North Polk High School
Student Handbook

2025 - 2026

MISSION STATEMENT

Learning for all BY learning from all

Core Values

Resilience, Resourcefulness, Responsibility, Relationships, Respect

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HANDBOOK PURPOSE

This handbook, which is an extension of board policy, is designed to accomplish the following goals:

- Document school district policies and rules to serve as a guide for students and their families and to clarify the school district and this building's processes and procedures.
- To serve as a source of information for students and their families about the school district and the school.
- To be used as a general guide. This handbook does not contain all rules or procedures under which North Polk High School is operated.

SCHOOL INFORMATION

North Polk High School
13930 NE 6th Street, Alleman, IA 50007
Phone: 515-984-3400
Fax: 515-416-8481
https://www.northpolk.org

Principal	
Mr. Seth Poldberg	seth.poldberg@northpolk.org
Assistant Principal	
Mr. Rob Sinclair	rob.sinclair@northpolk.org
Dean of Students	
Mrs. Lyndsey Dose	lyndsey.dose@northpolk.org
Administrative Assistants	
Mrs. Laura Sarchet	laura.sarchet@northpolk.org
Mrs. Haley Powers	haley.powers@northpolk.org
Activities Director	
Mr. Matt Eichhorn	matt.eichhorn@northpolk.org
Activities Administrative Assistant	
Ms. Amanda Hupp	amanda.hupp@northpolk.org
School Counselors	
Mrs. Jessica Allen (A-L)	jessica.allen@northpolk.org
Mr. Jacob Wolfe (M-Z)	jacob.wolfe@northpolk.org
Mrs. Taylor Irvin (School Engagement Specialist)	taylor.irvin@northpolk.org
Mrs. Jo Riley (DMACC)	jo.riley@northpolk.org
School Nurse	
Mrs. Kristin Griffin	kristin.griffin@northpolk.org
Nutrition Director	
Mrs. Anita Turczynski	anita.turczynski@northpolk.org
School Resource Officer	
Deputy Jacob Lovell	jacob.lovell@northpolk.org

STUDENT LIFE

Abuse of Student by a School Employee
(Board Policy 402.3)
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 by investigating or arranging for the investigation of an allegation. The processing of a complaint or 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.

Mrs. Amelia Clark is the Level One investigator for the district; Mr. Michael Kline is the alternate.

Activities
(Board Policy 504.6)
Students are encouraged to participate in activities while in high school, as there are many valuable learning opportunities that will be encountered.

The Activities Department Handbook contains more specific information on policies and procedures.

Academic Support Center
(Board Policy 604.4)
North Polk offers a number of services and programs for students who are not being successful at school. These programs and services are designed to meet each student's learning and socio-emotional needs.

Attire and Personal Appearance
(Board Policy 502.1)
Students are to maintain a high degree of personal grooming and wear clothing conducive to an educational atmosphere. The students' appearance should focus on safety and be reasonably non-distracting to the learning environment. While the primary responsibility for appearance rests with the students and parents, the district staff reserves the right to determine what does and does not meet the dress code during the academic day.

Examples of attire that would meet the dress code:
- Footwear with a hard sole
- Headbands
- Shirts with the bottom seam at or near the pantline

Examples of attire that would NOT meet the dress code:
- Baseball caps, stocking hats, and hoods (exceptions for religious garments)
- Clothing displaying alcohol, tobacco or drug advertisements or paraphernalia
- Clothing with images, logos or phrases conveying crude, defamatory, profane, racist, violent, vulgar, or sexually suggestive messages
- Shirts that expose excessive midsection, open back, or chest
- Shorts that are exceedingly short
- Sunglasses (unless medically necessary)
- Exceptions may be approved by High School Administration in advance and in writing

for special dress up days.

When the discernment of staff, a student's appearance does not meet the dress code:

- The student will be required to change to meet the dress code
- Subjective conversations will be made with at least two staff members present
- The initial conversation when students are not meeting the dress code for the first time will be supportive in nature and solution oriented
- Subsequent conversations may result in school consequences and communication to families

Bullying

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

- Harassment and bullying are defined as: any repeated and targeted electronic, written, verbal, or physical act or conduct toward a student that creates an objectively hostile school environment that meets one or more of the four conditions:
    1. Places a student in reasonable fear of harm to their person or property.
    2. Has a substantially detrimental effect on physical or mental health.
    3. Has the effect of substantially interfering with academic performance.
    4. Has the effect of substantially interfering with their ability to participate in or benefit from services, activities, or privileges of the school.

Students who believe that they have been bullied should report the incident to the Principal or counselor.

Restrooms

Students will have access to restrooms to primarily be used during passing periods, lunch, before school, and after school. On occasion, students may use the restroom during class time. Students will use the restroom located closest to the classroom they are attending. The student will not use phones in any manner in the restroom and should leave them in their bags, pockets, or designated area of the classroom. Students will have a pass if using the restroom during class time. Only one student is allowed in the stall at a time. Only one student at a time is allowed in the individual restrooms. Students should thoroughly wash and dry their hands after using the urinals or toilets. The restroom is not a gathering place for students.

School Dances:

Periodically throughout the year, the high school will provide opportunities for students to attend a school dance. Students will be required to register any guest student that does not attend North Polk High School. Registration forms can be found in the high school office. Any guest that attends a different school must fill out the proper registration form. In order to attend any North Polk dance, guests must be under the age of 21. School dances are an extension of NPHS academic program, and expectations that apply during the school day also apply to school dances. Building administrators retain the right to refuse the attendance of any guest.

Hall Pass Policy
Whenever a student leaves a classroom during a class period, they must have a pass.

- Students must always get permission from the teacher prior to leaving the classroom during a class period.
    - Teachers will provide a pass for students to a locker, restroom or drinking fountain.
    - Teachers may limit the number of visits.
    - Teachers may require the student to wait or limit the number of times the student leaves the room for this purpose.
    - In order for students to go to another classroom, the student must have a pass in advance.
    - If a student requests to go to the office, nurse or a counselor, the teacher must contact the specific person before the student is sent to ensure availability.
    - Students will not be given a pass to the locker room, as there is no supervision.
    - Students that leave the classroom to get a drink or use the restroom are required to use the closest drinking fountain or restroom.

Bus Conduct
(Board Policy 711.2)
Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules, and regulations.
Students are responsible to the driver while on the bus or in any other school vehicle, loading or unloading or leaving the bus. The driver has the ability to appropriately discipline a student and will notify the Principal of a student's inappropriate conduct.

Cell Phones & Other Personal Electronic Devices
(Board Policy 503.1)
For the purposes of this section, "personal electronic device" includes, but not limited to electronic communication equipment, mobile phones, smart phones, video games devices and portable media players. Personal Electronic Devices can be a major distraction for students during class and are disrespectful to the learning environment. To be consistent across every classroom, the following guidelines apply:

- Students are allowed to use Personal Electronic Devices during passing time between classes and during their lunch period.
- Students are not to use Personal Electronic Devices while in classes or study hall.
- Personal Electronic Devices storage areas will be provided for each student, and the expectation is that students use these storage areas for their Personal Electronic Devices. All devices should be silenced.
- Personal Electronic Devices should not be used in locker rooms or restrooms to take pictures or videos.
- Students should refrain from taking pictures or videos without permission from all parties involved. Additionally, students should not share pictures or videos without permission of all parties involved.
- Families may contact the high school office at any time to communicate with their student. In emergency situations, office staff will ensure timely communication.
- If a student's Individualized Education Program (IEP) or Section 504 Plan includes a documented need for personal electronic device access, appropriate accommodations will be made in accordance with the student's plan.

- If a family would like to petition for their student to have access to a personal electronic device during instructional time, they should contact the High School Administration to request a meeting. This meeting will determine if there is a legitimate reason related to the student's mental or physical health that supports the need for an exception to the policy.

Communication during the school day

- **Student Email:**
  - Students will be expected to use their Chromebooks to communicate with staff regarding assignments and other class-related issues and activities. Students will be expected to check their school email account daily for information sent by the school or their individual teachers.
- **Electronic Attendance System**:
  - Students are also required to use the electronic attendance system throughout the school year in order to leave the classroom for the restroom or for other appointments at the request of the administration or staff. Students will log in each day to the attendance system so that communication is received correctly and quickly about any passes made for the student.
- **Google Classroom:**
  - Google Classroom is the primary online tool that teachers use to communicate coursework; students may also turn in assignments via Google Classroom. Students are expected to open Google Classroom during class as requested by the teacher and utilize this site during study halls and at home to stay up to date on classwork.

Complaint Procedure

(Board Policy 502.4)

It is the goal of the Board of Education to resolve student complaints at the lowest organizational level. Typically, this means that the initial discussions are with the student and the teacher, coach, or sponsor.

If the matter is not resolved, the student will be directed to the Principal. If the Principal cannot resolve the matter, the student may discuss it with the superintendent. The student may request to have the matter placed on the agenda of the Board of Education's regularly scheduled agenda if the superintendent is not able to resolve the matter.

Directory Information

(Board Policy 506.2)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that North Polk CSD, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from a child's education records. However, North Polk CSD may disclose appropriately designated "directory information" without written consent, unless the District has been advised to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the North Polk CSD to include this type of information from a child's education records in certain school publications. Examples include:

- A playbill, showing a student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

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

If you do not want North Polk CSD to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing.

Educational Records and Rights
(Board Policy 506.1)
The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:
The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

- Parents or eligible students should submit to the school Principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
    - Parents or eligible students who wish to ask the school to amend a record should write to the school Principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.
    - Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
    - One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.
    - A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

  Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Educational Rights of Children and Youth Experiencing Homelessness
(Board Policy 501.16)
If your family lives in any of the following situations, then your children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.

- In a shelter, motel, vehicle or campground
- On the street
- In an abandoned building, trailer, or other inadequate accommodations, or
- Doubled up with friends or relatives because you cannot find or afford housing

Your children have the right to:

- Go to school, no matter where they live or how long they have lived there.
- Continue in the school they last attended before becoming homeless or the school they last attended, if that is the parent's or guardian's choice and is feasible.
- Receive transportation to the school they last attended before their family became homeless or the school they last attended, if a parent or guardian requests such transportation.
- Attend a school and participate in school programs with children who are not homeless.
- Enroll in school without giving a permanent address.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Receive the same special programs and services, if needed, as provided to all other children served in these programs.
- Receive transportation to school and to school programs comparable to that provided to children who are not homeless.

For further information, please contact the following:

- Local School District Liaison: Mrs. Kayla Hokel 515-984-3400.

Electronic Devices
Use of electronic devices is a privilege and not a right. Students who choose to use electronic devices inappropriately, will lose the privilege and are subject to further discipline. The school is not responsible for the safety or security of personal electronic devices that students bring to school. Students may only use school-issued Chromebooks during the school day. Students are prohibited from using personal computers or electronic devices.

Emergency Drills
(Board Policy 507.5)

- Fire evacuation drills will be held four times each year. Instructions will be posted in all classrooms.
- Tornado practice drills will be held four times each year. Instructions will be posted in all classrooms.
- Building Active Threat drills will be held twice each year. The signal will be a message delivered over the PA system.
- Bus evacuation drills will be held twice each year.

Equal Educational Opportunity
(Board Policy 603.4)
The North Polk Community School District does not discriminate in its education programs or educational activities on the basis of race, national origin, gender, disability, color, sexual orientation,

gender identity, socioeconomic status, religion, or creed. Students are educated in programs, which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society.
Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator.

The Affirmative Action Coordinator is Kayla Hokel 515 984-3400 x2007. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights,
U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, (816) 268-0550, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The Principal and counselor are responsible for this process. Representatives from the area education agency may also assist the school district in this process. Parents wanting access to this process should contact the Principal.

Equipment
(Board Policy 502.2)
Students will be using school textbooks and other equipment on a regular basis and are responsible for unnecessary damages.

- Book fines will be assessed based upon this schedule:
    - Excessive damage to cover/binding $10.00
    - Slight damage to cover/binding $4.00
    - Excessive writing in book $4.00
    - Slight writing in book $2.00
    - Damage that makes the book unusable Replacement cost
    - Lost book Replacement cost
    - Chromebook, Charger, Case Replacement cost

Extracurricular Requirements
(Board Policy 504.6)
Students may participate in any extracurricular activity providing they meet the following eligibility requirements.

- Maintain full time student status.
    - Full time-scheduled enrollment; minimum of 4 courses
- In order to practice, perform, or compete in after-school activities, a student must be in school by 11:45am. There are exceptions such as bringing a medical appointment note.
    - Tardy to class does not prevent students from participating in after school activities.
- Maintain semester eligibility according to the Department of Education Academic Eligibility Policy.
    - A student must pass all classes from the previous semester to be eligible to participate in extracurricular activities.
- Adhere to Good Conduct Policy.
- This policy is further clarified in the Activities Handbook. www.northpolk.org

Students serve as ambassadors of the school district when they compete as a Comet. Students who wish to exercise the privilege of participation in extracurricular/co-curricular activities must conduct

themselves in accordance with board policy and must refrain from activities that are illegal, unhealthy, or inappropriate.

Health Education and Human Growth/Development
(Board Policy 603.5)
Students in grade levels one through twelve shall receive, as part of their health education, instruction about personal health; food and nutrition; environmental health; safety and survival skills; consumer health; family life; human growth and development; substance abuse and non-use, including the effects of alcohol, tobacco, drugs and poisons on the human body; human sexuality; self-esteem; stress management; interpersonal relationships; emotional and social health; health resources; prevention and control of disease; communicable diseases, including acquired immune deficiency syndrome. The purpose of the health education program is to help each student protect, improve and maintain physical, emotional and social well-being.

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

Infinite Campus

Infinite Campus is a web based school information system that North Polk has implemented for parents, students, and teachers to use. Campus gives the parents and students access to grades and assignments as they become available so they are able to keep track of student progress. Teachers will, on a regular basis, update Infinite Campus after assignments, assessments, projects, etc.

- A parent needs an activation key to get started into Infinite Campus. The activation key can be requested through the district registrar. Each parent and student has his or her own login and password to Campus.
- Entrance to the Campus Parent Portal can be gained by clicking on Infinite Campus on the North Polk web page. www.northpolk.org

Internet
(Board Policy 605.6)
Students may be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students at this time. Student devices and accounts will be monitored by computer monitoring software. It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material. The amount of time available for each student may be limited.

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

- Students will adhere to on-line protocol which includes but is not limited to the following:
    - Respecting all copyright and license agreements.
    - Citing all quotes, references and sources.
    - Remaining on the system long enough to get needed information, then exit the system.
    - Applying the same privacy, ethical and educational considerations utilized in other forms of communication.
    - Refraining from sending private messages, as others will be able to access them.

- Deleting unwanted messages immediately.

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

Lockers and Desks
(Board Policy 502.5)
Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It is the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. The expenses to repair damage done to a student's locker and desk are charged to the student.

Students may be assigned a locker partner or asked to choose a partner due to locker shortages. Although school lockers, desks and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in ensuring the lockers, desks, and other spaces are properly maintained. For this reason, lockers, desks, and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk, or other space. Periodic inspections of all or a random selection of lockers, desks or other space may be conducted by school officials, in the presence of another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

Lunch and Lunch Periods
The high school operates on a closed lunch period. This means that students are to eat at the school and are to stay in designated areas after eating. Students who buy their lunch at school as well as those who bring their lunch from home are expected to eat in the Commons and other areas designated by school administration.

- While in the Commons, students are expected to be orderly and well mannered. It is an expectation that students pick up after themselves.
- Students are not to leave the school grounds at any time without the permission of the Principal.
- Students whose families meet certain income criteria may qualify to have all or part of lunch fees and registration fees waived. More information, including the application form, is available on the website. www.northpolk.org

Medications
(Board Policy 507.2)
Some students may need prescription and nonprescription medication to participate in their educational program.

- Medication shall be administered when the student's parent or guardian provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container. This form is located on our website. www.northpolk.org
- School employees will not provide any medications without the written consent of the parent. This includes items such as Tylenol and aspirin.

Multicultural / Gender Fair Education

(Board Policy 603.4)
Students will have an equal opportunity for a quality education without discrimination, regardless of their race, creed, religion, socioeconomic status, color, gender, 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 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.

Physical Restraint of Students
(Board Policy 503.5)
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.

Posters
Students wishing to display posters within the school building must have the posters approved by an administrator prior to being displayed.

- Posters should be restricted to providing factual information and may be limited in size, quantity, and location of posting. Posters that have not been approved will be removed.
- Students may only use painter's tape to attach posters to lockers.

Prom
In order to attend Prom or Post Prom, students must be in "good standing". Students will be able to attend unless the following apply:

- Students have not served all detentions and Saturday schools prior to Prom in order to attend.
- Students must be full time students. Full time student is defined as a student that is enrolled for a minimum of 4 courses. These courses must be North Polk courses or DMACC courses. (Edmentum, ALEKS, DMACC Consortium and other similar online course do not apply)
- The student is serving a "Good Conduct Policy" violation suspension.

Senior Class Trip
It has long been the tradition of North Polk to take a senior class trip to Washington, DC. Students are responsible for paying for the trip. Fundraising opportunities as a class will be made available to each student.

- In order to be eligible for the Senior Trip, students must be a full time student the entire year, working towards a diploma, on target to graduate and in good standing. Full time student is defined as a student that is enrolled for a minimum of 4 courses. These courses must be North Polk courses or DMACC courses. (Edmentum, ALEKS, DMACC Consortium and other similar online course do not apply)
- Students cannot have more than two good conduct violations in their high school career and the second violation must not have occurred during the student's senior year. Students receiving a good conduct violation will not be eligible for a refund past the "no refund date".

Student Council
The student council is the elected representatives of each class organized to promote the general welfare

of the student body. The council fosters a spirit of cooperation among the students and between the students and faculty; encourages interest and participation in all of the classroom and extra-curricular activities; helps to stimulate loyalty and school spirit; and provides actual experience in a democratic organization that will train students for future participation in active community service.

Student Food Delivery
Students will not be allowed to order food delivered during school hours unless approved by the Principal for special circumstances in advance.

Student Publications
(Board Policy 502.3)
Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and Principal. Official school district publications include, but are not limited to, the school newspaper and yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. The school district, the board and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression. Copies of the school district publication code can be obtained from the Superintendent.

- A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. No student shall express, publish or distribute in an official school district publication material which is:
    - Obscene;
    - Libelous;
    - Slanderous;
- or encourages students to:
    - Commit unlawful acts;
    - violate school district policies, rules or regulations;
    - cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
    - disrupt or interfere with the education program;
    - interrupt the maintenance of a disciplined atmosphere; or
    - infringe on the rights of others.

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

Student Searches
(Board Policy 502.8)
In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

- A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search.
- A student's body and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

Study Hall
In most cases, study hall will be held in the Commons.

- Students are expected to work on school related activities, or use their time to free read.
- Students may use school issued chromebooks.
- In order to leave study hall, a student must have a secrulypass from the instructor that the student is leaving to see. Students will not be allowed to leave study hall in order to obtain a pass.
- Cell phone policies that apply to the classrooms, also apply to study hall.

Junior Study Hall
Juniors are allowed "open campus" study halls if taking the study hall 1st or 8th hour; juniors are not required to be on campus during their 1st or 8th hour study hall.

DMACC Study Hall
Students enrolled in one or more online DMACC courses may schedule one DMACC study hall per semester. A student may have up to two study halls in his or her schedule–one being a regular study hall and one being a DMACC study hall.

Telephones (Office)
The telephones in the office are available for students to use when permission has been given. Before permission is granted, the student will be asked who is being called and the reason for the call.

- Students are not to use office phones for social calls.
- Students will not be allowed to leave a class in order to make a phone call unless it is an emergency.

Vehicles/Student Parking
(Board Policy 502.10)
Students who wish to park on campus must register their vehicle(s), including motorcycles.

- Students MUST display a parking permit to park on school property and display at all times.
- Students drive and park at their own risk. The district accepts no responsibility for damage caused to cars.
- Careless driving may result in loss of parking privileges, or a formal complaint filed with law enforcement.
- Students are not allowed to loiter in the parking lots during the school day.
- Motorcycles must park in legal parking spots as identified above.
- All vehicles parked on or at school facilities shall be subject to all regular and/or specific requirements necessary for maintaining a safe and orderly educational environment for students and staff. It is expected that any materials/items NOT permitted within school facilities or on school grounds are likewise prohibited in vehicles. All regular search and seizure policy regulations are always in effect as student vehicles are concerned.
- Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.
- Students are required to park vehicles in designated areas as determined and communicated by the Principal. These spots may be at the High School, Middle School or the District office.

- Students are NOT permitted to park in Staff parking, Visitor Parking, Handicapped Parking, in a fire lane, or any other spots that are not clearly marked as parking spots.
- Students are not to leave the building during the day to go to their vehicles, unless given permission by high school office staff.
- All-terrain vehicles and snowmobiles are not allowed on school property without permission from the Principal.

Visitors

All visitors to the building are required to sign in at the main office when they arrive.

- All visitors without office permission will be asked to leave the building.
- Students are not allowed to bring a visitor to school, unless approved in advance by an administrator.

ATTENDANCE INFORMATION

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

Absence Procedures

(Board Policy 501.11)

- Parents/Guardians have the right to excuse their student from school.
- School districts have the right to define what is excused and unexcused, and therefore apply appropriate consequences.
- Parents/Guardians should provide a reason for the student's absence in the form of email, note, phone call, etc. stating why the student will be absent.
- If a student has been absent for more than 10 days in any class period, parents/guardians are required to provide a specific reason for the student's absence.
- When a student knows in advance that he/she will miss school, he/she should make every effort to learn the missed material before the absence.
- Students must be kept home if they have a temperature of 100 degrees Fahrenheit or above, are vomiting or experiencing diarrhea. In order to return to school, a student needs to be fever free and vomit/diarrhea free for 24 hours without medication to resolve their symptoms. Please keep them home until they are feeling well enough to make it through a full day of school.
- North Polk students do not have designated days for vacation, personal, physical health or mental health. Attendance is based on the students' individual needs and circumstances. Reference the North Polk Activities Handbook for information regarding attendance and participation.
- When a student is absent because of an unforeseen event such as illness, parents are encouraged to call the office prior to the start of the school day. If it is not possible or convenient to phone, the parent should send an email. In case of a student being absent a multiple number of days in a row, it is necessary to inform the school of each day your student will be gone. Students absent more than 3 days should present a doctor's permit to return to school. Students whose parents phone will not be required to bring a written note to school. Those not phoning will be required to bring a note, signed by the parent, stating the nature of the illness. If neither of the above two procedures have been followed, the student may be asked to phone home from the office so that the absence may be verified.
- A student will have two days to make up work for the first day absent. From that point they will have one day to make up work for each day absent. The Principal may grant additional days in

special circumstances, such as hospitalization.

- If you return to school during the school day when classes are in session, always go first to the office and sign in. This tells us that you have returned and helps us keep an accurate attendance record.
- At no time is a student to leave school during the school day without first checking with the office (present a written excuse to the office before school in the morning, then sign out with the secretary at the time the student leaves.) A student is not allowed to drive his/her own car home while school is in session, except with the special permission from the Principal with specific approval of the parent.

Attendance Awards

Attendance awards are given to students who have demonstrated admirable attendance throughout the school year.

- Perfect Attendance Award – given to any student who misses zero days throughout the year other than for college visits/job shadows that have been arranged through the counselor, or school trips using school transportation.
- Outstanding Attendance Award – given to any student who misses 4 or less total days for the year other than for college visits/job shadows that have been arranged through the counselor, or school trips using school transportation.

Attendance Guidelines

(Board Policy 501.3)

It is the policy of the North Polk Community School District to encourage regular attendance on the part of its students. All absences put the student at risk of not learning content and the ability to practice the application of the content under the supervision of the instructor

By Iowa law, a child who has reached the age of six years old and is under sixteen years old by September 15 must attend school. Parents, legal guardians, or actual custodians of a child are responsible for the child to attend school during the school year. In order for the staff to do the best possible job of educating the students entrusted to them, the students must be in regular attendance. A successful educational program requires the cooperation of the parents, the student, and the school staff at all points in the process. One of the most vital points is that of student attendance. We cannot teach a student who is not present.

There are two types of absences

Type 1

Excused Absences

- Illness, Medical appt with note, Legal appt with note, Family Emergency, Funeral, School related, College Visit, Guidance Office, Office visit, Nurse, ISS, OSS, Car (limited), Student attending school event, Family Trip (up to 5 days in a school year - with family member(s)
    - Parent must call in and excuse student with permission
    - Consequences of excused absences
        - No consequences under attendance policy (unless absentee limits are met)
        - Do apply towards accumulation levels and chronic absenteeism totals.

Type 2

Unexcused Absences

- Truancy, Oversleeping, Skipping class, Absent beyond tardy (10 minutes)
- Unexcused Absence Consequences
    - Do have consequences under attendance policy

- Do apply towards accumulation levels and chronic absenteeism totals.

Absentee Limits & Resulting Actions
Students who develop excessive absence patterns need extra attention to make sure that they do not fall behind in their academic progress. For that reason, the following procedures will be used.

- In the event that a student is absent from any class for an excess of 10 times in a semester, each time following will be counted as UNEXCUSED.
  - Exceptions: School Related (SR), College Visit (CV-form signed), In School Suspension (ISS), Out of School Suspension (OSS), Guidance Office (GU), Nurse Office (NUR)
  - Exceptions for unique circumstances, such as a chronic medical condition, may be made at the discretion of the school administrator.
- When a student exceeds the limit for any class period, parents will receive written communication.
  - When a student exceeds the limit for any class period, the Dean/Assistant Principal/Principal may require a meeting with the student and family to discuss a plan to improve attendance moving forward.

Attendance Communication
A monthly letter will be sent out to families for any students whose attendance record reflects "Chronic Absenteeism"; absent for more than 10% of class periods.

If a child is habitually truant, a school official shall find the cause of the absence and use every means available to assure the child does attend. For compulsory age students, if the parent, guardian, or legal or actual custodian refuses to accept the school's attempt to assure the child's attendance, the truancy officer will turn the matter over to the county attorney for mediation and/or prosecution.

If the matter is referred for mediation:

- The county attorney will serve notice and appoint a mediator.
- The mediator will notify parties involved and set up a time and place for a meeting.
- The mediator will investigate the non-attendance.
- The mediator will attempt to cause the parties to arrive at an agreement, and/or initiate referrals to any agency the mediator believes to be appropriate.
- If an agreement is reached, it will be put into writing and all the parties will sign and receive copies.
- The school district shall be responsible for monitoring the agreement.
- If a parent, guardian, or legal or actual custodian refuses to engage in mediation or violates terms of the agreement, the matter shall be turned over to the county attorney for prosecution. The parent, guardian, or legal or actual custodian will be subject to penalties as prescribed by Iowa Code 299.5A.

Classroom Tardies
A student arrives at class after the bell without a pass, but less than 10 minutes of class missed.

Extracurricular Practice and Attendance Policy
(Board Series 504.6)
In order to practice, perform, or compete in after-school activities, a student must be in school by 11:45am. There are exceptions such as bringing a medical appointment note. Tardy to class does not prevent students from participating in after school activities.
This policy is further clarified in the Activities Handbook: www.northpolk.org

School Hours

The high school instructional day will be from 8:20 AM until 3:20 PM. Students are not to be in the building before 7:30 AM or after 4:00 PM unless they are in a supervised activity under the direction of a faculty member. Students should always take everything from their hall lockers to their athletic lockers that they will be taking home. No students should need to be in the other parts of the building after activities. Students are not to leave school grounds once they arrive unless checking in the office prior to leaving.

Sunday Facility Use:

- The building is closed on Sundays and no school activities are to be scheduled in the building or on school grounds unless approved by administration.
- NPHS buildings and facilities cannot be used by any group/team/club prior to 1:00 pm on Sundays
    - This includes field/gym set up, warmups, practices, meetings, etc.

ACADEMIC INFORMATION

Academic Honors and Awards
(Board Policy 505.3)
All semester grades in all courses will be used to determine honor roll eligibility.

- Honor Rolls:
    - Gold Honor Roll – A semester grade point average of 3.5 and above.
    - Silver Honor Roll – A semester grade point average of 3.0-3.49.

Students can earn an academic letter by being on the honor roll for any two consecutive semesters. A bar will be awarded for each academic letter that the student earns. In addition, a chenille letter will be awarded for the first.

- Graduation Awards
    - Valedictorian – awarded to the student with the highest cumulative GPA and all students who have a cumulative GPA of 4.0 or above.
    - Salutatorian – awarded to the student with the second highest cumulative GPA. This award will not be given in years where there are multiple valedictorians.
    - White Cord - A grade point average of 3.5 and above.

Academic Dishonesty
(Board Policy 503.1)
Academic dishonesty occurs when a student uses or attempts to use unauthorized information in the taking of an exam/quiz; or submits as his or her own work essays, reports, drawings, or other products prepared by another person; or knowingly assists another student in such acts. Such behavior is unacceptable to the school district and those students found to have been academically dishonest face consequences that may include reprimand, detention, loss of credit, Saturday School or suspension.
Acceptable Behavior

- Discussing the assignment with others for clarification.
- Discussing ideas and details in the work in question for understanding.
- With teacher approval, exchanging drafts of assignments for critical peer response.
- Participating in classroom activities pertaining to the assignment.

Unacceptable Behavior

- Copying or paraphrasing material/text from the work of another student, from published sources, and/or from the Internet without proper documentation.
- Allowing another student to copy your assignment.
- Using sources when not properly cited.
- Using artificial intelligence, “AI” outside the parameters of AI as established by the teacher.

Instances of academic dishonesty ultimately affect all students and the entire school district by devaluing the work produced legitimately by others. North Polk adheres to state and federal copyright laws and accompanying guidelines. Copying not specifically allowed by the copyright law, fair use guidelines, license agreements, or proprietor's permission is prohibited.

Any student who is uncertain as to whether reproducing or using copyrighted material complies with the school district's procedures or is permissible under the law should contact a teacher, librarian, or Principal.

- Consequences for academic dishonesty:
    - Incidents will be handled by the discretion of the classroom teacher in collaboration with the building administrator. Classroom teachers will contact a student's parents/family to communicate incidents of academic dishonesty. Building administrators will help coordinate and schedule meetings with students/families if need be.
    - Students will be expected to reassess any assessments in the summative category.
    - Reassessments must be completed in a timely manner. The classroom teacher, building administrator and student will work together to set up an appropriate time.
    - Consequences will consist of a 2 or 4 hour Saturday School, and the student may be assigned an academic detention in order to reassess. Students who are in violation on multiple occasions may receive multiple Saturday schools.
    - Students who are in violation on multiple occasions within the same class will receive a zero on the second instance of academic dishonesty. Further violations may result in the student dropping the course and receiving an "F".
    - Building administrators have discretion in regards to consequences.

Dropping Classes

Students may drop classes with the approval of the parent, counselor, and Principal during the first 3 days of 1st semester and 2nd semester for classes taught ON CAMPUS. Students may drop a DMACC class that is taught ONLINE or OFF CAMPUS with the approval of the parent, counselor, and Principal during the 1st two weeks of the 1st semester and 2nd semester A class dropped after that period of time would result in a grade of "F" and the student would be ineligible for the remainder of the semester. The Principal may waive this rule or extend the time period for special cases.

Early Graduation Policy

(Board Policy 505.6)

In order to be considered for early graduation, an application must be obtained from the counselor. Final approval for early graduation is determined after a conference with the student, parent, counselor, and Principal. All parties must sign the application form. The Board of Education will approve or deny all early graduation requests.

- Students may graduate if the course work required for graduation has been fulfilled. If the diploma is earned, it will not be awarded until the next graduation ceremony. The school will write prospective employers, colleges, or other agencies, verifying early graduation if needed.
- Students graduating early will be allowed to attend Prom but are not eligible to participate in extra curricular or co-curricular activities. They are also not allowed to go on the senior class trip.

Grading Scales

Average Scale	Weighted Scale	Grading Scale		
A	4.00	A	5.00	A 100-93

A-	3.67	A-	4.67	A- 92-90
B+	3.33	B+	4.33	B+ 89-87
B	3.00	B	4.00	B 86-83
B-	2.67	B-	3.67	B- 82-80
C+	2.33	C+	3.33	C+ 79-77
C	2.00	C	3.00	C 76-73

C-	1.67	C-	2.67	C- 72-70
D+	1.33	D+	2.33	D+ 69-67
D	1.00	D	2.00	D 66-63
D-	0.67	D-	1.67	D- 62-60
F	0.00	F	0.00	F 59-00

North Polk gives a "weighted" grade point average to AP (Advanced Placement) classes. The weighted grade point average is worth one more than the non-weighted grade point average.

Graduation Requirements
(Board Policy 505.5)
Students must have successfully completed the courses required by the board for graduation before being awarded a diploma, or being allowed to participate in the graduation ceremony. Students must successfully complete all the required courses of study prior to graduation as determined by the State Department of Education and the board. Special education students may meet individual graduation requirements as stated in their individual education plan. The board shall have complete discretion to determine extraordinary circumstances.

Traditional Diploma

- Students who earn 50 or more credits will graduate with a traditional diploma. Students are required to earn these credits as follows:
    - English 8 credits
    - Science 6 credits
    - Social Studies 7 credits
    - Mathematics 6 credits
    - Computers 1 credit
    - Financial Literacy 1 credit
    - Health 1 credit
    - Physical Education 4 credits (1 for each year in attendance)
    - General Electives 16 credits

Core Diploma

- Students who earn a minimum of 42 credits will graduate with a core diploma. Students are required to earn these credits as follows:
    - English 8 credits
    - Science 6 credits
    - Social Studies 7 credits
    - Mathematics 6 credits
    - Computers 1 credit
    - Financial Literacy 1 credit
    - Health 1 credit
    - Physical Education 4 credits (1 for each year in attendance)
    - General Electives 8 credits

Government: Students can only earn the required government credit during their junior or senior year. Any government coursework completed before junior year will not count toward graduation requirements. Exceptions may be granted in special circumstances with approval from the building administration (e.g., early graduation).

Students who elect to graduate with the core diploma are allowed to participate in the graduation ceremony. Before any student is allowed to pursue the core diploma, a meeting shall be held with the counselor, student, and parent/guardian. The Principal must give approval for a student to pursue this diploma. Students may decide to return to the traditional diploma at any time.

Incomplete Grades
Students must have all work completed by the end of a grading period. No incomplete grades will be given unless approved by the Principal with special circumstances.

Pass-Fail Option Policy
- Pass/Fail form will be due at semester mid-term (9 weeks)
- Students may P/F four total semesters in their high school career. The following requirements must be met:
    - Non-required course
    - Never more than 1 time in a semester
    - Never more than 1 time in a content area
- Students who exercise this option must be enrolled in at least five (5) other academic classes and have a GPA of 2.0 or above (except by permission of the Principal or counselor).
- Students will not have the option of taking the grade instead of the pass credit.
- The pass-fail permission form, which must be signed by the student, parent, teacher, counselor, and Principal, is available from the counselor.

Report Cards
(Board Policy 505.1)
Final semester grades will be available on-line within seven (7) days following each semester. Semester report cards will be mailed home only at the request of parents. North Polk facilities and technology will be available during normal school hours for parents and students to access Infinite Campus.

Scheduling
The courses a student takes in high school are an extremely important factor in being accepted for post-secondary study or work. Thus, it is important that a student gives consideration to potential careers, researches the requirements of these careers, and takes courses that are required or helpful.

Each Spring students and families will work with school counselors to plan for the upcoming school

year(s). In the last week of each semester, students will be given the opportunity to make changes to their schedule for the following semester. Prior to the start of each semester, the student's schedule will be communicated via email to students and families. Students and families will have the first three days of the semester to change the schedule for the semester using the "Parent Schedule Change From." Counselors will not at any time change required courses without parental permission. Schedule changes will only be allowed for academic purposes.

Senior Year Plus
Through Senior Year Plus, North Polk is provided with a variety of options to enhance a student's high school experience. Enacted by the legislature in 2008, Senior Year Plus was created to increase and provide more equal access to college credit and advanced placement 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.
For more information about Senior Year Plus opportunities, contact high school counselors.

STUDENT RIGHTS AND RESPONSIBILITIES

Students are expected to conduct themselves in keeping with board policy and other school rules and the standards of conduct conducive to a learning situation. Respect for the authority vested in all school employees, regard for public property, and consideration of the rights and welfare of all students will govern students' actions.

Appropriate classroom behavior allows teachers to communicate more effectively with students. Students may be disciplined for conduct, act, or behaviors which are in violation of board policy and other school rules which otherwise disrupt or interfere with the education program; disrupt the orderly and efficient operation of the school district or school activity; disrupt the rights of other students to obtain their education or participation; are violent or destructive; or interrupt the maintenance of a disciplined atmosphere.

North Polk CSD exists for ALL learners to become:
- Quality Producers
- Knowledgeable People
- Problem Solvers
- Effective Communicators
- Collaborative Workers

Our school district policies and regulations have been established over time and are reflective of the expectations of parents, students, and staff. Student expectations at North Polk High School revolve around these Core Values:
- Resilience
- Resourcefulness
- Responsibility
- Relationships
- Respect

Behavior Expectations and Consequences
(Board Policy 503.1)
The following is a guideline for how discipline problems at school and school sponsored events will be handled. It is not meant to list every possible "do" and "don't". It is the responsibility of each student to become knowledgeable of the expectations of student conduct and behavior. Not all situations can be labeled or defined in advance and administrators are to make decisions in those situations. Preliminary steps may be waived in extreme cases.

Definitions of consequences are as follows:

- Disciplinary Detention – the student is required to stay with the teacher or in the office either before or after school for a short time. Most detentions are from 15-60 minutes in length.
- Academic Detention - the student is required to stay with the teacher or in the office either before or after school for a short time. An Academic detention is meant to be time for students to receive interventions or complete assessments. Most Academic Detentions are 15 to 60 minutes in length.
- Academic Saturday School - the student is required to attend on selected Saturday mornings. Academic Saturday School is meant to be time for students to receive interventions or complete assessments. Sessions range between 1 - 4 hours in length..
- Saturday School – the student is required to attend detention sessions on selected Saturday mornings. Sessions range between 1-4 hours in length.
- In-School Suspension - When a student is serving an in-school suspension, the student is required to stay out of classrooms and common spaces during the school day. This does not apply towards accumulation levels and chronic absenteeism totals.
- Out-of-School Suspension - When a student is serving an out-of-school suspension, the student is not allowed on school grounds. This includes all before and after school practices, activities, and competitions. Students who receive an out-of-school suspension will not be able to participate in the activity they are involved in. This does not apply towards accumulation levels and chronic absenteeism totals.
- Parents/guardians will be notified of all incidents involving discipline issues.

Student Parking:

- The student who fails to register their vehicle, display a parking permit or has violated the school parking regulations will result in, but not limited to: a warning, issued a citation and/or vehicle may be towed at the owner's expense. Students may also be assigned detention time or Saturday school.
    - All fees must be paid in order for the student to regain access to student parking, and to participate in commencement ceremonies.
    - Fees for parking lot citations are as follows: (per school year)
        - Warning Citation - $0
        - 1st Citation - $15
        - 2nd Citation - $20
        - 3rd & All subsequent citations - $25

The administration reserves the right to revoke parking privileges for a student who fails to comply with building or district vehicle expectations.

Cell Phone/Other personal electronic devices:

The student has used a personal electronic device without permission. Students may use cell phones, in an appropriate manner, between class periods and during their lunch period. Students may NOT use or possess cell phones during class.

- If a teacher sees or hears a cell phone that is NOT stored in the designated space, the student will give the phone to the teacher and the phone will go to the office. Students will retrieve the phone from the office at the end of the day.
- There will not be any warnings given, however, expectations are reviewed by building Principals to all students at the beginning of year.
- Violation of the cell phone policy will result in the following:
    - 1st offense
        - Student's phone will be stored in the office for the rest of the school day.
    - 2nd & 3rd offense
        - Student's phone will be stored in the office for the rest of the day

        - A 30 minute detention will be assigned.
    - Subsequent violations will result in the following:
        - The student's cell phone will be taken to the office for a check in and check out structure.
        - The student will serve 2 hours of Saturday School.
- Cell phones/Camera's should never be used in restrooms or locker rooms.
    - 1st offense
        - The student's electronic device will be stored in the office for the rest of the day.
        - The student may be assigned detention.
    - Subsequent violations will result in the following:
        - The student's electronic device will be taken to the office for a check in and check out structure.
        - The student will serve 2 hours of Saturday School.

High school administration reserves the right to extend consequences based on the specifics of the violation and/or the subsequent outcome.

The student has been tardy to school or class(s):

- A tardy is defined as being late to school by less than 10 minutes.
- Each semester, students are allowed two (2) tardies to school without a consequence; one tardy to school due to a car issue will be allowed without a consequence.
- The Principal will review each tardy and will consider issues and other unique circumstances.
    - Tardies 1 & 2 will result in a warning from the teacher.
    - Tardies 3 & 4 will result in the following each:
        - The student will serve a 15-minute detention with the Principal/office.
    - Tardies 5+
        - The student will serve a 30-minute detention.

The student is unexcused absence from school or class(s):

- Unexcused Absence is defined as an absence that parents are aware of, but does not meet the criteria for excused absences.
- Truancy is defined as an absence that parents are NOT aware of, and does not meet the criteria for excused absences.
- The Principal will review each Unexcused Absence and will consider issues and other unique circumstances.
    - Each class missed due to unexcused absences, will result in a 30 minute detention.
    - 4 classes equals 2 hour Saturday School
    - 8 classes equals 4 hour Saturday School

The student has missed an assigned detention:

- The original detention time may be doubled.
- A student that does not serve the doubled detention will be assigned time at Saturday School or serve an in-school suspension.

The student has behaved in an inappropriate manner while on the bus:

- Violations will result in the following:
    - A range of consequences including warnings to suspension from bus riding privileges ranging from 1 day to an entire year.

The student has used inappropriate language or actions (written, spoken, worn, displayed, electronically transmitted).

- Violations will result in the following:
    - A range of consequences including a warning, detention, Saturday School, in-school suspension, and out of school suspension.

The student has engaged in inappropriate use of technology:

- Violations will result in the following:
    - A range of consequences including a warning, detention, Saturday School, in-school suspension, and out of school suspension.
    - The student may lose technology privileges at school for up to one year.
    - Examples include but are not limited to accessing inappropriate websites, using cameras in school without permission, and using technology devices in study hall without permission.

The student was sent to the office because of disruptive or uncooperative behavior while in the classroom:

- The first violation will result in the following:
    - The teacher will contact the student's parent/guardian.
    - The student will be kept out of class for the remainder of the period and may be assigned a 30 minute detention or more.
- Subsequent violations will result in the following:
    - The teacher and Principal will contact the student's parent/guardian.
    - The Principal will conference with the student, the teacher, and the student's parent/guardian.
    - A range of consequences including Saturday School and in-school suspension.
    - The student may be dropped from the class with a failing grade if the problem continues.

The student has shown disrespect toward a staff member:

- Violations will result in the following:
    - A range of consequences including detentions, in-school suspensions and out of school suspensions.
- Examples of disrespect include, but not limited to:
    - refusing to give a staff member a cell phone when directed, refusal to comply with directions, name calling, lying, leaving the class without permission, disrupting the learning environment.

The student has engaged in theft or vandalism:

- Violations will result in the following:
    - A range of consequences including detentions, Saturday School, in-school suspensions and out of school suspension. The value of the stolen/vandalized items will be considered when determining an appropriate consequence.
    - Restitution will be made.
    - Law enforcement may be notified.

The student has engaged in fighting and/or acts of violence/threats:

- Physical contact/conflict and fighting are clear disruptions to the learning environment of the school. Before engaging in such behaviors, students are encouraged to seek out the assistance of a faculty member, counselor, or administrator when faced with a situation where conflict resolution is needed.
- Students are encouraged and expected to speak with an adult in the building if they are being harassed, bullied, or being treated with disrespect.
- All students who strike another student will serve some type of suspension.

- The first violation will result in the following:
    - A range of consequences including detentions, Saturday School, in-school suspensions, and out-of-school suspensions.
    - Law enforcement may be notified
    - The student may be recommended to get counseling services.
- Subsequent violations will result in the following:
    - Law enforcement may be notified.
    - A range of consequences including in-school suspensions and
    - out-of-school suspensions. The Principal may recommend long-term suspension or expulsion to the Board of Directors.
    - A conference with the student, parent, counselor, and Principal will be held.

The student has engaged in acts of bullying and/or harassment (including the student's actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status).

- Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.
- Harassment and bullying are defined as: any repeated and targeted electronic, written, verbal, or physical act or conduct toward a student that creates an objectively hostile school environment that meets one or more of the four conditions:
    - Places a student in reasonable fear of harm to their person or property.
    - Has a substantially detrimental effect on physical or mental health.
    - Has the effect of substantially interfering with academic performance.
    - Has the effect of substantially interfering with their ability to participate in or benefit from services, activities, or privileges of the school.

- The first violation will result in the following:
    - A range of consequences including in-school suspension and out-of-school suspensions.
    - Law enforcement may be notified.
    - The student will be recommended to get counseling services.
- Subsequent violations will result in the following:
    - An out-of-school suspension between 3-10 days will be assigned.
    - Law enforcement will be notified.
    - Recommendation of long-term suspension may be made to the Board of Directors.
    - The student will be required to get counseling services.

The student was in possession of any controlled substance, over the counter medication for improper uses, alcohol, drug paraphernalia, or uses any controlled substance or alcohol while on school property or at any school sponsored activity. Possession includes school lockers, personal vehicles, personal possessions, and on the person.

- The first violation will result in the following:
    - The substance will be confiscated if possible.
    - Law enforcement will be notified.
    - The student will serve up to 10 days of out of school suspension and will be

recommended to get counseling services.
- Subsequent violations will result in the following:
    - The substance will be confiscated if possible.
    - Law enforcement will be notified.
    - The student will serve 10 days of out of school suspension and will be recommended to get counseling services.
    - The Principal will recommend long-term suspension or expulsion to the Board of Directors.

The student was in possession of tobacco, including e-cigarettes, components, or look-alikes where the original would include tobacco or nicotine, while on school property or at any school sponsored activity regardless of the student's age. Possession includes school lockers, personal vehicles, personal possessions, and on the person.

- The first violation will result in the following:
    - The substance will be confiscated if possible.
    - Law enforcement will be notified.
    - The student will serve a suspension and may be recommended to get counseling services.
- Subsequent violations will result in the following:
    - The substance will be confiscated if possible.
    - Law enforcement will be notified.
    - The student will serve up to 10 days of out of school suspension and will be recommended to get counseling services.
    - If the problem continues, a recommendation of long-term suspension may be made to the Board of Directors.

Stimulant Products – Pouch Products (Caffeine, Energy, and Similar Substances)

- To support a safe and healthy school environment, the possession, use, or distribution of pouch products is strictly prohibited on school property, during the school day, and at any school-sponsored event. This includes, but is not limited to, caffeine pouches, energy pouches, herbal pouches, nicotine-free alternatives, and any similar substances intended for oral use and stimulation.
- Violations of this policy will result in confiscation of the product and may lead to disciplinary action, including a warning, detention, Saturday School, or suspension. Consequences will be determined based on factors such as the number of violations, quantity possessed, and any evidence of distribution.

The student was selling, providing, or intending to deliver alcohol or any controlled substance while on school property or at a school sponsored activity.

- The first violation will result in the following:
    - The substance will be confiscated if possible.
    - Law enforcement will be notified.
    - The student will serve up to 10 days of out of school suspension and counseling services will be recommended.
- Subsequent violations will result in the following:
    - The substance will be confiscated if possible.
    - Law enforcement will be notified.
    - The student will serve 10 days of out of school suspension and will be recommended for long-term suspension or expulsion to the Board of Directors.

The student was in possession of a weapon.

- The board believes weapons and other dangerous objects and look-alikes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.
- The North Polk School District has been designated a Weapon-Free School Zone in accordance with Polk County Ordinance Chapter 32, making it a simple misdemeanor punishable by a fine not exceeding one hundred dollars ($100.00) or by imprisonment for a period not exceeding thirty (30) days for bringing restricted weapons, not including items used for educational or other pre-approved purposes, onto school district property, including buses.
- A weapon is defined as any object which would be a dangerous weapon as defined in Iowa Code 702.7; any knife with a blade in excess of three (3) inches, any lock blade knife, razor knife, box cutter, brass/artificial knuckles, stun or taser gun, blackjack or sap, firearm ammunition, black powder, fireworks, BB gun or pellet gun, replica firearm, paintball gun, bow or hunting arrow, blowgun, slingshot, hatchet, ax, chain, crowbar, hammer, any club or bludgeon, or any other instrument used or intended for probable use as a dangerous weapon.
- Parents of students found to possess weapons or dangerous objects or look-a-likes on school property will be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion. Students bringing firearms to school or knowingly possessing firearms at school shall be expelled for not less than one year. Students bringing to school or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities. The superintendent shall have authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term “firearm” includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.