



2026-2027 HIGH SCHOOL STUDENT HANDBOOK Table of Contents

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SCHEDULES

	Regular Schedule			12:50 Dismissal Schedule		2-Hour Late Start Schedule	
Period 1	8:15--9:00		Period 1	8:15--8:44	Period 1	10:15--10:48	
Period 2	9:03--9:48		Period 2	8:47--9:16	Period 2	10:51--11:24	
Period 3	9:53--10:38		Period 3	9:19--9:48	Period 3	11:27--12:00	
Period 4	10:41--11:26		Period 4	9:51--10:20		1st Lunch	12:00--12:22
Connections	11:29--11:44		Period 5	10:23--10:52		Period 4	12:25--12:58
	1st Lunch	11:44-12:07	Period 6	10:55--11:24	Period 4	12:03--12:36	
	Period 5	12:10-12:55	Period 7	11:27--11:56	2nd Lunch	12:36--12:58	
Period 5	11:47--12:32		Period 8	11:59--12:28	Period 5	1:01--1:33	
2nd Lunch	12:32--12:55		Lunch	12:28-12:50	Period 6	1:36--2:08	
Period 6	12:58--1:43				Period 7	2:11--2:43	
Period 7	1:46--2:31				Period 8	2:46--3:19	
Period 8	2:34--3:19						
Aurelia Shuttle Students Dismissed @ 3:10			Aurelia Shuttle Students dismissed @ 12:30		Aurelia Shuttle Dismissed @ 3:10		

Hot Topics!

1. Cell Phones

There will be no cell phone use during the school day from the first bell to the last bell of the day. The use of airpods, smartwatches, and personal devices are up to the discretion of the teacher.

2. Food and Drink

Food and drink are not allowed in student lockers with the exception of water and sports drinks.

3. Hats

Hats are not to be worn or carried around the school. They are to be put in your locker.

4. Trips

Students must be passing all classes in order to attend school sponsored trips that occur during the school day. This excludes competitions and is up to the discretion of the administration.

FOREWORD

This handbook has been developed for students and their parent(s)/guardian(s). Every effort has been made to summarize school policies and regulations so that students and parent(s)/guardian(s) will have a basic understanding of the staff expectations for students attending Alta-Aurelia High School. **Each student will be held accountable for the handbook contents.** More detailed regulations can be found in the School Board Policy Manuals. The policies printed in this document are subject to change due to continuous review and revision of Board Policies.

MISSION STATEMENT

The Mission of the Alta and Aurelia schools in partnership with the community is dedicated to achieving excellence in education and developing lifelong learners who are responsible, productive citizens.

VISION AND BELIEF STATEMENTS

We believe that:

- All students have the right to learn in a safe environment.
- All students can learn.
- Respect for all individuals is very important in our school and society.
- Community Service is a valuable learning tool.
- Proper balance is necessary between the academic and co-curricular programs in our schools.
- Problem solving, creative thinking, and decision making are all important experiences for our students.
- Leadership opportunities are important experiences for our students.
- Students need positive experiences.
- All students should be challenged to reach their optimal abilities.

Alta-Aurelia Nondiscrimination Notification Statement Equal Opportunity at Alta Community Schools

Alta-Aurelia High School will not illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs contact and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Logan Sampers, High School Principal, 1009 South Main Street, Alta, Iowa, 712-200-1331, lsampers@alta-aurelia.k12.ia.us

PUBLIC CONCERNS

Members of the Alta-Aurelia High School who find disagreement with personnel, material, or methodology are urged to approach the situation in sequential procedure. First, contact should be made with the instructor, coach, or sponsor at the area or activity involved. If the situation is not solved at this level the process should continue through the activities director, principal and superintendent. Ultimately, the process may evolve to the level of the school board.

Parent/ Guardian concerns and complaints should be addressed at the level closest to where the issue occurred. For example, a classroom issue should be addressed with the teacher involved. If not resolved there, the building principal should be contacted next. Next in line is the superintendent, then members of the school board. Finally, a formal request of or complaint may be made to the school board through the superintendent's office.

In the event that the issue is not resolved at the District level, parents or guardians may elect to call the Iowa Department of Education. Parents or guardians who call the Department are generally provided with the contact information for the school improvement consultant who serves their area of the state. Consultants ask the same questions of all parents to determine how to handle their concerns, many of which help inform parents of potential next steps. In general, before the Department can or should take action that interferes with the local process for dispute resolution, parents should exhaust all opportunities available to them to settle disagreements by engaging with the district.

If the Department is contacted about any of the following, intervention may be required:

- Potential violation of the rights of a student with a disability, including bullying
- Potential bullying or harassment of a student on the part of a staff member

- Potential harm to a child or student
- Any other act in disregard of legal requirements that places students or staff at risk

ACADEMIC AFFAIRS

ACADEMIC INTEGRITY

In education, where performance is considered an accurate reflection of ability and effort, academic integrity and honesty are essential. In order to meet the demands of work and society in the future, each student must identify and exhibit his/her own academic strengths. Students who are involved in cheating, plagiarism, or theft of academic materials weaken the integrity of the academic process and will be subject to the following consequences:

a. **Cheating or Plagiarism:** Copying someone else's work, allowing someone to copy your work or use of crib notes. This also includes information that is obtained on the Internet or other information gathered through technological means including artificial intelligence.

Offense - Loss of all credit on the test, paper, assignment or project. The teacher will notify the office in writing that the offense has occurred.

b. **Theft of Academic Materials:** theft of academic materials from a classroom or teacher workstation or use of a stolen document.

1st Offense– Suspension from school and/or removal from the class with loss of credit for the assignment.

2nd Offense – Suspension from school with consideration given to recommendation for expulsion. Students who are involved in theft of academic materials may be suspended for up to ten (10) days.

Students taking college level courses will be subject to the policy of ICCC or Buena Vista University.

ACADEMIC ELIGIBILITY--ALTA-AURELIA LOCAL POLICY

It is the goal of the staff of the Alta-Aurelia High School to ensure students devote the time and effort to their classes necessary to achieve at a high level in the classroom. **Therefore, student grades will be evaluated at the end of each quarter. Students who are not passing all of their classes at the quarter, will be ineligible to participate in extracurricular activities the following week of school.** Students who are deemed academically ineligible will not be allowed to dress for, or participate in any, extracurricular event as a member of a team or group for that week. They will be expected to continue to attend practice or rehearsal during that week

of ineligibility.

STATE ACADEMIC ELIGIBILITY POLICY--SCHOLARSHIP RULE

Students must pass **all** of their classes to be eligible for extracurricular activities. Grades will be evaluated at the end of every semester. **Students who receive an F for any class for the semester will be considered academically ineligible. Students who are academically ineligible will not be allowed to dress for, or participate in, any extracurricular events as a member of a team or group for 20 calendar days, in accordance with the IHSA and IGHSA. They will be expected to continue to attend practice or rehearsal, if they don't the student's ineligible period will NOT count and ineligibility will carry forward to the next activity.**

A coach, sponsor, director or adviser may have students who are ineligible attend extra study sessions with the teacher of the class they are failing. This is an effort to make sure that students understand that their classroom performance is always important, not just at the end of each semester. Alta-Aurelia academic eligibility policy-scholarship rules follows the state academic eligibility policy-scholarship rules and includes all Alta-Aurelia High School extracurricular and cocurricular (INCLUDING Dance, Cheerleading, Band, Choir, Trap etc.)

HIGH SCHOOL GRADING SCALE

A 100-96%
 A- 95-93
 B+ 92-90
 B 89-87
 B- 86-85
 C+ 84-81
 C 80-76
 C- 75-74
 D+ 73-71
 D 70-68
 D- 67-66
 F 65-0

GRADING SYSTEM

Report cards will be passed out to the students or emailed following the end of each nine weeks grading period. Parents who do not have email or would like a hard copy can request one to be mailed to them at the high school office. Midterms will be communicated to parents the fifth week of each quarter. All grades received on student report cards will be letter grades. GPA for 9th – 12th graders will be determined using the following grade values:

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

Parents are able to access student grades online through the school website with their JMC password. The website is www.alta-aurelia.org. go to the High School page and look for the JMC parent online access icon. If you have not set up your password, please contact the principal's office. *Drivers Education is not counted towards the GPA calculation or any other class that gives a Pass/Fail option.

GRADUATION REQUIREMENTS

A minimum of 54 credits, including physical education, is required for high school graduation and must include the following:

1. Eight (8) credits in Language Arts (required – Composition or Career and Technical Writing)
2. Six (6) credits in Science (required – Physical Science & Biology)
3. Six (6) credits in Math
4. Six (6) credits in Social Studies (required –Modern American History, Geography & Government)
5. One (1) credit in Computers
6. Two (2) credits in Fine Arts (Choir, Band, or Art)
7. Three (3) credits in Vocational – (Business, Family & Consumer Science, Industrial Tech, or Ag)
8. Four (4) credits in Physical Education
9. Two (2) credits in Health
- 10 One (1) credit of Personal Finance
10. Fifteen (15) credits in electives
11. Completion of College and Career Readiness Portfolio

EARLY GRADUATION (Beginning 2025-2026 School Year)

Applications to graduate at semester must be submitted to the principal by November 1st. Requests to graduate early after November 1st will be denied.

GRADE CLASSIFICATION

Classification by credits-Students will be classified by earned academic credits.

All students are expected to take 7.5 Credits per semester.

Classification Normal Progress Entering Senior Year: at least 40 credits 42—48 credits
 Entering Junior Year: at least 25 credits 27—32 credit
 Entering Sophomore Year: at least 12 credits 13—16 credits

TRIPS

Students must be passing all classes in order to attend school sponsored trips that occur during the school day. This excludes competitions and is up to the discretion of the administration.

HONOR ROLL AND GRADUATION WITH HONORS

Scholarship is recognized and encouraged through an academic honor roll. An honor roll list will be compiled at the end of each quarter based on all subjects taken for credit. Students with a cumulative 3.5 cumulative GPA or above will graduate with honors. Students with a cumulative 4.0 cumulative GPA or above will graduate with highest honors.

COMMENCEMENT ACTIVITIES

Each year, Alta-Aurelia Community School District sponsors Commencement activities as a ceremony to honor those students that have met the graduation requirements as set forth by the Alta-Aurelia Boards of Education and the Iowa Department of Education. Commencement Activities are not part of the regular educational program under the Free and Appropriate Public Education Clause and therefore, participation in Commencement is not considered a “right” of the student. Therefore, all students shall abide by the rules set forth by the administration concerning Commencement or they will not be allowed to participate. Students who choose not to participate or are administratively banned from the Commencement activities will still be able

to graduate (i.e. receive their diplomas recognizing them as graduates who have met graduation requirements), however, they will not participate in the ceremony.

NATIONAL HONOR SOCIETY SELECTION PROCESS

Acceptance into NHS is determined on the basis of scholarship, leadership, service (required service hours), and character. All juniors qualifying with a 3.5 GPA are given an application form, on which they document their service activities and leadership activities. Students that return completed applications are then rated by the NHS faculty committee on character and leadership as demonstrated in the classroom and in extracurricular activities. Students that are accepted for membership as well as those denied membership are sent a letter at home. Those denied membership are told what they should work on improving before reapplying for membership the following year.

PHYSICAL EDUCATION

State law requires physical education. Those who are unable to participate should provide the school with a doctor's excuse stating the reason for not participating. Students shall wear proper attire during gym class. Students in grades (9-12) may be allowed to have physical education waived if it is due to a class conflict, consecutive athletic activities. It is up to high school principal to determine if students meet the criteria for a waiver. Parents must also provide written approval of a student taking a PE waiver. Seniors have the option of having one semester waived without Board approval if there is a scheduling conflict.

SCHEDULE CHANGES

Schedule changes are allowed during the first **THREE** school days of a semester if there is room in the class. Approval is given by both teachers involved and the principal. Schedule changes are strictly for academic needs. Students wishing to change schedules due to wanting

to move a study hall, switch class sections, be with friends, etc. will not have their change requests honored.

ATTENDANCE

Iowa law requires that all children between the ages of 6 and 16 be educated. It is the responsibility of parents/guardians to see that their children fulfill this legal compulsory education requirement through public, nonpublic or competent private instruction. School at Alta-Aurelia begins at 8:15 am and dismisses at 3:19 pm.

Missing a day or two of school may not seem like much, but absences add up quickly! When a student misses 2 days a month....

They will miss approximately 20 days a year (13% absenteeism).

They will miss approximately 30 hours of math over the school year.

They will miss approximately 60 hours of literacy over the school year.

They will miss over 1 year of school by graduation!

Students are either absent for a full day or a half day. Arriving at school after 9:30 AM or leaving before 2:00 PM will be considered a half day absence. The following procedures will be used to address habitual attendance concerns beginning when the number of absences meets or exceeds 10% of the total number of student days:

10% - Letter from the school notifying parents of the attendance concerns

15% - Attendance Success Plan created with the student and parents/guardians

20% - The student's attendance records will be shared with the office of the Buena Vista County Attorney

Exemptions: applicant undergoing military entrance processing, military service, travel to a funeral, and travel to attend a wedding.

ATTENDANCE AND LOSS OF CREDIT

Any non-school related absences of seven (7) in a class will result in a letter being sent home to address the issue. Students with twelve (12) non-school related absences per semester in a class are subject to loss of credit on an assignment and daily tasks.

ATTENDANCE PROCEDURES

Unplanned Absence (illness, family emergency, etc)

- Parents are to notify the office by 9:00 A.M. on the day of an unplanned absence by calling

712-200-1331. If notification is not received by 9:00 A.M. an attempt will be made to reach parents by phone.

- Should the student develop a questionable pattern of absences, school administration may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school.

Planned Absence (family vacation, medical appointment, funeral, etc)

- Parents are to notify the school at least one day in advance.

Only when a student of majority age (18 years or older, or married) is not living with the parent(s)/guardian(s) may the student present his/her own excuse for absence without parental verification. The principal or designee should be notified in advance of any such circumstances. In the event that the attendance administrator determines that it is advisable to verify an excuse given for an absence, he/she may take appropriate steps to do so.

When it is determined that an excuse is forged or misrepresents the facts, the attendance administrators may treat those instances as truancy.

PROCEDURES TO FOLLOW FOR ANTICIPATED ABSENCES

Students who anticipate an absence, especially when the absence must have the principal's prior approval, shall give timely notice to the school office in advance of the anticipated absence. When time permits, such notification shall be in writing and signed by the student and the parent(s)/guardian(s) of the student. The student should get an assignment sheet from the office and have it signed by all his/her teachers before the anticipated absence.

TARDIES

- Five tardies to class will equal one absence.
- Tardiness extends up to 8:25 AM. Beyond that it will be considered an absence.

TARDIES TO CLASS: Students who are late to class should report or be sent to the office where they will receive a pass for admittance into class. Tardies will be tracked for all classes. Once a student has reached 3 tardies the student will serve a detention.

TARDIES TO SCHOOL: Students who arrive at school late without a valid excuse. **Students who arrive at school after 8:30 (8:20 am beginning 2025-2026) should report or be sent to the office for a pass to class.** Students who are tardy to school will need to complete a 30-minute detention. Students who are consistently late to school may receive further disciplinary action.

ATTENDANCE FOR ACTIVITY PARTICIPATION

Any student not attending all classes for a full day of school (8:15am-3:19pm) will not participate in any sport or activity that day, nor play in any interscholastic event or activity that night (not including open campus). Students who are absent on Friday are not

eligible to participate on Saturday.

Exception: Students who have appointments or other legitimate commitments that are cleared through the principal's office prior to the absence. Students with appointments must bring a doctor's note to school verifying their appointment.

If a contest or activity is scheduled for a Saturday, the student must attend a ½ day of school on the Friday before, or the student must have a note from a doctor explaining the reason for the absence. Advance (24 hours or more) appointments for a doctor or dentist are exempt.

MAKEUP WORK

Students who know they will be absent prior to the absence must make arrangements with their teachers in advance to make up schoolwork. Students are allowed to make up school work only upon the approval of their teachers.

LATE POLICY- A student who is absent is able to complete their make up work for as many days as they were gone and receive an additional day to complete the work. If a student has been present and does not complete their work, the student will receive a 50% for the first day the assignment is late and a 0% for any day after (up to teacher discretion).

COLLEGE LEVEL COURSES

In order to ensure Iowa high school students continued access to Senior Year Plus opportunities, Iowa Central Community College and the area school districts voted to approve the measures of college readiness outlined below. Establishing measures of college readiness as alternative options to meeting the statewide proficiency requirements is beneficial to students who may not test well or who are in the "academic middle," but show promise in benefiting from access to concurrent enrollment coursework. The following measures of college readiness have been established.

Testing

- The student shall satisfy admissions placement and/or entrance requirements established by the postsecondary institution.
- Complete the ACT or SAT assessment (or other college readiness exam). Acceptable placement scores should be established by the postsecondary institutions and applicable to the intended course enrollment (discipline/subject specific).
- Have a RIT score equivalent to the 41st percentile or higher (rating of average) on the most recent administered Measure of Academic Progress (MAP) test and applicable to the intended course enrollment (discipline/subject specific).

Proficiency

- Proficiency in the corresponding content area on the most recent administration of the statewide assessment.

Transcripts

- Individual review of student transcripts.

Coursework

- The student shall have previous high school performance of a “C” or higher linked to the intended college course enrollment (discipline/subject specific).
- Student success in prior concurrent enrollment coursework of a “C” or higher (inclusive of all successes; including CTE coursework).
- The student’s coursework may be assessed as proficient by the high school counselor or team of faculty/staff using a related coursework portfolio.
- Proficiency in previous corresponding high school coursework based on a standards based grading system, this would be a score of a “3” or “4” which indicates proficiency in most standards-based grading systems.

Grade Point Average

- The student’s GPA shall show improvement over time versus a certain point on a four-point scale.
- Have a high school GPA of 2.0 in the corresponding discipline of the subject area. - Have a cumulative high school GPA of 2.0.
- Utilize the GPA established by the postsecondary institution which reflects that of traditionally admitted first-time freshman within the corresponding discipline or subject area.

DISCIPLINE

DETENTION EXPECTATIONS

- Detention will be served after school (3:20 p.m.-3:45 p.m.) Students placed on detention, by the administration, must report to detention by 3:20 p.m.
- Students placed on detention will be expected to bring study materials.
- A detention must be completed the day of, or the day after detention is given.
- Students who do not attend their detention may be suspended.
- Students with unserved detentions will not be allowed to participate in activities until the detentions are served.

Detention Behavior:

- a. Students may not talk to other students
- b. Students must bring books, paper, and pencils/pens.
- c. Students **MAY NOT** bring recreational articles including, but not limited to cell phones and iPads/tablets.
- d. Students **MAY NOT** bring food or beverages.
- e. Students will spend the time in quiet study or reading.
- f. No sleeping!**

IN-SCHOOL SUSPENSION

In-school suspension is the temporary isolation of a student from one or more classes while under administrative supervision. The principal may impose in-school suspensions for an infraction of school rules which are serious but do not warrant the necessity of removal from school. The principal shall conduct an investigation of the allegations against the student prior to imposition of in-school suspension. The investigation will include, but is not limited to, written or oral notice to the student of the allegations against him/her and the opportunity to respond. Parents will be notified when a student receives in-school suspension.

1st Suspension – The student will make up the class time missed for the teacher. The teacher will submit a misconduct report to the office and a copy will be sent to the parent(s)/guardian(s). A conference will be held before the next day's class with the student, teacher, administrator, and/or counselor.

If a student's conduct is flagrant (exceeding reasonable or excusable limits), the first or second suspension could have the same consequences as the third. A student may be disciplined by the administration on presentation of sufficient evidence that implicates the student in any of the following offenses while at school, attending, or participating in any school related activity or going to/from a school related activity. The list shall include but is not limited to: fighting, stealing, insubordination, gang activity, vandalism, extortion, abusive language, initiation, hazing, harassment, bullying, excessive display of affection (any display beyond holding hands will be considered excessive), disruption of school, possession or use of alcoholic beverages or controlled substances, and possession or use of tobacco products.

OUT-OF-SCHOOL SUSPENSION

Out-of-school suspension is the removal of a student from the school environment for periods of short duration. Out-of-school suspension is to be used when other available school resources are unable to constructively remedy student misconduct. A student may be suspended out-of-school for up to five (5) days by the principal, and up to ten (10) days with permission from the superintendent, for commission of gross repeated infractions of school rules, regulations, policy of the law, or when the presence of the student will cause interference with the maintenance of the educational environment or the operation of the school. The principal may suspend students after conducting an investigation of the charges against the student, and giving the student appropriate due process. Notice of the out-of-school suspension will be mailed no later than the end of the school day following the suspension to the student's parent(s)/guardian(s) and the Superintendent.

A reasonable effort shall be made to personally notify the student's parent(s)/guardian(s) and the person attempting to make the contact shall document such effort.

EXPULSION

Law 282.4 Code of Iowa gives the Board of Education the power to expel any student from

school for violation of the rules and regulations of the Board or when the presence of the student is detrimental to the best interest of the school. The board may confer upon the principal or superintendent power to temporarily dismiss this student.

DRESS CODE

The school day is a student work day and attire should be suitable. If a student's appearance causes undue attention or disruptions in the instructional process, there will be suggestions and recommendations made as to change of attire (turning a shirt inside out, etc.) The Alta-Aurelia faculty will be involved in the process of helping determine what attire is acceptable or unacceptable and the enforcement of the guidelines.

Clothing: Any article of clothing which is excessively revealing or disruptive is considered improper; e.g. undergarments should not be visible, muscle shirts and any inappropriate dress as determined by staff.

Hats: Hats are not to be worn in the building. Hats must be kept in lockers. **Hoodies:** Can be worn with hoods down.

No items will be allowed that advertise or promote drugs, alcohol, tobacco, violence, or illegal activity. No sexually suggestive, lewd, profane, or obscene language or images on garments, tattoos, accessories or other items.

Staff members teaching in areas where necessary safety precautions must be used will follow stricter guidelines. Staff members having students in academic and extracurricular areas who will make public appearances will also use stricter guidelines during the year.

NOTE: Students will not be sent home to change. If they do not have something in their locker, the office will provide them with clothing to change into.

DISCIPLINE POLICY

Discipline is designed to promote behavior that will enable students to learn and successfully participate in their educational and social environments. The district discipline policy for students who make a threat of violence or commit an act of violence is developed to help students understand their obligations to others in the school setting, secure the safety of all students, staff and the community, and to correct student behavior if a violation occurs (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsection 1).

Students will conduct themselves in a manner fitting their age, grade level, and maturity, and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and tailored to the age, grade level and maturity of the student.

Discipline and other responses to threats or incidents of violence by a student with a disability, including removal from a class, placement in a therapeutic classroom, suspensions, and expulsions, will comply with the provisions of applicable federal and state laws including, but not limited to, the IDEA, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsection 3).

**DISTRICT RESPONSE TO A THREAT OR INCIDENT OF VIOLENCE BY A STUDENT
REPORTING A THREAT OF VIOLENCE OR INCIDENT OF VIOLENCE**

In the case of any threat of violence or incident of violence that results in injury, property damage or assault by a student, the teacher will report to the school principal or lead administrator within 24 hours of the incident. The principal or lead administrator will notify the parent or guardian of the student(s) who threatened or perpetrated an act of violence and the student(s) who the threatened or perpetrated act of violence was made against within 24 hours after receipt of the teacher's report and complete an investigation of the Iowa Department of Education 2 incident as soon as possible. The classroom teacher may also notify the parent or guardian of the student who made the threat or caused the incident, and the parent or guardian of the student against whom the threat or incident was directed (2023 Iowa Acts, chapter 96 (House File 604), sec. 4).

An investigation will be initiated by the principal or lead administrator upon learning of an incident of violence or threat of violence through any credible means. If the principal or lead administrator finds that an incident of violence or threat of violence did occur, the administrator will determine the level of threat or incident by considering all aspects of the situation, including the students intent and knowledge of the impact of their actions, their developmental level and context of the incident. The resolution will focus on identifying the cause behind the behavior and appropriate corrective action (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, newsection 279.79, subsections 1 and 4).

A student who makes a threat of violence, causes an incident of violence that results in injury or property damage, or who commits an assault, will be subject to escalating levels of discipline for each occurrence. When appropriate, referrals will be made to local law enforcement. The district retains the authority to assign the level of disciplinary measures appropriate to the severity of the threat of violence or incident of violence (2023 Iowa Acts, chapter 96 (House File 2604), sec.

7, new section 279.79, subsection 5).

THREAT OF VIOLENCE

Threat of violence means a written, verbal, electronic or behavioral message that either explicitly or implicitly expresses an intention to inflict emotional or physical injury, property damage, or assault.

INCIDENT OF VIOLENCE

Incident of violence means the intentional use of physical force or power against oneself, another person, a group or community or property resulting in injury, property damage or assault.

INJURY

Injury means “physical pain, illness or any impairment of physical condition.” State v. McKee, 312 N.W.2d 907, 913 (Iowa 1981).

PROPERTY DAMAGE

Property damage means any destruction, damage, impairment or alteration of property to which the individual does not have a right to take such an action. Property means real property, which includes any real estate, building, or fixture attached to a building or structure, and personal property, which includes intangible property (Iowa Code section 4.1(21)).

ASSAULT

Assault means when, without justification, a student does any of the following: an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another. The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace (Following Iowa Code section 708.1)

Level 1

- Requires parent or guardian notification.
- Requires individualized educational program (IEP) meeting, if the student has an IEP.
- Responses to an incident may include, but are not limited to, the following: Parent or guardian conference that includes the student, when appropriate; ○ When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;
 - Behavior intervention student agreement coupled with another response(s);

- Restitution or opportunities to repair relationships coupled with another response(s);
- Detention; Temporary removal from extracurricular activities;
- Temporary removal from class;
- In-school suspension; and/or
- Suspension of transportation, if misconduct occurred in a school vehicle.

Level 2

- Requires parent or guardian notification.
- Review of response to prior offense, if applicable, to inform increased level of response.
- Requires individualized educational program (IEP) meeting, if the student has an IEP.
- Response to an incident may include the following:

- Parent or guardian conference that includes the student, when appropriate;
- When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;
- Behavior intervention student agreement coupled with another response(s);
- Restitution or opportunities to repair relationships coupled with another response(s);
- Detention;
- Temporary or permanent removal from extracurricular activities;
- Temporary or permanent removal from class;
- In-school suspension;
- Out-of-school suspension;
- Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or
- Placement in an alternative learning environment, including a therapeutic classroom, when appropriate.

Level 3

- Requires parent or guardian notification.
- Review of response to prior offense, if applicable, to inform increased level of response.
- Requires individualized educational program (IEP) meeting, if the student has an IEP.
- Response to an incident may include the following:
 - Parent or guardian conference that includes the student, when appropriate;
 - When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;
 - Behavior intervention student agreement coupled with another response(s);
 - Restitution or opportunities to repair relationships coupled with another response(s);
 - Detention;
 - Temporary or permanent removal from extracurricular activities;

- Temporary or permanent removal from class;
- In-school suspension;
- Out-of-school suspension;
- Suspension of transportation privileges, if misconduct occurred in a school vehicle;
- Placement in an alternative learning environment, including a therapeutic classroom, when appropriate; and/or
- Recommendation for expulsion.

FIGHTING:

1st Offense – One to three (1-3) days suspension; authorities may be contacted.

2nd Offense – Three (3) days suspension; parent conference with administration for readmission; authorities may be contacted.

3rd Offense – Three (3) days suspension; possible referral to the School Board for further disciplinary action; authorities may be contacted.

INSUBORDINATION: The refusal of a student to obey a school rule, regulation or a request by a staff member or school official.

1st Offense – Removal from class or activity for up to three (3) days and possible in-school suspension.

2nd Offense – Removal from class or activity for up to three (3) days and possible in-school suspension.

3rd Offense – Three (3) days out-of-school suspension; parent conference may be required for readmission.

4th Offense – Three to ten (3-10) days' out-of-school suspension; possible referral to The School Board for further disciplinary action.

PROFANE OR INAPPROPRIATE LANGUAGE:

1st Offense – Possible detention or suspension.

2nd Offense – Possible detention or suspension

3rd Offense – Possible detention or suspension

THEFT: The unlawful taking of property

a. Theft of an item with a value of \$10.00 or less

1st Offense – Notification of authorities; one (1) school district will not press charges.

2nd Offense – Notification of authorities; two (2) school district will press charges; considered to be a Good Conduct Code violation.

3rd Offense – Notification of authorities; three to ten (3-10) days' suspension;

possible referral to the School Board for further disciplinary action.

b. Theft of an item with a value greater than \$10.00

1st Offense – Notification of authorities; one (1) school district may press charges; considered to be a Good Conduct Code violation.

2nd Offense – Notification of authorities; two (2) school district will press charges; considered to be a Good Conduct code violation.

3rd Offense – Notification of authorities; three to ten (3-10) days suspension; possible referral to the School Board for further disciplinary action.

TRUANCY: This is defined as being absent from school or an assigned class without the knowledge/consent of the school. Students who leave the building without permission will be subject to the same penalties.

1st Offense – Assigned detention time to make up for all time missed due to truancy; parental conference with administration for readmission. The authorities may be contacted.

2nd Offense – Assigned time to make up for all time missed due to truancy; parental conference with administration for readmission. The authorities may be contacted.

3rd Offense – Three (3) days suspension. The authorities may be contacted.

VANDALISM: This is the willful/malicious destruction or defacement of public or private property.

1st Offense – Notification of authorities; possible In-School Suspension; must make restitution.

2nd Offense – Notification of authorities; two (2) day suspension; must make restitution.

3rd Offense – Notification of authorities; three (3) day suspension; must make restitution; possible referral to the Board of Education for further disciplinary action.

STUDENT RIGHTS AND DUE PROCESS

Each student is guaranteed the preservation of his/her rights in any disciplinary matter. This includes the administration ensuring that the student will be informed of the charges and will have the opportunity to question the evidence. Respect, fairness, and recognition of responsibilities for both parties must prevail in all relations. When a student is being approached by a teacher concerning a discipline issue, the following procedure will be followed:

1. The student must be informed very clearly as to what he/she has done.
2. The student may ask for and expect a conference, to be set by the teacher, at the earliest

possible time. This will enable the student to present his/her argument and let his/her feelings be known.

3. The teacher must inform the student of what action may be taken, if any, at the time of the offenses, or let the student know there will be a conference set for this purpose. 4. The teacher is not permitted to discuss or argue the problem in the presence of a group. However, through the above procedures, the principal is responsible to see to it that the student has every right to be heard.

APPEAL PROCESS

The enforcement of the Board Policy shall be the responsibility of the principal. The student or parent(s)/guardian(s) may appeal the principal's decision to the Superintendent in writing within five (5) days of the decision. The Superintendent will return within five (5) days his decision in writing to the person that submitted the appeal. The Superintendent's decision may be appealed within five (5) days to the Board of Education by delivering a written appeal notice to the Superintendent or his secretary. The Superintendent shall schedule the appeal for a regular or special meeting of the Board of Education, which shall be held within ten (10) days after receipt of the appeal notice.

SUBSTANCE USE / ABUSE / POSSESSION / DISTRIBUTION DISTRIBUTION OF A CONTROLLED SUBSTANCE

Distribution of a controlled substance is considered a detriment to the health and welfare of the student body and community. Therefore, students determined to be distributing a controlled substance on school grounds shall be recommended to the Superintendent for expulsion.

POSSESSION OR USE OF TOBACCO, ALCOHOL OR CONTROLLED SUBSTANCES

1st Offense – The principal/designee after substantiating the possession or use of tobacco, alcohol or controlled substance will take the following actions:

1. Remove student from the classroom or activity.
2. Notify law enforcement personnel and request that appropriate action be taken.
3. Notify parent(s)/guardian(s) and request their immediate presence.
4. Notify the Guidance Counselor.
5. Suspend the student from school for up to five (5) days in compliance with student due process procedures.

The principal/designee may hold a portion of the suspension in abeyance or may utilize in-school suspension if the student:

1. Works with the Guidance Counselor to obtain an immediate professional assessment.
2. Agrees to follow the recommendations of the assessment counselor.
3. Have parent(s)/guardian(s) sign release of information forms between the school and any assessment agency. (The school will not assume liability for costs that might be incurred with any of the above.)

Once the school receives information in regard to the assessment and subsequent professional recommendations, the student may be immediately readmitted to regular classes. Failure to comply with the recommendations of the assessment counselor on a first offense will result in immediate reinstatement of the out-of-school suspension.

2nd Offense – The principal/designee, after substantiating a second offense on the part of the student, will suspend the student from school and will recommend to the Superintendent of Schools that the student be expelled in compliance with student due process procedures.

1. Should a student elect to drop out of school rather than accept student assistance recommendations or regular school discipline, and subsequently choose to re-enter school, he/she would still be required to fulfill the original recommendations or disciplinary actions.
2. The Alta-Aurelia Board of Education feels that any student whose education and/or well-being is being endangered by chemical dependency and/or related disruptive behavior should have access to support from the school. Any student should feel free, without threat of penalty or disclosure, to discuss the matter with any school personnel with whom he/she feels comfortable with.
3. Any conference including the parents must have an administrator and assigned Student Assistance Team member present.

SUBSTANCE ABUSE INTERVENTION POLICY

Any student who seeks help from a school administrator, counselor, or staff member in regard to a substance use problem (alcohol, other drugs, tobacco) prior to being observed, arrested, or adjudicated for such use will not be declared ineligible from participation in extracurricular activities provided that said student participates fully in a bonafide substance abuse treatment program. The administration must be fully agreeable and knowledgeable of all steps being taken in the intervention.

SUBSTANCE USE / ABUSE / POSSESSION / DISTRIBUTION – Code No. 502.5A The unlawful use, possession, or distribution by a student of alcohol or controlled substances/devices (including tobacco products and simulated or counterfeit substances, and prescription drugs without a prescription, including steroids, and all apparatus used for the administration of controlled substances) is prohibited. Such actions are detrimental to the health and welfare of the student body and to the welfare and safety of the community. Such use, possession, or distribution will not be tolerated on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of young people.

INAPPROPRIATE LANGUAGE AND HATE SPEECH

Students are expected to use language that is appropriate for school or work. This includes when talking with other students or staff. Students that use inappropriate language and hate speech when talking to or referring to another student or staff member will be disciplined. This

may include out-of-school suspension.

WEAPONS

The Alta-Aurelia High School will not tolerate the possession and/or use of dangerous weapons or look-alike weapons in the building, on its property, or at any school sponsored event or activity. As defined in the Code of Iowa (702.7) a “dangerous weapon” is any instrument or device designed primarily for use in infliction of death or injury upon a human being... any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that the defendant intends to inflict death or serious injury upon the other...” Dangerous weapons include, but are not limited to, firearms, daggers, razors, pocket knives or instruments equipped with sharp blades or points, look alike/mock/replica weapons, shells, ammunition or any other explosive material. These items are not appropriate at school and shall not be brought to school or to any school sponsored activity. Violators will be subject to the district’s disciplinary policy, which may include out-of-school suspension and/or a recommendation to the Board of Education for expulsion.

HAZING – Iowa Code Section 708.10

A person commits an act of hazing when the person intentionally or recklessly engages in any act or acts involving forced activity, which endanger the physical health or safety of a student for the purpose of initiation or admission into, or affiliation with an organization operating in connection with a school, college, or university. Prohibited acts include, but are not limited to, any brutality of a physical nature such as whipping, forced confinement, or any other forced activity which endangers the physical health or safety of the student.

For purposes of this section, “forced activity” means any activity which is a condition of initiation or admission into, or affiliation with, an organization, regardless of a student’s willingness to participate in the activity. A person who commits an act of hazing is guilty of a simple misdemeanor. A person who commits an act of hazing which causes serious bodily injury to another is guilty of a serious misdemeanor.

STUDENT HARASSMENT

Harassment and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials. Students who feel that they have been harassed should:

- If the student is comfortable doing so, the student should communicate to the harasser that the student expects the behavior to stop. If the student wants assistance communicating with the harasser, the student should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the student does not feel comfortable confronting the harasser, 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 did
- witnesses to the harassment
- what the student said or did, either at the time or later
- how the student felt
- how the harasser responded

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal, or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the district to designate an independent investigator to look into the allegations.

STUDENT SEARCHES

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

1. Eyewitness observation by employees
2. Information received from reliable sources
3. Suspicious behavior by a student

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness or scope of intrusiveness may be determined based on factors such as the following:

- Age of the student
- Sex of the student
- Nature of the infraction
- Circumstances requiring the search without delay

A student's body and/or personal effects 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, regulation 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 the student's garments (such as jacket, socks, pockets, etc.) is conducted it will be conducted in private by school officials of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body, handbags, book bags, etc. is permissible in emergency situations

when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present, unless the health or safety of students will be endangered by the delay which may be caused by following these procedures. Students are permitted to park on school premises as a matter of privilege, not a right. The school retains authority to conduct routine patrols of the student parking lots. The interior of the student's automobile on the school premises may be searched if the school official has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

CORPORAL PUNISHMENT, RESTRAINT, PHYSICAL CONFINEMENT, AND DETENTION

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

State law also limits school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

If you have any questions about this state law, please contact the building principal. The complete text of the law and additional information is available on the Iowa Department of Education's website: www.iowa.gov/educate.

GENERAL INFORMATION

STUDY HALL EXPECTATIONS & REGULATIONS

Students will have study hall on days that they do not have PE. This study hall will only meet every-other-day.

1. Students may be assigned a seat at the study hall monitor's discretion.
2. Students cannot sign out until attendance has been taken.
3. Each student must bring study materials or have something quiet to work on so as not to impede on the studying of others.
4. No sleeping.

ADMINISTRATIVE DISCRETION

The administration reserves the right in determining the severity of any student violation of a policy, rule, or directive of the district and/or any inappropriate act or behavior on the part of the student.

BACKPACKS/BOOK BAGS/COMPUTER BAGS

Any bag carried into classrooms must be no bigger than a pencil bag can remain on one's person. **All other bags are to be kept in the student's locker during the school day.** There is enough transition time allowed for students to attain necessary items from their lockers

without the need to carry book bags or backpacks from class to class.

CARE OF SCHOOL PROPERTY

The appearance of Alta-Aurelia schools is directly related to the pride of its students and staff. Every effort has been made to provide you with the best facilities and equipment available to make your year as pleasant and beneficial as possible. Students are held liable for any loss or damage to property and equipment and are expected to repair or replace any damage or loss.

CHANGE OF ADDRESS

Students/Parents are requested to report to the principal's office and guidance office whenever they have a change of address and/or telephone number.

CHURCH NIGHT

Wednesday night of each week is church night and school events are not scheduled on that night. All practices and activities will be completed by 6:00 pm.

CONNECTIONS

Students in grades 9-12 will be assigned to an Adviser for their four years of high school. The adviser will be a teacher on staff that will guide a student through their four years of high school. Connections will meet every day. Each day will consist of different activities. Other activities will include Anti-Bullying education, goal setting, grade checks, wellness/fitness activities, academic planning activities, class meetings, and other activities deemed necessary by the teaching staff of the high school. Connections is NOT a study hall, nor is it time to visit with friends. It is structured time with a purpose.

CELL PHONES and other ELECTRONIC DEVICES

Cell phones and other electronic devices will be placed in an electronic collection box when students enter the school building to their 1st hour teacher. Failure of the student to place their cell phone in the appropriate receptacle will result in the phone being confiscated by the teacher or administration. If confiscated, the phone will be turned into the office and will need to be picked up by a parent/guardian.

- 1st Offense - Parents or guardians will be required to pick up the phone.
- 2nd Offense - Parent/student meeting with Administration with possible in school suspension.
- 3rd Offense - The student will be required to turn their phone into the office for at least two weeks on up based on administration discretion.
- 4th Offense - Suspension

Any student refusing to turn over their cell phone to a teacher when asked will be considered insubordinate and may be suspended from school.

The school is not responsible for valuables that are lost or stolen.

Cell phones with cameras and other Handheld Technology Devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and restrooms at ALL times. Students may be disciplined for any use of Handheld Technology Devices in school locker rooms or restrooms. At no time are students or visitors allowed to video capture, photograph, or audio record others in the school building, on school property (including school vehicles), or at school activities (unless recording a public performance, such as game, honor assembly, concert, contest, etc.), without the consent of a teacher, coach, or school administrator. Students that will violate this rule will be disciplined.

DANCES

Attending school-sponsored dances is a privilege. The following guidelines exist in regard to dances:

1. No guests over the age of 20 are allowed to attend.
2. All non-Alta-Aurelia HS students must be pre-approved by the principal and signed up in the office the day prior to the dance.
3. Students who are not in good standing and /or under suspension are not allowed to attend dances. Students with overdue detentions are not in good standing.

EXTRACURRICULAR ACTIVITY CONFLICTS

In the event that two or more extracurricular activities fall on the same date and/or time. Coaches will work together to find a solution to best serve the student. In the event that one of those events/activities is a state qualifying event or a state event (ie. state jazz choir festival, state wrestling, etc.) the state event takes precedence over the other event/activity.

GUIDANCE & COUNSELING SERVICES

A counselor is available to help students in selecting high school courses, making post-high school plans, learning about career opportunities, applying for financial aid for schooling, learning more about yourself through testing and counseling, and helping to solve personal and school problems.

GUM, CANDY, AND BEVERAGES

Each teacher is allowed the discretion of whether or not he/she will allow gum chewing in his/her classes. The Alta-Aurelia High School requests that students limit bringing food and beverages into the school building and that it is not stored in lockers. With the exception of a sack lunch, food should not be brought into the building. Students should not bring snacks to store in their lockers to munch on throughout the day. Students are not allowed to carry food/snacks throughout the halls or in classrooms. Food from outside vendors, such as Casey's, Subway, or Pizza Ranch, cannot be brought into the lunchroom for lunch unless it is packaged in containers from home. Students cannot have food delivered from these outside vendors to the school during the school day.

Students are allowed to carry a water bottle or approved sports drink with them throughout the school day.

INCOMPLETE GRADES

Students who fail to complete all late work or who have time to make up work to due to having more multiple absences in a class will receive an Incomplete (I) on their report card. The student will have five (5) school days to make up any work, complete any tests or quizzes, or make up any time they need to make up due to excessive absences. If the student fails to make up the work, tests or quizzes, or time within five (5) school days, that could result in the student receiving an F in that class for the quarter and/or semester.

Students who have not handed in assignments or projects because the assignments or projects were not complete on the due date, will not be given the Incomplete grace period. Only those students who were absent and have missing work due to those absences will be allowed to receive an Incomplete.

SCHOOL COMPUTERS

The District Property must be used in accordance with the District's policies and rules, and the District's Code of Conduct. Students may not install or use any software other than software owned or approved by the District and made available to the Student in accordance with this Receipt and Agreement. One user account with specific privileges and capabilities has been set up on the Chromebook laptop for the exclusive use of the Student to which it has been assigned. The Student agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.

The Student agrees to make no attempts to add, delete, access, or modify other user accounts on the Chromebook laptop and on any school-owned computer. The Student agrees to take no action that would interfere with the efficient, academic use of the school network. Identification and inventory labels/tags have been placed on the Chromebook laptop. These labels/tags are not to be removed or modified. A Google Apps for Education account is available for each Student to use for appropriate academic communication with other students and staff members. Iowa statute allows the District to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. The full cost of the Chromebook laptop is \$250. One Chromebook laptop, and charger are being loaned to the Student and are in good working order. It is the student's responsibility to care for the equipment and ensure that it is retained in a safe environment.

Students may not deface or destroy this property in any way. Inappropriate use of the machine may result in the Student losing his/her right to use this computer. **Student will be responsible for repairs due to vandalism or mistreatment of equipment.** The equipment will be returned to the school when requested by the Alta -Aurelia Community School District, or sooner, if the Student/Borrower withdraws from the Alta -Aurelia Community School District prior to the end of the school year.

INTERNET USAGE

Student access to the Internet is seen as a necessary addition to the educational opportunity

provided to our students. It will enable our students to explore resources and communicate throughout the world. Along with this opportunity comes a great responsibility. Access to the network will be provided to students who agree to act considerately and responsibly. Inappropriate or improper use will result in loss of access and/or disciplinary action. Students are **not** to play games on the computer or internet. If you have time to play games, you have time to read, review notes, or study for your classes. You can play games at home.

STUDENT EMAIL

Students at the Alta-Aurelia High School are given an email account to enrich their educational experience while they are in high school. **Students should check their email daily.** Students are responsible for good behavior while using school email, just as they are in a classroom or a school hallway. Communications on the Internet are public in nature. General school rules for behavior and communications apply. Electronic files will be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

LATE STARTS AND CANCELLATIONS

If school is to be delayed or canceled because of any emergency or bad weather, an announcement of this will be made over KAYL, KICD, KKIA, and KJYL radio stations and on the television on KTIV as early as possible. Parents and students are asked not to call the school during emergencies or storm conditions, as we want to keep telephones open for emergencies as much as possible. Parents and students are asked to sign up for one of the weather advisory services, such as KTIV, Iowa Alerts, or Snowcap, to receive updates on school closings. **If school is delayed or canceled, all morning activities are canceled. If school is let out early or canceled for inclement weather all practices are canceled for that evening.**

LEAVING THE SCHOOL BUILDING

Under no circumstances is a student to leave the building until regular dismissal time. If you are at school in the morning, you must be there all day unless you get excused before going home. No teacher has authorization to give a student permission to leave the school building. **If you are coming back to school from being absent for any reason, you must check in to the office and get a pass in the principal's office.**

LOCKERS

Each student is assigned a corridor locker for use during the school year. Lockers provide adequate space for the storage of school materials and personal belongings. Students are asked not to use large book bags that do not fit into lockers easily. Locker doors are to be closed and locked when a student is away from his/her locker.

Students are advised to keep their lockers locked at all times as **the school will not be responsible for any items taken from an unlocked locker**. Students are also urged to keep their lockers neat and orderly and to refrain from allowing materials to accumulate in the lockers or locker areas. Waste containers are placed in each locker area for disposal of waste materials. Student lockers are not to be used to store food or beverages.

Students are advised not to mark, deface or damage lockers. However, the posting of suitable, appropriate materials on the inside locker door is permissible if done in good taste and such materials are removed when the locker is vacated. The use of decals (whatever the subject), nude or obscene posters/pictures, and alcoholic advertisements are prohibited.

Periodic maintenance inspection of lockers is made throughout the year to determine the extent of compliance with locker regulations. In the case of maintenance inspections, a 24-hour notice of inspection will be given. Those who habitually misuse or damage lockers will have the privilege of locker use revoked.

Random locker inspections without prior notice may also be conducted periodically through the school year. When conducted, the student or another adult witness will be present for the inspection of the locker. A specific student's locker and its contents may also be searched when a school authority has reasonable suspicion that the locker may contain illegal or contraband items. Again such searches will be conducted in the presence of the student or another adult witness. The student will be notified if a search is conducted of their personal property such as purse, backpack, duffle bag, etc.

Students are to make sure to completely clean out their assigned locker at the conclusion of the school year. Failure to do so may result in the student being assessed a \$25 maintenance fee.

The student is subject to the consequences of any violated school rules and/or state laws should any illegal, unauthorized, or contraband items be discovered during any of the inspections or searches mentioned above.

LOCKER ROOMS

The locker rooms are reserved for students to use during their PE class period. Students who are not in the PE class that period, should not be in the locker rooms. The locker rooms may be locked during the school day. The locker rooms are not an extension of your locker. Do not keep valuables in the locker room at any time. **The school is not responsible for lost or stolen items from the locker room.**

LOST & FOUND

All articles that are found should be taken to the office and it is there that you should inquire for anything you have lost.

LUNCH

Students may not leave the school during their lunch period. Students must report to the lunchroom during lunch, even if you are not eating. You may not leave without permission. The school provides wholesome hot lunches at a reasonable cost. Students are encouraged to avail themselves of this service. However, students who prefer to bring sack lunches are welcome to do so. The following procedures and regulations apply for the lunch program:

- Students planning to participate in the school lunch program must put money in their lunch account in the office.
- The cost per lunch is announced at the beginning of the school year and prior to any changes.
- Students are to report promptly to the lunchroom the period they are assigned to eat.
 - a. There is to be no running in the halls in an attempt to get to the head of the lunch line. Violators will be required to eat last.
 - b. Students are to remain in single file in the lunch line. There is to be no pushing, shoving, or attempting to cut in front of others to get to the head of the line.
 - It is permissible to *pass* certain items on the menu as you proceed through the serving line. This is called “offer vs. serve.” Normally, a complete menu consists of five (5) or six (6) items. On the “offer vs. serve” basis, you must take at least three (3) items from different food groups, one must be a ½ cup of fruit or vegetables. If you do not wish to receive all items, let those serving the food know which items you prefer not to receive when you start through the line. Hopefully, the procedure will result in less waste of food.
 - Students desiring milk only with sack lunches may purchase milk for a minimal cost. • Seconds are available on a “pay per item” basis.
 - All waste and debris must be cleared from tables when leaving. Put waste in proper trash receptacles and neatly stack plates in the dish window. Please scrape all food off plates before stacking them.
 - Be sure to put silverware in the correct bins.
 - Students may not bring, or have someone bring them, fast food (Casey’s, McDonald’s, Pizza Hut, etc.). If food from these establishments is brought to school, it must be in containers from home, not in the packaging from these vendors.
 - Courtesy to others and the practice of good table manners is expected of students. Students who are unable or unwilling to display acceptable behavior will be denied participation in the lunch program on either a temporary or permanent basis.

PARKING LOT USAGE

The use of the parking lot is a privilege. Students who abuse this privilege by parking incorrectly or driving recklessly will not be allowed to use the parking lot, or may have their vehicle towed at the owner’s expense.

- The South Parking Lot is fully reserved for student parking.
- The East Parking Lot is shared between the staff and students of the Alta-Aurelia High School.

- Students may park in the two rows of parking closest to the softball field at any time.
- The two rows of parking closest to the building are reserved for teachers and staff of the high school.
 - **STUDENTS MAY NOT PARK IN THESE TWO ROWS AT ANY TIME. WE HAVE MANY TEACHERS WHO TEACH IN DIFFERENT BUILDINGS AT DIFFERENT TIMES DURING THE DAY, SO THEY MAY BE ARRIVING TO THE HIGH SCHOOL AT DIFFERENT TIMES DURING THE SCHOOL DAY. THIS INCLUDES STUDENTS WHO ARRIVE TO SCHOOL FOR BEFORE SCHOOL PRACTICES.**
- Students are not allowed to park in front of the school (west side) at any time. These spots are reserved for people who may visit the school throughout the day.
- Students who have the proper placards or identification may park in the handicap parking spaces on the west or east side of the school.

PHYSICAL EXAMS

All participants in sports must receive a physical examination prior to participating in any activity. "Heads Up Concussion" forms must also be signed. Athletes will not be allowed to participate for practices or games/performances until signed forms are turned in.

SCHOOL TRANSPORTATION

The school district provides transportation for all students as required by law. It may be necessary to take this privilege away from a student because of his/her conduct in a school vehicle. Transportation for all students who participate in school sponsored activities is arranged for and furnished by the school district unless special permission to do otherwise is granted by the high school principal. Students may be given permission to return from an activity with their parents if the parent makes the request in writing to the sponsor. Students may not ride home with anyone else without prior permission from the principal or athletic director.

STUDENT AUTOMOBILES

Automobiles are off limits during the school day. Students participating in ICCC or BVU classes, work based learning, or open campus must have signed parental permission to drive on file with the guidance office and/or principal's office. Students leaving for appointments must be approved by the office.

TELEPHONE

The telephone in the office is available to students by permission. Unauthorized long distance calling (including toll free numbers) may result in a loss of phone privileges or other disciplinary action. Students will not be called out of class for phone calls unless an emergency exists.

VISITORS

We welcome visitors to our building. As visitors enter the building, please sign in and get a visitors badge in the secretary's office. Visitors to our building are to park on the west side of the building.

SAFETY & EMERGENCY PROCEDURES

GENERAL SAFETY EXPECTATIONS

- Students are NOT to leave the building without permission.
- Book bags and coats are to be left in lockers. There is not room for these in classrooms and they compromise building security.
- For safety reasons, do not trade lockers. If there is a concern, please contact the counselor or principal's office.

DRILLS

a. Fire Drills:

When the fire alarm sounds, everyone will vacate the building immediately and follow directions given by the teacher. Directions are posted in each room. Be sure that doors and windows are closed and that all lights are off. Do not run, but move as rapidly as possible. The first person going out of the building should hold the door open until everyone has exited. When outside, move across the street to be safe.

The code of Iowa discusses false fire alarms as follows:

718.6 – No persons shall cause, or give a false alarm of fire, by setting a fire or sending an alarm without cause..

b. Tornado Drills:

A tornado drill will be announced over the intercom. Follow the directions of the teacher in charge and as posted in each room. Faculty and students should report immediately to their designated safety area, staying away from outside doors, glass, and large rooms.

OTHER POLICIES

ELIGIBILITY – STATE RULES AND REGULATIONS

Students are ineligible for athletics and other school-sponsored extracurricular activities if:

1. They have attended high school more than 8 semesters or are 20 years of age or older.
2. They did not pass 20 contact hours the prior semester. (Students must complete 4 classes with passing grades.)

3. They were out of school the previous semester or if they entered school this semester later than the second week of school. (This does not include transfer students who were actively enrolled in another school for the current school year.)
4. They have changed schools this semester, except upon a like change of residence of their parents.
5. They have received an award for high school participation from an outside group other than an inexpensive, unframed/unmounted, paper certificate of recognition; or if they have ever received any money for expenses or compensation for their participation in an athletic contest.
6. They have competed on an outside team as a team member, or as an individual, while out for a sport during that sport season without the previous written consent of the superintendent.
7. They have ever trained with a college team or have participated in a college event. (College workshops or camps held for high school athletes are excluded.)

At the beginning of each extracurricular activity the coach/sponsor is responsible to inform all participants of the Good Conduct Eligibility Policy, and of any additional rules pertaining to that activity.

CODE OF CONDUCT

GOOD CONDUCT ELIGIBILITY POLICY

ALTA-AURELIA HIGH SCHOOL/MIDDLE SCHOOL

STATEMENT OF PHILOSOPHY

It is a privilege and an honor to participate in the full range of student activities at the Alta Aurelia Community Schools. These activities and participation in them add a great deal to each student's education by promoting good citizenship and moral character, developing discipline and skills necessary to personal success and well-being, and promoting the image and identity of the schools and communities. Students who choose to participate in the Student Activity Program will conduct themselves appropriately at all time on school grounds and away from school throughout the calendar year. The responsibility of good conduct ensures student health and safety, student respect for the rights of others and is an extension of the student's responsibility to represent the school and community in an appropriate manner. The right to participate in multiple extracurricular activities is open to all students.

APPLICABLE ACTIVITY PROGRAMS

The Student Activity program includes all school sponsored extracurricular activities including but not limited to:

1. All athletics

2. All extracurricular music, speech, drama, cheerleading, and drill team
3. Co-curricular activities such as FFA, Trap Shooting Team, etc.
4. Student council and other elective offices
5. School honors
6. School royalty
7. School sponsored reward trips

STUDENT RECORDS

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

1. The right to inspect and review the student's education record within 45 days of the day the district received a request for access. Parents or eligible students should submit to the school they wish to inspect. The principal will make arrangements for access and notify the principal (or appropriate school officials) a written request that identifies the records parents or eligible student when the records may be inspected.
2. The right to request the amendment of the student's education records that the parents or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the rights to a hearing.
3. The right to contest disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); a parent or student serving on official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA are: Family Policy Compliance Office

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

HEALTH RECORDS

The Iowa Department of Public Health with the Bureau of Immunization has clarified their understanding of the HIPAA law regarding the sharing of childhood immunization records. Parents will need to sign an authorization form to release immunization records and tuberculosis records. If one was not signed at registration, please stop by the office.

APPLICATION OF THE GOOD CONDUCT CODE

Appropriate student behavior is required by and impacts on all extracurricular activities in which a student participates. If a student is participating in multiple extracurricular activities at the time the student loses privileges under this policy, the loss of privileges shall apply to all of the multiple activities.

Any student declared ineligible under any other Good Conduct Rule who has not completed the full period of ineligibility under that Good Conduct Rule shall not be eligible at Alta-Aurelia until they fulfill their prior ineligibility. Once that period of ineligibility has been completed, the student would be immediately eligible for extracurricular activity(s) for Good Conduct Rule purposes. All previous Good Conduct violations carry forward with the student and become part of the student's discipline record at Alta- Aurelia.

If a student joins an activity with an outstanding Good Conduct Code violation, the student may not quit the activity until the end of that activity's season if the student wishes to receive credit for satisfying the previous Good Conduct Code penalty.

For an activity in which the student has already participated in a competition or performance at the time of the Good Conduct Team's determination of a violation, the period of ineligibility shall begin immediately following the determination.

GOOD CONDUCT TEAM

The Good Conduct Team will consist of the principal and the activities director. These two will make up the Good Conduct Team when investigating and determining a violation.

PROHIBITED CONDUCT

1. Possession of any alcoholic beverage, or being present with knowledge, intent, and/or control thereof where alcoholic beverages are being consumed illegally; also as defined by the Code of Iowa. This includes "look alike" beverages.
2. Consumption of alcoholic beverages
3. Possession or use of any form of tobacco
4. Possession of any "controlled substance" or "paraphernalia" without a legal prescription, as defined by the Code of Iowa, or being present with knowledge, intent, and control thereof where "controlled substances" or "paraphernalia" without a legal

prescription are being used; also defined by the Code of Iowa. This includes “look-alike” substances.

5. Use of “controlled substance(s)” without a legal prescription, as defined by the Code of Iowa.

6. Causing, or attempting to cause damage (vandalism) to private property, school property, or any other public property.

7. Theft or attempted theft of private property, school property, or any other public property.

8. Committing exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), serious hazing or harassment of others. NOTE: This could include group conduct

First Violation: A student shall lose eligibility for 3 weeks. **A student who violates the Good Conduct Provision but admits the violation to the principal, athletic director, or superintendent within 24 hours (excluding weekends or holidays) of the violation and arranges the SASSI evaluation with the guidance department within 5 school days, will have the loss of eligibility reduced to 2 weeks.** This self-reporting opportunity is afforded only if the student was not observed by members of the school staff, coaches, sponsors, or administrators prior to the student reporting the incident. The self-reporting provision will not apply to incidents occurring during school-related activities or on school-sponsored trips. The self-reporting provision is to encourage students to be honest and responsible to report their own infractions of the Good Conduct Rule.

1. The period of ineligibility will begin the day of the student’s next extra-curricular event.
2. A student will be ineligible for ALL extracurricular events scheduled during the period of time that the student is ineligible.
3. There has to be a school sponsored event that week to count as a week of ineligibility. If there is no event in the 2nd or 3rd week of ineligibility, the ineligibility period will begin again with the next scheduled extra-curricular event.
4. In all cases the administration team has final say in determining the ineligibility period of the student.
5. The administration team will determine the dates and weeks of ineligibility as it relates to the current extra-curricular calendar.
6. An ineligible student shall attend all practices or rehearsals but may not “suit up” or perform/participate.
7. The ineligible student must report for practice at the start of the season.
8. If a student drops out of an activity prior to completion of the ineligibility period, the full penalty will attach when the student next seeks to go out for an activity.
9. Events that are canceled due to weather are not valid extra-curricular events as they did not take place. The extra-curricular event must take place for it to be considered part of the ineligibility period.

Second Violation: A student shall lose eligibility for 6 weeks. **A student who violates the Good Conduct Policy, but admits the violation to the administrator, athletic director, or superintendent within 24 hours (excluding weekends and holidays) of the violation and arranges the SASSI evaluation with the guidance department within 5 school days, will have the loss of eligibility reduced to 4 weeks.** This self-reporting opportunity is afforded

only if the student was not observed by members of the school staff, coaches, sponsors, or administrators prior to the student reporting the incident. The self-reporting provision will not apply to incidents occurring during school-related activities or on school-sponsored trips. The self-reporting provision is to encourage students to be honest and responsible to report their own infractions of the Good Conduct Rule. This ineligibility period shall not exceed one (1) calendar year

1. The period of ineligibility will begin the day of the student's next extra-curricular event.
2. A student will be ineligible for ALL extracurricular events scheduled during the period of time that the student is ineligible.
3. There has to be a school sponsored event that week to count as a week of ineligibility. If there is no event in the 2nd, 3rd, 4th, 5th, or 6th week of ineligibility, the ineligibility period will begin again with the next scheduled extra-curricular event.
4. In all cases the administration team has final say in determining the ineligibility period of the student.
5. The administration team will determine the dates and weeks of ineligibility as it relates to the current extra-curricular calendar.
6. An ineligible student shall attend all practices or rehearsals but may not "suit up" or perform/participate.
7. The ineligible student must report for practice at the start of the season.
8. If a student drops out of an activity prior to completion of the ineligibility period, the full penalty will attach when the student next seeks to go out for an activity.
9. Events that are canceled due to weather are not valid extra-curricular events as they did not take place. The extra-curricular event must take place for it to be considered part of the ineligibility period.

Third Violation: Students shall lose eligibility for one calendar year from the date of occurrence

A student who has been declared ineligible for 365 calendar days due to a third violation of the Good Conduct Policy, may, at the end of a 182 day period, petition the Board of Education of the district they are attending in writing to have eligibility reinstated. Consideration for reinstatement of eligibility will be based on the student's conduct in and out of school, school attendance, and scholastic performance during the period of ineligibility. Students reinstated will be placed on probation for one hundred and eighty-two days with the conditions of the probation stated in writing.

Fourth Violation: Permanent loss of eligibility from all extracurricular activities for the remainder of their high school career.

ELIGIBILITY – GOOD CONDUCT POLICY – ADDITIONAL PROVISIONS

1. If a violation of the Good Conduct Policy occurs on school property, during a school-related activity, or on a school-sponsored trip, additional consequences will be administered.
2. To assist students in dealing with problems leading to violation of the Good Conduct Policy, referral may be made to the school counselor and/or outside agencies for assessment of potential chemical abuse or misuse, or other at-risk behaviors.
3. Students who have violated the Good Conduct Policy will continue to practice during their

period of ineligibility, (unless otherwise directed by the coach or sponsor), but may not dress for competitions.

4. Penalties for violating the Good Conduct Policy shall be cumulative from year to year during the time of a student's attendance in the Alta-Aurelia Community High School. Violations of the Good Conduct Policy accumulated during junior high will not carry over to high school.

5. Students who go out for an activity they have not normally participated in to serve their loss of eligibility due to violations of the Good Conduct Policy must start at the beginning of the season and finish in good standing with the coach or director of that activity. Students who do not finish, or who do not finish in good standing, must complete the total loss of eligibility.

6. The administrative team will investigate each case individually and determine if the evidence is credible.

ELIGIBILITY – STUDENT DUE PROCESS

1. The principal shall conduct an informal investigation of the charges being brought against the student. The Activity Director and the coach or sponsor of the sport or activity involved may be asked to assist in the investigation.

2. An informal hearing/conference will be conducted by the principal. The principal shall give the student oral or written notice of the allegations. The student shall be advised of the charges and will be afforded the opportunity to respond to the charges. The principal, if it is found advisable, may permit the student to confront the witnesses against the student, or call witnesses on his/her behalf, including the person(s) making the charges.

3. The investigation, informal hearing/conference, and notice to the student must precede actual ineligibility from athletics or activities. Nothing, however, shall prevent the immediate suspension from activities of a student when the student's continued presence in activities would endanger students, the director's safety or wellbeing, or substantially interfere with the proper functioning of the activity program. In the event of an immediate suspension, a hearing/conference will be held within three (3) school days at such time and place as designated by the principal with written or oral notice to the student and/or parent or guardian.

4. The principal will document the basis and procedure used for each and every declaration of ineligibility.

5. Notice of the ineligibility will be mailed no later than the end of the following school day to the student's parent or guardian, Superintendent and the President of the Board of Education.

6. Appeal Process: The student shall be afforded the opportunity to appeal an action of ineligibility to the Superintendent within five (5) school days. Upon receipt of the written notice of ineligibility, the student and/or parent or guardians, shall present oral or written notice to the Superintendent requesting an appeal. The procedure for further appeal and/or hearing before the school board shall follow and be consistent with Board of Education policies concerning "hearings to consider expulsions." Should an appeal be presented before the Board of Education, the decision of the Board is final. During the appeal process, the student shall remain ineligible.

MUSIC POLICIES

Clarification of academic and good conduct eligibility in the Alta and Aurelia music programs sometimes crossover between purely academic and activity in their orientation. Therefore, the following guidelines will be followed when the student becomes ineligible for participation for academic and good conduct reasons.

Academic:

Students enrolled in the Vocal or Instrumental Music courses:

1. May participate in curricular-based performances (home concerts, IHSMA events).
2. Will not participate in non-curricular based competitions or performances Activity:

Students in the Jazz Choir and Jazz Band will be ineligible as per policy

1. An academic eligibility is in force as per academic eligibility policy.
2. Good Conduct ineligibility will be interpreted as per policy.

SPEECH POLICIES

Because of the few events speech students have to participate in compared to other extracurricular activities, speech has the following guidelines to be followed when a student becomes ineligible for participation for good conduct reasons.

Students who only participate in speech contests who violate the good conduct code will be ineligible for no more than one calendar year. This pertains to students who participate only in speech contests.

VOLUNTARILY SEEKING ASSISTANCE

The school encourages students to seek assistance with chemical abuse problems, or other problems. If a student, in good faith, suspects that he or she needs assistance in dealing with a personal problem before it is known to the school, he or she may request assistance from the school administration, a guidance counselor, or a coach or sponsor of an activity without fear of penalty under the Good Conduct Rule. The student must, at his/her own expense, enter and follow a prescribed program of assessment, evaluation and treatment, if indicated by a non-school agency, and must make the principal aware of his or her participation in such a program by providing a written confirmation from the agency providing a program. This option may be used once every twelve months. However, this does not provide immunity for disciplinary action should the student continue with actions they are seeking counseling for.