

Welcome to Indianola High School. With the start of another year, we hope you will make the most of the opportunities here in the academic, social, co-curricular, and extracurricular areas. This handbook has been prepared as a useful guide for all students and parents. It contains school policies and procedures necessary for our school to function efficiently and smoothly. **There are some changes in policies and procedures, so please read this handbook thoroughly.** Since no knowledge of the rules is no excuse, please read and understand this handbook. You will be responsible for knowing its contents. If you have any questions about this handbook after reading it, contact any teacher or a building principal.

## GENERAL INFORMATION

### **Non-Discrimination Policy and Grievance Procedure**

It is the policy of the Indianola 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 ICSD's Title IX Coordinator Ron Lorenz, Assistant Superintendent, 1304 East 2nd Avenue, Indianola, Iowa 50125, 515-961-9500, ron.lorenz@indianola.k12.ia.us.

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the complainant and others.

A complainant should attempt to resolve the problem informally by discussing the matter with a building administration or a direct supervisor. However, the complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

### **Filing a Complaint**

A complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 45 calendar days of the event giving rise to the complaint or from the date the complainant could reasonably become aware of such occurrence. The complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the complainant as needed.

### **Investigation**

Within 15 working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter "equity coordinator"). If the complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the complainant is involved. The complaint and identity of the complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement;
- Interviews of the complainant, respondent, or witnesses;
- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within 60 working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings.

The equity coordinator shall notify the complainant and Respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

### **Decision and Appeal**

The complaint is closed after the equity coordinator has issued the report, unless within 10 working days after receiving the decision, either party appeals the decision to the Superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 30 working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the complainant, respondent, and the equity coordinator of the decision within 5 working days of the decision. Notification shall be by district provided email account or in person.

The decision of the superintendent shall be final.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by in law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated timeframes cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

Code No. 102.R1

### **Purpose**

Your public school was established by and operates under the laws of the State of Iowa to provide you with an education. The public elects a Board of Education to direct the schools, and the administrators manage the operations. All children must attend school until the age of 16. Any

student who turns 16 after September 15 of any school year is to remain in school for the entire year. Any student not complying with these state standards will be in violation of the Iowa Code and the school will be obligated to submit the student's name to the county attorney. Students must understand they have certain rights while they attend school and should remember that with these rights come many responsibilities. They must also understand that the school board, administrators, and teachers have the right to make sure the atmosphere in their school is the most positive for learning. Disruptions must be kept to a minimum, and all people should treat each other with respect. Being a democratically oriented institution, school must allow for proposed changes and expression of dissent. The following guidelines have been established. Should you have a personal grievance, first communicate with the source if it is another person. If the problem cannot be solved, contact your teacher, counselor, principal, superintendent, and Board of Education in that order. Only after you feel you were not given satisfactory consideration should you appeal to a higher level.

**ref. School Board Policy 100 Series**

### **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, and school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings. The term "school activities" means all school activities in which students are involved whether they are school sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

### **Equal Educational Opportunity**

The board will not discriminate in its educational activities on the basis of age (except students), race, color, religion, national origin, sex, disability, sexual orientation, gender identity, socioeconomic status, creed or marital status. The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity. The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of age (except students) race, color, religion, national origin, sex, disability, sexual orientation, gender identity, socioeconomic status, creed or marital status. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

**ref. School Board Policy 102**

### **Multicultural/Gender Fair Education**

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, creed, color, sex, marital status, national origin, sexual orientation, gender identity, or disability.

The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans, American Indians, European-Americans and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes. **ref. School Board Policy 603.4**

### **Special Education**

Some students have different educational needs than other students. Students will have a free appropriate public education program and related services to students identified in need of special education. The special education services will be provided from birth until the appropriate education is completed, age 21 or to maximum age allowable in accordance with the law. Students requiring special education will attend general education classes, participate in nonacademic and extracurricular services and activities and receive services in a general education setting to the maximum extent appropriate to the needs of each individual student. The appropriate education for each student is written in the student's Individualized Education Program (IEP). Special education students are required to meet the requirements stated in board policy or in their IEPs for graduation.

**ref. School Board Policy 603.3**

### **Grievance Procedure**

Students, parents of students, employees, and applicants for employment in the school district will have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in programs and employment.

Level One - Principal, Immediate Supervisor or Personnel Contact Person (Informal and Optional - may be bypassed by the grievant). Employees with a complaint of discrimination based upon their age (except students), race, color, religion, national origin, sex, disability, sexual orientation, gender identity, socioeconomic status, creed or marital status are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally. An applicant for employment with a complaint of discrimination based upon their age (except students), race, color, religion, national origin, sex, disability, sexual orientation, gender identity, socioeconomic status, creed or marital status are encouraged to first discuss it with the personnel contact person. This paragraph is for employees and "marital status" isn't a protected class for employees. A student, or a parent of a student, with a complaint of discrimination based upon their age (except students), race, color, religion, national origin, sex, disability, sexual orientation, gender identity, socioeconomic status, creed or marital status are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved.

Level Two - Compliance Officer. If the grievance is not resolved at level one and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Compliance Officer. The complaint will state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within 15 working days from the date of the event giving rise to the grievance, or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer will investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent to the involved parties within a reasonable time after receipt of the complaint. The Compliance Officer is Ron Lorenz, Indianola Community School District, 1304 East Second Avenue, Indianola, IA 50125, Phone Number: (515) 961-9500, Office Hours: 8:00 a.m. – 4:30 p.m.

Level Three - Superintendent/Administrator. If the complaint is not resolved at level two, the grievant may appeal it to level three by presenting a written appeal to the superintendent within five working days after the grievant receives the report from the Compliance Officer. The superintendent may request a meeting with the grievant to discuss the appeal. A decision will be rendered by the superintendent within a reasonable time after the receipt of the written appeal. If, in cases of disability

grievances at the elementary and secondary level, the issue is not resolved through the grievance process, the parents have a right to an impartial hearing to resolve the issue. This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the U.S. Department of Education Office for Civil Rights or Office of Special Education Programs, the Equal Employment Opportunity Commission, or the Iowa Department of Education for Mediation or Rectification of Civil Rights Grievances, or to seek private counsel for complaints alleging discrimination.

Level Four - Appeal to Board. If the grievant is not satisfied with the superintendent's decision, the grievant can file an appeal with the board within five working days of the decision. It is within the discretion of the board to determine whether it will hear the appeal.

**ref. School Board Policy 102R1**

### **Abuse of Students by School District Employees**

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge. The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The process of a complaint of allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process. The school district has appointed a Level I investigator and alternate Level I investigator. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator. The Level I investigator and alternate will be provided training in the conducting of an investigation at the expense of the school district. The Level I investigator is Ron Lorenz (515) 961-9500. The Alternate Level I investigator is Art Sathoff (515) 961-9500. The names of the investigators shall also be published annually in a local newspaper and posted in all school facilities.

**ref. School Board Policy 402.3**

### **Anti-Bullying / Harassment / Hazing**

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 other students, by school employees, and by 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, race, color, religion, national origin, sex, physical or mental ability or disability, sexual orientation, gender identity, socioeconomic status, creed, marital status, physical attributes, ancestry, political party preference, political belief or familial status. Harassment against employees based upon the employee's age, race, color, religion, national origin, sex, disability, sexual orientation, gender identity, socioeconomic status, marital status or creed 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 which may include suspension or expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include exclusion from school grounds. "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, 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;
- Implied or explicit threats concerning one's grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student; and/or
- Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

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

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. Issues not resolved at the building level may be referred to the Central Office. Title IX Coordinator Ron Lorenz will be responsible for handling all complaints by students alleging sexual harassment. Title IX Coordinator Ron Lorenz will be responsible for handling all complaints by employees alleging harassment. It is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy.

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 website

A copy of the policy shall be provided to any person requesting one at the administrative office. Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so.
- If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.

If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:

- Tell a teacher, counselor or principal
- Write down exactly what happened in an incident report:
  - 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
  - How the harasser or bully responded

Consequences for participating in harassment are as follows:

**First Offense:** A conference with an administrator or counselor, parent contact, and/or the student may be disciplined by appropriate measures, which may include suspension and/or expulsion.

**Repeat Offense:** A conference with an administrator, counselor, and parent, and/or the student may be disciplined by appropriate measures, which may include suspension and/or expulsion.

**ref. School Board Policies 503.1, 104**

### **Tobacco-Free Environment**

The Board of Directors recognizes its responsibility to provide a healthy, safe and productive environment in which to work and learn. In meeting this responsibility, the board directs that a tobacco-free environment be established and maintained on all school premises. For purposes of this policy, "premises" includes all buildings, grounds, and vehicles of the district or on school grounds. This requirement extends to employees and visitors. This policy applies at all times, including school-sponsored and non-school sponsored events. Community members failing to abide by this policy will be required to cease their use of tobacco or leave the school district premises immediately. District personnel failing to abide by this policy may be subject to disciplinary action. It is the responsibility of the administration to enforce this policy.

**ref. School Board Policy 905.2**

### **Guidelines for Use of the School Mascot**

In order to prevent portraying Native Americans in a stereotypical manner and to avoid discriminatory practices by staff and students, the following guidelines have been established by the Board of Education:

1. The Indianola Indians mascot is not to be portrayed in a warlike fashion. Specifically, the use of war paint and weapons is to be avoided.
2. All portrayals and representations of the Indianola Indians mascot should reflect positively on Native Americans.
3. Students are not to dress as Native Americans or wear other Native American costumes at school events unless as a part of a school production.

### **Subversive Materials and Hate Activities**

Behaviors and activities that support or encourage hatred toward any specific group or population will not be tolerated. Printed material of a racist nature, supporting "hate" ideas, or of a subversive nature may not be distributed in or on school property. Students producing or distributing items condoning violence will be subject to disciplinary action and all items will be confiscated.

### **Protection of Student Rights**

No student shall be required, as part of any applicable program, to submit to a survey, analysis, or evaluation that reveals information concerning: political affiliation; mental and psychological problems potentially embarrassing to the student or their family; sexual behavior and attitudes; illegal, antisocial, self-incriminating and demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privilege or analogous relationships, such as those of lawyers, physicians, and ministers; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior consent of the student (if the student is an emancipated minor, or in the case of an unemancipated minor, without the prior written consent of the parent).



### **Distribution of Materials Regulation**

The board recognizes that students, employees, parents or citizens may want to distribute materials within the school district that are non-curricular. Non-curricular materials to be distributed must be approved by the building principal and meet certain standards prior to their distribution.

**ref. School Board Policy 903.5**

### **Family Educational Rights and Privacy Act**

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

(1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

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

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

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

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

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

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employee, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to inform the school district that the parent does not want directory information, as defined below, to be released. Directory information can be released without prior parental consent. The school district will not market or sell directory information without prior consent of the parent. Any student over the age of eighteen or parent not wanting this information released to the public must make their objection in writing to the principal by the student's first day of school. The objection needs to be renewed annually.

Directory Information includes NAME, ADDRESS, TELEPHONE NUMBER, DATE AND PLACE OF BIRTH, E-MAIL ADDRESS, GRADE LEVEL, ENROLLMENT STATUS, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, STUDENT ARTWORK, STUDENT PHOTOS AND OTHER LIKENESS AND OTHER SIMILAR INFORMATION.

Parents not wanting military recruiters or postsecondary institutions to access the information must ask the school district to withhold the information. Also, school districts that provide postsecondary institutions and potential employers access to students must provide the same right of access to military recruiters. Parents not wanting military recruiters to contact their children have the right to deny permission for this activity.

(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC, 20202-4605.

The School District may share any information with the parties contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication information contained in the permanent record may be disclosed by the school district to the parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the school district to the parties after adjudication only with parental consent or a court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family. Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.

Information obtained from others shall not be used for the basis of disciplinary action of the student. This agreement only governs a school district's ability to share information and the purposes for which that information can be used.

**ref. School Board Policy 506.1E9**

### **Public Information Regulations Explained**

In compliance with the Department of Education regulations pertaining to "Private Rights of Parents and Students," the Board of Education of the Indianola Community School District hereby gives notice that it may release any or all of the following "public information": student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized sports, height and weight of athletic team members, dates of attendance, degrees and awards received, most previous education agency or institution attended by student, student photos, student artwork, and similar information. If a parent, or a student who has reached majority, doesn't want the above information released, notice in writing should be sent to the principal of the school where the student is enrolled.

**ref. School Board Policies 506.1, 506.1R1**

### **Homeless Students**

The board will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving an education,

which may exist in district policies or practices. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is the Assistant Superintendent. **ref. School Board Policy 501.16**

### **Freedom of Expression**

Under the U.S. Constitution, all individuals have the right of freedom of expression. Since student expression made on school premises or as a part of a school-sponsored activity may be attributed to the school, such expression must be appropriate to the activity. Students will be allowed freedom of expression on their viewpoints and opinions as long as the expression is responsibly done. Student expression, either verbal or written, shall not, in the judgment of the administration, encourage the violation of laws, encourage the violation of school policies, cause material and substantial disruption of the orderly and efficient operation of the school, interrupt the maintenance of the disciplined atmosphere, infringe upon the rights of others, be libelous or slanderous, or contain obscenities or indecencies. The administration has the right to determine the time, place, and manner in which the expression is to be allowed so as not to disrupt the educational program of the district. Students who violate this policy may be subject to disciplinary action. **ref. School Board Policy 502.3**

### **Fines / Fees / Charges**

The board believes students should respect school district property and assist in its preservation for future use by others. Students may be assessed fines, charges, or fees for the materials needed in a course, for overdue school materials, for participating in activities, or for misuse of school property. The superintendent will inform the board of the dollar amount to be charged to students or others for fees annually. Parents of students meeting specific financial eligibility standards will be eligible for a waiver of student fees or a reduction of student fees based upon the request of the parent. It is the responsibility of the superintendent, in conjunction with the building administrator, to develop administrative regulations regarding this policy.

Textbook/supplies fee is paid by all students. The basic textbooks/computers used are owned by the school and rented to the students. Textbooks/computers are very expensive and need to be treated with care. Fines are assessed to students who are responsible for the abnormal wear of a book or damage to the student issued computer. Students will be required to pay for lost or damaged books at the current price for a replacement. There is a fine schedule that will be reviewed with the students by teachers at the beginning of school in the fall. **ref. School Board Policy 503.3**

### **Weekly Early Dismissals / Professional Development**

The district will be dismissing students one hour early every Wednesday for professional development.

### **Corporal Punishment, Restraint, and Physical Confinement and Detention**

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. The complete text of the law and additional information is available on the Iowa Department of Education's web site: [www.iowa.gov/educate](http://www.iowa.gov/educate). **Ref. School Board Policy 503.5**

### **Transporting Students**

Generally, transporting students for school purposes is done in a vehicle owned by the school district and driven by a school bus driver. Individuals transporting students for school purposes in private vehicles must have the permission of the superintendent. Private vehicles will be used only when proof of insurance has been supplied to the superintendent and when the parents of the students to be transported have given written permission to the superintendent. The school district assumes no responsibility for those students who have not received the approval and who ride in private vehicles for school purposes. This applies to transportation of students for school purposes in addition to transporting students to and from their designated attendance center.

**Ref. School Board Policy 904.1**

### **Student Fee Waiver and Reduction Procedures**

The board recognizes that while certain fees charged students are appropriate and authorized, certain students and their families are not financially able to pay the fees. The school district will grant either full waivers, partial waivers or temporary waivers depending upon the circumstances and the student or student's parents' ability to meet the financial criteria.

#### **A. Waivers –**

1. Full Waivers - A student will be granted a full waiver of fees charged by the school district if the student or student's parents meet the financial eligibility criteria for free meals under the Child Nutrition Program, Family Investment Program, or transportation assistance under open enrollment. Students in foster care are also eligible for full waivers.
2. Partial Waivers - A student will be granted a partial waiver of fees charged by the school district if the student or the student's parents meet the financial eligibility criteria for reduced price meals offered under the Child Nutrition Program. The reduction will be annually set by the board.
3. Temporary Waivers - A student may be eligible for a temporary waiver of fees charged by the district in the event the student's parents are facing financial difficulty. Temporary waivers may be applied for at any time throughout the school year and will not extend beyond the end of the school year.

B. Application - Parents or students eligible for a fee waiver will make an application on the form provided by the school district. Applications may be made at any time but must be renewed annually.

C. Confidentiality - The school district will treat the application and application process as any other student record and student confidentiality and access provisions will be followed.

D. Appeals - Denials of a waiver may be appealed to the School Business Official.

E. Fines or charges assessed for damage or loss to school property are not fees and will not be waived.

F. Notice - the school district will annually notify parents and students of the waiver. The following information will be included in registration materials:

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), or transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary

financial hardship should contact the building administrator for a waiver form. This waiver does not carry over from year to year and must be completed annually.

**ref. School Board Policy 503.3R1**

### **Search and Seizure**

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

**Prior to contacting law enforcement officers, an attempt will be made to contact the parents.**

**ref. School Board Policy 502.8**

### **Interviewing or Interrogation of Students by an Outside Agency**

As a general rule, students may not be interviewed or interrogated by individuals from outside the school district. If an individual such as a law enforcement officer wishes to interview or interrogate a student, the request must come through the administrative office. Such a request will be granted only when, at the discretion of the administration, such action is in the best interest of the student's welfare, when the request is made by a child abuse investigator, or when such interview or interrogation is supported by a court order. Prior to allowing the interview or interrogation, the administration shall attempt to contact the parent of the child and inform them of the request, and ask if they wish to be present. However, during an internal investigation, administrators may or may not contact the parents depending on the nature of the investigation.

**ref. School Board Policy 502.9**

## **CLUBS AND ORGANIZATIONS**

### **Student Council**

The Student Council consists of elected representatives from each class organized to promote the general welfare of the student body. The council fosters a spirit of cooperation among the students and faculty, encourages interest and participation in all classroom, extracurricular and co-curricular activities, helps to stimulate loyalty and school spirit, and provide actual experience in a democratic organization that will train students for future participation in active community service. The Student Council is established as the organization through which the "voice" of the student body should be heard and considered.

### **National Honor Society**

To be eligible for application into the National Honor Society, juniors and seniors must obtain a cumulative GPA of 3.5 or above. A meeting will be held with eligible students and parents to hand out applications and to convey the selection process. Students will then complete the application process and turn completed applications in on time to the National Honor Society sponsor(s). Upon receipt of the completed application, students will be evaluated on their leadership, service, and character based on the contents of their application. A faculty council will then determine which students will be inducted into the National Honor Society. Each completed application will be individually looked at

and evaluated based on leadership, service, and character. The faculty council has the final say as to which students are accepted into the society. Students not invited into this society will be provided an explanation as to why they were not selected into the National Honor Society.

## THE EDUCATIONAL PROGRAM

### Requirements of High School Graduation

The educational program includes a curriculum of required and elective courses, guidance, health services, activities, and organizations. (One semester equals one credit)

<b><u>Language Arts, 8 credits</u></b>	2 - 9th Grade Level Class 2 - 10th Grade Level Class 1 - Literature Elective 3 - Language Arts Elective
<b><u>Social Studies, 6 credits</u></b>	2 - United States History 2 - Modern World History 1 - Economics 1 - United States Government
<b><u>Math, 6 credits</u></b>	2 - 9th Grade Level Class 2 - 10th Grade Level Class 2 - Elective
<b><u>Science, 6 credits</u></b>	2 - 9th Grade Science 2 - Biological Science 2 - Elective
<b><u>Technology, 1 credit</u></b>	1 - Credit
<b><u>Fine Arts or Vocational, 1 credit</u></b>	1 - Elective
<b><u>Physical Education, 4 credits</u></b>	4 - 1 credit each year grades 9-12
<b><u>Electives, 16 credits</u></b>	16 Credits
<b>Total Credits for Graduation</b>	48 Credits

*Note: All students are required to complete their I Have A Plan (ICAP) on an annual basis at [www.ihaveaplaniowa.org](http://www.ihaveaplaniowa.org)*

### **At-Risk**

Indianola High School recognizes some students require additional assistance in order to graduate from the regular education program. The high school will provide a multi-tiered system of support to encourage and provide an opportunity for at-risk students to achieve their potential and obtain their high school diploma.

### **Optional Educational Programs**

Not all students are able to function in the regular school setting because of a variety of reasons. Before a student decides to drop from school he or she is encouraged to visit with their school counselor to discuss other options. The goal is for every student to graduate with a high school diploma, but we know some students may wish to explore other options such as the DMACC diploma or HSED program. Indianola High School also offers a CORE Diploma designed to prepare students to complete a high school diploma who otherwise may be considered a dropout. Permission must be obtained from the building principal to obtain any alternative diploma (DMACC, Core, Other). To initiate this process, the student must first meet with their school counselor.

### **EPIC Learning Program**

The EPIC Learning Program provides a school-within-a-school educational setting for students who qualify for an alternative school setting. Enrollment in the EPIC program is completed through the Multi-Tiered System of Support (MTSS) process. A handbook with information concerning the operation of the EPIC program will be given to students as they enter the program.

### **Credit Recovery (during the school year)**

1. All Credit Recovery courses assigned to a student must be approved by a building principal(s).
2. The only way a student may add a Credit Recovery to their schedule is through a counselor.
3. Credit Recovery must be a scheduled class at the beginning of the semester and not added to a student's schedule during the semester.
4. Students are generally not eligible to take Credit Recovery if they have withdrawn or dropped the required class during the same semester.
5. All coursework must be completed by the end of the semester or summer session in which the student enrolled.

### **Credit Recovery (Summer)**

A student who receives a failing grade in one or more classes may be eligible for summer Credit Recovery. Eligible students must desire to earn a credit during the summer time and be willing to pay a \$50.00 deposit, refundable upon successful completion of the course. Fee waivers do not apply. Students must earn a minimum 60% in each class to obtain credit.

Credit Recovery is available for students:

- To provide students an opportunity to recover a credit during the summer
- To keep students on track to graduate
- To minimize the time students spend away from core subject matter

### **Enrollment**

Students are encouraged to maximize the productivity of their time during the school day. All students grades 9-11 are required to enroll in a minimum of six (6) classes. Seniors are required to enroll in five (5) classes. Students may be exempt from this policy with the approval of a high school administrator.

### **Homework**

Homework is defined as any work students need to complete "outside of regular school hours." It is a necessary extension of the school day and an important part of the educational process for each student. Homework assignments are meant to increase student understanding of subject matter and assist students in keeping up with material presented in class through critical thinking, concept formation and information processing. Students and parents can view homework assignments through PowerSchool. Please contact Ali Sauter ([Alison.sauter@indianola.k12.ia.us](mailto:Alison.sauter@indianola.k12.ia.us)) if you need help setting up an account.

### **Make-Up Work**

Students are responsible for work missed and for the completion of this work. If a student knows prior to their absence that an assignment (or test) is due, they may be expected to hand in the assignment and/or take the test on the day they return to school, based on teacher discretion. Students who miss school will be allowed one day plus the numbers of days absent to make-up their work. PowerSchool is the resource used for students to locate make-up work. Additional questions should be addressed with classroom teachers.

### **Service Learning**

Service Learning is available to students in grades 11-12. All students must be placed in Service Learning by the second week of school. Service Learning must be a 7<sup>th</sup> class for 11<sup>th</sup> graders and a 6<sup>th</sup> class for seniors. Students who apply for Service Learning are required to keep a weekly log and complete a culminating portfolio.

### **Physical Education Alternative Schedules and Waivers**

Students in grades 9 – 12 will take physical education class every day for one semester. The Total Body Fitness class offering is the only exception and meets every other day all school year long. There may also be alternative ways of scheduling physical education for students on an occasion when a student has a scheduling conflict between physical education and another class required for college or other post-secondary training. If the student's counselor is satisfied that a need for an academic waiver exists, the counselor will make a recommendation to the principal. The principal will be the only one who can grant an academic waiver from physical education. A student may only use the academic waiver two times during high school. All alternatives to scheduling will be considered before a waiver request will be honored. Students will not be able to fill their schedules to avoid taking physical education.

Note: Administration has the authority to review a student's academic transcript for additional academic physical education waivers during a student's high school career in accordance with their post-secondary plans.

### **Honor Roll**

A student will be placed on the honor roll each grading period if they have achieved a 3.00 (B) average. This list is published in the local newspaper.

### **Academic Letters**

All students are eligible for an academic letter. Academic letters are awarded when a student receives a semester grade point average of 3.25 or above for both first and second semester of any given school year.

### **Honor Cords**

Any senior with a cumulative GPA of 3.60 to 3.99 in the graduating class will receive a purple/silver honor cord to be worn at commencement exercises. Any senior with a cumulative GPA of 4.0 or higher in the graduating class will receive a gold honor cord.

### **Advanced Placement Courses Weighted Grades**

Courses identified as Advanced Placement listed in the course description book will be on the 5 point scale. Students transferring to our school who have taken AP classes will use the 5 point scale. All



Project Lead the Way (PLTW) courses, with the exception of Intro. to Engineering, are also on the 5 point scale.

### **Grade Point Average and Grading Scale**

The Grade Point Average is arrived at by dividing the number of quality points by the number of courses. The quality points are assigned to each grade as listed below.

	<u>Trad.</u>	<u>AP</u>		<u>Trad.</u>	<u>AP</u>		
A	4.00	5.00	93-100	C	2.00	3.00	73-76
A-	3.70	4.70	90-92	C-	1.70	2.70	70-72
B+	3.30	4.30	87-89	D+	1.30	2.30	67-69
B	3.00	4.00	83-86	D	1.00	2.00	63-66
B-	2.70	3.70	80-82	D-	.70	1.70	60-62
C+	2.30	3.30	77-79	F	0.00	0.00	59 - ↓

Cumulative grade point average will be calculated for all students using weighted grades.

### **Assessments**

The Iowa Assessments will be given to all 9<sup>th</sup> – 11<sup>th</sup> grade students each year. Other group tests may be given to determine student aptitudes and interests as they relate to post-secondary education and vocational choices. The Iowa Assessments may be used to approve senior year plus/dual credit course enrollment.  
**ref. School Board Policy 505.4**

### **Incomplete Grades**

Students receiving an incomplete grade at the grading period will have one week to make up the work, and if the work is not completed, the student will receive a grade based on the work completed. Each case will be reviewed on an individual basis and needs to be approved by an administrator. Students will not be given incomplete grades just because they have failed to do the assigned work.

### **Semester Assessment Exemption**

Teachers may allow students to be exempt from taking their semester assessment. Students may qualify to be exempt if they have fulfilled individual department requirements and as written in the course syllabus. Any student who has an unexcused absence or truancy will not be exempt from semester assessments.

### **Student Withdrawals**

Students withdrawing from school for any reason prior to the end of the regular school year need to formally withdraw from school. Withdrawal forms are available from the high school guidance office and must be completed by the student before leaving.  
**ref. School Board Policy 501.7**

### **Classroom Supplies**

Teachers will inform students at the beginning of each semester what supplies will be required for their class. If a student continues to come to class unprepared, he/she may be subject to disciplinary action from that teacher.

### **Human Growth and Development**

This school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Students excused from this phase of the

instruction will be given alternative assignments. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

**ref. School Board Policies 603.5, 603.5E1**

### **Gifted and Talented Program (G/T)**

The G/T program is available for those students who qualify under the selection guidelines. Parents may contact their child's counselor if they are interested in having their child considered for this programming.

**ref. School Board Policy 604.3**

### **Advisor/Advisee Program**

All Indianola High School students will be placed into an advisor/advisee group made up of one teacher and students of the same grade level. Groups will meet weekly. One Advisory each month will consist of grade level specific curriculum. All other advisory times each month will provide students the opportunity to receive academic support from their classroom teachers.

### **Post Secondary Enrollment Option/Senior Year Plus**

The program allows 11th and 12th grade students as well as 9th and 10th grade students identified as gifted and talented by their local district to enroll in college courses. Students may receive credits that count toward the graduation requirements set out by the board for courses successfully completed in post-secondary educational institutions. High school students may attend a post-secondary educational institution during the summer months when school is not in session if the student pays for the courses. Successful completion of the course is determined by the post-secondary educational institution. Upon successful completion of these summer courses, the student may receive credit toward the graduation requirements set by the board at the discretion of the principal. The following factors are considered in the determination of whether a student will receive credit toward the graduation requirements set by the board for a course at a post-secondary educational institution:

- The course is taken from a public or accredited private post-secondary educational 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, career tech 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.

If the course being requested is a math course, the student must take the Aleks Placement test. Please see your counselor for details on completing the placement testing.

Students who take post-secondary educational courses are responsible for transportation without reimbursement to and from the location where the course is being offered. The Indianola Community School District is responsible for the cost of up to \$250 per approved post-secondary enrollment course students take during the school year. Students who take courses during the summer months when school is not in session are responsible for the costs of attendance for the courses. If the student chooses to drop the course, they must do so by the drop date established by the post-secondary institution they are taking the course from. The superintendent is responsible for annually notifying students and parents of the opportunity to take courses at postsecondary educational institutions in accordance with this policy. The superintendent will also be responsible for developing the appropriate forms and procedures for implementing this policy.

**Post-Secondary Enrollment Option Mandatory Registration Dates**

**Students must be enrolled by May 10, 2018 for Semester 1 of the 2018-2019 school year.**

**Students must be enrolled by November 2, 2018 for Semester 2 of the 2018-2019 school year.**

Enacted by the Iowa legislature, **Senior Year Plus** was created to provide increased and more equal access to college credit courses. Courses delivered through Senior Year Plus provide students the opportunity to take a rigorous college curriculum and receive, in many cases, both high school and college credit concurrently. At Indianola High School joint-enrolled courses include:

- Concurrent Enrollment Courses
- Post-Secondary Enrollment Options Act courses (PSEO)
- AP Classes

The state guidelines **now require all\*\* students** enrolling in Senior Year Plus-eligible courses (starting the fall of 2010) to be proficient in **Reading** (Reading Comprehension Test), **Math** (Mathematics Concepts and problem Solving Test), and **Science** (Analysis of Science Materials) as assessed through **Iowa Assessments** tests or a second equivalent locally approved proficiency measure.

**Dual Enrollment for Homeschooling Students**

Homeschool or homeschool 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 high school principal. Standardized testing is available for these students. Contact the Guidance Office for further information by October 1 of the current school year. Homeschooled or dual enrolled students do not receive Indianola High School diplomas unless they earn the credits necessary for a traditional or CORE diploma. Only Indianola High School graduates who have earned a traditional or CORE Diploma have the right to walk across the stage at graduation ceremonies.

**ref. School Board Policies 604.10, 604.7**

**Grade Classification – Acceleration**

Students in grades 9 – 12 are expected to earn twelve (12) credits each year toward graduation. For example, if you have been in high school two years and have earned 24 credits, you will be considered to be in the 11<sup>th</sup> grade. Please review the grade classification below:

Freshman	0 – 11 credits
Sophomore	12 – 23 credits
Junior	24 – 35 credits
Senior	36 or more credits

Students with exceptional ability may, with the permission of the principal and the parents, be accelerated in classes beyond their current grade level.

**ref. School Board Policy 505.2**

**Academic Eligibility**

A student must receive credit in at least four subjects at all times. A student must pass all classes and make adequate progress toward graduation to remain eligible. If a student is not passing all classes at the end of a final grading period (semester), the student is ineligible for a period of 30 consecutive calendar days in the next inter-scholastic contest or performance in which the student is

a contestant. The first day of the next semester is counted as day one for ineligibility. For activities not sanctioned by the IHSAA or IGHSAA, including cheerleading and drill team, students are still required to follow the same Scholarship Rule requirements. **The student will again be eligible on the 31<sup>st</sup> day.** Final grading periods are: 1<sup>st</sup> semester and 2<sup>nd</sup> semester.

**(Academic Eligibility Guidance 2008-09 from the Iowa Dept. of Education, Policy No. 36.15(2))**

### **Open Enrollment**

All open enrollment in or out of the district needs to be initiated and approved through the Central Office Administration (515-961-9500). **ref. School Board Policies 501.14, 501.15**

### **Student Transfers to Another School District**

The school district automatically transfers a student's records to a new school district upon request from the new school district. Parents are notified that the student's records have been sent and are given an opportunity to view the student's records and a right to a hearing to challenge the content of those records. Parental consent is not necessary to forward a student's records to a new school district or for the school district to request them from a student's previous school district. When a new student transfers into the school district, the student's records are requested from the previous school district. **ref. School Board Policy 501.7**

### **Early Graduation**

A student may qualify for early graduation after completing all high school graduation requirements as established by the Board of Education. Students who plan to graduate early need to complete the application for early graduation at the end of this handbook and turn it in to the high school principal or school counselor ***no later than December 1st of the school year the student plans to graduate.*** Exceptions may be made, at the discretion of the administration. Co-curricular and extracurricular activities (to include team managers) for these students will end at the time they stop attending classes. Prom, commencement, and other events considered to be part of the graduation process will be open to both first and second semester graduates.

**ref. School Board Policy 505.6**

### **Commencement**

Students who have met the requirements for graduation will be allowed to participate in the commencement provided they abide by the proceedings organized by the school district. It is the responsibility of the principal to solicit input from each graduating class regarding the proceedings for their commencement. Failure of a student to participate in commencement will not be a reason for withholding the student's final progress report or diploma certifying the student's completion of high school. **ref. School Board Policy 505.7**

### **Parent-Teacher Conferences**

Parent-Teacher conferences are held in November and February and are scheduled by parents online. All conferences will be scheduled on a first-come, first-served basis, and each conference will be scheduled for ten (10) minutes in length. Parents may still call the high school office secretaries at (515) 961-9510, option 0, to schedule their conferences with teachers. Parents are urged to contact teachers whenever they feel it is necessary to discuss the progress of their student at school.

**ref. School Board Policy 505.1**

### **Reports to Parents and Parent Portal**

Parental involvement and access to school information are important in student success. Parents are strongly encouraged to view their student's academic progress and attendance through PowerSchool.

IHS will provide the following:

- A mid-term report (during the 5th week of each 9-week grading period and at the end of each 9-week grading period) for those students who are receiving an F.
- Notification of suspensions and excess absences from school.
- Upon request, IHS will provide a report card at the end of each semester. Please contact Registrar Dawn Fitzgerald at [dawn.fitzgerald@indianola.k12.ia.us](mailto:dawn.fitzgerald@indianola.k12.ia.us) or 961-9510 x2.
- Parents may also print their own report cards using PowerSchool.

Teachers are encouraged to send positive reports. Parents are welcomed and encouraged to contact the school concerning the progress of their children at anytime. All classroom level questions or concerns should first be addressed with the classroom teacher before contacting a counselor or administrator. If the teacher, counselor, or administrator is not available, they are expected to return your e-mail or telephone call at their earliest convenience.

**ref. School Board Policy 505.1**

### **Professional School Counselor**

Three full-time counselors are available before school, during the school day, after school, and at other times by appointment. Students are free to discuss with counselors any questions, concerns, or problems which affect their course of study, their life, their future plans, or their general happiness and well-being. An unanswered question, a persistent concern, or a nagging problem could affect your functioning as a student. You may see a counselor at any time by setting an appointment in the counseling office. Students are assigned a counselor on an alphabetical basis, but you may see a different counselor if it is more comfortable for you.

**ref. School Board Policy 607.1**

### **Schedule Changes**

Schedule changes initiated by the student must be made within the first five school days of the first semester. Changes for the second semester need to be completed before winter break. After the deadline, schedule changes will only be made in an emergency or extenuating circumstance.

Students who wish to drop a class after the first five school days of the semester will receive an "F" unless the teacher, school counselor, and administrator agree that the class should be dropped without a failing grade. Students will be expected to pick up the drop/add form from the guidance office and get the teachers' signatures. Students will be required to return class materials before they are officially signed out from the class.

### **Guidelines for College Visits and College Representatives**

Throughout the year, college representatives will be available to meet with students in the Guidance Office. On the day of the visit, the student should report to class for attendance then report to the Guidance Office. Juniors and seniors are allowed to miss school to attend college campus visits with prior excusal from their parents and counselor.

## **ATTENDANCE**

Keeping accurate attendance records is very important to both the student and the school. Students, parents, classroom teachers, and the attendance secretary must cooperate to ensure attendance records are as accurate as possible.

**The Attendance Number is 961-9510, option 1.** Parents are requested to call the school by 8:30 a.m. to verify their child's absence, or the student must bring a note from their parents the day following the absence giving reason for the absence. ***Students not following this procedure will be given an unexcused absence.***

### **Compulsory Attendance**

Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the board. Students will attend school the number of days school is in session in accordance with the school calendar. Students of compulsory attendance age will attend school a minimum of 175 days. Students not attending the minimum days must be exempted by this policy as listed below or, for students in grades 7-12, referred to the county attorney or, for students in grades K-6, referred to the Attendance Cooperation Process. Exceptions to this policy include children who:

- have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;
- are attending religious services or receiving religious instruction;
- are attending an approved or probationally approved private college preparatory school;
- are attending an accredited nonpublic school; or
- are receiving competent private instruction.

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

The principal or other school official will investigate the cause for a student's truancy. If the principal or other school official is unable to secure the truant student's attendance, the principal or other school official should discuss the next step with the superintendent. If after superintendent action the student is still truant, the principal or other school official will refer the matter over to the school board and/or county attorney for students in grades 7-12. Truant students who have not yet completed sixth grade will be subject to the Attendance Cooperation Process outlined in the supporting administrative regulation. The school will participate in mediation if requested by the county attorney. The superintendent or his/her designee will represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney.

**ref. School Board Policy 501.3**

### **Excused Absences**

The High School Administration will determine whether absences from school are excused. All absences of any kind must be cleared through the attendance office - ***NO EXCEPTIONS!*** In some situations when a student has an excessive number of absences, the administration may require a doctor's excuse.

Excused absences will fall into one of the following categories:

- Student illness
- Hospitalization
- Medical appointments (doctor verification may be required)
- Religious holidays
- Death in family

- Family emergency
- Prearranged family trips
- College visits
- Student in-school or out-of-school suspension
- Court order
- Indianola school-sponsored activity

Students profit from continuity in their classes through regular attendance. When absences and missed work interfere with progress in a class, the following will occur:

- The teacher will explain to the student his/her status in the class.
- The teacher will notify the counselor, a building principal, or Dean of Students and will contact the parent by telephone, mail, or email.

**ref. School Board Policies 501.3 and 501.9**

### **Absences and Extra / Co-Curricular Activities**

Any student who wishes to participate in a co-curricular or extracurricular event or practice after school must be in school at least periods 5-8. If a student leaves school ill before the end of the day, or is unable to attend class because of illness, or is unexcused absent periods 5-8, they will not be allowed to participate. If a student has an excused absence other than illness on that day (such as a funeral), the student will be allowed to participate. All absences due to participation in school-sponsored activities will not be counted against a student toward semester test exemptions.

### **Excused Absence from PE**

Students who wish to be excused from physical education for medical reasons must present a doctor's excuse to the nurse. This excuse should have the date the student is to be excused and the date the student may resume class. Students with a medical excuse will report to the corresponding study hall unless the physical education teacher has made prior arrangements. Students excused from physical education for the above reason may not be allowed to participate in athletics, cheerleading, drill team, marching band, or show choir.

**ref. School Board Policy 603.6**

### **Truancy**

Truancy is the failure to attend school for the minimum number of days established in the school calendar by the school board. Truancy is the act of being absent without a reasonable excuse.

Students are subject to disciplinary action for truancy including suspension and expulsion. Students are expected to make up any work missed during the truancy. Disciplinary action for students receiving special education services will be consistent with the goals and objectives of the student's Individual Education Plan.

**ref. School Board Policy 501.10**

### **Unexcused Absences**

Absences which have parental permission will normally be considered excused, however, school officials have the final say in determining whether and absence is excused. **All unexcused absences and trancies are calculated on a semester basis.**

The following is a listing, but not limited to, attendance reasons that would lead to an absence being marked unexcused.

- Oversleeping and/or running behind
- Late arrival from leaving campus during opens or lunch

- Employment
- Leaving class without permission
- Family conveniences
- Students who are in the building and fail to report to class
- Tardiness to class over 20 minutes
- Preparation or participation in parties or other celebrations
- Shopping, hunting, concerts
- Personal appointments (Haircuts, massages, tanning, etc.)
- Student skip days
- Absences that are not corrected within three school days

Significant lack of attendance in a course of study might reasonably be expected to negatively affect academic performance. Grade reductions may result from absences in the event that the student fails to complete makeup assignments, sessions, or points for participation within a reasonable amount of time. Students are generally given the amount of time they have missed class plus one day to complete make-up work.

ref. School Board Policy 501.10

**All Unexcused Absences:**

- Parents/Guardians will be notified by the attendance office through email.

**Five (5) or More Unexcused Absences:**

- Parents/Guardians will be mailed a letter by the high school administration including all attendance data.
- Student will meet with an administrator and discuss reasons/solutions for unexcused absences.
- Consequences will be assigned to the student including detention or suspension.

**Ten (10) or More Unexcused Absences:**

- Student will meet with an administrator and be placed on an attendance contract.
- Parents will be notified by email, phone, and/or mail.
- Consequences will be assigned to the student including detention or suspension.

**Fifteen (15) or More Unexcused Absences:**

- Student will be dropped without credit from the class(es) where the absences have occurred.
- Parents will be mailed an official drop letter.

**Leaving School During School Hours**

When a student must leave the school during school hours, they must first obtain permission and then sign out at the attendance office. When a student leaves school without prior approval of parents and school authorities, they are considered truant.

Students may sign out:

- If student is ill as verified by the School Nurse, Health Associate, or their parent/guardian. In some situations when a student has an excessive number of absences, the administration may require a doctor's excuse.
- If student has a written statement/phone call to the attendance office from their parent requesting he/she be excused at a certain time. This includes leaving for lunch.
- If student is authorized to leave the school premises during the teacher's class or activity.



Students not following this procedure will be considered truant and may be suspended.

**ref. School Board Policy 501.11**

### **Unexcused Tardies to Class**

Any student who is late for any class period must have a pass from a teacher or the office before he/she can be considered excused. There are no exceptions. In the event the tardy is unexcused, the tardy will be recorded. **A student who misses more than one-half of the class due to an unexcused tardy will receive an unexcused absence.** When a student receives an unexcused tardy, the following steps will be followed:

#### **All Unexcused Tardies:**

- Parents/Guardians will be notified by the attendance office through email.

#### **Five (5) or More Unexcused Tardies:**

- Parents/Guardians will be contacted by the teacher(s) of the class(es) where the unexcused tardies have occurred.
- A detention may be assigned by the teacher and served with the teacher.

#### **Ten (10) or More Unexcused Tardies:**

- The teacher will submit a log entry to the high school administration.
- Parents/Guardians will be mailed a letter by the high school administration including all attendance data.
- A detention and possibly additional consequences (loss of opens) will be assigned by the administrator.

#### **Fifteen (15) or More Unexcused Tardies:**

- The teacher will submit a log entry to the high school administration.
- Parents/Guardians will be mailed a letter by the high school administration including all attendance data.
- An in-school suspension will be assigned by the administrator and the student will lose opens (if applicable) until punctuality can be improved.

***All tardies are calculated on a semester basis.***

## **IHS GENERAL INFORMATION**

### **Study Hall Procedures**

1. Students are to be in their assigned seats at the beginning of the period so roll may be taken.
2. Study halls are to be quiet and teachers will enforce a study atmosphere.
3. Study hall teachers will allow students to check out to the following areas with the appropriate pass: main office, guidance office, teacher, and the restroom.
4. Freshmen and Sophomores may be allowed to go to the library if they need to check out a book. They will not be allowed to stay in the library for the purpose of socializing.
5. Students must bring work materials with them each day.

### **Open Study Hall**

Seniors and Juniors may have open study hall if the student and their parents fill out the Open Study Hall Form. This means they need to leave the building or be in a designated area when they do not have a class. Senior and Junior students desiring this privilege must adhere to the guidelines on the contract signed by them and their parents. If they do not, their privilege will be revoked and the student will be assigned to a mandatory study hall. The contract should be read thoroughly and understood because the administration and staff believe this is a privilege to be earned by exercising mature and responsible behavior.

Any student failing one or more classes at the end of a grading period will lose his/her opens until the next grading period, will be assigned to a study hall, and will lose study hall check-out privileges.

**ref. School Board Policy 501.11**

### **Acceptable Use Policy**

Annually, students are granted access to World Wide Web information resources through their classroom, library, or school computers. Privileges to use the Internet may be revoked upon parent/guardian request and/or violation of any portion of this policy. Other disciplinary consequences may also be given in the event of inappropriate Internet use.

**ref. School Board Policies 605.6, 605.6R1**

### **Library**

Students may visit the library for research, to check out materials or for leisure reading. Students must have their school ID card to utilize the library. Students may come to the library from class or study hall by using the Library Google Form. Students with opens will use the library iPad to sign-in using the Google Form. Please follow the library rules posted in the library. This includes no food or beverages. Water is allowed. Materials returned damaged will be charged for the replacement or repair cost. Lost materials will be charged a replacement fee. Students are responsible for returning or renewing all library materials on time.

**ref. School Board Policy 605.5**

### **Lockers**

Student lockers are the property of the Indianola School District and remain property of the school even though they are temporarily assigned to students for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of each student to keep their locker clean and undamaged. The expenses to repair damage done to a student's locker will be assessed to the student. Only school spirit posters are allowed on the outside of student lockers, and students are not allowed to attach any offensive signs, pictures, decals, etc. to the inside or outside of the lockers. Combination locks are installed on all student lockers.

A student's locker can be searched whenever an administrator or staff member has a reasonable or articulable suspicion that a criminal offense or a school district policy, rule, or regulation bearing on school order has been violated, and the administrator or staff member has a reasonable or articulable belief that the search will produce evidence of the violation. Items in violation of school district policies, rules, or regulations found in student lockers will be confiscated. Illegal items will be given to local law enforcement officials, and the police dog from the local law enforcement officials may be used if deemed necessary by the administration.

Locker signs are encouraged. In order to help keep the building clean, locker signs will be removed each Friday. Students wanting to keep their signs must secure them before Friday of each week. Students violating any of the above policies will be subject to disciplinary action.

**Do not change hall lockers without office permission. The school is not responsible for theft from lockers including P.E. lockers.**

**ref. School Board Policy 502.5**

### **Bus Riding (Activities)**

School transportation is provided as a convenience for students and their parents. Students who are provided transportation in school district transportation vehicles for extracurricular events shall ride both to and from the event in the school vehicle, unless arrangements have been made with the building principal prior to the event. A student's parent may personally appear and request of the head sponsor to transport the student home from a school-sponsored event in which the student traveled to the event on a school district transportation vehicle. Please call Ron Swartz, Director of Transportation, at 961-9592 with questions or concerns.

**ref. School Board Policy 711.3**

### **ID Cards**

Students are issued picture ID cards at the start of the school year. Students must have this card in their possession while the student is in the building. These cards are not only used for identification purposes but also for admittance and checkout to the library, food service lunch card, and activity ticket. These cards may not be defaced or altered in any way. Replacement cost for the ID card is \$5 and may be obtained in the main office.

### **Loitering**

Loitering on or near school property will not be permitted. Any reappearance of an individual loiterer who has been warned on a prior occasion will result in local law enforcement officials being called. Students will not be allowed to loiter during passing times. Students will be asked to keep moving and may be subjected to discipline action if there are repeated occurrences of loitering.

### **Cell Phones**

Cell phones and other electronic devices are allowed before and after school, during passing times and during any non-instructional time for the student. It will be a violation of the cell phone policy to photograph, or audio or video record a student or staff member without their permission. Electronic devices that have photographic or video recording capabilities are prohibited in locker rooms and restrooms.

If a student is in violation of this policy, the staff member may require the student to hand over the phone and the student may pick it up at the **end of their school day**. If a referral is submitted to the office, consequences will be assigned by administration.

If a student refuses to provide a staff member their cell phone upon request, the student will be sent to the office and assigned a consequence.

**ref. School Board Policy 503.1**

### **Handheld Technology Devices Policy**

The Indianola Board of Directors recognizes the need to provide access to technological resources. For the purposes of this policy, "Handheld Technology Devices" is defined to include portable two-way telecommunication devices including but not limited to: cellular telephones with or without cameras, laptops, netbooks, MP3 players, walkie talkies, and other handheld computing devices used as a

communication device; any portable electronic device capable of storing and/or transmitting and/or receiving images, such as cameras; as well as any new technology developed for similar purposes.

The Indianola Board of Directors extends to students the privilege to possess, display and use Handheld Technology Devices during passing time between classes, during meal times, and before or after school, provided such Handheld Technology Devices are not displayed, activated, or used during class time, unless the classroom teacher allows the use of Handheld Technology Devices for educational purposes, or to communicate with a student's parent or guardian. Classroom teachers are not authorized to give permission for students to use Handheld Technology Devices to communicate during class time with students outside of the teacher's class. Except as permitted by the classroom teacher, all such devices must be turned off and in a locker, backpack, pocket, or similar enclosure during class time. Exceptions will be made for students with specific needs that require such devices under a "504 Plan," pursuant to Section 504 of the Rehabilitation Act of 1973, as amended; as per their Individualized Education Plan "IEP"; and during a medical or security emergency, if a supervising school official is not in communication with emergency responders, or the student is unaware that a supervising school official is in communication with emergency responders.

The school district will not be responsible for financial charges relating to student Handheld Technology Devices at any time, to include during times of confiscation. Student use of personal Handheld Technology Devices for permitted educational purposes or to communicate with school staff or other students is optional. The school district will not be responsible for loss, damage, destruction, or theft of any electronic device brought to school. Use of Handheld Technology Devices for field trips and extracurricular activities will be at the discretion of the teacher/sponsor/coach. Students found to be using any Handheld Technology Device in any way to send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to reasonable discipline and the device shall be confiscated and not returned until a parent conference has been held. Students violating this rule will not be allowed to possess any Handheld Technology Device following the incident on school property for a period of time determined by administration, unless otherwise permitted by a student's IEP or 504 Plan.

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 will 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, photograph, or audio record others in the school building, on school property (to include 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. Students violating this rule shall be subject to reasonable discipline and the device shall be confiscated and not returned until a parent conference has been held. Students violating this rule will not be allowed to possess any Handheld Technology Device following the incident on school property for a period of time unless otherwise permitted by a school administrator or a student's IEP or 504 Plan.

### **Gambling at School**

Students are not to engage in any gambling activities at school.

**ref. School Board Policy 503.1**

### **Announcements**

Announcements will be made over the paging system only when necessary. The daily announcements will be emailed to students and parents that have an email address listed in

PowerSchool. Students will be responsible for reading the announcements during their free time during the day. Items to be included in the daily announcements should be delivered to the secretary in the main office either in written form or sent by e-mail before 8:30 a.m. the day the announcement is to be read. The originator's name must appear with the announcement request.

### **School Day**

Students are not to be in the building after 4:00 p.m. unless under the supervision of a teacher or other staff member. Main doors, except to the gym area, will be locked at 4:00 p.m. Students or non-students on school property or students found in the building at unauthorized times (e.g., late at night, summer vacation, or for non-school purposes), may be charged with criminal trespass. Time schedules for late starts and early dismissals are included in this handbook. Students waiting for a ride after 4 p.m. should wait in the north gym lobby.

**ref. School Board Policy 601.2**

### **School Cancellation**

The cancellation of school for any reason will be announced on radio stations 1460 KXNO, WHO 1040 AM, ALT 106.3, KHKI 97.3 FM, KISS 107.5, The Bus 100.3 FM, and also on WOI-TV Channel 5, KCCI-TV Channel 8, and WHO-TV Channel 13 as soon as the decision is made. If school is cancelled because of inclement weather, all activities for that evening will be examined and a decision made later in the day regarding cancellation of the activities and practices. If school is dismissed early because of inclement weather, all after school activities involving students will be cancelled. When the weather is questionable in the morning, please listen to one of the above stations. Please refrain from calling to see if school is being held as this is a hectic time of the day when the weather is bad.

### **Dances and Social Events**

School sponsored dances and other social events are open to the students enrolled in grades 9-12 at Indianola High School and their dates who must be in 9<sup>th</sup> grade or above or until the age of 21. Other individuals, such as alumni or out-of-district students, may attend as the date or escort of students enrolled in the school district, but only with the approval of the personnel supervising the event. School-sponsored social events must have prior approval from a principal at least two weeks in advance and be placed on the calendar before the event is announced publicly. Appropriate music and dancing will be expected by all students at school sponsored dances. Students who are not conducting themselves in a respectful manner may get one warning before they are asked to leave the dance. Students who leave a dance are not allowed to reenter the dance. School district policies, rules, and regulations apply to students as well as non-students at the dances or social events. Students and non-students violating school district policies, rules, and regulations will be asked to leave the dance or social event. All school dances will be held from 8 – 11 p.m. unless otherwise approved by a building principal.

### **Open Night**

No games, concerts, practices, or other school activities are to be scheduled on Wednesday nights after 6:00 p.m. Only tournament games or matches scheduled by any state athletic or activity association will be allowed to be scheduled on Wednesday after 6:00 p.m.

**ref. School Board Policy 508.2**

### **Assembly Programs**

Student assembly programs may be scheduled throughout the year and will be scheduled through the administration. Students are expected to attend the assembly and to use appropriate behavior.

### **Visitors at School**

Student visitors are not allowed during the school day unless under special circumstances approved by a principal. All persons visiting students or staff members are required to check in at the main office where they will be required to show a valid driver's license or other state-issued identification which will be scanned through the Raptor Program. A visitor's badge will be issued which must be returned upon leaving.

### **Breakfast and Lunch Services**

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

Students may participate in the lunch program, bring their own sack lunch, or buy food at the a la carte line. Students should deposit their lunch money in the lunch deposit box located by the main office before 10:00 a.m. Parents may also deposit money online by visiting the Indianola Schools Website, [www.indianola.k12.ia.us](http://www.indianola.k12.ia.us). Students will be notified by the cafeteria cashier and parents by email (if the parent has registered online) when their account needs money deposited. Charges are not allowed through the school lunch program.

Food may not be removed from the cafeteria to be eaten in other areas unless approved by supervisory personnel. Students will not be allowed in any area other than the cafeteria or restrooms near the cafeteria without the permission. During lunch, all students are to stay in the cafeteria until dismissal.

Seniors and Juniors are the only students with open lunch. Ninth and tenth grade students may only leave for lunch with prior parental approval through the attendance office, or they will be considered truant. Students leaving for lunch without permission will be counted unexcused as this is considered part of the 5<sup>th</sup> period class.

### **Drink and Snack Machines**

These machines are available for student use. Indianola High School will follow the Healthy Kids Act guidelines. **ref. School Board Policy 710.3**

### **Emergency Procedures and Evacuation**

Emergency drills will be held periodically. Fire and tornado procedures are in printed form posted in each room. Directions will be given in the classroom when drills or alerts occur. Students are expected to follow the posted rules and the staff member's directions. Emergency evacuation for any other reasons will be directed by the office.

**ref. School Board Policy 507.5**

### **School Insurance**

Students will have the opportunity to participate in the health and accident insurance plan selected by the school district. The cost of the health and accident insurance program is the responsibility of the student. Participation in the health and accident insurance plan is not a contract with the school district, but rather, a contract between the insurance company and the student.

Students participating in extracurricular athletics are required to have health and accident insurance. The student will bring written proof of insurance or participate in the health and accident insurance program selected by the school district.

**Ref. School Board Policy 507.6**

### **Student Health Services**

The ICSD Student Health Office mission is to provide our students the best care possible by empowering each student to achieve their individual learning potential by promoting optimal health, wellness, and safety. We are committed to work with the families, schools, and community advocating for our students.

The ICSD structures its Student Health Services by employing three registered nurses (RN) and six health associates. Each RN is responsible for two school buildings and the supervision of their health associates. Every school building has a health associate.

Please refer to the **Student Health Services Handbook** for detailed information on the services, regulations, and procedures of the ICSD Student Health Office. The handbook can be found on our district website, and at each school building.

### **Concussion Notification**

Any student who suffers from a concussion must bring a medical document from his/her medical provider to notify the school. Once the medical document is received, school staff can begin to follow the student through a Return-to-Learn and Return-to-Play protocol as outlined by Iowa Code 280.13c(3)a. Per Iowa Code, a student must be cleared and documentation must be provided to the school, by an authorized medical provider before returning to any athletic activity.

### **Fundraising**

Students may raise funds for school sponsored groups with the prior written permission of one of the building principals or the activities director. All food that is sold to students must comply with state and federal nutritional standards.

**ref. School Board Policy 504.5**

### **Use of Athletic Facilities**

No students are to be in the gym, locker rooms, wrestling room, weightlifting area, etc. without qualified adult supervision. A teacher, coach, administrator, or other appointed staff member must be supervising at all times.

### **Activity Tickets**

Students may purchase activity tickets in the main office. This ticket will allow you entry into all Indianola High School athletic home events and select Indianola High School fine arts programs with the exception of those sponsored by the state athletic, music, or fine arts associations.

### **Student Field Trips**

Periodically, classes or groups of students will go on field trips and students are required to attend all class field trips. If a student has a legitimate reason not to go, it must first be cleared with the teacher in charge, and an alternate assignment will be given to the student by the teacher. Students must have a permission slip signed by their parent. Students will be expected to dress appropriately for

field trips, and if they are not dressed appropriately, they will not be allowed to attend and will not get credit for that day in class. **ref. School Board Policy 606.5**

### **NAIA and NCAA Clearinghouse**

Students wishing to compete in athletics and be eligible for NAIA and NCAA Clearinghouse requirements at Division I or Division II colleges and universities must meet certain course requirements. Students should notify their counselor of their interest in athletics in college so they can be assisted in course selection to meet the NAIA and NCAA Clearinghouse guidelines.

## **STUDENT CONDUCT**

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

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school-owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances, including circumstances relating to a student's abilities and disabilities. Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion.

Removal from the classroom means a student is sent to the building administrator's office. It is within the discretion of the person in charge of the classroom to remove the student. Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day, during student's lunch time, or on a non-school day. Whether a student will serve detention, and the length of the detention, is within the discretion of the employee or building administrator disciplining the student.

Suspension means either an in-school suspension, an out-of-school suspension, or a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days. A restriction from school activities means a student will attend school and classes and may or may not practice but will not participate in school activities. A loss of eligibility means the student will be excluded from participating in one or more particular school activities. A restriction from school activities and a loss of eligibility may be of indefinite duration.



Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.

Expulsion means an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board.

It is the responsibility of the superintendent, in conjunction with the building administrator, to develop administrative regulations regarding this policy.

**ref. School Board Policy 503.1**

### **Student Behavior**

Students are expected to come to school ready to learn, behave in class, be attentive, and be well prepared for class. If a student becomes disruptive, he/she may have to be removed from class. Students are to avoid pushing, shoving, and making loud noises, etc., in the hallways.

When a student is removed from a class, the teacher will submit a behavioral referral to the office. A building principal will meet with the student and consequences may be assigned.

**ref. School Board Policy 503.1**

### **Physical Altercations**

Physical altercations at school, on school property, or at a school sponsored activity will not be tolerated at any time. Each incident will be investigated and dealt with on an individual basis. Consequences under the Good Conduct Rule may apply to students involved in physical altercations. Consideration will be given to an altercation in which one person attempts to protect him/herself or walk away or distance him/herself. The guidelines below will be used unless the situation presents extenuating circumstances:

1st Offense: May include a **3-5** days suspension from school and **law enforcement may be contacted.**

2nd Offense: May include a **5-10** days suspension from school and **law enforcement may be contacted.**

3rd Offense: May include a suspension from school with recommendation for expulsion and **law enforcement will be contacted.**

**ref. School Board Policies 503.1, 503.1R1, 503.2**

### **Threats of Violence**

All threats of violence, whether verbal, written, or symbolic, against a student or students, staff, visitors, or toward school facilities are prohibited. All such threats will be promptly investigated upon notice to administration. Students are encouraged to bring threats to the attention of school administration immediately. Law enforcement may be contacted. Threats issued and delivered away from school or school activities, including social networking sites, may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school. Students engaging in threatening behavior may face disciplinary consequences up to and including expulsion from school with loss of credit for the term of the expulsion. The following factors will be considered in determining the extent to which a student will be disciplined for threatening, harassing, or terrorist behavior: the background of the student, including any history of violence or prior threatening

behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; the degree of cooperation by the student and his/her parent(s) or guardian(s) in the investigation; the existence of the student's criminal or juvenile 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.

### **Detention**

Students may be assigned detention by staff members. Detentions are to be served before or after school, during an open period, or during the student's scheduled lunch time with admin. approval. The teacher and student will determine a time with priority given to teacher discretion and schedule. Detention is normally served from 7:00 - 7:50 a.m. Monday through Friday or from 3:10 - 4:00 p.m. Monday through Thursday. The student will serve the time with the staff member who assigned the detention unless other arrangements are made by that staff member. **If the student fails to show for the detention and/or fails to make arrangements with the staff member there may be additional detention time and/or In-School Suspension.** School practices or work are not acceptable excuses for not serving detentions.

**ref. School Board Policy 503.1**

### **Cheating and Plagiarism**

Any student found cheating in a class will be dealt with immediately. Cheating also includes changing a grade given by a teacher electronically or in the teacher's grade book, which may result in being dropped from the class with a failing grade and further disciplinary actions. Students who are found cheating will get a "0" for their work and their parents will be notified. If a second offense occurs, they will be dropped from the class with a failing grade. Plagiarism and infringement of copyrights are against the law and are considered cheating. This also includes material that may be obtained from any Internet source. Scenarios that involve cheating or falsifying grade(s) will be dealt with on an individual basis and could result in suspension, Good Conduct Violations, a violation of National Honor Society or other club by-laws, and/or other consequences.

Note: Students enrolled in DMACC classes who are found guilty of cheating and/or plagiarism will not be given any DMACC credits according to DMACC's rules and regulations.

### **Appropriate Language**

Students are expected to use appropriate language while on school property or at school functions. This means no profane verbal, written, or sign language. Clothing with inappropriate symbols or language is not permitted. Students violating these guidelines are subject to disciplinary actions including warnings, detentions, and suspension.

Any time a student uses inappropriate language directed at a staff member, or creates a substantial disturbance with loud and profane language, he/she will be suspended for up to five days. Students continually violating this policy will be recommended for expulsion.

**ref. School Board Policy 503.1**

### **Student Relationships**

Students will be allowed to hold hands in the hallway. Other physical contact and outward showing of affection is not allowed. Students observed by any staff member violating these guidelines will be subject to the following:

1st Offense: Students will be warned.

2nd Offense: Parents will be notified by one of the building principals.

Continued violations may result in suspension.

**ref. School Board Policy 503.1**

### **Suspension and Expulsion**

Students may be suspended from school for violating school rules and regulations. Suspensions are issued by one of the high school principals and vary in length depending on the severity of the infraction. A student may be recommended for expulsion for repeated suspensions. An expulsion from school must come from school board action. An expulsion is normally for the remainder of the semester, at a minimum, and could be for one year.

**ref. School Board Policies 503.1, 503.1R1, 503.2**

### **Due Process**

To ensure that the student receives due process, student suspensions or recommendations for expulsions will be made when:

- A student makes serious or repeated infractions of school rules
- The student interferes with the educational environment or normal operation of the school.

The administrator shall conduct an informal investigation of the charges against the student, giving:

- Oral or written notice of the allegations against the student.
- The basis in fact for the charges.
- The opportunity to respond to those charges.

### **In-School Suspension**

In-school suspension is a disciplinary option that may be utilized depending on the severity of student offense, pattern of offense, and other related circumstances. Students placed under in-school suspension will be expected to attend school and productively work in supervised isolation within the high school building. In-school suspension may be used for consequences including, but not limited to, cell phone or handheld technology device infractions, disrespect, inappropriate clothing, failure to serve detention, or other causes that could allow students to be in school without the traditional privileges of social interaction. Cell phones must be handed over to main office or in-school suspension staff prior to serving the suspension.

**ref. School Board Policy 503.1R1**

### **Unlawful Assembly**

An unlawful assembly is three or more persons assembled together, with all or any of them acting in a violent manner, and with intent that all or any of them will commit a public offense. A person who willingly joins in or remains a part of an unlawful assembly, knowing or having reasonable grounds to believe that it is such, violates school rules and may result in consequences.

### **Student Driving and Parking**

Driving a motor vehicle to and from school is a privilege - not a right. All students must fill out a vehicle identification card with the main office listing the license plate numbers of any vehicles they may drive to school. Students are not to loiter around or be in their vehicle or leave the school grounds in their vehicle during the day without permission from the office. Any student driver who is observed or seen on camera driving carelessly, recklessly, or speeding on school property or adjacent streets from the school, may have school parking privileges revoked and/or face other possible disciplinary action. Serious violations will be turned over to local law enforcement officials.

If a student is parked illegally (this also includes parking on the grass) anywhere on school grounds, the student may be issued a \$5 ticket for the first offense. On the second offense the student may be issued a \$10 ticket. The ticket will need to be paid in the main office. A third offense may result in the vehicle being towed immediately at the owner's expense.

Faculty parking is in the southeast parking lot. Students are to park in the west lot. Students and staff shall not park in the Administrative Office parking lot. Parking is on a first-come, first-served basis. It is advised that all students lock their vehicles while they are parked. Indianola Community Schools is not responsible for any theft or damage to student vehicles while parked on school grounds.

**Students and staff not in compliance with any of the above regulations may have their vehicle towed at the owner's expense.**

### **Dress Code**

Students are expected to wear clothing that is appropriate for the classroom and does not disrupt the educational environment. Students are expected to maintain reasonable levels of cleanliness and modesty. Clothing that is sexually explicit or overly revealing will be considered inappropriate. Clothing should completely cover the chest, midriff, buttocks, and undergarments. Clothing or accessories with wording or graphics that is racist, sexist, profane, or demeaning to others, or that advocates violence or the consumption of alcohol or use of illicit drugs will not be permitted. Students are not to wear hats, hooded sweatshirts with the hood up, or sunglasses in the building unless required for bona fide religious or medical reasons. Under certain circumstances or during certain classes, field trips, or activities, a stricter dress code may be appropriate and students may be expected to comply with stricter requirements. Staff are encouraged to enforce these policies consistently and without regard to gender. Building administrators will make the final determination of the appropriateness of a student's appearance. Students in violation of this policy will be asked to change their clothing to meet acceptable standards or they may be sent home. In the event that a student is sent home, parents will be contacted. Continued deliberate violation of this policy may result in disciplinary action.

### **Smoking / Drinking / Drugs / Intoxicants on School Property**

The following acts by students are prohibited while on school district property or on property within the jurisdiction of the school district; while on school owned and/or school operated or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district:

- The distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, e-cigs, vape pens or other controlled substances, or "look-alike" substances that appear to be tobacco, nicotine, beer, wine, alcohol or controlled substances;
- The distribution, dispensing, or possession of paraphernalia associated with the use of items prohibited above;
- The distribution, dispensing, manufacture, possession, use or being under the influence of legal products when those products are used or intended to be used for purposes of intoxication; or
- The distribution, dispensing, manufacturing, possession, use or being under the influence of alternatives to illegal drugs, such as designer or synthetic drugs, whether or not prohibited by law. This includes but is not limited to: herbal or plant products with properties that impair, restrict or alter normal cognitive function (such as salvia); herbal or chemical products containing synthetic marijuana (such as K2 or Spice) or synthetic cocaine or methamphetamine (such as bath salts); and/or any substance purported to, designed to, or

which does impair, restrict, or alter normal cognitive function when absorbed, ingested, injected or inhaled.

The board believes such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors. Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase or being in possession of cigarettes, e-cigs, tobacco or tobacco products for those under the age of eighteen may be reported to the local law enforcement authorities. Possession, use or being under the influence of beer, wine, alcohol, and/or of a controlled substance may also be reported to the local law enforcement authorities.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. The administrative regulations are included in the student handbooks, which are approved annually by the Board.

<i>Tobacco or look-alike</i>	First Offense: May include 3 days out-of-school suspension
	Second Offense: May include 5 days out-of-school suspension
	Third Offense: May include up to 10 days out-of-school suspension
	Fourth Offense: May include recommendation for expulsion

<i>Alcohol/Inhalants</i>	First Offense: 5 days out-of-school suspension
	Second Offense: Up to 10 days out-of-school suspension
	Third Offense: Recommendation for expulsion

<i>Controlled Substance &amp; Synthetic Drugs</i>	First Offense: Recommendation for expulsion
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**ref. School Board Policy 502.7**

### **Weapons on School Property**

Weapons are not allowed on school grounds, in school facilities, or at school activities at home or away with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the administration. Students bringing firearms or weapons (knife, club, look-alike weapons and/or dangerous objects, etc.) to school or possessing either at school or school sponsored activities shall be dealt with according to School Board Policy 502.8. Parents of students found to possess a weapon, other dangerous objects, or look-alikes on school property shall be notified of the incident. Confiscation of weapons, other dangerous objects or look-alikes shall be reported to law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion. The Good Conduct Rule will also be enforced. Students bringing a firearm to school shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. 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.

**ref. School Board Policy 502.6**

### **Care of School Property and Vandalism**

Students are not to tamper with any part of the building, its contents, or any property belonging to the school, its employees, or students. If you accidentally damage or break any of the above, report it immediately to the administration office. Any student who willfully or through excess carelessness damages school property will be expected to pay for repair or replacement. At the discretion of the administration, students may be turned over to law enforcement officials.

**ref. School Board Policy 502.2**

### **GOOD CONDUCT RULE**

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetimes. Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities which are illegal, immoral or unhealthy. Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The building administrator will keep records of violations of the good conduct rule. It is the responsibility of the administration to develop rules and regulations for school activities. The administrative regulations are included in the student handbooks which are approved annually by the board. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

**ref. School Board Policy 503.4**

The objective of the Good Conduct Rule is to establish and provide for the enforcement of specific standards for all students attending Indianola High School who are involved in extracurricular (athletics, clubs, etc.) and/or co-curricular activities (band, vocal music, orchestra, etc.) or where students attend class to participate in this activity. This rule shall govern the following activities: interscholastic athletics, cheerleading, drill team, instrumental music, orchestra, vocal music, drama, debate, speech, student publications, and all other school sponsored clubs, organizations, public performances, and activities.

It is the philosophy of Indianola Community Schools that participation in extracurricular and/or co-curricular activities is a privilege to be earned by not only demonstrating a particular talent or ability, but also by demonstrating lawful and reasonable conduct. This policy shall be in effect for the entire year (365 days), both during the regular school year as well as all vacation periods.

The district's high school administration shall promptly investigate any report of a violation of the Good Conduct Rule. Based on factual circumstances relevant to said report, the high school administrative team shall determine whether the student has, in fact, violated the Good Conduct Rule. Such factual determination shall be based upon substantial evidence when the information is obtained or reported from non-school personnel in an informal administrative investigation. This investigation shall not be limited by any formal rules of evidence or procedure.

The following behaviors or actions by a student shall be in violation of the Good Conduct Rule and shall be determined by a student being observed by a source deemed reliable by the high school administrative team after an investigation, or student admitting to violating these rules:

- Possessing or using any tobacco product, including e-cigs and vapor.
- Possessing, using, selling, manufacturing, distributing, or being under the influence of any alcoholic beverage.
- Possessing, using, selling, manufacturing, distributing, or being under the influence of any controlled substance, synthetic drug, or a “look-alike” substance unless such substance was prescribed for that student by a valid prescription or order of a licensed medical practitioner while acting in the course of his or her duties.
- Possessing, using, selling, manufacturing, or distributing any drug paraphernalia or apparatus used to allow the person using it to be involved with a controlled substance.
- Committing an act that would be a violation of the law, other than minor traffic violations. This would involve such acts as assault, breaking and entering, theft and shoplifting, vandalism, fraud, possession of a dangerous weapon or object, etc. A determination that a student has violated the Good Conduct Rule by the commission of a crime may be made without regard to whether the student is prosecuted or convicted of such crime by other authorities.
- Repeated violations of rules and regulations established by the Board of Education.

### **First Offense**

A student violating the Good Conduct Rule shall be ineligible to participate in 1/3 of the entire season of all regularly scheduled public performances in all activities that he or she is engaged in at the time of infraction, or in the next activity in which the student is involved. If less than 1/3 of the entire season is left at the time of the Good Conduct Violation, the student will be ineligible to participate in the remainder of the current season. In addition, the student will be ineligible for the percentage of ineligibility that is left to be served in the next season the student is involved in.

Students will be allowed the option of completing three scheduled counseling sessions with the Juvenile Court Liaison dealing with issues pertaining to the Good Conduct Rule violation. If you choose this option, you will reduce your consequence by 1/3 of the original consequence. (Example: The original consequence in football would be three games. If you chose the counseling option, it would be two games.)

This violation will be in effect for an entire year (365 days), beginning on the date of the infraction. If there are no violations within that year, the student will have a clean slate and any other violation after that date will return to the first offense.

### **Second Offense**

A student violating the Good Conduct Rule for the second time within one calendar year shall be ineligible to participate in 1/2 of the entire season of all regularly scheduled public performances in all activities that he or she is engaged in at the time of infraction, or in the next activity in which the student is involved. If less than 1/2 of the entire season is left at the time of the Good Conduct Violation, the student will be ineligible to participate in the remainder of the current season. In addition, the student will be ineligible for the percentage of ineligibility that is left to be served in the next season the student is involved in.

Students will be allowed the option of completing scheduled counseling sessions with an outside agency (at their own expense) dealing with issues pertaining to the Good Conduct Rule violation (for example, Prevention Concepts). If you choose this option, you will reduce your consequence by 1/2 of the original consequence. (Example: The original consequence in football would be five games. If you chose the counseling option, it would be three games.) This violation will be considered completed after the ineligibility is served and upon documentation of the completion of the counseling sessions.

This violation will be in effect for an entire year (365 days), beginning on the date of the infraction. If there are no violations within that year, the student will have a clean slate and any other violation after that date will return to the first offense.

### **Third Offense**

A student violating the Good Conduct Rule for the third time within one calendar year shall be ineligible to participate in all regularly scheduled public performances in all activities which the student is involved for one calendar year (365 days) from the date of the infraction. Students must also complete scheduled counseling sessions with an outside agency (at their own expense) dealing with issues pertaining to the Good Conduct Rule violation (for example, Prevention Concepts). Any additional violation of the Good Conduct Rule within that year will result in an additional one calendar year (365 days) ineligibility period which starts with the day of the latest infraction. This violation will be considered completed after the ineligibility is served and upon documentation of the completion of the counseling sessions.

This violation will be in effect for an entire year (365 days), beginning on the date of the infraction. If there are no violations within that year, the student will have a clean slate and any other violation after that date will return to the first offense.

### **Special Considerations**

Students who are participating in high school activities during the summer between grade 8 and grade 9 are considered to be in grade 9.

Students wishing to serve a suspension for a Good Conduct Rule violation in an activity they have not been in before must meet with the in-season coach and/or Activities Director **about the expectations for being allowed to serve the suspension during that activity**. The student will need to arrange this meeting. Any student serving a Good Conduct Rule violation suspension must complete the season **in good standing** for the suspension time to be fulfilled.

This rule applies to all seniors who have graduated and are participating in state association or school sponsored activities during the spring and summer months.

Any ineligibility for activities under this policy shall be in addition to any other action or temporary suspension or expulsion from school under other school district rules and regulations.

Students who are removed from a class for inappropriate behavior, truancies, or in the opinion of the high school administrative team are not displaying appropriate behavior at school, at extracurricular or co-curricular activities, or on school owned property may be ruled ineligible to participate in practice or public performances. The high school administrative team will make this determination.

### **Appeal Process**

Any student may, by written notice to the high school principal within seven (7) days of notice of ineligibility, appeal such decision to the superintendent of schools. Upon receipt of the notice of appeal or notification thereof, the superintendent of schools shall appoint a panel consisting of four teachers and two students to hear such appeal. The superintendent of schools and the panel shall confirm the ineligibility, or shall declare the student eligible. If the student wishes to appeal the superintendent's decision, they must do so in writing within three (3) days of such decision to the Board of Education. If the student is not in acceptance, he or she may appeal the Board of Education's decision to the State Board of Education. Any student who is ruled ineligible prior to the appeal will remain ineligible until the appeal process is completed.

**ref. School Board Policy 503.4**



# Early Graduation Letter

I, \_\_\_\_\_, (print name) would like permission to graduate after the first semester of the 2018-2019 school year. I will have enough credits to receive a Core Diploma/Regular Diploma (circle one). My future educational/employment plans include:

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This letter is due to the Principal by December 1, 2018.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Counselor

\_\_\_\_\_  
Principal

\*Note: Students that have an Individualized Education Plan (IEP) must have this application also signed by their special education teacher before it will be considered.