden High School, will not be eligible for interscholastic competition at Iowa Falls - Alden High School, until the full period of ineligibility has been completed. Once that time period of ineligibility has been completed, the student is then immediately eligible for interscholastic competition at Iowa Falls - Alden High School as far as any Good Conduct Rule is concerned.

## **STUDENT RECORDS/ FERPA**

### **Educational Records**

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

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

1) The right to inspect & review the student's education records w/in 45 days of the day the district receives a request.

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

2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or in violation of the student's privacy rights.

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.

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 parents 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 the extent that FERPA authorizes disclosure w/out 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 and law enforcement unit personnel); 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 student assistance team, or assisting another school official in performing a task.

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 district that the parent does not want directory information, as defined below, to be released. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by September 1. The objection must needs to be renewed annually.

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 D.C. 20202-4605.

### **Transferring to Another School District**

The school district automatically transfers a student's records to a new school district upon receipt of a written request from the new school district for the student's records. Parents notified that the student's records have been, sent are given an opportunity to view the student's records that were sent and a right to a hearing to challenge the content of the student's records that were sent. Parental consent is not necessary to forward a student's records to a student's new school district or for the school district to request them from a student's previous school district. When a new student transfers into the school district, the student's records are requested from the previous school district.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **Book Fees**

Students pay an annual fee for the use of textbooks and online textbooks. Books must be returned at the end of the class. If books are not returned, students are charged a replacement fee. Damage to a book in excess of normal wear and tear is also charged to the student.

### **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 rules as set forth by the driver, sponsor and chaperones. Violations of these policies will result in disciplinary action.

### **Canned and Bottled Beverages**

Students are not allowed to bring canned, bottled beverages, etc. into the building without permission in advance from the principal or a member of the faculty.

### **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.

### **Cell Phone and Electronic Device Usage**

Students may not possess radios, CD players, televisions, water guns, toys, and other similar items on school grounds or at school activities. Electronic beepers, pagers, recording devices, and cell phones will not

be allowed unless advance permission is granted from the principal. The use of cell phones and I-pod type devices may not be used from 8:25 to 3:16 each day. No device is permitted which allows students to send or receive personal messages that would contribute to cheating, access the internet, or take pictures in the locker room or restroom, are not to take pictures of another for the purpose of ridiculing the other person, are not to use electronic device to harass another person. Inappropriate use of a device the item will be taken from the student and brought to the office. Students found in violation of this policy may be subject to discipline (to include suspension from school and activities), parent notification, and, in cases where a law may be violated, law enforcement may be contacted. On the first offense, the student may pick up the device at the end of the school day. All subsequent offenses the parent must pick up the device. The school is not responsible for the loss or theft of any device brought to the office. Students need to remember that whatever they put on a personal electronic device could end up anywhere so they need to ensure the devices are used appropriately. Cell phones and electronic devices are subject to search when a school official has a reasonable and articulable suspicion that the device contains illegal, harassing, or contraband items, pictures, messages or evidence of a violation of law or school policy or rule. Students need to remember that whatever they put on a personal electronic device could end of up anywhere, so they need to ensure the devices are used appropriately.

### **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.

### **Dangerous Weapons and Objects**

The Iowa Falls Community School District will not tolerate weapons in its schools. A “zero tolerance policy” will be enforced.

The possession of dangerous weapons on school premises and at school related activities is a serious violation of the discipline policies of the Iowa Falls Community School District. This can cause disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the district.

Parents or guardians of students found to possess a dangerous weapon on school property shall be notified of the incident. Confiscation of weapons shall be reported to police.

Any object which could be used to injure another person and which has no school related purpose for being on school property or at school related activities will be considered a dangerous weapon for the purposes of this policy. Without limiting the examples or definition, the following instruments or objects generally are considered weapons within the jurisdiction of this policy: knives of all types, guns, replicas of weapons, squirt guns, ammunition with primer capable of ignition, lead pipes, chains, nun chucks, throwing stars, metal knuckles, blackjacks, fireworks, explosives or dangerous chemicals.

Any student while on school property or at a school related activity found to be in possession or purporting to be in possession of a weapon, displaying a weapon, or utilizing a weapon in a threatening manner including infliction of harm or injury to another person shall be subject to suspension or expulsion. Each case will be handled individually considering age, the evidence and circumstances. The District will continue to enforce a safe learning environment for students, parents, visitors & faculty.

Weapons under the control of law enforcement employees shall be exempt from this policy. Any display of dangerous weapons for educational purposes, must be approved by the principal.

## **Dress Code**

There is a strong connection between student academic performance, appearance and 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 & modesty.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol, drugs, or tobacco; from wearing shoes with cleats except for outdoor athletic practices; from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays; and from wearing clothing that identifies them as members of "gangs" which promote expressions of violence, bigotry, hate and abuse. Shoes are required at all times. Shorts may be worn at the student's discretion. Sunglasses, hats, bandanas, hooded sweatshirts, and other such headdresses are not to be worn unless there is a medical necessity. Students may not wear halter-tops, spaghetti straps (less than 1"), or bare midriff styles or any apparel that reveals any portion of undergarments; shorts and skirts are required to be an appropriate length.

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 principal 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 property. Women's tops that allow for visible bra straps or undergarments will not be allowed. All student garments should cover the chest, belly, back, sides, and buttocks at all times. Jeans that have holes in them may NOT show any private areas.

## **Due Process**

Students and/or parents who are aggrieved with the decision of the Review Committee may file a request for a review with the Superintendent or designee within three school days after the giving of notification of the Review Committee's decision. At the conclusion of the review, the Superintendent or the designee shall affirm, reverse, or modify the Review Committee's decision.

Students and/or parents who are aggrieved with the decision of the Superintendent of Schools or his/her designee may appeal to the Board of Education within two school days.

Students involved in the appeal process will remain in school and will be expected to be in class until such time as resolution has been achieved.

## **Eighteen-Year-Old Rule**

Students 18 years of age are given the opportunity to exercise responsibility on matters regarding attendance, school correspondence, discipline and scholastic achievement only if they have prior parental approval. Students requesting 18-year-old privileges must have their parents contact the high school principal's office and sign a written agreement.

## **Elevator**

An elevator is available for use by students with physical disabilities who require access to the second floor by means other than the stairs. To obtain permission to use the elevator, students need to contact the office.

## **Hall Passes**

Students may be required to have a hall pass to be in the halls when classes are in session. Students may obtain a hall pass from their teacher or the principal. Hall passes allow students to go to their destination by way of the most direct route.



### **Illegal Items Found in School or in Student's' Possession**

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances. Weapons are not allowed on school grounds or at school activities 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 may be reported to law enforcement.

### **Internet Access**

Access to the Internet is a privilege that is available to qualified users. Students become qualified users by reading and signing the "Iowa Falls - Alden High School Internet Use Agreement" form and securing parental signatures on the "Iowa Falls - Alden High School Internet Use Agreement" form.

Once a student becomes a qualified Internet user his/her privilege of continued use is predicated on adhering to the terms of use as found in the "Internet Use Agreement". Students who are found to be in violation shall be subject to the loss of Internet access privileges, school disciplinary action in accordance with board policy, and/or appropriate legal action.

Annual Technology Deposit: Each student will be responsible to have a \$30.00 Technology Deposit in their personal technology account when laptops are distributed each school year. If the deposit is not used to cover repairs during the school year, it will be carried over to the next school year – no additional deposit will be required in the next school year. The balance of the deposit will be refunded, minus any cost to repair damages to the Computer (and all accessories) and/or to restore it to a clean condition, when the Student graduates, or is no longer a Student at Iowa Falls-Alden High School.

In the event of incidental damage not covered by the warranty, the Student and Parent will be billed a fee according to the following schedule:

- First incident – up to \$50 (The technology deposit will be used to reduce the fee.)
- Second incident – up to \$100
- Third incident – up to \$150
- Fourth and more incidents (habitual issues) - minimum of \$150 up to a maximum of the current value of the laptop

Additional information about the computer usage can be found at <http://www.ifacadets.net/laptop/index.htm>.

### **Interrogation by an Outside Agency**

If an individual, such as a law enforcement officer wishes to interrogate a student, the request must come from through the administrative office. Such a request will be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare, when the request is made by a child abuse investigator, or when such interrogation is supported by a court order. Prior to allowing the interrogation, the administrator shall attempt to contact the parent or guardian of the child and inform them of the request and ask if they wish to be present.

### **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 a current student record.

### **Lost and Found**

Items that are found in the school building or on school grounds are to be turned into the office. Students who have lost items may obtain them by properly identifying them. Items that are turned into the office and go unclaimed will be discarded or given to a charitable organization at the end of the school year.

### **Lunch / Breakfast / Snack Bar**

The school district operates a lunch and breakfast program. Students may either bring their own lunches to school or purchase lunch and other items, including milk. All lunches, hot lunch as well as cold lunches brought from home, must be eaten in the student center. Delivery of food from restaurants to students for lunch is not allowed.

All students are restricted to the student center during the lunch break. Exceptions are made for seniors with off campus privileges; and for students who have written permission from their parents.

Students who misbehave will be subject to disciplinary action, which may include having lunch privileges suspended.

The breakfast program is operated before the school day begins. All students are able to participate as long as they follow the same basic guidelines as previously outline for the lunch program.

### **Lunch Ticket Policy**

The high school uses a computerized lunch accounting program. All students will be assigned a personal identification number (PIN) in order to deposit money in their accounts or purchase food items.

### **Media Center**

The school media center is available to students during school hours of 8:00 a.m. to 4:00 p.m. each school day. The media center is a place for study and research. Students are expected to conduct themselves as if they were in class while in the center.

Freshmen will remain in study hall and will not be allowed to go to the media center during study halls unless they have a research pass from a teacher.

Sophomores and juniors will be allowed to go to the media center from study halls as long as they are passing all of their classes and have no incompletes at the grading periods (midterms and quarters). Study hall monitors will restrict center privileges to any sophomore or junior receiving a failing grade or incomplete grade unless they have a research pass from a teacher, until the next grading period.

The center's staff will provide students with individualized assistance as well as a wide range of services and resources. The many and varied resources include books, audio recordings, videotapes, and numerous current periodical subscriptions. The center can provide services in on-line data search, faxing, audiotape duplication, lamination, and instruction in the use of specialized resources, computer assistance, and access to AEA 267 resources.

### **Money and Valuables**

Students must assume all responsibility for their own money and property (valuables). The school does not have insurance for theft of personal valuables nor will it reimburse students who lose valuables. Valuables should be locked up or in personal possession at all times. Students may leave valuables at the office for safekeeping during the day.

### **Open Gym During Non-School Hours**

Open gym time may be scheduled periodically throughout the school year. IFAHS will follow state high school athletic guidelines when sponsoring this opportunity for students.

### **Parent Complaints**

Contact individual teacher or coach involved to share the concern or register the complaint. Contact the Athletic Director if the issue is not satisfactorily resolved and it involves student/athlete in an extracurricular activity. If the issue still remains unresolved, contact the principal. If unsatisfied with Principal response, you may contact Superintendent.

### **Parking at School**

South Parking lot is provided for students who wish to drive a motorized vehicle to school. Parking at the high school is a privilege and will be revoked if rules governing the parking lot & driving on school grounds are not strictly observed.

Students who fail to comply with the rules may have their parking privileges revoked and/or referred to law enforcement officials.

Students parking in the school lots are cautioned about leaving valuables in their vehicle. Constant supervision of the parking lot is not provided, and therefore, students park in the lots at their own risk. Students assume full responsibility for losses resulting from accidents, thefts, vandalism, etc.

### **Posting of Information**

Students who wish to post or distribute information must receive permission from the principal in advance before the posting or distribution. This applies whether the information deals with school-sponsored or non-school sponsored activities.

### **Restitution**

Restitution may be required of students who have stolen, damaged, vandalized, or lost school or personal property. Vandalism includes but is not limited to toilet papering, graffiti, etc. Any student identified to be associated with such activities may be subject to suspension and/or charges. These students will be responsible for cleaning the campus/area.

### **Safe Schools**

There are many things that students can do to help create safe schools. Talk to your teachers, parents, counselor, and principal to find out how you can get involved and do your part to make your school safe.

### **School Announcements**

School announcements will be sent by e-mail each day to all students. 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.

### **School Fees**

Students who have concerns about the fees should contact the office. Students whose families meet income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or 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 that they may qualify financial hardship should contact the nurse's office at the time of registration for a waiver form. This waiver form does not carry over from year to year and must be completed annually.

### **Student Complaints**

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

- If an employee is involved, discuss the complaint with the employee within two days of the incident;
- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within three 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 within 10 days of the superintendent's response. The board determines whether it will address the complaint.

### **Student Lockers and Desks**

Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. The expenses to repair damage to a student's locker and desk are charged to the student when damage is due to willful abuse.

Although school lockers, desks, the parking lot and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers; desks, the parking lot and other spaces are properly maintained. For these reason lockers, desks, the parking lot and other spaces are subject to being inspected without any suspicion of wrongdoing whatsoever. Such inspections may include the use of drug-sniffing dogs accompanied by law enforcement handlers. Any contraband discovered during such searches will be confiscated by school officials and may be turned over to law enforcement.

The contents of a student's locker, desk or other space (coat, backpack, purse, etc.) may be searched when a school official has reasonable and articulable suspicion that the contents contain 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.

### **Student Drop Off and Pick Up**

If parents bring their student to school by private transportation, they are asked to enter South Parking entrance, drop off and pick student up in the front of the school, and exit North Parking exit.

### **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 principal.

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;
- slandorous; 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.

### Use of Preliminary Breath Tester

Students who are accused of being "under the influence of alcohol" may request to be tested by the school's "Preliminary Breath Tester" in order to substantiate their innocence. Accused students are those who:

1. Smell of alcohol
2. Lack normal physical balance or coordination
3. Have slurred language
4. Cannot think coherently or have lost the ability to concentrate on class work
5. Behave in a manner that would suggest that he/she is under the influence of alcohol

Students who do not show signs of being under the influence of alcohol will not be tested.

### Vending Machines

Vending machines are available for student use after the school day is over. Juice and water can be purchased during breakfast and lunch. Cans, bottles and wrappers are to be placed in garbage or recycling containers. Problems with the proper disposal of containers and wrappers may result in the vending machines being turned off.

<b>Violations &amp; Procedures for Disciplinary Action</b> <b>Iowa Falls/Alden High School</b> <b>"Home of the Cadets"</b> <i>A student has a choice to follow the rules or to break the rules. Failure to follow the rules will result in disciplinary action. Each type of violation and its disciplinary action procedure is outlined as follows: <b>Principal has the right to a higher offense.</b></i> <b>The following is a guideline.</b>				
<b>Level 1 Violations</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4 or more Offenses</b>
<b>Tardies</b> (3/4 of class time to be credited)	WARNING	30 minute Teacher Detention Teacher Contact Parent Notify Counselor	Referral to Principal/Succe ss Coach Parent Contact Multiple Detentions Performance Contract	
<b>Truancy</b> (Turns 16 after Sept. 15)	WARNING 1-3 Days Phone Call to parents	Letter to Parent House Check Phone Call	Meeting with Parent Letter to County Attorney Performance Contract	2 <sup>nd</sup> letter to County Attorney
<b>Excused Absences</b> (ABS)	Office will contact the parents at their		Referral to Principal/Succe	Six-Period Attendance Report. A student who is absent six periods

<p>Parents on the day must notify office prior to 9:30 a.m.</p> <p>-----</p> <p><b>Unexcused Absences</b></p> <p>-----</p>	<p>home or emergency number. Note signed by parents or call explaining why student was absent before allowed back in class.</p> <p>-----</p> <p>WARNING</p>	<p>-----</p> <p>Referral to Principal/Success Coach 30 minute detention Parent Contact Notify Counselor</p>	<p>Success Coach Parent Contact Three-Period Attendance Report. By teacher Copies of the report will be sent to parents.</p> <p>-----</p> <p>1-hour detention Parent Contact</p>	<p>in one semester maybe withdrawn from class. Meeting with Parents</p> <p>-----</p> <p>Removal from class In-School Suspension (ISS) Parent Contact</p>
<p><b>Forgery, cheating, plagiarism, academic dishonesty</b></p>	<p>Zero on the assignment/alternate assignment Teacher Contact Parent 30-minute Teacher Detention</p>	<p>Zero on the assignment Referral to Principal/Success Coach Parent Contact 1-hour detention Notify Counselor</p>	<p>Zero on the assignment Parent Contact Removal from class 1-3 days ISS Suspension</p>	
<p><b>Disruptive Classroom Conduct</b></p>	<p>WARNING Teacher meets with student and explains classroom expectations</p>	<p>30 minute Teacher Detention Teacher Contact Parents Notify Counselor</p>	<p>Referral to Principal/Success Coach Removal from class for the day 1-hour detention Parents Contacted</p>	<p>Referral to Principal/Success Coach Removal from class for a couple of days Parent Meeting Performance Contract 1-3 days ISS/OSS Suspension</p>
<p><b>Insubordination/Disrespect, defiance of authority</b></p>	<p>WARNING</p>	<p>30 minute Teacher Detention Teacher Contact Parents Notify Counselor</p>	<p>Referral to Principal/Success Coach 1-hour detention Contact Parents</p>	<p>Referral to Principal/Success Coach Temporary Removal from class Performance Contract 1-3 days ISS/OSS Suspension Parent Meeting</p>
<p><b>(In-Class) Inappropriate Language, obscene gestures, profanity,</b></p>	<p>WARNING</p>	<p>Referral to Principal/Success Coach 30 minute detention Parent Contact</p>	<p>Referral to Principal/Success Coach 1-hour detention Parent Contact</p>	<p>Referral to Principal/Success Coach 1-3 days ISS/OSS Suspension Parent Meeting Performance Contract</p>
<p><b>(Out-of-Class) Inappropriate Language, obscene gestures, profanity, disorderly conduct</b></p>	<p>WARNING</p>	<p>Referral to Principal/Success Coach 30 minute detention Parent Contact</p>	<p>Referral to Principal/Success Coach 1-hr. detention Parent Contact</p>	<p>Referral to Principal/Success Coach 1-3 days ISS/OSS Suspension Parent Meeting Performance Contract</p>

		Notify Counselor		
<b>Dress Code Violation (Refusal to change will go to ISS for the day)</b>	Change Clothes Contact Parent	Change Clothes Contact Parent 30 minute Detention Notify Counselor	Change Clothes Parent Conference 1-hr. detention	Change Clothes Parent Meeting 1-3 days ISS Suspension Performance Contract
<b>Cell Phones, other electronic devices</b>	Confiscate Phone Give back at end of day. Notification to Principal/Success Coach WARNING	Confiscate Give back to parents at the end of the day Parent Contact 30 minute detention	Referral to Principal/Success Coach Confiscate Give back to parents Parent Conference 1-hr detention	Referral to Principal/Success Coach Confiscate Parent Contact 1-3 days ISS Suspension Performance Contract
<b>Fighting and/or incitement for others to fight</b>	1-3 days of Out-of-School Suspension (OSS) Referral to police (SRO) Contact Parent Notify Counselor	3-5 days of Out-of-School Suspension (OSS) Referral to police Contact Parent Performance Contract	5-10 days of Out-of-School Suspension (OSS) Referral to police Parent Meeting	Recommendation for Expulsion to Superintendent Referral to police Contact Parent
<b>Harassment, Intimidation, or Bullying</b>	WARNING Senior Leadership	Referral to Principal/Success Coach Senior Leadership 30 min. detention Parent Contact	Referral to Principal/Success Coach 1-hr detention Parent Conference Performance Contract	Referral to Principal/Success Coach 1-3 days ISS/OSS Suspension Referral to police (SRO) Parent Conference
<b>Inappropriate Use of Technology/ Computers</b>	WARNING	30 min. detention given by teacher 1-3 days Restriction of Technology Privileges Contact Parent Computer taken for remainder of period or day.	Referral to Principal/Success Coach Limited Technology laptop turned into Principal/Dean each day Laptop taken for 1-week 1-hr. Detention Parent Conference Possible Removal from class	Referral to Principal/Success Coach Loss of Technology for quarter Contact Parent 1-3 days In-School-Suspension (ISS) Removal from class
<b>Parking Violations</b>	Driving privileges lost for 1-week on	Loss of driving privileges for	Loss of driving privilege for	Loss of driving privilege for a year Contact Parent

	school grounds Parent Contact	quarter Parent Contact Contact police	semester Contact Parent Contact police	Contact police
<b>Public Display of Affection</b> Kissing, prolonged embracing, sitting in another person's lap	WARNING	Referral to Principal/Success Coach 30 minute Detention Contact Parent Notify Counselor	Referral to Principal/Dean 1-hr Detention Parent Conference	Referral to Principal/Success Coach 1-3 days ISS/OSS Suspension Parent Contact
<b>Tobacco Products &amp; lighters</b>	Referral to Principal/Success Coach 1-3 days OSS Suspension Contact Parent Contact Police/Warning	Referral to Principal/Success Coach 3-5 days OSS Suspension Contact Parent Contact Police/Ticket Performance Contract	Referral to Principal/Success Coach 5-10 days OSS Suspension Parent Meeting Contact Police/Ticket	Referral to Superintendent
<b>Vandalism, Damage of school property</b>	1-3 days ISS/OSS Suspension Referral to Principal/Success Coach Restitution- (Full replacement cost and repair) Referral to police Contact Parent	3-5-days OSS Referral to Principal/Success Coach Restitution- (Full replacement cost and repair) Referral to police (SRO) Contact Parent Performance Contract	5-10 days OSS Referral to Principal/Success Coach Restitution- (Full replacement cost and repair) Referral to police Parent Meeting	Referral to Superintendent
<b>Bus Behavior</b>	WARNING Possible seat assignment	Assign specific seat Call Parents Notify Principal/Success Coach	Written Warning to Principal/Success Coach Meet with student /send warning letter to parents	Second Warning letter Meet with student/send letter to parents Loss of Privileges for 3 days Meet with parents Lose privileges for 10 days Loss of privileges for remainder of year Parents may petition Board of Education for alternative manner

**Level II Violations**

*These violations are violations of school rules as well as potential legal offenses*

**Alcohol/Drugs, Possession**

Persons on school property are not to consume or possess alcoholic beverages or drugs; nor is a person to be under the influence of alcohol or drugs at any time on school property or at any school

Any student in violation of this rule may be suspended and/or possibly recommended for expulsion to the Superintendent.  
As well, students who are under the influence of alcohol on school property will be subject to additional



activity.	sanctions by law enforcement. Parents of students will be contacted.
<p><b>Arson, Explosive Device, Weapons, Off-Campus Conduct, Gang-Related Acts</b></p> <p>Dangerous objects or weapons (or look-alikes) are not allowed on school grounds or at school activities (with the exception of weapons in control of law enforcement officials or those being used for educational purposes and approved by the Principal/Dean or superintendent.</p>	<p>Students possessing dangerous objects or weapons (knives, brass knuckles, etc.) will face disciplinary action such as out-of-school suspension Law enforcement may be contacted. According to both State and Federal Law, students bringing firearms to school—or possessing firearms at school—will be expelled for not less than one (1) year. Parents of students will be contacted.</p>

## Anti-Harassment and Bullying

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

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

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

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

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc;
- demeaning jokes, stories or activities.

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

Students who feel that they have been harassed should:

- Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:
  - tell a teacher, counselor or principal; and

-write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;

- what, when and where it happened;
- who was involved;
- exactly what was said or what the harasser 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.

Disposition of Anti-Bullying/Harassment Complaint form, Anti-Bullying/Harassment Witness Disclosure form, and the Anti-Bullying/Harassment Complaint forms are available on the district website at [www.ifacadets.net](http://www.ifacadets.net).

## **Counseling & Guidance Services**

The guidance program provides four categories of service to students including counseling, information services, appraisal services, and placement services. Each service is interdependent and assists students with their personal educational and career development and in becoming well-rounded, productive adults.

The guidance program is designed to help students adjust to new school experiences and to help students make the best of educational opportunities. Any problems, whether school problems or personal problems, may be discussed with the guidance counselor. The employees maintain confidentiality involved in the guidance program.

As a student progresses through senior high school, a guidance counselor will help him/her to choose the subjects which fit his/her individual needs. During these years, plans for the future start taking shape. To help with the many decisions a student must make, the guidance department is well supplied with information about colleges and vocational schools. All students will be making a 4-year plan and do some research on higher education and future careers through the "I Have A Plan" program. Each student is encouraged to become acquainted with the counselor early and to use the guidance services often. Appointments can be made by contacting the counselor.

### **Citizenship**

Being a citizen of the United States, of Iowa and of the 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. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the supt. Persons wishing to view materials or to express concerns about the materials should contact the principal.

about colleges and vocational schools. All students will be making a 4-year plan and do some research on higher education and future careers through the "I Have A Plan" program. Each student is encouraged to become acquainted with the counselor early and to use the guidance services often. Appointments can be made by contacting the counselor.

## Iowa Falls – Alden High School 2016-2017 Class Schedule

### Regular Daily Schedule

Period 1    8:25 – 9:07  
 Period 2    9:11 – 9:53  
 Period 3    9:57 – 10:39  
 Period 4    10:43 – 11:25

A Lunch	11:25 – 11:49
Period 5A	11:53 – 12:35
Period 5B	11:29 – 12:11
B Lunch	12:11 – 12:35

Period 6    12:39 – 1:21  
 MTSS       1:25 – 1:45  
 Period 7    1:49 – 2:31  
 Period 8    2:35 – 3:16

### Wed. Schedule/ 1 Hour Early Out

Period 1        8:25 – 9:02  
 Period 2        9:06 – 9:43  
 Period 3        9:47 – 10:24  
 Period 4        10:28 – 11:05

A Lunch	11:05 – 11:32
Period 5A	11:36 – 12:13
Period 5B	11:09 – 11:46
B Lunch	11:46 – 12:13

Period 6        12:17 – 12:54  
 Period 7        12:58 – 1:35  
 Period 8        1:39 – 2:16

### 2 Hour Early Out

Period 1        8:25 – 8:54  
 Period 2        8:58 - 9:27  
 Period 3        9:31 – 10:00  
 Period 4        10:04 – 10:33  
 Period 6        10:37 – 11:06  
 Period 7        11:10 – 11:39

A Lunch	11:39 – 12:08
Period 5A	12:12 – 12:41
Period 5B	11:43 – 12:12
B Lunch	12:12 – 12:41

Period 8        12:45 – 1:16

### 2 Hour Delay Schedule

Period 1        10:25 – 10:55  
 Period 2        10:59 – 11:29  
 Period 3        11:33 – 12:03

A Lunch	12:03 – 12:27
Period 5A	12:31 – <u>1:00</u>
Period 5B	12:07 – 12:36
B Lunch	12:36 – <u>1:00</u>

Period 4        1:04 – 1:34  
 Period 6        1:38 - 2:08  
 Period 7        2:12 – 2:42  
 Period 8        2:46 – 3:16