

# 2025-2026 St. Ansgar MS/HS



## Student Handbook

Yellow Highlight indicates update for 2025-26 School Year

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## **INTRODUCTION**

Welcome to St. Ansgar Middle and High School! This student handbook is designed to provide accurate and authoritative information regarding the St. Ansgar Middle and High School's policies and practices. This information is not all-inclusive but is intended to answer many of the questions asked each year. Please contact the building principal, Trevor Urich, for any additional information you may need at 641-713-4720 or e-mail him at [turich@stacsds.org](mailto:turich@stacsds.org).

## **EDUCATIONAL VISION**

The Board of Education believes that the St. Ansgar Schools should provide the finest administrative, teaching, and operating staffs along with the best physical facilities attainable within the limitations of the district's ability and willingness to furnish financial support. The focus is on the students and their educational, physical, emotional, mental, and social development. The Board of Education realizes that an effective public school program must be directed toward the common needs of all children, but must also consider the unique differences of individuals. The school shares with the home and community the responsibility for the development of each child who is prepared to participate fully, learn continually, and contribute meaningfully to the world in relationship to his/her abilities.

## **DISTRICT MISSION STATEMENT**

Fostered by a cooperative effort between the St. Ansgar School District and community, our mission is to provide the highest quality education in a secure, positive, and challenging environment, empowering all students to reach their full potential.

## **DISTRICT VISION STATEMENT**

Educating every student, every day, with quality learning activities.

## **DISTRICT MOTTO**

Every student, every day; striving to be the best!

## **FACULTY AND ASSIGNMENTS**

Ashley Alonzo - MS English/Language Arts, MS/HS ELP  
 Jeff Anderson - Asst. MS Boys Basketball  
 Barb Baer - Para Educator, 6-12 Special Education  
 Brittany Bartz - HS Cheerleading Advisor  
 Stephanie Beaver - HS Volleyball, MS Girls Track  
 Joe Beland - JJV Baseball  
 Shannon Belz - Head Girls & Boys Golf  
 Kayla Bentline - Para Educator, 6-12 Special Education  
 Brian Birkedal - MS Math, MS/HS Comp. Sci., Tech Coord.  
 Sarah Blickenderfer - MS ELA, MS Student Council  
 Jennifer Brumm - 9-12 Math, MS/HS Health, NHS  
 Breanna Butler - Para Educator, 6-12 Special Education  
 Michelle Caron - MS Cheerleading  
 Martha Chancellor - Media Specialist/Librarian  
 Craig Christensen - 7-12 Industrial Tech, WBL Coordinator  
 Katie Church - Asst. MS Girls Track  
 Drew Clevenger - HS Soc. St., Head HS FB, Head HS Track  
 Kelsey Cook - 6-12 Administrative Assistant  
 Eric Davis - 7-12 Voc. Ag., FFA Advisor, MS Boys Wrestling  
 Rachel Foster - Head HS Girls Basketball  
 Dallas Hendrickson - Asst HS Wrestling  
 Jim Hendrickson - HS PE, MS Boys Track, Drivers Education  
 Joan Hendrickson - 7-12 FCS/Health, MS PE, FCCLA, Big Red  
 Justin Huisman - 7-12 Science  
 Connie Jenkins - MS Math, MS Science

Emily Johnson-Woods - MS Volleyball  
 Tyler Johnson - HS ELA, Yearbook, MS Boys Basketball, Asst MS Boys Track  
 Courtney Jorgensen - Asst HS Volleyball  
 Barry Kittleson - Head HS Wrestling  
 Dakota Kline - 6-12 School Counselor  
 Eric Kline - PK-7 PE, HS Boys Basketball  
 Sunny Kline - MS Special Education  
 Deb Kramer - MS Social Studies  
 Laura Larson - HS German & Spanish  
 Nicole Loftus - 6-12 Instrumental Music  
 Brenda Lowe - Para Educator, 6-12 Special Education  
 Kyle Malmin - HS Trap Shooting  
 Bryan Mayer - Asst, HS Football, Asst Baseball  
 Terri Meyer - Para Educator, 6-12 Special Education  
 Randy Mogk - At Risk, Success Center Supervisor  
 Hayley Mueller - 6-12 Vocal Music  
 Emily Nalan-May - Para Educator, 6-12 Special Education  
 Deneen Nelson - 9-12 ELA, HS Spanish, HS Student Council  
 Kenya Nelson - Dance Coach  
 Jenny Nielsen - Library Aide  
 Luke Nielsen - 6-12 Art, HS ELA, Asst HS FB, Mentoring/Induction Coach  
 Scott Norby - Asst. Softball  
 DeAnne Peterson - 6-12 Administrative Assistant  
 Megan Porisch - MS Girls Basketball  
 Ann Powers - Instructional Coach  
 Jordan Reindl - HS Special Education, MS/HS Act. Director  
 Lance Schutjer - Head Softball  
 Devin Schwiesow - 9-12 Science, Asst HS Football, Asst HS Girls Track, Head Baseball  
 Keely Schwiesow - HS Math, MS/HS XC, HS Girls Track  
 Jason Squier - HS Business, HS Social Studies, MS FB, HS Boys Basketball  
 Rachel Squire - HS Speech  
 Tom Sullivan - 6-12 Special Education  
 Kelsi Tews - Asst MS Volleyball  
 Bret Williams - Asst MS Football  
 Ben Walk - Asst HS Girls Wrestling  
 Katie Walk - HS Girls Wrestling  
 Logan Zipse - Asst HS Boys Basketball

## **District**

NGT Technologies - Technology Director  
 Michelle Caron - School Nurse  
 Brittany Promes - Social Worker  
 Anna Blair - HR Director  
 Deb Zipse - Transportation Director  
 Bethany Aupperlie - Nutrition Director  
 Melanie Johnson - Superintendent's Secretary  
 Kari Christenson - Special Education Director  
 Mike Whitehurst - Building Maintenance Director & Grounds  
 Emily Johnson-Woods - Business Manager

## **ADMINISTRATION**

Michael Crozier - Superintendent  
 Jer Osgood - PK-5 Principal  
 Trevor Urich - 6-12 Principal

### **SCHOOL BOARD MEMBERS**

Steve Groth, School Board President  
Will Morrow, School Board Vice-President  
Tony Brown, School Board Member  
Lindsey Falk, School Board Member  
Matt Foster, School Board Member  
Lowanna Hannam, School Board Member  
Kyle Tabbert, School Board Member

<b><u>SCHOOL COLORS</u></b>	<b><u>SONG</u></b>	<b><u>MASCOT</u></b>
Red and White	<i>When the Saints Go Marching In</i>	The Saints

### **EQUAL EDUCATIONAL OPPORTUNITY**

The St. Ansgar Community School District offers career and technical programs in the following service areas: Agriculture; Food and Natural Resources; Business, Finance, Marketing and Management; Applied Science, Technology, Engineering and Manufacturing; and Human Services.

It is the policy of the St. Ansgar Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs) in its educational programs and its employment practices.

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Trevor Ulrich, Principal, PO Box 398, 206 E 8th St., St. Ansgar, IA 50472, (641) 713-4720, [tulrich@stacsd.org](mailto:tulrich@stacsd.org). Inquiries may also be directed in writing to the Office for Civil Rights, Chicago Office US Department of Education John C. Kluczynski Federal Building 230 S. Dearborn Street, 37th Floor Chicago, IL 60604 Telephone: (312) 730-1560 Fax: (312) 730-1576 Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov) or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5295. The school district, in its educational program, has a process to assist students experiencing behavioral and learning difficulties. Representatives from the area education agency may also assist the school district in this process. Parents wanting access to this process should contact Dakota Kline at (641) 713-4720.

### **JURISDICTIONAL AND BEHAVIORAL EXPECTATIONS**

This handbook is an extension of board policy and is a reflection of the goals and objectives of the school board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students, teachers, employees and visitors are expected to treat each other with respect and courtesy so that all may be safe within the school environment. Students may not use abusive language, profanity or obscene gestures or language. Public displays of affection are also not considered appropriate for the school setting. Parents will be contacted if problems persist.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule, regulation or

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

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations and student handbook may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to: removal from the classroom, detention, suspension, probation, and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, and regulations and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the office for information about the current enforcement of the policies, rules, regulations or student handbook 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 premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings and vehicles. The term "school activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

### **SCHOOL FEES**

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the school at (641) 713-4720 if the information on the emergency form changes during the school year.

### **EMERGENCY FORMS**

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the school at 641-713-4720 if the information on the emergency form changes during the school year.

## **COMPULSORY ATTENDANCE**

Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the board. Students will attend school the number of days school is in session in accordance with the school calendar. Students of compulsory attendance age will attend school a minimum of 140 days. Students not attending the minimum days must be exempted by this policy as listed below or, referred to the county attorney. Exceptions to this policy include children who:

- Have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma
- Are excused for sufficient reason by any court of record or judge
- Are attending religious services or receiving religious instruction
- Are unable to attend school due to legitimate medical reasons
- Has an individualized education program that affects attendance
- Has a plan under Section 504 of the federal Rehabilitation Act, 29 U.S.C. 794, that affects child's attendance
- Are attending an approved or probationary approved private college preparatory school
- Are attending an accredited nonpublic school
- Are receiving independent private instruction
- Are receiving competent private instruction

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

## **STUDENT ATTENDANCE**

Students are expected to be in class and to make attendance a top priority. Only through punctual attendance, class participation and interaction with teachers do students achieve the benefits of the education program. The habit of good attendance established early is one which helps a person be successful throughout his or her lifetime. More and more, employers, colleges, and vocational schools expect good attendance and are checking attendance records for absences and tardies. They are aware that good and prompt attendance indicates dependability in a student.

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

Students who know they will be absent must notify the office prior to the absence. If advanced notification is not possible, parents must notify the office at 641-713-4720 on the day of the absence prior to 8:30 AM or e-mail the main office each day ([dpeterson@stacsd.org](mailto:dpeterson@stacsd.org), [kcook@stacsd.org](mailto:kcook@stacsd.org)) the child is to be absent. If notification is not received, the office may attempt to contact the parents. 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, bereavement, absences related to the legal system, recognized religious observances and school sanctioned activities. Unexcused absences include, but are not limited to: tardiness, shopping, hunting, concerts, preparation or participation in parties or other celebrations, employment, and non-school sponsored activities. If a child is absent due to illness for four consecutive days or there is a pattern of absence due to illness, the principal may require medical documentation to determine if the absence is excused or unexcused. If parents do not provide satisfactory documentation, the principal may deem absences unexcused.

## **COLLEGE VISITS/JOB SHADOW**

Juniors and seniors are encouraged to visit college campuses on weekends or school holidays. However, if that cannot be arranged, juniors and seniors may be excused up to 3 days total to visit college campuses. Students will be expected to provide a completed college visit form (available in guidance office prior to the visit) upon return.

Juniors and seniors are allowed to be excused up to 2 days total for independent job shadowing experiences. These are above and beyond any required job shadow experiences that are required for classes.

## **TARDIES**

Students are expected to be in class on time. Being tardy for class is considered an unexcused absence unless approved by the principal. If a student or parent calls to provide a valid reason for being tardy, the student will be excused and admitted to class. If a student has multiple tardies or an unexcused tardy, they will make up the time minute for minute that they were late before or after school.

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 re-admission. 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 are responsible for arranging to make up schoolwork and are allowed to make up schoolwork only upon the approval of their teacher. Students who know they are going to be absent prior to an absence must make arrangements with their teachers in advance to make up schoolwork. Schoolwork missed because of absences must be made up within two times the number of days absent (not to exceed 10 days). The time allowed for make-up work may be extended at the discretion of the classroom teacher.

## **SCHOOL DAY**

The school day is from 8:15-3:20. Students may be present on school grounds before 8:00 AM or after 3:30 PM only when they are under the direct supervision of an employee or an extracurricular activity sponsor. Those who arrive late or are to leave before 3:20 are to sign in/out at the office. If school is dismissed early, students are expected to leave the school grounds within 10 minutes of dismissal. Before school, middle school students are to be in the middle school. High school students are to be in the high school. Exceptions to this rule are to speak to a

teacher, to go to the office, or to see the school nurse. Failure to abide by these rules may result in disciplinary action.

#### **EXTRA-CURRICULAR ATTENDANCE REQUIREMENTS**

It is a student's responsibility to inform his/her coach or director if he/she is at practice or a performance after having been absent from school that day. Excused absences include funerals, doctor, dental, and legal appointments, unless the student's absence is approved in advance by the principal. Other absences will result in the student not being allowed to participate. **Students must be in class by 12:35 PM to be able to compete in an extracurricular activity, and the time missed must be an excused absence.** In addition, leaving school, except in the case of the above listed reasons, will result in not being able to participate in an extracurricular activity. Only in extraordinary circumstances, may this rule be waived by the principal. Students who miss a day of school due to illness should not attend practices or events that day.

#### **CHRONIC ABSENTEEISM AND TRUANCY**

The district believes that traditional, in-person school attendance leads to the greatest learning opportunities for students. Students who are present in school and engaged active learners take greater ownership over their educational outcomes. For this reason, it is the priority of the district to foster regular student attendance throughout the school year and reduce barriers to regular attendance for students in the district.

Chronic absenteeism/absences means any absence from school for more than ten percent of the days in the semester established by the district.

Truant/truancy means a child of compulsory attendance age who is absent from school for any reason for at least twenty percent of the days in the semester.

Truancy does not apply to the following students who:

- Have completed the requirements for graduation in an accredited school or has obtained a high school equivalency diploma;
- Are excused for sufficient reason by any court of record or judge;
- Are attending religious services or receiving religious instruction;
- Are attending a private college preparatory school accredited or probationary accredited;
- Are excused under Iowa Code 299.22; and
- Are exempt under Iowa Code 299.24

Students are subject to disciplinary action for truancy including suspension and expulsion. It is within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services will not be assigned to the Success Center unless the goals and objectives of the student's Individualized Education Program are capable of being met.

This regulation is divided into two sections: Section 1 addresses legal requirements related to chronic absenteeism and truancy and Section 2 addresses additional academic, disciplinary and extracurricular consequences students face due to chronic absenteeism and truancy. It is important for students to recognize that chronic absenteeism and truancy impacts all these facets of their educational experience.

#### **SECTION 1 - Legal Requirements Chronic Absenteeism**

When a student meets the threshold to be considered chronically absent, the school official will send notice by mail or e-mail to the county attorney where the district's central office is located. The school official will also notify the student, or if a minor, the student's parent, guardian or legal or actual custodian via certified mail that includes information related to the student's absences from school and the policies and disciplinary processes associated with additional absences.

#### **School Engagement Meeting**

If a student is absent from school for at least fifteen percent of the 86 days in the grading period, the school official will attempt to find the cause of the absences and start and participate in a school engagement meeting. All of the following individuals must participate in the school engagement meeting:

- The student;
- The student's parent, guardian, or legal or actual custodian if the student is an unemancipated minor; and
- A school official.

The purpose of the meeting is to understand the reasons for the student's absences and attempt to remove barriers to the student's ongoing absences; and to create and sign an absenteeism prevention plan.

#### **Absenteeism Prevention Plan**

The absenteeism prevention plan will identify the causes of the student's absences and the future responsibilities of each participant. The school official will contact the student and student's parent/guardian at least once per week for the remainder of the school year to monitor the performance of the student and the student's parent/guardian under the plan. If the student and student's parent/guardian do not attend the meeting, do not enter into a plan or violate the terms of the plan, the school official will notify the county attorney.

#### **SECTION 2 - Academic and Disciplinary Requirements**

Students are required to be in attendance, pursuant to board policy, for 172 days per school year unless their absences have been excused by the principal for illness, family emergencies, doctor or dental appointment, recognized religious observances and school sponsored or approved activities. Reasonable excuses may also include family trips or vacations approved by the building principal if the student's work is finished prior to the trip or vacation. Absences that do not fall within the categories listed above will be considered unexcused unless approved by the principal. Parents are expected to telephone the school office to report a student's absence prior to 8:30 AM on the day of the absence.

If a student accumulates 10 unexcused absences in a class, he or she may lose credit for the class if the student was previously warned at 8 unexcused absences that two more may result in loss of credit. Prior to imposing the loss of credit in one or more classes, the principal will provide the student an opportunity for an informal hearing.

School work missed because of absences must be made up within two times the number of days absent, not to exceed 10 days. The time allowed for make-up work may be extended at the discretion of the teacher.

Students will remain in class until the principal makes a decision regarding loss or restoration of credit. Full credit is awarded to all assignments and tests submitted that meet the teacher's specifications until a decision regarding credit has been made.

If a student loses credit, this will be recorded in the student's record as an "AD" (Administrative Drop), or "AW" (Administrative Withdrawal).

A student who loses credit due to excessive absences is assigned to the Success Center for the period(s) in which the course(s) meets or the student may be reassigned to another class or location. A student who, after a hearing before the board, loses credit in all courses due to unexcused absences, will not be allowed to participate in any school activities until the following semester. However, the student is eligible to participate in practice if all other eligibility criteria have been met.

The administration and guidance staff will make reasonable efforts to advise and counsel and may impose discipline upon any student approaching 5 unexcused absences. Such advice, discipline, and counseling is in addition to the requirements listed in Section 1 of this regulation and includes, but is not limited to, oral or written notices to the student and his or her parents, conferences with the student and parents, written contracts, or loss of non-academic privileges such as extracurricular activities, open campus, late arrival, early dismissal, or the Success Center.

#### **SCHOOL DELAYS, CLOSINGS, EMERGENCY CANCELLATIONS**

Announcements regarding delays, weather closings, emergency cancellations, etc. will be made utilizing the JMC system. Parents who have registered contact numbers with the district will be called. If you have any changes of numbers, please notify Jessica Jeffries at 641-713-2331.

When school is canceled because of inclement weather prior to the start of the school day, school officials will also notify local radio stations KLSS and KROC, and KIMT, KTTC, and KAAL television stations. The missed day may have to be made up at a later date. Parents will be notified in advance when a late start or an early dismissal, etc. is planned by school administrators.

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

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

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

It is essential that everyone in the school conduct themselves carefully and with concern for their own and others' safety at all times. Examples include following safety procedures when crossing the streets, entering

and exiting buses, walking in the halls, respecting others and their property, and using common sense when it comes to following school procedures. We encourage students to notify teachers or the administration of any risks of injury or harm to themselves or others.

#### **HAWK-I INSURANCE FOR CHILDREN**

The Children's Health Insurance Program (CHIP) is offered through the Healthy and Well Kids in Iowa program, also known as HAWK-I. Iowa offers HAWK-I health coverage for uninsured children of working families. To find out how to cover your kids, just call (1-800-257-8563), email [Hawki@dhs.state.ia.us](mailto:Hawki@dhs.state.ia.us) or go online at <https://hhs.iowa.gov/hawki/>.

#### **IMMUNIZATIONS**

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from the immunization requirements. Students may also be required to pass a TB test prior to attending school. Parents who have questions should contact the school nurse at (641) 713-4720.

#### **PHYSICAL EXAMINATIONS**

Parents are encouraged to have their children receive periodic physical examinations. Students participating in athletics are required to provide a physical examination form signed by the student's doctor/physician's assistant/chiropractor stating the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination makes the student ineligible. Students who cannot afford the cost of the physical examination should contact the coach of their sport.

#### **EMERGENCY DRILLS**

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

#### **EMERGENCIES OR DISASTERS**

In the case of an emergency such as a fire or tornado, students will be kept in the safest possible environment until we are reasonably certain that they can go home safely, or until parents/guardians or other responsible persons pick them up.

#### **ADMINISTRATION OF MEDICATION**

Students may need to take prescription or non-prescription medication during school hours. Due to safety concerns, students may not carry or use prescription or non-prescription medication without the permission of the parents and the principal. The school must know the medications a student is taking in the event the student has a reaction or illness. Students who have demonstrated competence in administering their own medications may self-administer their medication. A written statement by the student's parent shall be on file requesting co-administration of medication, when competence has been

demonstrated. Students with asthma, airway contracting diseases, respiratory distress or students at risk of anaphylaxis who use epinephrine auto-injectors may self-administer their medication upon the written approval of the student's parents and prescribing licensed health care professional regardless of competency.

Medication is held in a locked cabinet and distributed by the school nurse or designated personnel. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student; name of the medication; directions for use including dosage, times and duration; name, phone number and address of the pharmacy (if applicable); date of the prescription (if applicable); name of the physician (if applicable); potential side effects and emergency number for parents. The parent must also provide signed consent for school personnel to supervise a student's taking said medication. The student is responsible for reporting to the nurse's office and in the event the nurse is not in, to the main office. The student will then be supervised as he/she takes the prescribed medicine. Over the counter drugs may be given in the nurse's office. Please call the school nurse (641-713-4720) to discuss the need for medication and the procedure to be followed. If medicine needs to go home with the student, the parent/guardian is responsible for picking up the medication from the nurse's office. All medications not picked up by the last day of school will be destroyed.

#### **STUDENT ILLNESS/INJURY AT SCHOOL**

When a student becomes ill or is injured at school, the school district will attempt to notify the student's parents as soon as possible, according to the information on the emergency form. If the student is too ill to remain in school, the student will be released to his/her 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 will contact emergency personnel, if necessary, and attempt to notify parents where the student has been transported for treatment. No sick or injured student will be allowed to leave school unless under the care of a responsible adult. If your child is not to participate in physical education class, a written excuse is needed from the doctor.

#### **COMMUNICABLE AND INFECTIOUS DISEASES**

For students to optimally participate in their educational program, the child needs to be at their highest level of wellness. Students need to be protected from communicable illness while attending school. Teachers and support personnel will attempt to detect early signs of illness. When a student appears ill, they will be sent to the nurse to be monitored for fever, appetite, stools and observed for further signs of illness. Upon any signs of illness, the parent/guardian will be notified concerning the illness, the need for medical care and the need to remove the student temporarily from the school. By adhering to this policy for your child and all the students, we can protect students from communicable illness.

Guidelines: The following conditions should be given serious consideration. Any child with these conditions should **not** be sent to school and **will be sent home** if these occur in school.

2. Vomiting: any child who vomits (anything more than an infant "spitting up"). Students may return to school 24 hours after their LAST bout with vomit.
3. Diarrhea: any student who has loose, liquid, frequent stools, which are not related to medication or food reactions. The student may return to school 24 hours after the last bout with diarrhea.
4. Thrush: any student with a yeast infection of the mouth (thrush).
5. Covid: Any student who has been diagnosed with Covid should be fever free with no fever reducing medication and respiratory symptoms are mild and improving.
6. Strep Throat: any child diagnosed with Strep throat (streptococcus) should stay home for 24 hours after antibiotics have been started.
7. Cold Symptoms: Professional discretion will be used to evaluate any student with nasal discharge and/or cough. Medical care is recommended for a student complaining of a sore throat.
8. Pink Eye, Conjunctivitis: any student with redness, burning, watering or discharge about the eyes. Medical care is recommended.
9. Worms: any student with pinworms or tapeworms in stools. Medication is recommended. The child will need a physician's note to return to school.
10. Skin Rash: any student with multiple lesioned rash accompanied by fever, any student with a skin rash or lesion typical of a communicable disease (scabies, chicken pox, measles, impetigo, ringworm, scarlatina, mulluscum contagiosum (MCV).
11. Communicable Illness: any student with a communicable illness. If your child becomes ill with a communicable illness on a day when school is not in session, please inform school personnel so the other classmates may be observed for similar symptoms. For the student to return to school, approval from the school nurse and a physician's note is requested stating that the child has received necessary medical treatment.

Any student who appears ill or complains of not feeling well while at school will be evaluated for symptoms by the school nurse, if available, or other school personnel to determine if a child should remain in school. The parent or emergency contact will be notified when a child needs to leave school due to illness. Please respond to this request promptly to ensure minimal exposure of other students. Students cannot simply reach out to a parent/guardian via text/call and leave campus. Every student needs to be evaluated by staff for illness prior to leaving campus.

#### **STUDENT HEALTH SERVICES**

Health services are an integral part of assisting all students to increase learning, achievement, and performance. Health services coordinate and support existing programs to assist each student in achievement of an optimal state of physical, mental and social well-being. Student health services ensure continuity and create linkages between school, home, and community service providers. The school district's needs and resources determine the linkages.

Except in emergent care situations or child abuse assessments, the district will not administer invasive physical examinations or health screenings of a student that are not required by state or federal law without first obtaining the written consent of the student's parent or guardian.

- Emergent care situation means a sudden or unforeseen occurrence of onset of a medical or behavioral condition that could result in serious injury or harm to a student or others in the event immediate medical attention is not provided. Emergent care situation includes the need to screen a student

1. Fever: any child with a fever equal to 100 degrees orally. The student should be fever free (without fever reducing medication) for 24 hours before returning to school.

or others for symptoms or exposures during an outbreak or public health event of concern as designated by the department of public health.

- Invasive physical examination means any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, dental, or scoliosis screening.
- Student health screening means an intentionally planned, periodic process to identify if students may be at risk for a health concern and to determine if a referral for an in-depth assessment is needed to consider appropriate health services. Student health screening does not include an episodic, individual screening done in accordance with professional licensed practice.

### **HOMELESS**

The St. Ansgar School District is responsible for locating and identifying homeless children and youth who are living within the district. A "homeless child or youth of school age" is defined as one between the ages of 3 and 21 who lacks a fixed, regular and adequate nighttime residence and includes the following: a child who is sharing the housing of others (includes doubled up families) due to loss of housing, economic hardship, or a similar reason; is living in motels, hotels, trailer parks or camping grounds due to the lack of alternative accommodations; is living in emergency or transitional shelters; is abandoned in a hospital; a child who has a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings; a child who is living in a car, park, or public space, abandoned buildings, substandard housing, bus or train station or similar setting; a migratory child/youth who qualifies as homeless because of the living circumstances described above; or youth who have run away or youth being forced to leave home. The district shall make available to the homeless child or youth all services and assistance including, but not limited to, a compensatory education, special education, English as a second language, vocational courses or programs, programs for gifted and talented, health services, transportation services, and food and nutrition programs, on the same basis as those services and assistance are provided to resident pupils. If you are homeless or know of a child who is, please contact the school counselor, Dakota Kline, at 641-713-4720. The state coordinator for the education of homeless children can be reached by phone at (515) 669-8622 or by email at [emily.tweeter@iowa.gov](mailto:emily.tweeter@iowa.gov).

### **SEXUAL ABUSE/HARASSMENT OF STUDENTS BY EMPLOYEES**

The school district does not tolerate employees physically or sexually 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 Trevor Ulrich at (641)713-4720 or [turich@stacsd.org](mailto:turich@stacsd.org) as its Level 1 investigator. The alternate Level 1 investigator is Jer Osgood (641) 713-2331 or [josgood@stacsd.org](mailto:josgood@stacsd.org).

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.

### **ASBESTOS NOTIFICATION**

We have had our facilities inspected by a certified asbestos inspector as required by the Asbestos Hazard Emergency Response Act of 1986 (AHERA). The inspector located, sampled, and determined the condition and hazard potential of all material in our buildings 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 our buildings which includes: notification letters; training for our employees; a set of procedures designed to minimize the disturbance of asbestos containing materials; and plans for regular surveillance of the materials.

A copy of the management plan is available for your inspection in the superintendent's office. We are complying with AHERA and related Federal and Iowa laws. We plan to take whatever steps are necessary to ensure that our students and employees have a healthy and safe environment.

### **PHYSICAL RESTRAINT OF STUDENTS**

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

State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined 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 state law, please contact your school. To read the complete text of the law and additional information go to the Iowa Department of Education's website:

<https://educateiowa.gov/az-index> and search for Seclusion and Restraint.

## **STUDENT ACTIVITIES**

### **ASSEMBLIES**

Throughout the year the school district sponsors school assemblies. Students will be required to attend assemblies unless informed otherwise. Attendance at these assemblies is a privilege. In all cases, students are to treat presenters with respect and courtesy. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly, and on their way back to the classroom from an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away. Students who are not attending shall report to the office during assemblies.

### **FIELD TRIPS**

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

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones, and guides with respect and courtesy. Failure to abide by school rules may result in a student not being permitted to go on other field trips that year. The principal has the right to withhold any student from going on a field trip, especially any student who has had previous behavior or academic struggles.

### **STUDENT PICTURES**

Individual pictures are taken early in the year by a private company. This is only a service to parents, who should feel no obligation whatsoever to purchase the pictures.

### **VIDEO/AUDIO RECORDING AND PHOTOGRAPHING**

Videotaping and taking pictures of classroom activities for the newspaper or yearbook will be allowed at certain times. Efforts will be made to notify parents prior to videotaping classroom activities. If parents do not wish to have their children videotaped or photographed, they should contact the principal.

**Cell phones with cameras and other portable handheld technology devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and restrooms at ALL times.** Students may be disciplined for any use of handheld technology devices in school locker rooms or restrooms. **At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include school vehicles), or at school activities during school hours unless the recording is authorized in advance by building administration.** At district-sponsored extracurricular events and activities, the use of non-district owned recording devices by the public may be monitored by administration if a concern is made known by a student, employee, or parent. Any individuals determined to be making recordings considered bothersome to students or staff may be asked to stop or destroy their recording and may be asked to leave the event.

## **SCHOOL-SPONSORED STUDENT ORGANIZATIONS**

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

### **PEP BUS**

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

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

## **GOOD CONDUCT ELIGIBILITY POLICY**

### **PHILOSOPHY**

It is the philosophy of the St. Ansgar School District that academic achievement is of the highest priority. It is a privilege and an honor to be able to participate in extracurricular activities and represent the St. Ansgar School District. The students, school, and community are judged by the participant's character and conduct at all times. Our students serve as a model to many people and their attitude has an important impact on others. Any student whose habits and conduct in and out of school, during the school year, and during the summer that are not consistent with the ideals, principles, and standards of the St. Ansgar School District shall be declared ineligible.

### **PROCEDURE**

A student who confesses to or is found guilty of a violation of the policies of the Board of Education may be declared ineligible to participate in any extracurricular activity sponsored by the school district. Activities included are: Athletics, Clubs/Organizations, Drama Productions, and Instrumental/Vocal Contests/Performances.

The principal shall conduct an informal investigation into the allegations against the student prior to submission to the Activities Committee. The Activities Committee shall be comprised of the Athletic Director, a minimum of two staff members, and a coach or director. Such investigation shall include, but not necessarily be limited to, written or oral notice to the student of the allegations made and an opportunity to respond.

High school students who violate eligibility rules will have their cases reviewed before an eligibility committee after the informal investigation by the principal. Students found to be in violation of this policy will be given an option: They can choose to be ineligible for one calendar year from the date of admission/proof of guilt; or they can sign a Behavioral Contract. A Behavioral Contract will include parental supervision; a period of ineligibility, and may have a combination of community service hours and/or counseling with a chemical dependency agency or other appropriate counseling as recommended by the committee. Students can expect the following conditions with each subsequent violation.

**FIRST TIME VIOLATORS** of this policy will have the following conditions: the student will be ineligible for the next scheduled public performance of an activity in which he/she is a participant and some form of counseling will be recommended but not required.

**SECOND TIME VIOLATORS** of this policy and violations that occur at school will have the following conditions: the student will be ineligible for the next three scheduled public performances of activities in which he/she is a participant; the student will agree to C.D.S. counseling with parental involvement; and the student will volunteer eight hours of community service approved by the committee.

**SUBSEQUENT VIOLATIONS** of this policy have mandatory counseling and community service hours assigned by the committee. Ineligibility will be as follows: third time violators will be ineligible for eight events; and fourth and subsequent violations will be one calendar year.

Students in grades seven and eight who violate eligibility rules on the first offense will be given two options: They may be ruled ineligible by the committee and the committee will determine the length of ineligibility; or, they may be ruled ineligible by the committee and accept a minimum ineligibility of one event in each current activity plus the student must arrange a parent/principal/student conference to discuss the behavior problem.

The Activities Committee shall notify in writing, the student, parents, and the Superintendent of Schools, the reason(s) for the ineligibility or behavioral contract designed for the individual student and will monitor the completion of the agreement between the student and Activities Committee.

Students cannot be banned from "one-time events" such as Prom, Homecoming, and Graduation. Parts of seasons (playoffs, championship games, all-state auditions, etc.) are not considered one-time events, but rather parts of a season. Although students are not banned from "one-time events" they can be removed from privileges such as Grand March, speaking at said events, Queen or King candidacies, etc.

#### **APPEAL**

Any student may appeal the declaration of ineligibility to a committee composed of the superintendent and a building principal not involved in the case.

Such appeal shall be made in writing to the superintendent within five days after the written declaration is given. The superintendent shall notify the student, the student's parents, and all members of the committee and the principal involved, of the time and place of the hearing.

The student may be accompanied by the parents, legal counsel or other advisor. At the hearing, the student may respond to the complaint orally or in writing. The student may offer any explanations or comments he/she believes appropriate.

The hearing panel shall consider all relevant evidence introduced at the hearing and make its findings of facts. Evidence not introduced at the hearing shall not be considered in making such findings. Improperly acquired evidence shall be excluded. The decision of the

hearing committee may be appealed to the Board of Education and the same procedures shall be followed at this hearing.

#### **CONDUCT AT EVENTS**

Students are expected to conduct themselves in a reasonable and proper manner whether at our school or at another school. Failure to do so may result in being denied school transportation and/or admission to home events.

#### **STUDENT FUNDS AND FUND RAISING**

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

#### **USE OF SCHOOL 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 Jordan Reindl (641) 713-4720 to reserve a room. School district policies, rules, and regulations are in effect during these meetings.

#### **DANCES**

School-sponsored dances must be approved by the principal at least two weeks prior to the dance. Students must be in class by 12:35 PM on the day of the dance or have an excused absence approved in advance by the principal in order to attend. Out of town guest forms must be picked up in the office and filled out by the guest's school administration and parents. Students cannot bring dates over twenty years of age to any school dance. Students who attend the dances may not leave during the dance and return. School district policies, rules, and regulations apply to students as well as non-students at school dances. Students and non-students violating school district policies, rules, or regulations will be asked to leave the dance and school grounds, and may be subject to disciplinary action.

#### **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. Sixth through eighth grade students are elected to the student council within the first weeks of school. At the high school, anyone who would like to join Student Council is able to do so.

Students simply need to sign up and attend the meetings! Meetings will be called based on necessity by the student council advisor and/or the principal.

#### **EDUCATIONAL RECORDS**

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 and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school district to amend a record should write the school principal, clearly identifying the part of the record they want changed, and specify why it should be changed. 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 of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information (PII) contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records such as an attorney, auditor, medical consultant, therapist, or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
- (4) The right to file a complaint with the US 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, US Department of Education, 400 Maryland Avenue SW, Washington, DC, 20202-4605.

#### **STUDENT DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the St. Ansgar Community School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the St. Ansgar CSD may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with

district procedures. The primary purpose of directory information is to allow the district to include this type of information from your child's education records in certain school publications. Examples include:

- Playbill from a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation Programs
- Sports activity sheets/rosters

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information - names, addresses, and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

The following information may be released to the public in regard to any individual student of the school district as needed. Student is defined as an enrolled individual, PK-12, including children in school district sponsored child care programs. Any student over the age of eighteen or parent not wanting this information released to the public must notify the district in writing by September 15th. This objection must be renewed annually. St. Ansgar Community School District has designated the following information as directory information: Student's name, grade level, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, the most recent educational agency or institution attended, photograph, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose).

#### **CHANGE OF ADDRESS**

All changes of address or telephone numbers should be reported to the school as soon as possible. If you know that your family will be moving to another school district, please notify your teachers and the office. We will attempt to make transfers as smooth as possible.

#### **INTERROGATION BY OUTSIDE AGENCY**

As a general rule, students may not be interrogated by individuals from outside of the school district. If an individual, such as a law enforcement officer or other agent of the court wishes to interrogate a student, the request must come through the administrative office. Such a request will be granted only when, in the discretion of the administrator, 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 request is supported by court order. Generally, prior to allowing the interrogation, the administrator shall attempt to contact the parents of the child to inform them of the request and ask if they wish to be present during the interview.

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

#### **MAKE-UP WORK**

Students who know in advance that they are going to be absent are to make arrangements for their class work with their teachers before

they leave. The teacher may assign different, yet related work. When make-up work is not returned when due, an "F" May be recorded for that work.

### **STUDENT SEARCHES**

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

Reasonable suspicion may be formed by considering factors such as the following: eyewitness observations by employees; information received from reliable sources; suspicious behavior by the student; or, the student's past history and school record, although this factor alone is not sufficient to provide the basis for reasonable suspicion.

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following: the age of the student; the sex of the student; the nature of the infraction; and the emergency requiring the search without delay.

A student's body and/or personal effects (e.g. purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order. Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. 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, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

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

### **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 is the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. Any items displayed on the outside of the locker must be directly related to an academic or extracurricular school-sponsored program. The

expenses to repair damage done to a student's locker and desk are charged to the student. The school assumes no responsibility or liability for personal items kept in student lockers.

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

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

### **THREATS OF VIOLENCE**

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

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior: the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

### **COMPUTER/INTERNET USE**

The St. Ansgar School District expects each student to use technology in a responsible manner. Students may be able to access the Internet through their teachers. Individual student accounts and e-mail addresses may be issued to students. It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material. Students are expected to follow all teacher and district rules and abide by the following:

- Students are responsible for what happens on their device during the time they are assigned to a specific computer.
- Keep passwords, accounts, and files private and do not access other's passwords, accounts, or files.

- Do not vandalize hardware and/or inappropriately modify or delete software.
- Students should leave their computer exactly as they found it unless otherwise directed.
- Avoid using disks or flash drives from home without prior instructor approval.
- Chat rooms, games, and other communication options are prohibited unless otherwise directed.
- Do not enter restricted areas of the server or otherwise change or modify network or computer operations.

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

Students will adhere to online protocol

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

Students should adhere to the following guidelines:

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

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

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

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

- **First Violation** - A verbal and written "warning" notice will be issued to the student. The student may lose Internet access for a period of up to five days at the discretion of the supervising teacher. A copy of the notice will be mailed to the student's parent and a copy provided to the building principal.
- **Second Violation** - A verbal and written "Second Violation" notice will be sent to the student's parent and a copy

provided to the building principal. The student will forfeit all Internet privileges for a minimum period of thirty days.

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

### **DRESS CODE**

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment.

For scheduled school hours and school activities, appropriate guidelines include but are not limited to:

1. No midriffs exposed. The student's hem of the upper garment must touch the waistband of their pants/shorts/skirt while the student is standing.
2. The hem of shorts, skirts, and dresses must be no shorter than approximately mid-thigh in length (half the distance between the top of the leg and the knee). A reasonable level of modesty is the expectation.
3. Outdoor coats are not allowed in the classroom.
4. Headwear (bandanas, hats, caps, sweatbands, or hoods) may not be worn at any time in the building.
5. Undergarments should be worn, not shown.
6. Spaghetti straps, tube tops, halter-tops, backless tops, and one-shoulder tops are acceptable **only** if they are worn underneath another acceptable or appropriate upper garment during school hours. Consideration will be given to dresses or outfits worn for more formal or special occasions such as concerts.
7. See-through clothing is not acceptable except when worn over other appropriate non-see-through garments.
8. Upper garments must not expose cleavage.
9. Slippers of any type are not allowed, however, flip-flops are acceptable. Shoes must be worn at all times. Classroom instructors may require specified footwear for safety purposes in certain settings such as in the Industrial Technology shop.
10. Tank tops or sleeveless tops must be close fitting in the armpit area.
11. All slacks, jeans, skirts, and shorts, etc. must be worn on or above the hips unless the student's top tucks into the slacks, jeans, skirts, or shorts so no undergarments of skin are exposed.
12. Coaches of after school activities are to decide the dress code during practice and competition hours, and may require more formal dress for game or performance days.
13. No clothing or apparel is to promote products illegal for minors, display obscene or profane material, display racial or sexual remarks, or make reference to prohibited conduct. This would include any attire that displays pictures or terminology containing innuendos or double meanings.
14. Spikes, heavy chains, and similar items are safety hazards and are not allowed in school.

The above list is not intended to be all-inclusive. The administration or faculty designee(s) will make final interpretation and enforcement of the dress code. Any exceptions or variance from the district's dress code will require specific permission from the administration. Documented medical exceptions will be given consideration. A record of student dress code violations will be kept.

Students not in compliance with the dress code will be asked by an administrator, teacher, or other staff member to correct the situation immediately. This may include the student returning home to change clothes. If transportation home is not available, the student will be retained in In-School Suspension until a parent/guardian contact can be made and replacement clothing is secured. The resulting absence will be considered as unexcused. Repeat offenders may face disciplinary action including detention, suspension, or meeting with the Board of Education.

#### **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 for the cost of repair and/or replacement. This will be true whether or not there was intent to do damage. In certain circumstances, students may be reported to law enforcement officials.

#### **DRIVING AND BIKING TO SCHOOL**

Parking on school grounds is a privilege. Cars and other motorized vehicles should be parked only in designated parking areas, and bicycles should be properly parked in the bike racks. Students will not have access to their vehicles during the school day unless permission is granted by a teacher or principal. The school will handle violations of the parking policy in the following manner:

- First Offense: The driver will be asked to move the vehicle
- Second Offense: The driver will be fined \$5 and asked to move the vehicle.
- Third Offense: The vehicle will be towed/removed at the owner's expense.

#### **SKATEBOARDS, ROLLERBLADES, ETC.**

Due to safety concerns the use of skateboards, rollerblades, ripsticks, and roller skates on school property is prohibited, unless used for educational purposes and approved by the principal. If a student violates this policy once, the item will be kept in the office for the student to pick up at the end of the school day. Subsequent violations will result in confiscation, and the parent will need to come in for a meeting with the principal before the item will be released to the parent. Heely shoes may be worn to school if the wheels have been removed.

#### **ILLEGAL/INAPPROPRIATE 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, e-cigarettes or other vapor products or look-a-like substances. Violation of this policy by students will result in disciplinary action including possible suspension or expulsion. The principal may require attendance at an appropriate education and/or

treatment facility as a condition for return to school and continued enrollment in school.

#### **WEAPONS IN THE SCHOOL**

The board believes weapons, other dangerous objects and look-alikes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on the school district premises or property within the jurisdiction of the school district. School district grounds are not an appropriate place for weapons, dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes will be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

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

Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, any explosive, incendiary, or poison gas, or otherwise defined by applicable law.

Weapons under the control of law enforcement officials or other individuals specifically authorized by the board are exempt from this policy. The principal may allow authorized persons to display weapons, other dangerous objects, or look-a-likes for educational purposes. Such a display will also be exempt from this policy.

#### **DETENTION**

Teachers have the authority to assign students to detention for periods ranging from one to three days for misbehavior in class, including failure to do class work in a timely manner. A student sent to detention three times from the same class will not be permitted to return to the class without the principal's approval. In the absence of such approval, the student will receive a failing grade.

Students may also be assigned to detention before or after school. Under normal circumstances students will be given the option of same day or the following day detention. Failure to report when assigned may result in the detention being doubled or suspension from the class or school until the detention is served.

#### **IN-SCHOOL SUSPENSION**

In-school suspension is the temporary isolation of a student from one or more classes while under proper supervision. In-school suspensions may be imposed by the principal or by another person in charge of the attendance center for infractions of school rules which are serious but do not warrant the necessity of removal from school. The principal or other person in charge of the attendance center shall conduct an informal investigation of the allegations against the student prior to imposition of an in-school suspension.

## **EXPULSION**

Only the Board may expel any student from school for a violation of rules and regulations approved by the Board or the law, or when the presence of that student is considered to be detrimental to other students within the educational process. It is within the discretion of the Board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense.

It is within the discretion of the superintendent to recommend to the Board the expulsion of a student for disciplinary purposes. Only the Board may take action to expel a student and to readmit the student. The principal will keep records of expulsions in addition to the Board's records.

When a student is recommended for expulsion by the board, the student is provided with:

1. Notice of the reasons for the proposed expulsion
2. The names of witnesses and an oral or written report on the facts to which each witness testifies unless the witnesses are students whose names may be released at the discretion of the superintendent.
3. An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf.
4. The right to be represented by counsel.
5. The results and finding of the board in writing open to the student's inspection.

The building administrator who makes the original recommendation for expulsion shall have the authority to suspend the student from attendance until such time as a special meeting of the Board to act upon the recommendation. This will be called "suspension pending hearing." The hearing shall be held within a reasonable time, and no later than five days, following the suspension pending hearing. If, for some reason, it is impossible to hold the hearing within those five days, the student may be granted provisional re-admittance to classes until such time as the hearing can be scheduled. Where a student is suspended pending a hearing, the student shall be afforded means of alternative education during the period of such suspension in order to guard against the loss of credit for classes missed, should the hearing prove the student guiltless.

The superintendent or designee shall notify the student and the student's parents of the place and time of the hearing. The school board shall properly notify the student, as well as the superintendent, or the designee concerning the board's finding of fact and determination. Within three days after receiving notice of expulsion or other disciplinary action, the student may request reconsideration by the school board stating his/her reasons.

## **ACADEMIC HONOR CODE**

- Students are expected to exhibit and uphold academic integrity, striving for honest and ethical behavior as it relates to their scholastic work.
- Students are expected to do their own schoolwork; students may not receive or give unauthorized assistance in the preparation of any work required for submission for course credit, including examinations, essays, themes, reports, projects, or other homework.

- Students must give credit to sources consulted in research through proper documentation and citation.
- Students may not interfere with another student's academic work.
- Students may not help another student commit acts of academic dishonesty.

The following are specific violations to the academic honor code:

### **Cheating**

- Unauthorized use of notes, texts, or other print or electronic aids (calculator, cell phones, etc.) during a test or quiz
- Copying the work of others and/or allowing others to view your answers or copy your work during a test, quiz, or homework.
- Allowing other parties to assist in the completion of your test, quiz, homework, paper, or project, when not permitted.
- Helping or attempting to help another individual commit an act of academic dishonesty.

### **Plagiarism**

- Presenting the work of others without proper acknowledgement
- Claiming the words and ideas of another as one's own
- Failure to properly cite and specifically credit the source of both text and web materials in papers, projects, or other assignments

### **Forgery**

- Altering a score, grade, or schedule change on an academic record
- Forging the signature of a teacher, administrator, counselor or other staff member without proper authorization

### **Obtaining an Unfair Advantage**

- Stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by an instructor
- Retaining, possessing, using, or circulating previously given examination materials, when those materials are to be returned to the instructor.
- Intentionally obstructing or interfering with another student's academic work, or otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over students' academic work.

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. Discipline may include the loss of credit for the quiz, test, or assignment and/or class credit for the grading period, as well as loss of use of the media center or computer.

## **DUAL ENROLLMENT STUDENTS**

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules, and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the superintendent's office at 641-713-4681.

## **PERSONAL ELECTRONIC DEVICE POLICY**

St. Ansgar Community School District is committed to providing an inclusive educational environment for students and families. It is valuable for students' educational experience for families to engage in and support their student's educational experience.

As part of this commitment, the district will take steps to create opportunities for students to engage in peer-to-peer activities and ensure that student use of personal electronic devices does not occur during instructional time. Personal electronic devices mean any device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data. This may include but not limited to cell phones, smart watches, ear buds, radios, touch pads etc.

Every district staff member is empowered to assist in the enforcement of this policy and regulation as appropriate. To avoid distraction during instructional time, personal electronic devices must be silenced or turned off, not visible, and not physically attached to the student's body. Students may store their personal electronic devices in each classroom in the cubby or bin that is designated for storage of personal electronic devices.

Staff members may establish classroom rules or protocols for placement of personal electronic devices during instructional times consistent with this regulation. If a student is observed using a personal electronic device during instructional time, the employee who observed the student behavior will notify building administration, who will require the student to turn in the device for safekeeping until the end of the school day. The device will be secured in the building's front office. The district, however, is not responsible for the loss, theft, or destruction of personal electronic devices brought onto school, or district property, or while the student is attending district or school-sponsored events.

For a student's first violation of these rules, the student may pick up the device at the end of the school day and the student's parent/guardian will be notified. For subsequent violations of the rules, the device will be released to the student's parent/guardian following a meeting with the student and the student's parent/guardian to create a plan to avoid further violations. If a student in violation of the rules refuses to turn over their device, they may be sent home for the remainder of the school day. Repeated violations of the rules may result in additional disciplinary consequences for students in accordance with board policy.

Personal electronic devices that have been specifically authorized under a current individual education plan (IEP), a Section 504 plan, or an Individual Health Plan (IHP) are exempt from these rules. Additionally, parents or guardians of students may request to building level administration that a student retain access to the student's personal electronic device during instructional time if the parent or guardian can establish there is a legitimate reason related to the student's mental or physical health for the student to retain access during instructional time. This must be tied to the student's multi-tiered system of support (MTSS) framework. Any denials may be appealed to the Superintendent, who will be the final decisionmaker on the request.

Parents or guardians who need to communicate with students during instructional time may contact the school building administrative office at (641) 713-4720.

#### **POSTING OF INFORMATION**

Students who wish to post or distribute information must receive permission from the principal at least 24 hours before the posting or distribution. This applies whether the information deals with school-sponsored or non-school-sponsored activities.

#### **ANTI-BULLYING/HARASSMENT POLICY**

The St. Ansgar Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. The superintendent is responsible for implementation of this policy and all accompanying procedures. Complaints will be investigated within a reasonable time frame. Within 24 hours of receiving a report that a student may have been the victim of conduct that constitutes bullying and/or harassment, the district will notify the parent or guardian of the student.

If as a result of viewing surveillance system data or based on a report from a school district employee, the district determines that a student has suffered bullying or harassment by another student enrolled in the district; a parent or guardian of the student may enroll the student in another attendance center within the district that offers classes at the student's grade level, subject to the requirements and limitations established in Iowa law related to this topic.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

#### **RETALIATION PROHIBITED**

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures. Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be

subject to measures up to, and including, removal from service and exclusion from school grounds.

## **DEFINITIONS**

For the purposes of this policy, the defined words shall have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- “Harassment” and “bullying” mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:
  1. Placed the individual in reasonable fear of harm to the individual’s person or property
  2. Has a substantial detrimental effect on the individual’s physical or mental health.
  3. Has the effect of substantially interfering with the individual’s academic or career performance. Has the effect of substantially interfering with the individual’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Trait or characteristic of the individual” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- “Volunteer” means an individual who has regular, significant contact with students.

## **INVESTIGATION PROCEDURES**

### **FILING A COMPLAINT**

An individual who believes that the individual has been harassed or bullied may file a complaint with the superintendent or superintendent’s designee. The complaint form is available at the end of this handbook or in the office. If the complainant is a school employee, after filing the complaint with the superintendent or superintendent’s designee, the employee may separately notify the parent or guardian of the student alleged to have been harassed or bullied.

An alternate investigator will be designated in the event it is claimed that the superintendent or superintendent’s designee committed the alleged bullying or harassment or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

### **INVESTIGATION**

The school district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of a written complaint. The superintendent or superintendent’s designee

(hereinafter “Investigator”) will be responsible for handling all complaints alleging bullying or harassment.

The investigation may include, but is not limited to the following;

- Interviews with the Complainant and the individual named in the complaint (“Respondent”)
- A request for the Complainant to provide a written statement regarding the nature of the complaint
- A request for the Respondent to provide a written statement
- Interviews with witnesses identified during the course of the investigation
- A request for the witnesses identified during the course of the investigation to provide a written statement
- Review and collection of documentation or information deemed relevant to the investigation

The investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment as defined in Board policy. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings, and provide a copy of the report to the appropriate building principal or superintendent if the investigation involved the building principal.

The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. Similarly, evidence uncovered in the investigation shall be kept confidential to the extent reasonably possible.

### **DECISION**

The investigator, building principal or superintendent, depending on the individuals involved, shall inform the Complainant and the accused about the outcome of the investigation. If, after an investigation, a student is found to be in violation of the policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

Individuals who knowingly file false bullying and/or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

### **STUDENT COMPLAINTS**

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

- If an employee is involved, discuss the complaint with the employee within three days of the incident
- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within five 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, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy. The board determines whether it will address the complaint.

### **STUDENT PUBLICATIONS**

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, material produced in journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee. Any expression made by students, including student expression in official school publications, is not an expression of official school district policy. The school district, the board and the employees or officials are not liable in any civil or criminal action for any student expression made or published by students unless the employees or officials have interfered with or altered the content of the student speech or expression. The liability, if any, is only to the extent of the interference or alteration of the speech or expression.

Faculty advisors will supervise 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 publication material which is:

- Obscene;
- Libelous;
- Slanderous; or
- Encourages students to:
  - Commit unlawful acts;
  - Violate lawful school 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 their freedom of expression in a student-produced official student publication has been restricted should follow the grievance procedure outlined in board policy 502.4.

### **FREEDOM OF EXPRESSION**

Student expression is speech, action, or other forms of expression which convey a student's beliefs, views, or opinions. It is the goal of the district to protect the educational environment for all students to help ensure it is free from substantial disruption or infringement upon their rights. Student expression must be appropriate to help ensure that the students learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be harmful or inappropriate for their level of maturity. While students will generally be allowed to express their viewpoints and opinions, in certain qualifying circumstances, student speech may require administrative regulation to help ensure the safety and welfare of the

school community. The district may regulate speech that; causes or is reasonably anticipated to cause a material and substantial disruption to the education environment; infringes upon the rights of others; is obscene or lewd; is school sponsored and/or promotes illegal activity. The administration, when making this judgment, will consider whether the activity in which the expression was made is school-sponsored and whether review or prohibition of the students' speech furthers an educational purpose. Further, the expression must be done in a reasonable time, place, and manner that is not disruptive to the orderly and efficient operation of the school district. Students who violate this policy may be subject to disciplinary measures.

### **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents certain rights regarding the conduct of surveys, collection and use of information for marketing purposes and certain physical exams. These include, but are not limited to, the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the US Department of Education (ED):
  1. Political affiliations or beliefs of the student or student's parent or guardian;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of -
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use -
  1. Protected information surveys of students and surveys created by a third party;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. The St. Ansgar School District will develop and adopt policies, in consultation with parents,

regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The district will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The district will also directly notify, such as through US Mail or e-mail, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The district will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by the ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with: Student Privacy Policy Office, US Department of Education, 400 Maryland Ave SW, Washington, DC. 20202.

#### **SECTION 504/ADA POLICY**

The St. Ansgar School District does not discriminate on the basis of disability with regard to admission, access to services, treatment, or employment in its programs or activities. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against individuals with disabilities in any program receiving federal financial assistance. The Americans with Disabilities Act (ADA) applies to employers who have over fourteen (14) employees regardless of federal financial assistance or public entities, such as public school districts. Under both Acts, the definition of an "individual with a disability" is a person who:

1. Has a mental or physical impairment which substantially limits one or more major life activities, such as seeing, hearing, speaking, breathing, working, walking, learning, etc.; or
2. Has a record of such impairment; or
3. Is regarded as having such an impairment.

The district will evaluate, identify, and provide free appropriate education to all students who are individuals with disabilities under Section 504 or the ADA. Parents/guardians of these students are entitled to procedural safeguards, including individual notice and an impartial hearing.

The district will provide reasonable accommodation to each employee and qualified employment applicant covered by Section 504 or the ADA unless it would impose an undue hardship on the operation of the program. Each of the programs of the district will be readily accessible to individuals with disabilities when viewed in its entirety.

The district will furnish auxiliary aids and services to students, employees, parents/guardians, and members of the public who have

disabilities to the extent necessary for communications with other persons, unless it will result in an undue burden on, or a fundamental alteration in the program.

The district has a grievance procedure for disability discrimination complaints. For a description of this procedure, or any further relevant information, contact the Section 504/ADA Coordinator: Jer Osgood, Elementary Principal, St. Ansgar Schools, PO Box 398, 206 East 8th St., St. Ansgar, Iowa 50472, (641) 713-2331 or [josgood@stacsdsd.org](mailto:josgood@stacsdsd.org).

#### **SECTION 504/ADA GRIEVANCE PROCEDURES**

The St. Ansgar School District does not discriminate on the basis of disability with regard to admission, access to services, treatment, or employment in its programs or activities. Any alleged discriminatory practices within the scope of Section 504, or the Americans with Disabilities Act (ADA) shall be addressed through the grievance procedure that follows:

##### **Step 1**

The person who believes s/he has a valid basis for grievance under Section 504, or the Americans with Disabilities Act (ADA) shall informally discuss the complaint with the Section 504/ADA Coordinator.

##### **Step 2**

If the complaint is not satisfactorily resolved through Step 1, the alleged grievance may be filed in writing by the complainant. To be considered, the written complaint must fully set out the circumstances giving rise to the alleged grievance and must be filed with the Section 504/ADA Coordinator within five (5) working days of disposition at Step 1.

The Section 504/ADA Coordinator will appoint a hearing officer within five (5) working days of receipt of the written complaint. The hearing officer will conduct a hearing regarding the alleged grievance within fifteen (15) working days of appointment. The hearing officer shall give the parent/guardian, student or employee full and fair opportunity to present evidence relevant to the issues raised under the grievance. The parent/guardian, student, or employee may, at his/her own expense, be assisted or represented by individuals of his/her choice, including legal counsel. The hearing officer will present his/her written decision to the Section 504/ADA Coordinator and complainant within ten (10) working days of the hearing.

##### **Step 3**

If the complaint is not satisfactorily resolved through Step 2, the complainant may file a written appeal to the St. Ansgar Board of Education. To be considered, the written complaint must fully set out the circumstances giving rise to the alleged grievance and must be filed with the District Superintendent's Office within five (5) working days of disposition at Step 2.

The Board of Education will address the complaint at its next regularly scheduled meeting provided the written complaint is received in the Superintendent's Office at least (1) week prior to the next scheduled meeting of the Board of Education.

Within ten (10) working days of addressing the complaint, the Board of Education will issue a written disposition of the alleged grievance through the Superintendent's Office.

#### Step 4

If the complaint is not satisfactorily resolved following Step 3, further appeal may be made to the Director of the Iowa Civil Rights Commission, Des Moines, or to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri.

### **STUDENT SCHOLASTIC ACHIEVEMENT**

#### **GRADE REPORTS**

Students receive progress reports in the form of report cards at the end of each quarter and semester. Halfway through each quarter, students earning a grade below a C- will also receive a progress report indicating their grade and areas in need of improvement. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance.

**Students and parents can also check grades online utilizing the JMC school program.** Questions regarding the JMC program and access to grades should be directed to the school office.

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

#### **GRADE POINT AVERAGES**

We are using the following 4.00 grading scale to figure average GPAs:

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

PE Classes are figured into the GPA. Cumulative GPAs are figured at semester only.

#### **HOMEWORK**

Teachers assign homework, extra class activities, or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make-up incomplete class work. Students are expected to complete homework on time. Teachers have no responsibility to continually remind students of incomplete work. The responsibility to know of and to complete work in a timely manner rests with the student. Failure to complete homework may result in loss of class credit and a failing grade in the class.

### **GRADUATION REQUIREMENTS**

Students must successfully complete the courses required by the board and Iowa Department of Education in order to graduate. High school students must complete 49 credits while in high school prior to graduation. Certain courses are required to be taken. Additional information can be found in the online Course Registration Booklet on the school website. The following credits will be required and earned in grades 9-12:

Language Arts	8 Credits
Science	6 Credits
Mathematics	6 Credits
Social Studies	6 Credits
Physical Education	4 Credits
Electives	16 Credits
Beginning Computer	1 Credit
Health 1	1 Credit
Personal Finance	1 Credit

### **TESTING PROGRAM**

A comprehensive testing program is established and maintained to evaluate the education program of the school district and to assist in providing guidance or counseling services to students and their families. No student is required, as part of any applicable program, funded by the United States Department of Education, to submit to a survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or student's parent or guardian;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine eligibility for participation in a program or for receiving financial assistance under such program;

Without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an emancipated minor, without the prior written consent of the parent.

Prior to an employee or contractor of the district providing information on a student enrolled in the district on any survey related to the social or emotional abilities, competencies, or characteristics of the student; the district will provide the parent/guardian of the student detailed information related to the survey and obtain written consent of the parent/guardian of the student. This includes the person who created the survey, the person who sponsors the survey, how the information generated by the survey is used and how information generated by the survey is stored. This requirement will not prohibit a district employee from answering questions related to a student enrolled in the district as part of developing or implementing an individualized education program for the student.

### **HUMAN GROWTH AND DEVELOPMENT**

Students in grades six through twelve will receive, as part of their health education, instruction about personal health; food and nutrition; environmental health; safety and survival skills; consumer

health; family life; human growth and development; substance abuse and non-use, including the effects of alcohol, tobacco, drugs, and poisons on the human body; human sexuality; self-esteem; stress management; interpersonal relationships; emotional and social health; health resources; prevention and control of disease; and communicable diseases. The purpose of the health education program is to help each student protect, improve, and maintain physical, emotional, and social well-being.

The areas stated above are included in health education and the instruction is adapted at each grade level to aid understanding by the students. Parents who object to health education instruction in human growth and development may file a written request that the student be excused from the instruction. The written request will include a proposed alternate activity or study acceptable to the superintendent. The superintendent will have the final authority to determine the alternate activity or study.

### **OPEN-ENROLLMENT**

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Open enrolled students from low-income families may qualify for transportation assistance. 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 for information and forms.

### **ADDING/DROPPING COURSES**

All schedule changes must be made during the first week of the semester. The teacher and guidance counselor's permission are necessary to add or drop a class. Written parental permission is also needed if a student in 6th-8th grade chooses to drop band.

### **SEMINAR**

While in seminar, students are expected to conduct themselves as they would in class. Seminar time is utilized to provide supplemental instruction, additional academic assistance, make-up testing or lab work, opportunities for assignment completion, reading, etc. Students must bring enough schoolwork to occupy them for the entire time. Once in seminar, students are only allowed to leave with the permission of the seminar monitor.

Seminar will occur from 2:30-3:20 every day, unless there is a schedule change. All students are assigned to a specific seminar teacher for the year. Middle school students may be assigned to different teachers for seminar during 6th through 8th grade. High school students will remain with their seminar teacher and seminar group for the entirety of their high school career.

Seniors have the option to participate in a "Free Release" for seminar. If seniors are meeting the requirements, they will have the option to leave campus during seminar if they wish.

The requirements for Free Release include:

- Seniors Only
- No Missing Work
- Grade of "B" or Above - some teachers differ in their percentages for grading scale. Seniors need to understand this and the expectation is B and above.
- If a student is taking a course for the HPLNC Option, the B and above rule still applies for this class.

- Students must arrive to seminar and show JMC to seminar teacher to be eligible to leave.
- Teachers will keep documentation on who has left the building. This document will be shared in real time with the administrative office for accurate record keeping in the case of emergency.
- No "teachers notes" will be accepted on the day of. JMC is the deciding factor.
- If students are leaving for free release, they may not be on school grounds - must leave the school.
- This privilege can be revoked if negative behavior in the community or failure to adhere to the policies above.
- Teachers are expected to keep their JMC updated on a regular basis (every two weeks). They will not be expected to update this daily. If a student wants to take part in Free Release, it is vital that they take care of their work in the classroom.

If your student is a senior and you DO NOT want your student to be able to participate in this, please call the administrative office at (641) 713-4720.

### **HONOR ROLL**

Each semester, the school district recognizes all students who achieve a grade point average of 3.67 or above (A Honor Roll) and a grade point average of 3.00-3.66 (B Honor Roll) by publishing our honor rolls in the local newspapers.

### **MIDDLE SCHOOL ADVANCEMENT TO NEXT GRADE**

At the middle school (grades 6, 7, and 8), we strive to help students succeed academically so that they have the appropriate foundation of knowledge and skills needed to be successful at the high school level. It is essential for all middle school students to pass all of their core classes (math, language arts, science, social studies, and reading) during the middle school years before being promoted to high school. Grades are determined at the end of both first and second semester. **If a middle school student does not pass a core class at semester, he/she will be required to attend summer school in order to make up the work needed to obtain a passing grade before being promoted to the next grade level.**

### **ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

This rule has been approved by the Iowa High School Athletic Association, the Iowa High School Speech Association, the Iowa High School Music Association, and the Iowa Girls High School Athletic Union. This rule pertains to students in activities in grades 7 through 12.

If at the end of any grading period a participant receives a failing grade in any course for which credit is awarded (including PSEO courses that are counted in our transcripts), the participant is ineligible to participate in any competitive event within a period of 20 calendar days.

"Grading period", graduation requirements, and any interim periods of ineligibility are determined by local policy. For the purposes of this rule, "grading period" shall mean the period of time at the end of which a student in grades 7 through 12 receives a final passing grade and course credit is awarded.

Ineligibility begins on the first official state sanctioned date that the first game/contest for a given activity can take place. Ineligible students must sit out at least one event.

The period of ineligibility starts with the first day on which competition is allowed, not practice. If the grading period is in the middle of an affected student's season, the period of ineligibility starts with the first day after final grades are issued. Students failing a course at the end of the second semester will be ineligible during their next activity (this could be during the summer, or could carry over to the fall or spring semester depending on when their next activity begins). This policy does not pertain to K-6 students. More information on this policy is available in the high school office or on the IHSAA or IGHSAU web sites.

The Saint Ansgar Board of Education has also determined that ineligible students are also ineligible for any public performance during the ineligible period regardless of it being associated with a grade or not. In these cases, the teachers involved will provide opportunities for these students to make-up the graded opportunity.

A student with a disability who has an individualized education program (IEP) shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.

#### **EDUCATIONAL OPTIONS**

Various educational options are available to students including home schooling. Please see the counselor for more information. Concurrent enrollment courses offered **on campus and taught by St. Ansgar faculty** for which students can receive college credit include: Animal Science, Welding, Composition I and II. **The school district will provide textbooks for these classes.**

#### **CONCURRENT ENROLLMENT**

The board may, in its discretion, enter into a contractual agreement with a community college to provide courses for eligible students in grades nine through twelve. Notice of the availability of the concurrent enrollment program shall be included in the school district's registration handbook, and the handbook shall identify which courses, if successfully completed, generate post-secondary credit. Students shall not be charged tuition for concurrent enrollment courses. Students or their parents/guardians may be required to pay a fee consistent with the school district's established textbook policy and other materials for the concurrent enrollment course to the extent permitted by law. Students who successfully complete concurrent enrollment courses, as determined by the postsecondary institution, shall receive post-secondary credit in accordance with the institution's policies and high school credit that will be reflected on their high school transcript.

#### **Post Secondary Enrollment Option**

Ninth and tenth grade students who have been identified by the school district as gifted and talented, and eleventh and twelfth grade students, may utilize the Post-Secondary Enrollment Option (PSEO) program. To qualify, a course must be a nonsectarian, credit-bearing course that leads to a degree, and in the areas of: mathematics, science, social sciences, humanities, or career and technical education. A course is not eligible for PSEO if a comparable course is offered by the school district. In addition, courses at a community

college with which the district has a concurrent enrollment agreement are not eligible for PSEO. Students shall not be charged for tuition, textbooks, materials, or fees related to a PSEO course with the exception of equipment that becomes the property of the student. The school district shall reimburse the post-secondary institution for tuition and other expenses for each PSEO course up to \$250. Students who fail a PSEO course or fail to receive credit in the course must reimburse the school district for all costs directly related to the course. Students who successfully complete a PSEO course, as determined by the postsecondary institution, shall receive postsecondary credit and high school credit.

The school district pays only for courses which are not offered by the high school and which are offered during the regular school year by the community college, private college, or state university. The school district does not pay for the costs of summer school classes. Summer school classes, however, are eligible for credit. Students who fail a PSEO course or fail to receive credit in the course must reimburse the school district for all costs directly related to the course. Prior to enrolling in a PSEO 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. Students interested in participating in PSEO/Concurrent enrollment courses should contact Dakota Kline, School Counselor.

**If a student wishes to take a PSEO/concurrent enrollment class, the student and the parent/guardian must attend an orientation session prior to the student taking his/her first class. The district will provide two options of dates for the orientation session. If a student withdraws from a PSEO/concurrent enrollment class after the second week of enrollment in the course, then the student shall receive a grade of "F" on his/her high school transcript.**

#### **EARLY GRADUATION**

Seniors who have met all graduation requirements may request to graduate after completion of the first semester of their senior year. Students who wish to do this must see the counselor no later than the first week of school of their senior year to make sure that all remaining required credits are built into their first semester schedule. Students must also provide a written request to the St. Ansgar Board of Education prior to the November board meeting of their senior year.

#### **MISCELLANEOUS**

##### **TELEPHONE USE DURING THE SCHOOL DAY**

Generally, students receiving telephone calls during school hours will not be called to the telephone. The office will take a message and forward it to the student. Only in emergency situations are students removed from class or another school activity to receive a telephone call. Phone messages will be delivered to students at the earliest convenience so as not to interrupt classrooms. Classroom phones are intended for school business or to communicate between rooms and are NOT to be used by students. Students should use the office phone or come to the office and ask to use their cell phone when needing to call a parent.

**SCHOOL ANNOUNCEMENTS**

Students are responsible for knowing the content of daily announcements. Students who wish to have an item included in the daily announcements must have permission from the principal and submit the announcement in writing to the office prior to 8:15 AM. Announcements should pertain to school-sponsored activities.

**VISITORS/GUESTS**

Security cameras have been installed in all school buildings. Visitors to the school grounds must ring the doorbell to be allowed in the building. After entering, guests must sign in at the main office and sign out before leaving. Each visitor will be issued a visitor badge, which should be worn for the entire visit. If a student wishes to bring a guest to school, the student must receive permission from the principal prior to the guest's visit. In an effort to minimize disruption of the educational day, we ask that students have their guests visit for a maximum of two hours. The first few weeks and last few weeks of the school year are not good times to visit. The district maintains the right to refuse entry to any visitor who may be disruptive or dangerous.

**LEGAL STATUS OF STUDENT**

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

**STUDENT DISCLOSURE OF IDENTITY**

It is the goal of the district to provide a safe and supportive educational environment in which all students may learn. As part of creating that safe educational environment, no employee of the district will provide false or misleading information to the parent/guardian of a student regarding that student's gender identity or intention to transition to a gender that is different from their birth certificate or certificate issued upon adoption.

If a student makes a request to a licensed employee to accommodate a gender identity, name or pronoun that is different than what was assigned to the student in the student's registration forms or records, the licensed employee is required by Iowa law to report the request to an administrator. The school administrator receiving the report is required by Iowa law to report the request to the student's parent/guardian. This requirement also applies to all nicknames.

**BREAKFAST/LUNCH INFORMATION**

The school district operates a lunch and breakfast program. Students will be assigned a lunch number that they will give to the lunch operator. The lunch operator will then select the appropriate charges and complete the transaction. Cooks, lunch operators, and supervisors expect students to be respectful and well-mannered.

Students may either bring their own lunches to school or purchase a lunch and other items, including milk. If a student chooses to bring a sack lunch to school, please try to make sure that the meal is well balanced. Pop and/or energy drinks are not allowed. Any special dietary needs related to disease, allergies, etc. must be put in writing by the child's doctor. A la carte items are available to all students.

Students have use of a meal account. When the balance reaches \$0.00, an individual may charge no more than \$10.00 to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. Students and/or parents/guardians may deposit money into their lunch account at either building office or deposit money electronically using the Pay Schools application, located on the district web page. If a student is under legal age, the parent/guardian shall be responsible for the student debt. Money sent to the school should be turned in at the office.

**Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases.** Free and reduced price meals are available to those who qualify. The necessary forms may be obtained at any time prior to and throughout the school year from Melanie Johnson in the superintendent's office. Students on free meals may bring money to deposit into their account for a la carte items. Students qualifying for free meals receive one free breakfast - either the regular breakfast or Grab 'n Go breakfast. If a student eats regular breakfast, he/she can still get Grab 'n Go but will be charged.

Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received. The school district may provide an alternate meal that meets federal and state requirements at a charge to students in grades K-8 who have charged the maximum allowance to the student account and cannot pay out of pocket for a meal. The meal will be delivered in the same manner as all other student meals.

The school district will make reasonable efforts to notify families when the meal account balance reaches \$10.00. Families will be notified by email or by US Mail if the family does not have an email account. Students and parents/guardians will also be notified by email or by US Mail if they are no longer able to receive a meal due to a negative balance. Negative family balances of more than \$50.00, not paid prior to the end of the semester, will be turned over to the superintendent of superintendent's designee for collection.

Students and parents/guardians have the option of checking the lunch account balance at any time by checking JMC or by calling the school. The lunch program also keeps track of items that students charge on a daily basis. Parents who would like to check on their family balance, prohibit a la carte, or receive a printout of account activity should call Melanie Johnson at (641) 713-4681 or email her at [mjohnson@stacs.org](mailto:mjohnson@stacs.org).

<b><u>Breakfast</u></b>	<b><u>Daily</u></b>	<b><u>Weekly</u></b>	<b><u>Monthly</u></b>
K-12 Students	<b>\$1.40</b>	\$6.50	\$26.00
Adults	\$1.50	\$7.50	\$30.00

<b><u>Lunch</u></b>	<b><u>Daily</u></b>	<b><u>Weekly</u></b>	<b><u>Monthly</u></b>
K-5 Students	\$2.75	\$13.75	\$55.00
6-12 Students	\$2.85	\$14.25	\$57.00
Staff Adults	\$4.84	\$22.20	\$96.80
Visiting Adults	<b>\$5.00</b>		

<b><u>Extra Milk</u></b>	<b><u>Daily</u></b>	<b><u>Weekly</u></b>	<b><u>Monthly</u></b>
All	\$0.45	\$2.25	\$9.00

**A la Carte Items**

All Vary from \$0.55 to \$2.00

### **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. Students utilizing school transportation will conduct themselves in an orderly manner fitting to their age level and maturity with mutual respect and consideration for the rights of the school vehicle driver and the other passengers. Students who fail to behave in an orderly manner will be subject to disciplinary measures. The driver will have the authority to maintain order on the school vehicle. It is the responsibility of the driver to report misconduct to the building administrator.

The board supports the use of recording devices on school buses used for transportation to and from school as well as for field trips, curricular or extracurricular events. Students are prohibited from tampering with the recording devices on the school buses. Students found in violation of this regulation will be disciplined in accordance with the school district discipline policy and Good Conduct Rule and will reimburse the school district for any repairs or replacement necessary as a result of the tampering.

Persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor and chaperones are to follow the school district policies, rules, and regulations for student violations.

- Riders must be at the designated loading point before the arrival time.
- Riders must wait until the vehicle comes to a complete stop before attempting to enter.
- Riders must not extend arms or heads out of the windows at any time.
- Aisles must be kept clear at all times.
- Riders shall load and unload through the right front door. The emergency door is for emergencies only.
- Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.
- Riders may be assigned a seat by the driver.
- Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement.
- Riders are not permitted to leave their seats while the vehicle is in motion.
- Waste containers are provided on all vehicles for riders' use.
- Permission to open windows must be obtained from the driver.
- Classroom conduct is to be observed by students while riding the vehicle except for ordinary conversation.
- The driver is in charge of the riders and the vehicle, and the driver is to be obeyed promptly.
- Riders should assist in looking after the safety and comfort of younger riders.
- Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions, and proceed to cross the road or highway only on signal from the driver.
- Shooting paper wads, squirt guns, or other material in the vehicle is not permitted.

- Riders must keep their feet off the seats.
- Rough-housing on the vehicle is prohibited.
- Riders must refrain from crowding or pushing.
- The use or possession of alcohol, tobacco, or look-a-like substances is prohibited in the vehicle.
- The Good Conduct Rule is in effect.

### **EVENT TRANSPORTATION**

Students will be expected to ride with the group both going to and returning from events. Notes for a student to do otherwise must go through the principal. If parents wish to make other arrangements for the student, they must communicate that to the principal ahead of time, or to the sponsor personally.

### **RATIONALE**

1. The school is liable for the supervision of all students under the school-authorized trip from the beginning until the end where students are returned to the same school premise or school authorized point.
2. Students must be responsible to their supervisors for their own safety. Students should not jeopardize efficient management of school-authorized trips for their own convenience. When people agree to be a part of a group, they give up some of their individual rights for the good of the group.
3. As members of any school team or organization, it is understood that students have an obligation to be a member of that team or organization for the duration of that trip, beginning to end.
4. This policy is not to inconvenience anyone. It is to protect the safety of students, enhance the integrity of the team and/or organization representing the St. Ansgar Community School District by realizing an obligation to the group, and protect the liability of school authorized supervisors.

### **USE OF RECORDING DEVICES AT SCHOOL AND ON BUSES**

The St. Ansgar Community School District Board of Directors has authorized the use of recording devices on district-owned property including school district buses. The recording devices will be used to enhance safety and security within the educational environment and to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students, employees, and parents are hereby notified that the content of the recordings may be used in a student or employee disciplinary proceeding. The content of the recordings may be considered confidential student records and will be retained with other student records. Recordings will only be retained if necessary for use in a student or employee disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view the recording of their child.

### **MEDIA CENTER**

The school media center is available to students during school hours. The media center is a place for study and research. It is not a place to socialize. Students are expected to conduct themselves as if they were in class while in the media center. Fines for lost books or magazines will be assessed based on the original cost and age of the material.

### **GUIDANCE PROGRAM**

The school district guidance program is divided into four separate categories. The categories are counseling services, information services, appraisal services, and placement services. Each of these

categories is interdependent and assists students with their personal, educational, and career development and in becoming well-rounded, productive adults. Confidentiality is maintained by the employees involved in the guidance program. The secondary guidance counselor is Dakota Kline. She can be reached at (641) 713-4720 or [dakline@stacsd.org](mailto:dakline@stacsd.org)

### **CITIZENSHIP**

Being a citizen of the United State, 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. The desired outcome of the education program is to prepare students to be responsible citizens in their school, community, state, nation, and global community.

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. The desired attributes for students include honesty, courtesy toward and respect for others, attendance, punctuality, preparation for class and adherence to rules. The St. Ansgar student will be expected to demonstrate excellent citizenship in the following ways:

- **SKILLS IN SOCIAL INTERACTION AND TEAMWORK**
- **A STRONG WORK ETHIC**
- **ABILITY TO COMMUNICATE (READ, WRITE, SPEAK, AND LISTEN)**
- **SKILLS IN CRITICAL THINKING AND PROBLEM SOLVING**
- **SKILLS IN MAKING ETHICAL JUDGMENTS AND DECISIONS**
- **SKILLS IN USING TECHNOLOGY AS A TOOL FOR LEARNING**
- **SKILLS IN CREATIVE EXPRESSION AND IN RESPONDING TO THE CREATIVE WORK OF OTHERS**
- **CIVIC RESPONSIBILITY**
- **RESPONSIBLE PARTICIPATION IN OUR GLOBAL ENVIRONMENT**
- **SKILLS FOR LIFELONG LEARNING AND CONTINUOUS CAREER PLANNING**
- **SKILLS IN MANAGING RESOURCES TO ACCOMPLISH TASKS**
- **SKILLS IN DEVELOPING AND MAINTAINING SELF-ESTEEM, WELLNESS, AND A WORTHY USE OF LEISURE TIME**

### **INSPECTION OF EDUCATIONAL MATERIALS**

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment material are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the superintendent's office at (641) 713-4681. Parents who object to health education instruction in human growth and development may file a written request that the student be excused from the instruction. The written request shall include a proposed alternate activity or

study acceptable to the superintendent. The superintendent shall have the final authority to determine the alternate activity or study.

### **COMMUNICATIONS TO AND FROM SCHOOL**

When sending a note or money to school, the student should receive clear instruction from the parents about whom the appropriate person is to receive the note or the money. Also, the school regularly sends information home with students or sends email messages. Parents need to remind their child to notify them when information is sent or emailed. Parents are responsible for knowing the contents of the written or emailed information.

### **PUBLIC COMPLAINTS**

The board recognizes situations may arise in the operation of the school district which are of concern to parents and other members of the school district community.

The board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern.

Whenever a complaint or concern is brought to the attention of the board it will be referred to the administration to be resolved. Prior to board action however, the following should be completed:

- (A) Matters should first be addressed to the teacher or employee.
- (B) Unsettled matters from (A) Above or problems and questions about individual attendance centers should be addressed to the employee's building principal.
- (C) Unsettled matters from (B) above or problems and questions concerning the school district should be directed to the superintendent.
- (D) If a matter cannot be settled satisfactorily by the superintendent, it may then be brought to the board for consideration. To bring a concern, the individual shall notify the board president or board secretary in writing, who may bring it to the attention of the entire board.

It is in the discretion of the board to address complaints from the members of the school district community, and the board will only consider whether to address complaints if they are in writing, signed, and the complainant has complied with this policy. The board is not obligated to address a complaint and may defer to the decision of the superintendent. If the board elects not to address a complaint, the decision of the superintendent shall be final. If the board does elect to address a complaint, its decision shall be final.

### **LAPTOP RESPONSIBILITIES AND RULES**

#### **PARENT RESPONSIBILITIES AND TERMS**

Your child has been loaned one laptop, charger, and bag ("Equipment") to improve and personalize his/her education. It is essential that the St. Ansgar Community School District's requirements be followed to ensure the safe, efficient, and ethical operation of the district's computer. In order for your child to use the laptop in class and to take it home, you must be willing to accept the following terms and responsibilities:

- Will discuss the District's Laptop Agreement and Responsibilities and Rules regarding use, and will supervise my student's use of the Internet and email
- Will supervise my child's use of the laptop at home and will not permit unauthorized use
- Will make sure my student takes the proper steps to keep the laptop safe and in good condition

- Will make sure my child charges the laptop battery nightly
- Will make sure my child brings the laptop to school each day and will keep it in a secure location when not in use (locked up when possible)
- Will understand that if my child comes to school without his/her computer, that he/she may not be able to participate in classroom activities, and his/her grade could be affected as a result
- Will not remove any program or files on the laptop except for personal documents of my child
- Will agree to make sure that the laptop is returned to the District when requested by the District, or upon my student's withdrawal from the District.

### **STUDENTS RESPONSIBILITIES AND TERMS**

Your laptop should be used for EDUCATIONAL PURPOSES ONLY while in school. In order to use the laptop in class and to take it home, you must be willing to accept the following terms and responsibilities:

- Will read the District's Laptop Agreement and Responsibilities and Rules and discuss with my parent/guardian
- Will follow the policies/rules of the District, and abide by all local, state, and federal laws/regulations, when using the laptop at home, at school, and anywhere else I may take it.

### **RESPONSIBILITY**

- Will recharge the laptop nightly and begin the school day with a fully charged battery
- Will report to the school any problems, damage, or loss of the laptop
- Will not attempt to repair the laptop, nor will I attempt to clean it with anything other than a soft, dry cloth
- Will bring the laptop to school every day and understand that if I do not bring my laptop to school, I may not be able to participate in classroom activities, and my grades could be affected as a result
- Will not change or attempt to change the configuration of software or hardware, except as may be authorized by the District
- Will regularly back up my files and understand the District is not responsible for any lost files or other materials
- Will understand the District is not responsible for any computer/electronic viruses that may be transferred to or from the student's flash drive or other storage medium
- Will not remove or attempt to remove identification tags on the laptop or deface with stickers, markings, etc.
- Will properly wrap the charger cord. You must leave a small loop in the cord before wrapping it around the charger "wings"
- Will return the laptop when requested by the District, or upon my withdrawal from the District

### **SECURITY**

- Will keep the laptop in a secure location when not in use (locked up when possible)
- Will keep the laptop in its assigned protective case at all times when not being used and when it is being moved
- Will treat the laptop with care by not dropping it, getting it wet, leaving it outdoors, leaving it in a car in extreme weather conditions, or using it with food or drink nearby
- Will report to the school any problems, damage, or loss of the laptop

- Will not lend the laptop to anyone, not even my friends or siblings; it will stay in my possession at all times.
- Will keep all accounts and passwords assigned to me secure, and will not share these with any other persons
- Will not use or attempt to use another student's assigned hardware, subscriptions, logins, files, or personal information

### **INTERNET USAGE**

- Internet access is provided for educational purposes and research
- Will not access or download inappropriate or unauthorized materials, including but not limited to: explicit content, hate speech, or pirated software
- Will not engage in online activities that may disrupt the learning environment or violate the rights of others
- Will not engage in cyberbullying, harassment, or any other form of inappropriate behavior online
- Will not give out personal information, such as name, address, photo, or other identifying information online
- Will not load or delete any software on/from the laptop, except as may be authorized by the District
- Will not use the laptop to record (audio or visual) others without their permission
- Will use appropriate language in all communications
- Will abide by copyright laws
- Will agree to take no action that would interfere with the efficient, academic use of the network
- Will be held accountable for all activity reported to the Technology Coordinator regardless of my location at the time of any inappropriate activity

### **EMAIL COMMUNICATION**

- School-provided email accounts are owned by the district and are for official school-related communication only
- Will not use email for spamming, harassment, or any other unlawful or unethical purposes

FAILURE TO ABIDE BY THE ABOVE GUIDELINES WILL RESULT IN THE STUDENT LOSING THE PRIVILEGE OF USING THE LAPTOP.

[Harassment Complaint Form/Witness Disclosure Forms can be found here](#)