

Elizabeth Tate High School

“The School of Choice”

2026-2027

CORR VALUES

 CARING  OWNERSHIP  RESPECT  RESPONSIBILITY 

Student and Family Handbook

Administration:

Kristina Brown – Principal
Debbie Bennett – Assistant Principal
Pete Martin – School Counselor

Important Phone Numbers:

Main office — 319-688-1080
Counselor — 319-688-1085
Main office fax number—319-688-1089

[Tate High School staff](#)

1528 Mall Drive
Iowa City, IA 52245
[Tate website](#)

Note: This handbook was designed as a general guide. 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. Ignorance of a rule will never serve as an excuse for its abuse. Not all situations can be labeled or defined in advance. Administrators are to make decisions in those situations.

“Guardians” refers to parents or other individuals legally responsible for students.

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School Mascot..... Warrior
School Colors..... Blue, white, and black

Non-Discrimination Statement

Iowa City Community School District Non-Discrimination Statement

It is the policy of the Iowa City Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity, or socioeconomic status in its educational programs, activities, or employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the Student Success Office at StudentSuccess@iowacityschools.org for programming, or the Human Resources Office at HR@iowacityschools.org for employment ([2255 N. Dubuque Rd, Iowa City, IA 52245](#), 319-688-1000). If you are unsure how to proceed or would like assistance in discussing your options, you may also contact the Ombuds at ombuds@iowacityschools.org or 319-688-1312.

Welcome to Elizabeth Tate High School

WELCOME TO A YEAR FULL OF POSSIBILITIES!

Tate is a PBIS school which focuses on positive behavioral intervention supports. This provides a platform for helping students learn personal responsibility and traits of success. Throughout each trimester, the staff establishes a comprehensive intervention program to meet the individual needs of every student. At the end of each trimester, students are recognized for excellence in the classrooms and for positive choices. This results in a safe, respectful, and nurturing environment for the entire Tate community.

Our mission is to maximize every student's academic potential and personal well-being through personalized educational experiences. This handbook will provide further insights into the support systems in place.

Tate High School Belief Statements

We, the Tate High School Community, believe in:

- Establishing a safe, respectful, nurturing, and clean environment for all students and staff
- A strong Tier 1 curriculum
- Assessing academic growth through the mastery of academic focus skills using common assessments and multiple measures
- A highly-qualified, collaborative staff that is supportive, positive, and flexible
- Working as a professional learning community
- Differentiating instruction to maximize every students' academic potential
- Teaching our students personal responsibility and traits of success
- Establishing a comprehensive intervention program to meet the individual needs of every child
- Recognizing our students for excellence and positive choices
- Providing our students the opportunity to explore through electives, enrichment, and extracurricular activities
- Creating a strong parent-teacher partnership in each child's education
- Developing effective communication within our school, between school and home, and with our community
- Remembering that school should also be fun and enjoyable, both for our students and our staff

Bell Schedules

DAILY BELL SCHEDULE			
MTW		Th, Fri	
Period	Time	Period	Time
1	9:00 - 9:47	1	9:00 - 9:40
2	9:49 - 10:36	2	9:42 - 10:22
3	10:38 - 11:25	3	10:24 - 11:04
4	11:27 - 12:14	4	11:06 - 11:46
Lunch / WWT A	12:16 - 12:48	Lunch / WWT A	11:48 - 12:18
Lunch / WWT B	12:50 - 1:22	Lunch / WWT B	12:20 - 12:50
5	1:24 - 2:11	5	12:53 - 1:33
6	2:13 - 3:00	6	1:35 - 2:15

[2026-27 ICCSD calendar](#)

All inclement weather decisions are broadcast on TV, radio, and via Blackboard. You can also access information at either of the following:

- Visit the website at www.iowacityschools.org
- Call 319-688-1234

SPECIAL BELL SCHEDULES

2 Hour Delay Bell Schedule				Parent / Teacher Conference and Early Release Schedule	
MTW		Th, F		MTWThF	
Period	Time	Period	Time	Period	Time
1	11:00 - 11:27	1	11:00 - 11:20	1	9:00 - 9:28
2	11:29 - 11:56	2	11:22 - 11:42	2	9:30 - 9:58
Lunch / WWT A	11:58 - 12:28	Lunch / WWT A	11:44 - 12:14	3	10:00 - 10:28
Lunch / WWT B	12:32 - 1:02	Lunch / WWT B	12:16 - 12:46	4	10:30 - 10:58
3	1:06 - 1:33	3	12:49 - 1:09	5	11:00 - 11:28
4	1:35 - 2:02	4	1:11 - 1:31	6	11:30 - 11:58
5	2:04 - 2:31	5	1:33 - 1:53	Lunch	12:00 - 12:45
6	2:33 - 3:00	6	1:55 - 2:15	Dismissal @ 12 for non-bus riders Buses arrive @ 12:45 Parent / Teacher conferences 1 - 7:30	

PBIS: Positive Behavioral Intervention and Supports

What is PBIS?

Positive behavioral interventions and supports is a school-wide system that is developed by a school for improving student behavior. It is used:

- with all students
- across all environments in school (classroom, lunchroom, restroom, etc)
- to help schools create effective learning environments

Why does a school choose to use PBIS?

Schools that implement school-wide positive behavior interventions and support are schools that have decided that their current discipline process is not effective in helping students to change their behaviors. These schools are interested in:

- identifying and teaching expected student behaviors
- finding ways to reinforce and reward those behaviors
- enforcing consistent meaningful consequences when violations occur

Tate adopts these PBIS points of emphasis with our CORR Values: caring, ownership, respect, and responsibility.

School-wide positive behavioral interventions and supports is a planned way to meet the behavioral needs of students in a school. Guardians are important in the success of PBIS, and many choose to use a similar system at home. PBIS consists of two steps:

Step One: Levels of School-Wide Support

Schools that use PBIS create and maintain supports to meet the needs of all students. These supports are based on the understanding that specific behaviors need to be taught, not just expected. However, even with PBIS in place, about 5-10% of students will need additional support to be successful. A continuum of support is described below.

Step Two: Family Involvement in PBIS

Teaching a behavior that schools expect to see works best when there is consistency across home and school settings. When a student has challenging behavior at school, a strong partnership between the school and family is important. Family involvement is a key feature when developing positive behavior support plans for students with ongoing personal needs.

Interventions and Supports

Throughout the school year, Tate implements Multi-tiered Student Supports (MTSS). Please see a snapshot of the interventions and supports we will be providing for students this year.

Warrior Work Time: This is an academic intervention time that is designated for all students who have Ds or Fs in a class to work with the teacher on skill building, make-up work, or to get a differentiated assignment. This will occur during the school day and will be available to students who would like to get further assistance from their teacher as well.

Success Center: Students may have a Success Center class built into their schedule to provide them with additional work time for their other courses.

Tier 2 Plans: Students who need additional support and monitoring with regards to attendance and/or behavior will be placed on a Tier 2 Plan. Students will be monitored for two weeks. If, at the end of those two weeks, the necessary improvements have not taken place, another plan may be made.

Check-in/Check-out: Students who are in need of daily support from a Tate staff member will be placed on a Check-in/Check-out system. One Tate staff member will monitor the student's progress throughout the school day and meet with the student to set goals at the beginning and end of each day. This is to help support daily student success.

Check-and-Connect: Some students need to check in with a staff member about their emotional or mental health on a daily basis. The SFA will maintain a list of students that could benefit from Check and Connect and meet with those students for daily goal setting at the beginning and end of each day.

Limited Hall Passes: Students who are leaving class too often or have gotten too many unexcused tardies in a short period of time may be placed on a hall pass system. These students would be required to follow the protocol given to them by staff to limit their out-of-class time.

Academics

Infinite Campus

Infinite Campus is a web based system that gives guardians and students access to grades, assignments, and attendance in real time so they are able to track student progress. Infinite Campus can be accessed through the district website. Students and guardians should check their Infinite Campus accounts regularly to monitor progress. For help logging in, please contact the Technology Help Desk, (319)688-1000, ext. 4357

Academic Awards

As part of PBIS, Tate offers academic awards and attendance awards for each trimester. The awards ceremony takes place at the end of each trimester. Students are acknowledged for good grades, outstanding attendance, and display of CORR values.

Warrior Work Time

Warrior Work Time is Tate's commitment to making sure all students succeed. WWT is supplemental instructional support for students who are struggling with core course concepts or who need more time to complete course work. It is a designated period during the school day where students can meet in small groups or one-on-one with teachers to practice and learn skills, and/or to receive clarification or additional help on assignments. Anyone can attend WWT at Tate for instructional support, however, students earning Ds or Fs are required to attend. The benefits of WWT include:

1. More instructional time for learning
2. Smaller instructional groups or individualized help
3. Instruction targeted at appropriate levels
4. More detailed explanations of and supports for assignments
5. More extensive opportunities for practice
6. More opportunities for error correction and feedback

Procedures for Warrior Work Time are as follows:

- On Monday mornings, grades in Infinite Campus will be reviewed and students earning Ds or Fs will be assigned to WWT. On Tuesday mornings, WWT slips will be passed out so students know if and where they need to report.
- Each day, students who were released from WWT will be removed from the list.
- If a student has more than one D or F, they must attend WWT in each course until all grades are raised.
- Students can be released from WWT once grades are above Ds. However, if they finish assignments during WWT, they must have a release pass to leave the classroom.
- Students may choose to attend WWT at any time regardless of their grades.
- Students who refuse to work in class and/or refuse to work during WWT will be assigned to SPACE where they will work through the underlying cause of the work refusal.

Academic Honor Code

Students are expected to exhibit and uphold academic integrity, striving for honest and ethical behavior as it relates to their scholastic work. Students are expected to do their own schoolwork; students may not receive or give unauthorized assistance in the preparation of any work required for submission for course credit, including examinations, essays, themes, reports, projects, or other homework. Students must give credit to sources consulted in research. Students may not interfere with another student's academic work nor help them commit an act of academic dishonesty.

The following are specific violations to the academic honor code:

1. Cheating

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

2. Plagiarism

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

3. Forgery

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

4. Obtaining an Unfair Advantage

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

(Based on University of Iowa Tippie College of Business Honor Code)

Guidance

There is a counselor available for each student in the school. The counselor can help with: planning and scheduling a high school program of study, home/school/social concerns, personal individual problems, post-secondary and college planning, occupation and career information, and interpretation of test information. Guardians are encouraged to contact the Tate Guidance Office (319-688-1083) or access the [“School Counseling” section](#) of the Tate website if they have questions.

Silver Cord Program: Students may earn a Silver Service Cord to be worn with their gown at graduation, which indicates at least 100 hours of volunteer service during their enrollment at Tate High School. Tate will accept documented previous hours earned from other high schools. Students must complete the required form to earn the Silver Cord (see [Appendix](#) for more information).

Student Records (See [Board Policy](#) for additional information)

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student’s records without the guardian’s permission. Guardians may access, request amendment to, and copy their child’s records during regular office hours.

Report Cards

Report cards can be found on Infinite Campus at the end of each trimester. Report cards can be mailed if a guardian calls the Main Office to request.

Transcript Requests

Transcript requests by students or guardians will be honored and information will be released unless the guardian indicates in writing to the Tate Guidance Office that they do not want this information transmitted.

Address Changes

Students are to notify the Tate Guidance Office (688-1083) immediately to report any changes in address, email address, or telephone number. Because many school-related materials and contacts are made with families during the course of the year, it is extremely important that change of address be reported.

Graduation Requirements

Students are required to successfully complete 305 credits, including all specific core course credit requirements, and meet the residency/attendance requirement in order to receive a diploma. Available courses and details can be seen in the [ICCSA Program of Studies](#).

ICCSA Graduation Requirements

<u>English (4 years)</u>	<u>Credits</u>
English 9	15 credits
English 10	15 credits
US Literature	15 credits
English Electives	15 credits
<u>Social Studies (3 years)</u>	<u>Credits</u>
American Studies	15 credits
World History	15 credits
Government 1	5 credits
Government 2	5 credits
Economics	5 credits
<u>Mathematics(3 years)</u>	<u>Credits</u>
Mathematics	45 credits
<u>Science(3 years)</u>	<u>Credits</u>
Earth Science	15 credits
Biology	15 credits
Science electives	15 credits
<u>Physical Education(4 years)</u>	<u>Credits</u>
Phys. Ed.	20 credits (5 per academic year)
Health	5 credits
	<i>*PE waivers or medicals do not award credit</i>
Electives	80 credits

Physical Education Requirements

Tate requires five credits of PE per academic year. PE is offered daily and may also be completed independently when approved by the School Counselor and the following requirements are met. For Independent PE, students will log activities, complete a nutrition log, and learn about health-related topics.

Work-based Credits

As an alternative school, Tate strives to offer ways for working students to earn credit toward graduation for working. Talk to the School Counselor if you are interested in receiving elective credit for working at a job.

Making Up Graduation Deficiencies

Students who are deficient in graduation credits may enroll in Edgenuity credit recovery or Edgenuity summer school. Edgenuity enrollment is contingent on teacher recommendation, previous adequate academic progress, and continued academic success in the online program.

All credit requirements for graduation must be completed by the end of summer school of the graduating year in order to receive a diploma for that graduation year. Credits completed after that date will apply toward a diploma for the school year in which requirements are met.

Independent Study courses can be used to fulfill general elective graduation requirements only. Once a course of study is cooperatively developed, the student must obtain guardian(s) and Counselor signatures and then submit the application to the Principal for final approval. Students must apply for Independent Study by the final day of the preceding trimester. A student may earn 1 to 5 credits of Independent Study per trimester with a maximum of thirty (30) credits counting toward graduation.

Early Graduation

Although students are encouraged to complete four years at Tate/home schools and continue to study in the many areas available, students sometimes decide to graduate early. Students must complete all of the graduation requirements and the required number of credits (310) to graduate early.

Students planning early graduation must contact the School Counselor to discuss. A student who graduates early may participate in senior activities and commencement.

College Entrance Requirements

Students are strongly urged to work closely with their School Counselor regarding college entrance requirements. In order to be prepared, students need to get specific information from a variety of schools and/or post-high school programs. Not all courses listed in the Program of Studies meet college and/or NCAA admission requirements.

Returning to home high school for graduation- Please see [Matrix](#) for returning to home high school. Please contact your school counselor to discuss options, planning, and courses.

General Student Expectations

Teachers will communicate their specific classroom expectations to students at the start of each trimester. Students will be expected to exhibit appropriate classroom behaviors as outlined by each classroom teacher. All students are expected to:

1. Make school attendance a priority.

- a. Consistent and prompt attendance in every class is critical for successful academic performance.
- b. An unexcused absence may result in no credit for class work that day.
- c. For pre-excused/school-related absences students should have work for the day completed prior to being excused. Students should be prepared to take a quiz, test, or submit assignments on the day of his/her return to school.

2. Be prepared for and participate in class.

- a. Report to class prior to the tardy bell with pen/pencil, paper, text, notebook/folder, and other materials related to the class.
- b. Complete work in a neat and legible manner.
- c. Achieve maximum performance in class through effort, attitude, and daily attendance.
- d. Items which inhibit maximum academic effort will not be allowed. Personal electronics may not be used during class. Items in use must be locked in the designated Electronics Lockers.

3. Respect other people and their property.

- a. At all times, the student should practice CORR Values and act with courtesy toward teachers, staff members, and other students. Actions and words should reflect courtesy.
- b. The student is responsible for keeping all school property (books, classroom materials, technology) in good condition.
- c. Theft of property is unacceptable at Tate High and will be dealt with severely.

General Information

Fee Waiver Policy

Families who meet the income guidelines for free and reduced lunch, the Family Investment Program (FIP), Supplemental Social Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Forms are available in the Main Office. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. This waiver must be completed annually.

Lost and Found

Items that are found around the building should be turned in at the Main Office. Students should check to see if lost items are in the Main Office.

Student Hall Lockers (See [Board Policy](#) for additional information)

Although school lockers 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 lockers are properly maintained. For this reason, lockers are subject to unannounced inspections and students have no legitimate expectation of privacy in the locker. Contraband discovered during searches shall be confiscated and may be turned over to law enforcement officials.

Use of School Telephones

The school telephones are business phones and use by students will be kept to a minimum. Students will not be allowed to leave class to make phone calls except in urgent situations. If a guardian must contact you at school, please instruct them to leave a message for you with the Main Office.

Student Publications

Students may produce official school publications as part of the curriculum under the supervision of a faculty advisor and principal. Any expression made by students, including student expression in an official school publication, is not an expression of official school policy. Official school publications are free from prior restraint by employees or officials except as provided by law.

Guidelines for hanging posters and signs

All posters must be approved in the Main Office by the principal or designee. The advertised events must have been previously approved.

- Posters that are inappropriate or offensive will not be approved.
- Date, time and contact person or group, should be included.
- Posters and signs should be hung on bulletin boards or tack strips.

Posters and signs should be removed by the sponsoring group after the event is concluded.

Safety

Visitors/Strangers On Campus

All visitors to Tate High School are required to sign in with the secretary in the Main Office upon arrival in the building. Visitors should wear a visitor ID tag while in the building. Students are not allowed to bring visitors to school. If a visitor comes to Tate, we will ask that they stay in the Main Office and have you come to the Main Office to collect information or items you may need. This is for the safety of all in the building.

In order to maintain a productive school environment, student visitors will not be permitted during the school day. Visitors will be asked to return to talk with teachers after school has ended. Students from other schools are not allowed on our property at dismissal.

Entrance Doors

After the school day begins, all entrances will be locked. This measure is taken to deter unwanted visitors from entering our building. Please do not open the door to anyone during the school hours; this includes students. The Main Office is responsible for granting visitors access to the building.

Video Surveillance (See [Board Policy](#) for additional information)

The Board authorizes the use of video cameras located where there is no legitimate expectation of privacy in public areas. Video recordings may become a part of a student's educational record and may be used as evidence in internal disciplinary proceedings or by law enforcement agencies.

Disaster and Fire Drills

Instructions are posted in each room. When an alarm is sounded, move quietly, according to posted directions. False alarms endanger the safety of students and staff. Perpetrators will be suspended and prosecuted. Throughout the school year, students practice drills to be prepared for any potential situations.

Attendance

Iowa City School District Attendance Guidelines

Notification of Absences: The attendance office should be notified of a student's absence prior to the start of the school day by creating an Absence Request in the Infinite Campus Parent Portal, or by calling the school attendance office. When a student is expected to be in school but is not there, the school will call guardians out of concern for your student's safety.

Absence: A student is considered absent if they are not physically on school grounds, or are not participating in a required school-directed activity under the direction, supervision, or instructional guidance of educational staff at an approved off-grounds location (ie. a class field trip).

It is understood that students will be absent for a variety of reasons, including illness, family activities, vacations, dentist/medical appointments, funerals, etc. Parents should notify schools of the reason for the absence prior to the start of the school day. The school must be notified of the reason for absence no more than 48 hours from the beginning of the absence, and any required documentation must be provided within 5 school days in order to have the absence excused.

The following absence types will not count towards student absenteeism and will be coded as excused in Infinite Campus:

1. Absences related to illness or medical appointment
 - a. After a student reaches the equivalent of eight (8) days of excused absences, parents will be required to provide documentation for medical absences to be excused.
 - b. Families are encouraged to provide documentation for ongoing health concerns to the school so that we can proactively work with your family to best serve your student
2. Absences related to a family medical emergency
3. Absences while attending religious services or receiving religious instruction
 - a. Religious services may include but are not limited to holiday services, weddings, funerals or other celebrations of life, and other rite of passage religious services.
 - b. For religious instruction:
 - A parent must submit a notification informing the school that the child will be attending religious instruction during the day, indicating the days and times that the student will be absent.
 - The student cannot be absent for more than 5 hours a week for religious instruction.
 - The organization providing religious instruction must maintain attendance records and provide to the school upon request
 - The student must make up any school work not completed while attending religious instruction.
4. Absences excused for sufficient reason by any court of record or judge
5. Absences related to an Individualized Education Program (IEP) that affects attendance

6. Absences related to a Section 504 plan under the Federal Rehabilitation Act that affects attendance
7. Absences related to military service, military entrance processing
8. Absences related to reasonable travel time for attendance at a wedding or funeral as determined by the building administrator based on the travel distance.

Any absence that does not fall into one of the above categories, will appear as unexcused in Infinite Campus and per State law, will count toward student absenteeism as explained below.

Process for addressing absenteeism:

- Schools will send notifications to guardians when a student has reached the 5%, 10%, and 15% absenteeism threshold for the grading period (See chart below).
 - Notifications are sent when a student has accumulated the number of absences that will result in the percentage of unexcused absenteeism at the end of the grading period. For example, if an elementary student has missed 6 unexcused days of school in a term, the student will be at 10% absenteeism at the end of the grading period, so the 10% notification is sent after the 6th day is missed.
- State law requires a notification be sent to the guardian when a student has reached 10% unexcused absenteeism in a grading period. In addition the school is required by law to notify the county attorney.
- When a student reaches 15% unexcused absenteeism in a grading period, a School Engagement meeting is required by Iowa law. An Absenteeism Prevention Plan will be created at the School Engagement meeting if the school has determined that the student's absences are negatively impacting academic progress. The goal of this plan is to work together to resolve absenteeism, address attendance barriers, and assist the student in attending school.
- If the student and/or the student's guardian fails to attend a School Engagement Meeting, fails to enter into an Absenteeism Prevention Plan, or does not meet the terms of the Absenteeism Prevention Plan, Iowa law provides that the county attorney may initiate a legal proceeding if the school determines that the student's absences are negatively affecting academic progress.

	Grading Period	5% Absenteeism	10% Absenteeism	15% Absenteeism
Elementary	Term (60 days)	3 Days	6 Days	9 Days
Middle School	Quarter (45 days)	2.25 Days	4.5 Days	6.75 Days
High School	Trimester (60 days)	3 Days	6 Days	9 Days

* Please see the [Iowa City School District Website](#) for additional clarification

Tardies

A student is considered unexcused tardy up to 10 minutes after the bell rings. After 10 minutes a student will be counted late to class (LTC).

Advisory

Advisory attendance is mandatory. It is used for informing students of school announcements, conducting guidance functions, distributing student information such as midterm reports, report cards, and registration information. It is the student's responsibility to get information from their advisor.

Early Release/Late Arrival

Students with late arrival or early release due to classes being dropped, work schedules, or other administratively approved reasons must check in the Main Office when they arrive and check out when they leave. Students must wait in the Main Office for class to begin. They may not wait in the cafeteria or other classrooms.

Things to Note about Attendance:

1. Regular school attendance promotes learning and achievement. Absences (excused AND unexcused) are considered excessive when the number of absent days exceeds 20% of required attendance days.
2. Any number of absences that exceed the 20% limit will be considered on an individual basis. (ie: hospitalizations, family hardship, etc.)
3. Excessive absences may result in the student receiving zero credit for that class or loss of graduation credit.
4. Per District policy, 10 consecutive days of any type of absence will result in the student being dropped.

Behavior

The Iowa City Community School District is committed to providing the best possible educational environment and to develop student self-discipline. A student's behavior should not disrupt the educational process nor constitute a threat to the health or safety of others. The district will protect students' rights in a manner that won't result in an impact on students by virtue of race, sex, sexual orientation, disability, or national origin. School rules apply to students on school grounds; on the way to and from school; away from school in connection with school related activities; and in other community settings in which student behavior may impact the successful implementation of school programs or affects the safety and welfare of students.

Students who are involved in multiple behavior issues during the year will be required to have a guardian meeting to problem solve and determine appropriate coping strategies or possible change of placement.

Definitions

Student Prevention, Access, Connection, and Engagement (SPACE)

- SPACE is a place where students can de-escalate, problem solve and learn strategies to prevent further problem behaviors. It is designed to keep students connected to school when they are receiving disciplinary action.
- If students are directed by staff to go to SPACE, they should report directly to SPACE. Failure to do so may result in additional school consequences.

In-School Suspension

Students will be required to stay in SPACE during the school day. If a student is in SPACE for more than one class period, the student will not be allowed to practice or compete in co-curricular or extracurricular events that day. Guardians will be notified of the suspension. Guardian conferences may be required for re-admittance. Use of electronic devices is prohibited during ISS. Students are responsible for make-up work missed during the suspension period.

Out-Of-School Suspension

Students will be required to stay out of school during the school day, including all events and practices. Guardians are notified of the suspension. Guardian conference is generally required for re-admittance. Students are responsible for make-up work missed during the suspension period or as negotiated with each teacher.

Due Process

To ensure that students receive fair treatment, student suspensions or recommendations for expulsion must be made in accordance with the process outlined below.

The administrator shall conduct an investigation into the charges against the student and provide the student with the following:

1. Oral or written notice of the allegations.
2. The basis in fact for the charges.
3. The opportunity to respond to those charges.
4. An explanation of the evidence against the student if they deny the allegations.
5. Information about the right to appeal. Appeals must be submitted in writing.

Consequences

School personnel determine latitude for the determination of precisely what sanction should be imposed for each infraction. Every effort is made to relate the consequences or sanctions as directly as possible to the student's behavior. The intent is to change future behavior and to address the causes or factors contributing to the student's actions. The range of available consequences or disciplinary measures includes:

- Develop and follow an improvement plan with administrator, teacher, or counselor assistance
- Warning
- Cancellation of special privileges
- Referral for counseling/staffing evaluation
- Reassignment to another class
- Confiscation of unapproved items – mp3 players, skateboards, cell phones, etc.
- Parent/teacher conference
- Payment of damages
- Work option or community service
- In-school suspension in SPACE
- Out-of-school suspension
- Reassignment to an off-site district program
- Expulsion
- Notification of law enforcement authorities

Behavioral Guidelines

Student Searches (See [Board Policy](#) for additional information)

The Board of Directors holds all school property in trust. School authorities may, without a search warrant, search a student, student lockers, desks, work areas or student automobiles under the circumstances as outlined in the administrative regulations to maintain order and discipline, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search.

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. The scope or intrusiveness is determined based on factors such as the: the age of the student; the sex of the student; the nature of the infraction; and the emergency requiring the search without delay. A student's body and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible.

A more intrusive search, short of a strip search, of the student's body, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay.

Fighting

Fighting among students is unacceptable. We want to provide a safe and secure learning environment for all students at Tate High School. Fighting will not be tolerated or excused. Students will receive a minimum three-day out-of-school suspension and may receive up to a five-day out-of-school suspension. Police may be contacted and charges filed if the following factors are present:

- Level of injury (visible, needs treatment, etc.)
- Premeditated actions (pre-planned fight, prior threats, on-going negative relationship where intervention(s) has already occurred)
- Disruption to public area (during class time, in hallways, in lunchroom, etc.) and disruption to the school day
- Level of staff intervention (number of personnel to safely stop the incident: amount of verbal/physical intervention necessary to safely stop the incident)

Guardians are REQUIRED to come to school with their student for reinstatement (no phone calls). The student and guardian(s) will meet with a member of the administration to discuss appropriate behavior.

Substance Possession or Use (See [Board Policy](#) for additional information)

Distributing, using, possessing, or being under the influence of alcoholic beverages, tobacco, or drugs will not be permitted in the school building, on the school grounds, or at any school-sponsored activity.

Any violation of the alcohol/drug policy will result in consequences. Students will be required to attend a Substance Abuse Education-Based Group class through Tate High and adhere to all recommendations as part of the conditions for reinstatement. Repeat violations may result in additional consequences, including support services and outside agencies.

Any vape pen or e-cigarettes will be confiscated and thrown away. If the student is underage, the vape pen or e-cigarettes will not be returned. If this becomes an ongoing issue the student may be fined for underage smoking on school property.

Weapons Policy (See [Board Policy](#) for additional information)

The Iowa City Community School District has zero tolerance for unauthorized weapons or look-alike possession. Thus, any student who possesses, buys, sells, uses, or threatens to use a dangerous weapon as defined by Board Policy shall be guilty of misconduct and shall be subject to discipline up to and including expulsion. Guardians of students found to possess a weapon or dangerous object on school property shall be notified. Confiscation of weapons or dangerous objects shall be reported to law enforcement officials, and the student will be subject to disciplinary action.

A student possessing a weapon shall be suspended pending investigation. Except in the most extraordinary of circumstances, the administration shall recommend the Board expel any student who possesses, buys, sells, uses or threatens to use a gun/firearm while on school district premises, in school district facilities, or at school district sponsored activities.

Initiations, Hazing, Bullying or Harassment (See [Board Policy](#) for additional information)

Harassment, bullying, and abuse are violations of the Iowa City Community School District's policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The Iowa City Community School District has the authority to report students violating this rule to law enforcement officials.

SEE SOMETHING/SAY SOMETHING:

Students who feel that they have been harassed or bullied should:

1. 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.
2. If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
 - a. Tell a teacher, counselor or principal; and
 - b. Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
 - What, when and where it happened;
 - Who was involved;
 - Exactly what was said or what the harasser or bully did;
 - Witnesses to the harassment or bullying;
 - What the student said or did, either at the time or later;
 - How the student felt;
 - How the harasser or bullying responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of 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 includes conduct of verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

1. it places the student in reasonable fear of harm to the student's person or property;
2. has a substantially detrimental effect on the student's physical or mental health;
3. has the effect of substantially interfering with the student's academic performance; **or**
4. 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. Sexual harassment includes, but is not limited to:
 - a. verbal, physical or written harassment or abuse.
 - b. pressure for sexual activity.
 - c. repeated remarks to a person with sexual or demeaning implications.
 - d. suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

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

1. Verbal, physical, or written harassment or abuse.
2. Repeated remarks of a demeaning nature.
3. Implied or explicit threats concerning one's grades, job, etc.
4. Demeaning jokes, stories or activities.

Student Protection Legislation

Iowa State law includes legislation to protect students in our schools from physical and/or sexual abuse by the school district employees or volunteers. Physical abuse is a non-accidental physical injury that leaves a mark at least twenty-four hours after the incident.

While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to:

1. necessary to stop a disturbance,
2. to obtain a weapon or dangerous object,
3. for purposes of self-defense,
4. to protect the safety of others,
5. to remove a disruptive student,
6. for the protection of property or to protect a student from self-infliction of harm.

This law entails a three-step process. If you believe that your child has been physically or sexually abused by a district employee, a Level I investigator will determine the facts in your case. If indeed abuse is supported, the case will be moved to a Level II investigator. If abuse is still suspected at this level, the Level II investigator will turn your case over to district court officials. **Level I Investigators for abuse and harassment (Contact at Educational Services Center 319-688-1000)**

Student-To-Student Harassment

Bullying or harassment of students by other students will not be tolerated in the school district. This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district, while on school-owned and/or school-operated buses, vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

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: 1) Places the student in reasonable fear of harm to the student's person or property; 2) Has a substantially detrimental effect on the student's physical or mental health; 3) Has the effect of substantially interfering with the student's academic performance; 4) 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.

Retaliation against any person because they have filed a complaint OR the filing of false complaints is also prohibited and students who engage in this behavior will be subject to appropriate disciplinary measures. District policies and forms can be found on the district web site.

Abuse of Student by School Employee

Any person who has knowledge of an incident of abuse of a student committed by a school employee may file a report with the designated investigator or any school employee. To generate an investigation, the report must include basic information showing that the victim of the alleged abuse is a student, that the alleged act or omission of the school employee meets the definition of abuse, and that the person allegedly responsible for the abuse is a school employee.

The report shall be in writing, signed, witnessed, and contain the following:

- The full name, address, and telephone number of the person filing
- The full name, age, address, and telephone number of the student.
- The name and place of employment of the school employee(s) or agents who allegedly committed the abuse.

- A concise statement of the facts surrounding the incident, including date, time, and place of occurrence, if known.
- A list of possible witnesses by name, if known.
- Names and locations of any and all persons who examined, counseled or treated the student for the alleged abuse, including the dates on which those services were provided, if known.

Appropriate Dress

Clothing or accessories that promote the use of alcohol or drugs, includes profane or offensive language or pictures that are obscene (vulgar, crude, or lewd) or include sexually inappropriate or racially biased material or references are not to be worn.

Profanity

Use of profanity will not be tolerated at Tate High School. Repeated or extreme usage may result in school discipline. If directed toward a staff member (implied or direct), further consequences may occur. .

Vandalism

We expect that all students will continue to use the building and its equipment as it was intended, and discourage abuse and misuse of school property. Abuse of any property will be prosecuted according to the law and may result in a suspension. This includes times when students represent Tate High School outside the school. The student will be held responsible for the dollar amount of damages incurred. Guardians will be notified.

Theft

Theft is not tolerated at Tate High School. Students who steal will be subject to school consequences and may face legal prosecution. It is expected that students respect the property of other students, faculty, staff and the school district. Restitution will be required. If a student has something stolen they should come to the Main Office and fill out a theft report.

Unauthorized Visits to Another School

Students may not visit another school during the school day without prior permission from that school's administration. If an unauthorized visit occurs, guardians will be contacted. Consequences may include loss of open hours, no trespass warning, and/or suspension.

Conduct at Assemblies

Students are asked to practice CORR Values during assemblies. Students that do not meet the proper standards of conduct may be banned from attendance at future assemblies.

Food and Drink

Building health and sanitation are essential. Consumption of food or non-water drinks is not acceptable in the academic wing. Food should be consumed in the cafeteria. Water bottles are acceptable but should follow teacher guidelines while in class. Teacher-supervised consumption of food and beverages at specific times is an exception to this guideline.

Students should follow the CORR Values during lunch. Students should remain in the cafeteria, gym, or library during the breakfast and lunch period. Breakfast is available except on late start days from 8:20 to 8:50 a.m. Students may eat breakfast and lunch in the cafeteria. Students are not allowed to eat breakfast or lunch in the academic wing at any time.

Parking

It is a privilege for students to be able to drive their vehicles to school and to park in the school parking lot. The vehicle must be parked in a designated area in a proper manner. Any vehicle parked in the school parking lot is an extension of school property and may be searched with reasonable suspicion. Any car illegally parked may be moved by tow truck. Habitual violation may result in losing the privilege for the remainder of the school year.

Items of contraband that are visible when a person looks into a student's vehicle may create a reasonable suspicion for further search. The student will be asked to consent to the search. If consent is refused, the student's guardian will be contacted for consent. If the apparent contraband is illegal, law enforcement will be contacted.

Bus Transportation (Both District And Public)

Students using school transportation shall conduct themselves in an orderly manner fitting to their age level and maturity with mutual respect and consideration for the rights of the school vehicle driver and the other passengers. Students who fail to behave in an orderly manner will be subject to disciplinary measures.

- 1st Offense - The student will visit an administrator.
- 2nd Offense - 1-3 day suspension from riding the bus.
- 3rd Offense - Five-day suspension from riding the bus.
- 4th Offense - Extended suspension from the bus, which may be permanent.

Serious violations may result in an immediate suspension.

Extra-curriculars

Student Activity Conduct Code

The Board of Directors of the Iowa City Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the Iowa City Community School District throughout the calendar year, whether away from or at school.

Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the criteria established by the board, administration, and individual activity coaches and sponsors.

Tate High clubs and activities offer something for everyone. Being a **Warrior** means you are part of something bigger than yourself. Joining a club or team gives you the chance to grow individually but it also gives you a chance to help others grow.

The following activities are covered by the board's policy and these rules:

- Any Tate faculty-run clubs or sports teams
- Attending ICCSD sporting events
- Field trips

Good Conduct Rule

To retain eligibility for participation in Iowa City Community School District extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models in school and the community.

Any student who is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time. The specific violations listed below will result in the student's loss of eligibility for participation in extracurricular activities:

1. Possession, use, or purchase of tobacco products, regardless of age.
2. Possession, use, or purchase of alcoholic beverages, including beer and wine; odor of alcohol on a student's breath is considered evidence of use.
3. Possession, use, or purchase of illegal drugs or the unauthorized possession, use, or purchase of otherwise lawful drugs.
4. Engaging in activities outside the school community that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated.

Technology

Student Chromebooks: The Iowa City School District issues each student their own Chromebook to use during the school hours. This Chromebook will be your students' for the year to use. Students are responsible to bring their Chromebook each day fully charged and have their charger, and to report any issues with the Chromebook to the library staff.

Tips for basic day-to-day care and use of your Chromebook:

- Tip #1: Plug your Chromebook in every night so that it can have a full charge each morning. If you do that, there should be no reason for you to bring your charging cable to school, as your battery is designed to last a full day.
- Tip #2: Identify one safe place, off of the floor, for your Chromebook to be kept at home. Find a flat, elevated surface, such as a table or a desk to store your Chromebook.
- Tip #3: Don't pile things on top of your Chromebook. These devices are not designed to hold any weight, and even a relatively small amount of pressure on the screens can cause damage.
- Tip #4: Be careful with pets and younger siblings around your Chromebook. Keep food and drink away from your device.
- Tip #5: Remember not to put things on your Chromebook keyboard when you are using it. Closing the lid onto a pencil or a notebook will damage the screen.
- Tip #6: Always close the lid when you are carrying your Chromebook. Don't worry, you won't lose any work if you close the lid. Also, don't carry or lift your Chromebook by grabbing just the screen. Always close the Chromebook and carry it with the lid down.

Electronics Policy: Tate has adopted a NO ELECTRONICS policy. During the school hours of 9:00am-3:00pm all phones must be put away and ringers turned off. Students may have personal electronics at lunch if they have not been assigned to Warrior Work Time. During the day, students are allowed to have their phones on their person. However, if the phones are **seen, heard, or in use** they will be expected to store their phones in the provided Electronics Lockers. The devices may be picked up at the end of the day. The Electronic Lockers are safe and secure storage of all personal electronic devices. For students who refuse to comply with this request, guardians will be called and the student will be sent home for the remainder of the day.

Anyone, including families and day care providers, who needs to get in contact with a Tate student is asked to call the Main Office and messages will be delivered immediately to the student.

Tate has moved to this policy to protect the educational environment of the school. Phones and electronic devices create major distractions and disruptions during class. Electronic devices are often stolen and investigations of these thefts consume long periods of staff and school time. The Tate staff strives to reinforce CORR Values and prepare students for future workplace etiquette.

Technology & Computer Resources and Use

Access to technology resources is provided to students for academic purposes. The goal of providing technology is to promote educational excellence by facilitating instruction and learning, research, production, innovation, communication, and collaboration. Students must adhere to established guidelines regarding proper conduct and efficient, ethical and legal usage of computers. Computers may not be used for non-academic purposes such as playing games, instant messaging, excessive personal web surfing, or excessive personal emailing. Students who violate computer use guidelines will lose access privileges. The use of the school's technology resources are a privilege, not a right, and inappropriate use will result in the cancellation of those privileges and/or school disciplinary or legal action.

Etiquette

Students are expected to abide by the generally accepted rules of network etiquette. Students are not to modify the standard configuration of any computer. Students must login and logout from the network properly. Students should report any malfunction to the appropriate staff.

Email and Social Networking

Student use of non-academic related email and social networking sites should be kept to a minimum. Messages relating to or in support of illegal activities may be reported to the proper authorities. Illegal activities are strictly forbidden. This includes but is not limited to threats, harassment, stalking, and fraud.

Intellectual Property

Students must respect the intellectual property of others by crediting sources and following all copyright laws. Students may not download or install software on school computers.

Vandalism (See [Board Policy](#) for additional information)

Vandalism will be grounds for losing computer privileges. This is defined as any malicious attempt to modify, harm or destroy the equipment, the computer configuration, or data of another user, the Internet, or any other networks.

Network Accounts

Students are assigned a network account login that may be used on any computer in the school. The login gives students access to printers, resources, and storage space on the building file server. This space may only be used to store documents created for school-related projects. Students may not use the network to store programs or applications of any type, or non-school-related files. Files stored in students' accounts are not private. School staff may review the contents of student accounts to maintain system integrity and ensure responsible and appropriate use.

Security on the computer network is imperative. Prohibited actions that may result in loss of user privileges include:

- Using another individual's account without permission
- Attempts to break into password protected areas of a network or tamper with network systems
- Accessing unauthorized portions of the Infinite Campus system
- Any attempt to breach the desktop security of a computer
- Sending network broadcast messages disrupting network use.

Student Services

Homeless Children and Youths

The definition of homeless is as follows: individuals who lack a fixed, regular, and adequate nighttime residence. Anyone who fits that description is eligible for access to certain resources. If this describes your situation or you have questions, contact your School Counselor and/or Student Family Advocate.

Educational Support Services For Students

Support services at our school are available to assist teachers when student concerns arise. These services include building staff and Grant Wood Area Education Agency (GWAEA) support staff such as a psychologist, social worker, consultant, and speech/language pathologist. Teachers may use input from individuals on an informal basis or request assistance in defining a concern, in identifying strategies to address the concern, in carrying out the strategies, or in monitoring the student's progress. When an intervention plan is being considered, guardians will be invited to become active participants in the process. Accommodation plans under the 504 Rehabilitation Act may be considered and initiated to support students who may be experiencing difficulty with school work. Information about 504 plans can be received through the counseling office.

Student Records

Notification of Rights under the Family Educational Rights and Privacy Act (FERPA) for Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. Families may file complaints with the U.S.

Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-4605.

Student Directory Information

At registration guardians will select one of the following three options regarding how the school will process the release of student directory information:

- A. Approve release of student directory information
- B. No release of student directory information
- C. No release to military of student directory information

Guidance Services

Guardians may call the Tate High School Counselor by calling 319-688-1085. Guidance services focus on students' growth and development in personal and educational competencies and in career planning and preparation. Guardians and students are encouraged to access the ["School Counseling"](#) link from the Tate High home page.

Mental Health Support Services

Tate High offers mental health support and services for students. If you are concerned about the mental health of your student you may contact the Student and Family Advocate at (319) 688-1080.

Special Education (See [Board Policy](#) for additional information)

A range of special education programs are available as a result of cooperation between the Iowa City Community School District and the Grant Wood Area Education Agency. Eligibility to receive special education services is determined after identification of need, assessment and staffing of student, and guardian permission.

Student Support Team

Tate High staff members meet on a regular basis to focus on students who are having difficulty with academic progress. Confidential discussions are held for the purpose of deciding how to best serve these students. A student or guardian who wishes to inquire about the services offered by the Student Support Team should contact the Tate High Guidance Office.

Student Support Services

Dropout Prevention Services: Our Student and Family Advocate offers help with the many issues that prevent our students from attending school on a regular basis. Students and families are connected with community support services to assist them with affordable housing, childcare, food assistance, and financial resources.

Youth and Family Support Information

Johnson County Department of Human Services- 688-5700

Johnson County Department of Public Health- 356-6040

WIC- 356-6042

HACAP- 337-5765

Iowa Legal Aid- 351-6570

Iowa City Free Medical Clinic- 337-4459

Mid-Eastern Iowa Community Mental Health Center- 351-4357

Iowa Center for AIDS/ARC Resources and Education- 338-2135

United Action for Youth- 338-7518

Iowa Workforce Development Center- 351-1035

Goodwill Industries Employment Services- 337-4889

Child Abuse Hotline- 800-362-2178

Iowa City Crisis Center (Crisis & Suicide Prevention)- 351-0140

Iowa City Crisis Center (Food Bank)- 351-0128

Domestic Violence Intervention Project (DVIP)- 351-1043

Shelter House- 351-0326

Four Oaks. Youth Emergency Shelter- 337-5080

Rape Victim Advocacy Program- 335-6000

Health

Health Office

If a student becomes ill while at school they should report to the Health Office with permission from their classroom teacher. The health office will call guardians to determine what action to take. Students will then be given a pink excuse slip to be handed to the Attendance Office, upon leaving school. Only a related person with parental permission may take the ill student home. Any student who leaves campus without prior approval will receive an unexcused absence for each class missed.

Medications at school (See [Board Policy](#) for additional information)

All medication (prescription or over the counter) is given out in the Health Office. Guardians are required to fill out needed paperwork and bring the medication directly into the Health Office at Tate High, for their students. If a medication is requested by their student on the phone, that medication needs to be delivered directly by the guardian into Tate High to the Health Office. It is against school policy for any student to be carrying medication of any type.

Hearing Screening Grant Wood Area Education Agency (GWAEA) screens all students in alternative kindergarten (AK), kindergarten and grades 1,2, and 5. Students in the Early Learning Program with IEPs will be screened. Students in grades 3, 4, middle, and high school, who are new to the school, don't have a documented hearing test, and some students with a history of known hearing loss will also be tested. Follow up testing may occur periodically if previous hearing test results were not within normal limits. Guardians not wishing for their child's hearing to be tested should notify the health office in writing at the beginning of the year. Guardians with concerns about their child's hearing should contact the school nurse.

Appendix: Student Forms and Other Information

Service Cord Program Information and Guidelines

Definition of Program:

Students may earn a Silver Service Cord to be worn on their gown at graduation, which indicates at least 100 hours of volunteer service during their enrollment at an ICCSD high school.

Volunteer Information:

Information regarding volunteer opportunities is available with the student's advisor and Counselor. They will also be available in the student announcements.

Documentation:

In order to be accepted, hour confirmation forms must be legible and accurately completed. This includes a description of the activity, the actual clock time worked, supervisor signature, and supervisor contact information. After each volunteer experience, students should document their hours. Guardians may NOT sign as a supervisor unless previously arranged. Hours must be turned in during the same school year they were completed.

What Counts:

- Volunteer work at church, scouting, or other non-school clubs
- Special events on school premises sponsored by local charities or businesses (ex: blood drives, Crisis Center, etc.) with principal approval
- Staff-supervised voluntary tutoring of other students for which credit is not earned
- Staff-supervised voluntary service performed as a member of a school group/club/organization that is not a required activity for the membership—must have principal approval

What Does Not Count:

- Court-ordered community service hours
- Internships, Job Shadows, or work done for credit at school
- Any work done for school activities in which the student may earn other ribbons, medals or certificates
- Any work done for the school (ex: office help) unless the student has prior approval
- Unsupervised hours
- Undocumented work
- Work for relatives (examples: raking leaves for grandparents, babysitting for family, etc.)
- Work done for individuals such as neighbors unless done through an established group
- Work done for pay (direct or individual fundraising)

Recording of Time:

Sheets MUST list the exact clock time of service (example—2:30-5:30pm). NO ESTIMATED, UNDOCUMENTED "BUNDLES" OF HOURS WILL BE ACCEPTED. Students are responsible for recording their own hours.

Final Decisions:

The high school principal makes final decisions about eligible volunteer activities after consulting with the counselor, supervisor, and student.