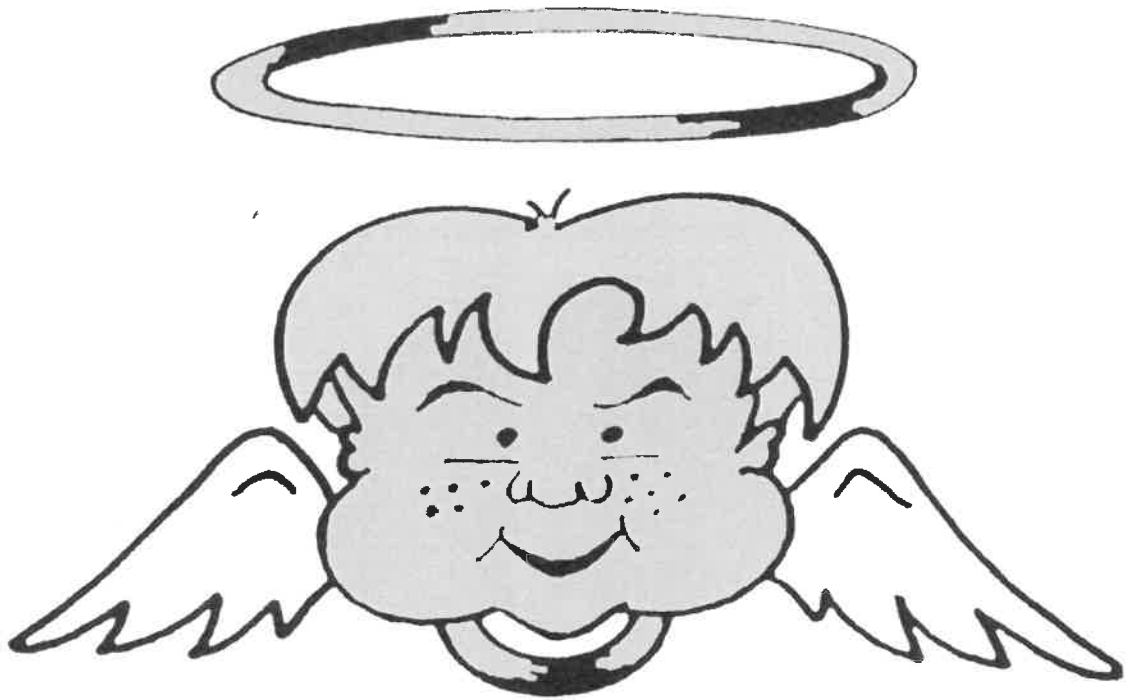


2022-23
St. Ansgar MS/HS



Student Handbook

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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, Lynn A. Baldus, for any additional information you may need at 641-713-4720 or e-mail her at lbaldus@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!

LONG RANGE GOALS

- ❖ All students will strive toward proficiency in reading.
- ❖ All students will strive toward proficiency in math.
- ❖ All students will strive toward proficiency in science.
- ❖ All students will strive toward proficiency in social studies.
- ❖ All students will feel safe at and connected to school.
- ❖ All students will use technology in developing proficiency in reading, mathematics, science, social studies and in all vocational curriculum areas.

FACULTY AND ASSIGNMENTS

Jeff Anderson – Asst. HS Girls' Basketball
Lynn Baldus - MS/HS Principal, District Level 1 Investigator
Phil Baldus – HS Girls' Track
Brittany Bartz – Cheerleading Advisor
Stephanie Beaver – Assistant HS Volleyball, MS Girls' Track
Shannon Belz - MS Wrestling, Head Girls' and Boys' Golf
Brian Birkedal -MS Math, MS/HS Computer Science, Instructional Coach
Jennifer Brumm – 9-12 Math, MS/HS Health, National Honor Society
Scott Cakerice - Head HS Girls' Basketball
Martha Chancellor - Media Specialist/Librarian
Craig Christensen - 7-12 Industrial Technology, MOC
Drew Clevenger - HS Social Studies, Head HS FB & HS Boys' Track
Gretchen Clevenger – HS Special Education
Josh Culberson – Activities Director
Eric Davis - 7-12 Vocational Agriculture, FFA Advisor
Melanie Emerson –Assistant HS Softball
Cathy Gasteiger – Para Educator
Dallas Hendrickson – Assistant HS Wrestling
Jim Hendrickson - HS PE, MS Boys' Track, Drivers Ed
Joan Hendrickson - 7-12 FCS/Health, MS PE, FCCLA, Big Red
Katie Hewett- 6-12 Guidance Counselor, MS Girls' Basketball
Justin Huisman - 7-12 Science
Connie Jenkins - MS Math, MS Science, MS Student Council
Emily Johnson-Woods – MS Volleyball
Tyler Johnson - HS ELA, HS Head VB, Yearbook, MS Boys' Basketball
Courtney Jorgensen – MS Volleyball, MS Girls' Track
Barry Kittleston - Head HS Wrestling
Eric Kline - PK-7 PE, HS Boys' Basketball, MS Boys' Track

Sunny Kline - MS Special Education
Deb Kramer - MS Social Studies
Laura Larson - HS German & Spanish
Brenda Lowe - Para Educator, 6-12 Special Education
Amy May - Para Educator, 6-12 Special Education
Bryan Mayer – Asst. HS Football, Asst. Baseball
Terri Meyer - Para Educator, 6-12 Special Education
Raedel Mogk – ELL Teacher and Coordinator
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
Jenny Nielsen – Library Aide
Logan Nielsen – HS Speech & Drama
Luke Nielsen - 6-12 Art, HS ELA, HS Football, Asst. HS Boys' Track, Mentoring & Induction Coach
DeAnne Peterson - 6-12 Administrative Assistant
Ann Powers – Instructional Coach
Deb Powers - MS English/Language Arts, MS/HS ELP
Melissa Reams - Para Educator, 6-12 Special Education
Lance Schutjer - Head Softball
Devin Schwiesow – 9-12 Science, Asst. HS Football, MS Boys' Basketball, Head Baseball
Keely Schwiesow - HS Math, Cross-Country, Assistant HS Girls' Track
Jason Squier - HS Business, HS Social Studies, MS Football & HS Boys' Basketball
Tom Sullivan - 6-12 Special Education (Life Skills)
Hannah Thome - Para Educator, 6-12 Special Education
Mary Wittenburg - MS English/Language Arts
Bret Williams – MS Football
Loraine Mix –5-12 Band
Deb Zipse - Para Educator, 6-12 Special Education
Logan Zipse – Asst. HS Boys' Basketball

District

Aron Brake – Grounds Director
NGT Technologies - Technology Director
Aron Brake - Maintenance Director
Michelle Caron – School Nurse
Lisa Bramer– Social Worker
Brooke Johnson – HR Director
Daryl Love – Transportation Director
Terry Lowe - Nutrition Director
Melanie Johnson - Superintendent's Secretary
Emily Woods - Business Manager

ADMINISTRATION

Michael Crozier – Superintendent
Lynn A. Baldus – 6-12 Principal
Josh Culberson - PK-5 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

SCHOOL COLORS

Red and White

SCHOOL SONG

When the Saints Go Marching In

SCHOOL MASCOT

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), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices.

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Lynn A. Baldus, Principal, PO Box 398, 206 E. 8th St., St. Ansgar, IA 50472, (641) 713-4720, lbaldus@stacsd.org. Inquiries may also be directed in writing to the Office for Civil Rights, Chicago Office U.S. Department of Education John C. Kluczynski Federal Building 230 S. Dearborn Street, 37th Floor Chicago, IL 60604 Telephone: (312) 730-1560 Facsimile: (312) 730-1576 Email: 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 behavior 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 Katie Hewett at (641) 713-4720.

JURISDICTIONAL AND BEHAVIORAL EXPECTATIONS STATEMENT

This handbook is an extension of board policy and is a reflection of the goals and objectives of the school board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students, 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, 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 district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings and vehicles. The term "school activities," means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

SCHOOL FEES

The school district charges fees for certain items, such as textbook rental. Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), transportation assistance under open enrollment or students who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact Melanie Johnson in the superintendent's office at 641-713-4681 for a waiver form. This waiver does not carry over from year to year and must be completed annually.

EMERGENCY FORMS

At the beginning of each school year, parents must file an emergency form 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.

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 retards 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 advance notification is not possible, parents must notify the office at 641-713-4720 on the day of the absence prior to 8:30 a.m. or e-mail the main office each day (dpeterson@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 re-admitted 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.

Students are expected to be in school a minimum of 170 of 180 days in a school year. Those dropping below that minimum will be subject to careful review with possible referral to the county attorney for mediation aimed at improving their attendance.

Students are expected to be in class on time. Being tardy for class is considered an unexcused absence unless approved by the principal. After 4 tardies, the student will serve a 1/2-hour detention before or after school. Additional tardies will result in additional 1/2-hour detentions. 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. When a student has exceeded eight tardies, he/she may be required to serve an in-school suspension or participate in an intervention program.

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. 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 a.m. or after 3:30 p.m. 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.

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.

SCHOOL DELAYS AND CLOSINGS, EMERGENCY CANCELLATIONS, ETC.

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 KLS and KROC, and KIMT, KTTT 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 re-scheduled. The principal may determine whether to hold extracurricular activities or practices. If the extracurricular activity is to be held, students and parents are notified in the same manner as the notification that school was dismissed.

STUDENT HEALTH, WELL-BEING AND SAFETY

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

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

IMMUNIZATIONS

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from the immunization requirements. Students may also be required to pass a TB test prior to attending school. Parents who have questions should contact the 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/physicians 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 emergency fire and tornado 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 must provide written instructions for administration of the medication as well as parental authorization to administer the medication.

Medication is held in a locked cabinet and distributed by the school nurse or 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 OR INJURY AT SCHOOL

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

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

If your child is not to participate in physical education class, a written excuse is needed from your doctor.

COMMUNICABLE AND INFECTIOUS DISEASES

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

HEALTH SCREENING

Throughout the year, the school district sponsors health screening for vision and hearing. Students are automatically screened unless the parent submits a note asking the student be excused from the screening. The grade levels included in the screening are determined annually. Parents are notified prior to the health screening. However, upon a teacher's recommendation and with parental permission, students not scheduled for screening may also be screened. If a child is discovered to have head lice, the parents will be notified and advised of treatment options.

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 a motel, hotel, or camping grounds due to the lack of alternative accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital or is awaiting foster care placement; a child who has a primary night-time 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, 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 guidance counselor, Katie Hewett, at 641-713-4720. The state coordinator for the education of homeless children can be reached by phone at (515) 669-8622 or by e-mail at emily.tweeter@iowa.gov.

SEXUAL ABUSE AND 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 Lynn A. Baldus at (641) 713-4720 or lbaldus@stacsds.org as its Level I investigator. The alternate Level I investigator is Josh Culberson (641) 713-2331 or jculberson@stacsds.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

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

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

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 web site: www.iowa.gov/educate and search for Timeout, 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 after 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 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 (unless recording a public performance, such as a game, honor assembly, concert, contest, etc.), without the consent of a teacher, coach, or school administrator.

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 and 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 (8) 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 (8) 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 (5) days after the written declaration is given.

The superintendent shall notify the student, the student's parents, 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 the control of the school district and the board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Classes that wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

USE OF SCHOOL DISTRICT FACILITIES BY STUDENT ORGANIZATIONS

School district facilities are available during non-school hours to school-sponsored and non-school-sponsored student organizations for the purpose of meetings or activities. Students wishing to use the school district facilities should contact their sponsor or Josh Culberson (641-713-2331) 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 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.

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.

STUDENT PARTICIPATION IN NON-SCHOOL ATHLETICS

A high school student who participates in school-sponsored athletics may not participate in a non-school sponsored sport during the same season.

EDUCATIONAL RECORDS

The St. Ansgar School District collects and maintains records on each student in order to facilitate instruction, guidance and the educational progress of the student. Parents of students under 18 years of age and students over 18 may exercise the opportunity to review educational records of the student, to obtain copies, to write a response to material in the record and to challenge the content of the record on grounds of inappropriate, inaccuracy or an invasion of privacy and to have records explained. Parents and students who have complaints regarding the Education Rights and Privacy Act should address correspondence to the Family Education Rights and Privacy Act Office at the Department of Education in Washington, D.C. 20201. 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. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the school 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 education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to provide written consent before the school discloses personally identifiable information (PII) from 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 or school district 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, contractor, or consultant who, while not employed by the school, 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, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically 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 U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

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:

- a playbill, showing your student's role in a drama production;
- the annual yearbook;
- honor roll or other recognition lists;
- graduation programs; and
- sports activity sheets, such as for wrestling, showing weight and height of team members.

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 make objection in writing by August 20th to the principal. The objection needs to be renewed annually. St. Ansgar Community School District has designated the following information as directory information:

STUDENT’S NAME, GRADE LEVEL, 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 AND LIKENESS AND OTHER SIMILAR INFORMATION.

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 extra-curricular 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 insuring 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 contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

THREATS OF VIOLENCE

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

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or 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 that 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 on-line protocol.

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

Students should adhere to the following guidelines.

- Others may be able to read or access 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 5 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 issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student will forfeit all Internet privileges for a minimum period of 30 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 or 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, a 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 ITEMS FOUND IN SCHOOL OR IN STUDENTS' 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 DISTRICT

The board believes weapons, other dangerous objects and look-a-likes in school district facilities and at school district-approved events 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. All weapons, dangerous objects and look-a-likes are prohibited to be carried, possessed, transported or otherwise stored on school district property and to school district-approved events. Exceptions to this policy include weapons carried by the following individuals in performance of their official duties: law enforcement; military personnel; corrections officers; individuals approved in writing by the Superintendent and students and individuals approved in writing by the Superintendent who are actively engaging in a school district approved firearms safety course, hunter education course or shooting sports activity. Individuals found to be in violation of this district policy will be required to immediately remove the weapon, dangerous object or look-a-likes from the school district property or event. Students found to be in violation of this policy or any other board policies related to weapons will be subject to disciplinary proceedings. For purposes of this portion of this policy, the term "firearm" includes 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, or any explosive, incendiary or poison gas.

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 either 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 which 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 the 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; and,
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 findings 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 an act 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 (calculators, cell phones, iPods, 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 or quiz or on 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.

INTERFERENCES AT SCHOOL

iPods, earbuds, headphones and other personal electronic devices are allowed only in classrooms and the lunchroom with teacher/supervisor permission. Cameras, televisions, hand-held games, water guns, toys and other similar items constitute a potential classroom disruption and are not allowed in school. Cell phones can be used between classes, during lunch and in study halls, and with teacher permission, during class. **Cell phones will be collected at the beginning of class and returned at the end.** Phones may also be kept locked in students' lockers. Inappropriate use of a device or a prohibited item will result in it being taken away from the student. The first time one of these devices is confiscated, the student may pick it up in the office at the end of the day. The second time, a parent must retrieve it from the office. Students found in violation of this policy may be subject to discipline and, in cases where a law may be violated, law enforcement may be contacted. Students need to remember that whatever they put on a personal electronic device could end up anywhere, so they need to ensure the device is used appropriately.

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

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school

environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees and volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing or any other victimization of students, based on any of the following actual or perceived traits or characteristics including but 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. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, 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 up to, and including, 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 up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

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

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

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

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

- repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear or suffering to the victim;
- implied or explicit threats concerning one's grades, achievements, property, etc.;
- demeaning jokes, stories or activities directed at the student;
- unreasonable interference with a student's performance.

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

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

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

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

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against a person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited. An individual who knowingly files a false harassment complaint and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a 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.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principals or designees will be responsible for handling all complaints by students alleging bullying or harassment by another student. The Level I Investigator, Lynn A. Baldus, or designee will be responsible for handling all complaints by employees or students alleging bullying or harassment from an employee.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the district. The superintendent shall report to the board on the progress of reducing bullying and harassment in the district.

The board will annually publish this policy. The policy may be publicized by the following means:

- inclusion in the student handbook;
- inclusion in the employee handbook;
- inclusion in the registration materials;
- inclusion on the school or school district's web site; and a copy shall be made available to any person at the central administrative office.

ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES

Individuals who feel that they have been harassed should communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help. If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:

- tell a teacher, counselor or principal; and
- write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser or bully did;
 - witnesses to the harassment or bullying;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser or bully responded.

COMPLAINT PROCEDURE

Any individual who believes that he/she has been harassed or bullied will

notify the building principal, Lynn A. Baldus, the designated investigator. In her absence the Alternate Level I Investigator is Josh Culberson.

The investigator may request that the individual complete the Harassment/Bullying Complaint form (found at the end of this handbook) and turn over evidence of the harassment, including, but not limited to, letters, tapes or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps, which may include discipline.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

CONFLICTS

If the investigator is a witness to the incident, the alternate investigator shall investigate.

CONSEQUENCES

Students found to be guilty of bullying or harassment will have the following consequence levels:

Level I: First offense. Written and verbal warning to stop the bullying and/or harassing behavior. Communication with parents.

Level II: Severe first offense, or second offense. A three to ten day suspension. This level could also come with a recommendation that the Superintendent and/or Board of Education hear this case and add additional consequences of their own, or those recommended by the investigator could be added. If the board does hear a case at this level, they will be given any and all information from the investigation.

Level III: Severe first or second offense, or third or additional offense. Suspension until such a time that the Superintendent can arrange for an Expulsion Hearing with the Board of Education. This hearing will include recommendations from the investigator, and all evidence from the investigation.

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 3 days of the incident.
- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within 5 days of the employee's response or the incident.
- If unsatisfied with the principal's response, talk to the superintendent within 5 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)

The PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include 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 U.S. Department of Education (ED)–
 1. Political affiliations or beliefs of the student or student's parent;
 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;
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 has developed and adopted 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 U.S. Mail or email, 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 of 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 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: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 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 (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: Lynn A. Baldus, Secondary Principal, St. Ansgar Schools, PO Box 398, 206 East 8th St., St. Ansgar, Iowa 50472, (641) 713-4720, lbaldus@sstacs.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 one (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. Half way 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 GPA's:

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

P.E. classes are figured into the GPA. Cumulative GPA's 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 I	1 credit
Personal Finance	1 credit

STANDARDIZED TESTS

Students are given standardized tests annually. The middle school and high school administer the Statewide Assessment of Student Progress in the spring. This test is used to determine academic progress for individual

students, for groups of students, for the school district and to comply with state law. Students are tested, unless they are excused by the principal.

HUMAN GROWTH AND DEVELOPMENT

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

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 school. 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 and with a pass. Passes may be obtained from staff to come to their area to work, but students must return with verification before the period ends.

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.

Students failing any course (this includes PSEO courses that are counted in our transcripts) at the grading period will be ineligible for all activities in which they are a contestant. The ineligibility period will be the next 30 consecutive calendar days.

If at the end of any grading period a participant receives a failing grade in any course for which credit is awarded, the participant is ineligible to participate in any competitive event within a period of 30 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 IHSA or IGHSU web sites.

The Saint Ansgar Board of Education has also determined that ineligible students are also ineligible for any public performance during the ineligibility 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: Welding, Composition I and II. **The school district will provide textbooks for these classes.**

Students in grades 9-12 may receive academic or vocational-technical credits that count toward the graduation requirements set out by the board for courses successfully completed in post-secondary educational institutions. The student may receive academic or vocational-technical credits through an agreement between a post-secondary educational institution or, with the board's approval, on a case-by-case basis.

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.

The following factors shall be considered in the board's determination of whether a student will receive academic or vocational-technical credit toward the graduation requirements set out by the board for a course at a post-secondary educational institution.

- The course is taken from a public or accredited private post-secondary education institution.
- A comparable course is not offered in the school district. A comparable course is one in which the subject matter or the purposes and objectives of the course are similar, in the judgment of the board, to a course offered in the school district.
- The course is in the discipline areas of mathematics, science, social sciences, humanities, vocational-technical education, or a course offered in the community college career options program.
- The course is a credit-bearing course that leads to a degree.
- The course is not religious or sectarian.
- The course meets any other requirements set out by the board.

The student must demonstrate proficiency in the content areas of reading, mathematics and science as demonstrated in School Board Policy 604.7.

If a student does not meet the proficiency requirement as defined above, the School Board has alternative but equivalent qualifying performance measures for high school students taking concurrent enrollment classes. Students can qualify for enrollment by any of the following measures. Students taking college level Math and Composition courses must also qualify on the appropriate college placement measure.

Students may demonstrate competency using one of the three methods described below.

1. The student's skills may be assessed as proficient by the high school counselor using the following criteria:
 - A. Maturity
 - Demonstrates self-advocacy and communication of needs
 - Completes successful transition into junior or senior year of high school
 - Successfully manages academic, work, extracurricular, and other commitments
 - Takes responsibility for their learning and success
 - B. Academic skills or standing:
 - Satisfactory attendance record
 - Successfully completes related high school coursework
 - Completes all assignments by due date, including assigned readings
 - Demonstrates self-motivation as a learner
 - Applies classroom learning to real-life cases, observations, and service learning
 - Has a minimum cumulative GPA of 2.5
 - C. Personal traits/dispositions:
 - Demonstrates respect for others
 - Exhibits intellectual curiosity and openness to new ideas
 - Works well as part of a team
 - Demonstrates honesty and ethical decision-making
 - Willingness to devote approximately 6-9 hours each week outside of class to study, review and prepare for coursework
2. The student's coursework may be assessed as proficient by the high school counselor or team of faculty/staff using a related coursework portfolio.
3. The student must demonstrate proficiency in Reading, Mathematics, and Science using one approved measure from each content area below.
 - A. Reading and Writing
Next Generation Accuplacer Reading 239 \geq , or
ACT Reading score of 19 \geq , or
ACT English score of 16 \geq , or
SAT Reading score of 271 \geq , or
SAT Writing score of 400 \geq , or
New SAT Writing score of 23 \geq , or
MAP Reading RIT score in the 41st percentile or higher
 - B. Mathematics
Next Generation Accuplacer Mathematics of 225 \geq , or
Next Generation Accuplacer College Math of 290 \geq , or
Accuplacer College Math of 45 \geq , or
Accuplacer Elementary Algebra of 110 \geq , or
SAT Mathematics score of 500 \geq , or
New SAT Math score of 530 \geq , or
ACT Math of 21 \geq , or
MAP Mathematics RIT score equivalent to the 41st percentile or higher
 - C. Science
ACT Science 18 or higher, or
A grade of "C" or better in General Biology

Students in grades eleven and twelve who take courses, other than courses taken under an agreement between the school district and the post-secondary educational institution, shall be responsible for transportation without reimbursement to and from the location where the course is being offered. The school district may pay up to \$250 of the cost of a **PSEO course** taken by 9th and 10th grade talented and gifted students and 11th and 12th grade students. The cost of **concurrent enrollment** courses will be paid by the school district. **Students are responsible for purchasing the textbooks for concurrent enrollment courses. Students will then keep the textbooks.** 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. The school district may waive the cost of the course for students who fail the course for reasons beyond their control, including, but not limited to, the student's incapacity, death in the family or a move to another school district. Students interested in participating in PSEO/concurrent enrollment courses should contact Katie Hewett, Guidance Counselor.

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

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 is 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 for It* 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 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 priced 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 balances reaches \$10.00. Families will be notified by email or by U.S. Mail if the family does not have an email account. Students and parents/guardians will also be notified by email or by U.S. 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 or 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@stacsd.org.

Breakfast	Daily	Weekly	Monthly
K-12 Students	\$1.10	\$5.50	\$22.00
Adults	\$1.10	\$5.50	\$22.00

Lunch	Daily	Weekly	Monthly
K-5 Students	\$2.70	\$ 13.50	\$54.00
6-12 Students	\$2.80	\$ 14.00	\$56.00
Staff Adults	\$4.15	\$ 20.75	\$83.00
Visiting Adults	\$4.15		

Extra Milk			
All	\$.40	\$2.00	\$8.00

Al a Carte Items	
All	Vary from \$.50 up 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. The recording devices will be used to monitor student behavior and may be used as evidence in a student disciplinary

proceeding. The recordings are student records subject to school district confidentiality, board policy and administrative regulations. 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 cleared at all times.
- Riders shall load and unload through the right front door. The emergency door is for emergencies only.
- Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.
- 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 and cheerfully.
- Riders should assist in looking after the safety and comfort of younger riders.
- Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
- Riders must not throw objects about the vehicle nor out through the windows.
- Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
- Riders must keep their feet off the seats.
- Roughhousing on the vehicle is prohibited.
- Riders must refrain from crowding or pushing.
- The use or possession of alcohol, tobacco or look-a-like substances is prohibited in the vehicle.
- The good conduct rule is in effect.

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 ON SCHOOL BUSES

The St. Ansgar Community School District Board of Directors has authorized the use of recording devices on school district buses. The recording devices will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the recordings may be used in a student disciplinary proceeding. The content of the recordings are confidential student records and will be retained with other student records. Recordings will only be retained if necessary for use in a student disciplinary proceeding or other matters as determined necessary by the administration. Parents may request to view recordings of their child if the recordings are used in a disciplinary proceeding involving 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 Katie Hewett. She can be reached at (641) 713-4720 or khewett@stacsd.org.

CITIZENSHIP

Being a citizen of the United States, of Iowa and of the school district community entitles students to special privileges and protections as well as requiring the students to assume civic, economic and social responsibilities and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges. 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 AS WELL AS RESPONSIBLE PARTICIPATION IN OUR GLOBAL ENVIRONMENT**
- **SKILLS FOR LIFE LONG 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 materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the superintendent's office at (641) 713-4681.

COMMUNICATIONS TO AND FROM SCHOOL

When sending a note or money to school, the student should receive clear instruction from the parents about who 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.

St. Ansgar

Proposed 2022-2023 School Calendar

Calendar Legend				August		Days		Hours		1080 Hour Calendar	
Start/End				M	T	W	Th	F		Date	Events
In-service no School											
HOLIDAYS				8	9	10	11	12		Aug. 15	New Teacher Orientation
Vacation No school				15	16	17	18	19		Aug. 16-18	PK-12 Inservice
End of Quarter				22	23	24	25	26	4 26.04	Aug. 22	PK-12 Inservice
Parent Teacher Conf.				29	30	31			3 19.53	Aug. 23	K-12 Start date
Summary of Calendar:	7	45.57		September					7 45.57		
Days in classroom:							1	2	2 13.02		
First Semester	87			5	6	7	8	9	4 26.04	Sept. 5	Labor Day (No School)
Second Semester	87			12	13	14	15	16	4 26.04	Sept. 14	Teacher PD
TOTAL CALENDAR DAYS	174			19	20	21	22	23	5 32.56		
				26	27	28	29	30	5 32.56		
Summary of Calendar:	27	175.79		October					20 130.2		
Hours in classroom:				3	4	5	6	7	5 32.56		
First Semester	565.28			10	11	12	13	14	4 26.04	Oct. 12	Teacher PD
Second Semester	561.28			17	18	19	20	21	5 32.56	Oct. 25	End of 1st Quarter 43 Days
Total Instruction	1126.56			24	25	26	27	28	5 32.56		
				31					1 6.51		
	47	306.02		November					20 130.2		
				1	2	3	4	4	24.87	Nov. 1 & 3	PT Conferences 2:00 Dismiss
				7	8	9	10	11	5 32.56	Nov. 4	No School Comp Day
				14	15	16	17	18	5 32.56	Nov. 23-25	Thanksgiving Holiday No School
				21	22	23	24	25	2 13.02		
First Semester Days	87			28	29	30			3 19.53		
Second Semester Days	87	66	428.56	December					19 122.5		
Days with students	174						1	2	2 13.02	Dec. 7	Teacher PD
Professional Development	12			5	6	7	8	9	4 26.04	Dec. 23-Jan 2	Winter Break (No School)
Total Staff Days	186			12	13	14	15	16	5 32.56	Dec. 25	Holiday
				19	20	21	22	23	4 26.04		
				26	27	28	29	30			
	81	526.22		January					15 97.66		
Professional Development				2	3	4	5	6	4 26.04	Jan. 10	End of 2 nd Quarter (44 days)
Work Days for Staff-				9	10	11	12	13	5 32.56	Jan. 10	End of 1 st Semester (87 Days)
Aug. 16-18	3			16	17	18	19	20	4 26.04	Jan. 11	Begin 3 rd Quarter/Begin 2nd Semester
Aug. 22	1			23	24	25	26	27	5 32.56	Jan. 16	Teacher PD
Sept. 14	1			30	31				2 13.02		
Oct. 12	1	101	656.44	February					20 130.2		
Dec. 7	1					1	2	3	2 13.02	Feb. 1	Teacher PD
Jan. 16	1			6	7	8	9	10	5 32.56	Feb. 13	No School
Feb. 1	1			13	14	15	16	17	4 26.04		
Mar. 22	1			20	21	22	23	24	5 32.56		
Apr. 26	1			27	28				2 13.02		
May. 30	1	119	773.64	March					18 117.2		
	12					1	2	3	3 19.53	Mar. 6 & 7	PT Conferences 2:00 Dismiss
				6	7	8	9	10	6 37.89	Mar. 10	End of 3 rd Quarter (40 days)
				13	14	15	16	17	0 0	Mar. 13-17	Spring Break
				20	21	22	23	24	4 26.04	Mar. 22	Teacher PD
				27	28	29	30	31	5 32.56		
	137	889.66		April					18 116		
				3	4	5	6	7	4 26.04	Apr. 7-10	Easter Break
Full day - 6.51 hours				10	11	12	13	14	4 26.04	Apr. 26	Teacher PD
				17	18	19	20	21	5 32.56	Apr. 10	Comp Day
				24	25	26	27	28	4 26.04		
HOLIDAYS:											
Labor Day (9/5)	1										
Thanksgiving Day (11/24)	1	154	1000.34	May					17 110.7		
Christmas Day (12/26)	1			1	2	3	4	5	5 32.56	May. 21	Graduation
New Year's Day (1/2)	1			8	9	10	11	12	5 32.56	May. 26	Early Dismissal 11:00 AM
Easter (4/7)	1			15	16	17	18	19	5 32.56	May. 26	End of 4 th Quarter (47 days)
Memorial Day (5/29)	1		Graduation	22	23	24	25	26	5 28.54	May. 26	End of 2 nd Semester (87 days)
	6			29	30	31	1	2	0	May. 29	Memorial Day (No School)
				5	6	7	8	9		May. 30	Teacher PD
	174	1126.56							20 126.2		

HARASSMENT COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Date of complaint: _____

Name of alleged harasser: _____

Date and place of incident or incidents: _____

Description of misconduct: _____

Name of witnesses (if any): _____

Evidence of harassment, i.e., letters, photos, etc. (attach evidence if possible): _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

WITNESS DISCLOSURE FORM

Name of witness: _____

Position of witness: _____

Date of testimony, interview: _____

Description of incident witnessed: _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____