IOWA CITY HIGH SCHOOL

"The School That Leads"

2026-2027

1900 Morningside Drive
Iowa City, IA 52245

Important Phone Numbers:
Main Office- 319-688-1040
Attendance Office- 319-688-1041
School Counseling - 319-688-1043
Athletics- 319-688-1045
Main Office Fax Number- 319-688-1049

https://city.iowacityschools.org/



Administration:

Mr. John Bacon- Principal
Mr. Gerry Coleman- Assistant Principal
Mr. Luke DeVries- Assistant Principal
Mr. Phillip Hansen- Assistant Principal
Mr. Philip Lala- Athletics Director

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School Fight Song

Our sturdy Little Hawk is watching from the sky
Looks down upon our colors fair
and guides us from on high.
Our banner red and white,
The beauty of its sight
means Fight for Iowa City
High for
Iowa City FIGHT, FIGHT, FIGHT!

School Mascot "Louie" the Little Hawk School Colors Red and White

Iowa City Community School District Non-Discrimination Statement

It is the policy of the Iowa City Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the Office of Human Resources at 319-688-1005.

If you are unsure how to proceed or would like assistance in discussing your options, you may also contact Janet Abejo-Parker, Ombuds, ombuds@iowacityschools.org or (319) 688-1312.

City High Daily Time Schedule 2026-2027

	Monday,Tuesday, Wednesday,Friday	Thursday Early Out
Period 1	8:50-9:43	8:50-9:35
Period 2	9:48-10:40	9:40-10:24
Period 3	10:45-11:37	10:29-11:13
Period 4	11:37-1:08	11:13-12:32
A Lunch Class	11:37 -12:18 Lunch 12:18 - 1:08	11:13-11:49 Lunch 11:49-12:32
Class B Lunch	11:42 -12:32 12:32-1:13 Lunch	11:18-12:01 12:01 -12:37 Lunch
Period 5	1:13-2:06	12:37-1:22
Period 6	2:11-3:03	1:27-2:11
Period 7	3:08-4:00	2:16-3:00

General Student Expectations

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

1. Make school attendance a priority.

1. Consistent and prompt attendance in every class is critical for successful academic performance.
2. An unexcused absence may result in no credit for class work that day. 3. For pre-excused/school-related absences students should have work for the day completed prior to being excused. Students should be prepared to take a quiz, test, or submit assignments on the day of his/her return to school.
4. The tardy policy will be enforced by each classroom teacher.

2. Be prepared for and participate in class.

a. Report to class prior to the tardy bell with pen/pencil, paper, text, notebook/folder, and other materials related to the class.
b. Complete homework in a neat and legible manner.
c. Achieve maximum performance in class through effort, attitude, and daily attendance. Sleeping is not permitted in class, library or offices.
d. Items which inhibit maximum academic effort will not be allowed. CD or MP3 players may not be turned on nor headsets worn during class. Cell phones and other similar communication devices are prohibited during the student's scheduled class time. Items in use will be confiscated.

3. Respect other people and their property.

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

4. Carry a student ID card.

a. All students will be required to carry a City High ID card with them while in school and at school events. The ID card must be presented to check out books, use computer resources, check in and out with attendance and check in and out of the nurses office and library.
b. Your ID serves as an activity card for students purchasing an activity pass.
c. Replacement cards cost $1.00.

5. Get involved at City High.

a. Find a sport you can participate in. We currently offer 22 sanctioned sports to choose from. Consider being a part of a championship program.
b. We have award winning service clubs that will provide you with a fulfilling experience helping others.
c. Our academic clubs range from debate to math club and are among the best in the state.
d. If you can't find a club to fit your interest, consider getting a faculty sponsor to begin your own unique club

General Information

Visitors/Strangers On Campus

All visitors to City High School are required to sign in with the secretary in the Main Office upon arrival in the building. Visitors should wear a visitor ID tag while in the building. Students are not allowed to bring visitors to school or visit other district schools without prior permission.

Entrance Doors

Doors to City High will remain locked during school hours. All students and visitors should use the intercom locations at doors 47, 40 and 28.

Video Surveillance

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

Infinite Campus

Infinite Campus is a web based system that gives parents and students access to grades, assignments, and attendance in real time so they are able to track student progress. Infinite Campus can be accessed through the City High home page. Login and password information can be picked up in the main office. Students and parents should check their Infinite Campus accounts regularly to monitor progress.

Activity Tickets

City High's activity tickets allow a student to attend designated athletic events at considerable savings. These may be purchased at registration in the fall or from the main office throughout the school year.

PSTO - Parent Student Teacher Organization

The PSTO facilitates communication among parents, school and community. It also helps fund various building and classroom needs not funded by the school district. Any member of the City High community is invited to attend PSTO meetings. Meetings are the second Monday of each month at 7 p.m.

Fee Waiver Policy

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

Chromebooks

All students at City High School are issued a Chromebook for academic use. Please see website for usage details.

Teacher Qualifications

Parents/Guardians in the Iowa City Community School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught; the current licensing status of your child's teacher; and baccalaureate/graduate certification/degree. You may also request the qualifications of an instructional paraprofessional who serves your student in a Title I program. Parents/Guardians may request this information from the Office of the Superintendent by calling 319-688-1000 or by sending a letter of request to the following address: Iowa City Community School District, Office of Superintendent, 1725 North Dodge St., Iowa City, IA 52245. The Iowa City Community School District ensures that parents will be notified in writing if their child has been assigned, or has been taught by a teacher for four or more consecutive weeks who is not considered highly qualified. If you would like to receive information regarding your child's teacher, please contact your school's principal. In addition, parents have the right to Information on student's performance level on state assessment and knowledge of their child being placed in a Limited English Proficiency program.

Lost and Found

Articles that are found around the building should be turned in at the main office. Students should check to see if lost articles are in the main office.

Disaster and Fire Drills

Instructions are posted in each room. When an alarm is sounded, move quietly, according to posted directions **. False alarms endanger the safety of students and staff. Perpetrators will be suspended and prosecuted** .

Student Publications

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

Student Hall Lockers (Refer to Board Reg. 502.01c)

Although school lockers are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring lockers, are properly maintained. For this reason, lockers are subject to unannounced inspections and students have no legitimate expectation of privacy in the locker. Contraband discovered during searches shall be confiscated and may be turned over to law enforcement officials.

Student PE Lockers and Locker Room

Students using lockers in the PE locker rooms are expected to lock them . Students are **required** to provide their own locks. Students should not keep textbooks and other items needed throughout the school day in PE lockers. Students are not to be in the PE locker rooms except when they are dressing for PE class or preparing for other City High activities.

Academic Honor Code

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

1. Cheating

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

2. Plagiarism

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

3. Forgery

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

4. Obtaining an Unfair Advantage

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

5. AI Guidelines

Responsible use of generative AI is expected at all times and must follow teacher directions and the Academic Code of Conduct. Students are responsible for how they use AI and for any academic dishonesty involving these tools. The most current Student Guidelines for Generative AI can be found on the district website.

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

Silver Cord note – Silver Cords are awarded to students that log 200 or more hours of community or school service during their high school career. See Mrs. Ann Hanrahan in the main office for details.

Weighted Grading System

ICCSD high schools use a letter grade system for determining academic achievement within a graduation class. At the conclusion of each trimester, a grade point average (GPA) is determined by assigning point values to each letter grade. High schools will assign an extra point value (or a weighted grade) to all **Advanced Placement (AP) classes,** Kirkwood Classes and PSEO classes (U of Iowa) according to the following table:

Letter Grade	Meaning	Approximate Classroom Distribution	GPA Point Value	AP GPA Point Value
A	Excellent	90-100%	4	5
B	Good	80-89%	3	4
C	Average	70-79%	2	3
D	Below Average	60-69%	1	2
F	Deficient	0-59%	0	0

Grade Point Average (GPA)

Student Grade Point Averages are calculated each trimester and each academic year. A **cumulative GPA** is calculated based on all grades a student earns from starting high school in 9th grade through the final trimester/graduation. GPA and Cumulative GPA include/exclude the following grades:

Credits/letter grades earned starting in 9th grade that count toward the graduation credit requirement with these exceptions:

Physical Education grades do NOT count toward the GPA/Cumulative GPA

Courses graded with grades of S, P, U, Cr, NC (courses taken for credit/no credit) do NOT count toward the GPA/Cumulative GPA

Courses/credits earned through the Kirkwood Regional Center (Academy courses) and through Kirkwood (concurrent and alternate concurrent courses) DO COUNT toward the GPA/Cumulative GPA

Courses/credits earned through the University of Iowa PSEO program DO COUNT toward the GPA/Cumulative GPA

High school classes taken by students before they enter high school do not count toward the high school GPA/cumulative GPA – however, the courses/credits will be reflected on students' transcripts

Graduation With Honors

Graduating seniors, starting with the Class of 2020, will have Graduation Honors designated for Commencement as follows: **This is subject to change upon administration review**

GPA 3.50 – 3.74 Cum Laude

GPA 3.75 – 4.00 Magna Cum Laude

GPA 4.01 and higher Summa Cum Laude

** Seniors with a 4.01 or higher cumulative GPA will be required to have a minimum of 340 credits to be designated as a Summa Cum Laude of a graduation class. A student must also have attended for at least one year in which his/her class work and course grades were processed using a cumulative grade point average (GPA) system conducted in conjunction with other students.

SCHOOL COUNSELING SERVICES

There are counselors available for each student in the school. These services include assistance with (1) home/school/social concerns, (2) personal individual problems, (3) post secondary and college planning, (4) occupation and career information, (5) planning and scheduling a high school program of study, and (6) interpretation of test information. Parents/guardians are encouraged to contact the Counseling Office (319-688-1043) or visit the counseling web site from the City High home page if they have questions.

Counselor Assignments

Matt Bauman: A - Cl
Mary Peterson: Co - He
Lauren Cerqueira: Hi - Mc
Maureen Beran: Me - R
Ben Fraga: S - Z
Russ Johnson: Career Coordinator

Student Records

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parent's permission. Parents may access, request amendment to, and copy their child's records during regular office hours. (There will be a minimal copy charge.)

Homeless Children and Youths

Individuals who lack a fixed, regular, and adequate nighttime residence are eligible for access to certain resources. If this describes your situation or you have questions contact your school counselor.

Grade Progression

Students who do not complete required courses and credits will not be promoted to the next grade level. The grade classification follows:

Freshman : 0-75 credit hours
Sophomore : 76-155 credit hours
Junior : 156-230 credit hours
Senior: 231 and above credit hours

Academic Awards

There are many opportunities for City High students to be recognized for their academic achievement.

Honor Roll- each trimester students are eligible for earning recognition as a City High honor roll student. Honor roll levels are:

4.0-3.7 Honor Roll of Excellence
3.69-3.40 Red and White Honor Roll
3.0-3.39 Little Hawk Mark of Merit

Academic medals - at the conclusion of their high school career, students are eligible to earn 4 different academic medals that can be worn at graduation.

National Merit Scholar Medal - awarded to students who achieve one of the distinctions outlined by the College Board after taking the PSAT/NMSQT test as juniors.
All Trimester Honor Roll Medal - awarded to students who are on the honor roll all trimesters of their high school career.
AP/Honors Medal - awarded to students who challenge themselves by taking and passing 10 or more honors or AP level classes during their high school career.

Transcripts
Transcript requests by students or parents will be honored and information will be released unless the parent indicates in writing to the counseling office that they do not want this information transmitted.

Address Changes
Students are to notify the Counseling Services Office (688-1043) immediately to report any changes in address or telephone number. Because many school-related materials and contacts are made with families during the course of the year, it is extremely important that change of address be reported.

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

Graduation Requirements
Students are required to successfully complete 305 credits, including all specific core course credit requirements, and meet the residency/attendance requirement in order to receive a City High diploma. **Students must have attended City High for their final trimester of academic work in order to receive a diploma from City High School .**

	College Bound Recommendations	Basic Minimum Requirements
English	60 Credits	**60 Credits**
Social Studies	60 Credits	45 Credits
Mathematics	60 Credits	45 Credits
Science	60 Credits	45 Credits
PE	20 Credits	20 Credits
Health	5 Credits	5 Credits
Electives	105 Credits	85 Credits
TOTAL	**370 Credits**	**305 Credits**

SPECIFIC REQUIREMENTS

English	Credits
English 9 English 10 Year Long Literature Course English Electives	15 Credits 15 Credits 15 Credits 15 Credits
Social Studies	**Credits**
American Studies World History State & Local Government National Government Economics	15 Credits 15 Credits 5 Credits 5 Credits 5 Credits
Mathematics	**Credits**
Mathematics Electives *** Mathematics Electives**	45 Credits **45 Credits**
Science	**Credits**
Earth and Space Science and/or Biology Biology ***Science Electives**	15 Credits 15 Credits **45 Credits**
Physical Education	**Credits**
Physical Education Health	20 Credits (5 per academic year) *PE waivers or medicals do not award credit 5 Credits

Class Load

All students are required to take a minimum of four courses each trimester. Ninth and tenth graders will be assigned to study hall when not in class. Juniors may have one open period each trimester. Seniors may have up to two open periods each trimester. Students are required to demonstrate a minimum level of proficiency prior to enrolling in advanced level courses. Students should not enroll in more than 2 courses from the same curricular area in any given trimester.

A maximum of 60 credits of Post Secondary Education Option, Kirkwood Learning Center, APEX online, and/or Independent Study credit may be applied toward graduation requirements

Physical Education Rules And Regulations

Physical education is required for one trimester each year in high school. Student attendance requirements for PE class are the same as any other class at City High. A combination of no dress*, excused absences, or unexcused absences contribute to the number of missed

classes for PE. If extenuating circumstances occur, families should contact the instructor to request make up.

*"No Dress" means the student does not have appropriate workout clothes. Tennis shoes, shorts/sweatpants, sleeved t-shirt/sweatshirt (appropriate advertising/writing), and socks are required.

PE Medical excuses: Students with short term medical excuses must attend class; their participation will be adjusted appropriately. Students who have medical documentation for a trimester-long PE Medical (from a physician) are either assigned to a study hall, scheduled for an open hour, or added to an elective class in lieu of the PE. Students will not be required to make up a medically excused trimester of physical education. Please have your doctor document the specific dates on the medical and PE excuse and turn in to the Health Office.

Alternate Activity/PE Waiver

S.F 391 Section 18. Section 256.11

All students physically able shall be required to participate in a minimum of one-eighth unit of physical education activities during each semester they are enrolled in school except as otherwise provided in this paragraph. A minimum of one-eighth unit each semester--is required. A twelfth grade student who meets the requirements of this paragraph shall be excused from the physical education requirement by the principal of the school in which the student is enrolled if the parent or guardian of the student requests in writing that the student be excused from the physical education requirement. A student who wishes to be excused from the physical education requirement must be seeking to be excused in order to enroll in academic courses not otherwise available to the student, or be enrolled or participating in any of the following:

1. A work-based learning program or other educational program authorized by the school which requires the student to leave the school premises for specified periods of time during the school day.
2. An activity that is sponsored by the school in which the student is enrolled which requires at least as much physical activity per week as one-eighth unit of physical education.
3. Show choir, marching band or color guard, if the student's participation per week in show choir, marching band or color guard is at least equivalent to the per-week participation required for one-eighth unit of physical education.

The student seeking to be excused from the physical education requirement must, at some time during the period for which the excuse is sought, be a participant in a school sponsored sport, show choir, marching band, color guard, or an activity that is sponsored by the school in which the student is enrolled which requires at least as much physical activity per week as one-eighth unit of physical education.

Students may not take a PE Waiver for Health class

Seniors who schedule for a PE Waiver but quit or are cut from a team are responsible for re-enrolling in a PE class that same trimester or a subsequent trimester and must attend at least 51 classes of PE in order to receive PE credit for the trimester

Students who request a PE Waiver but do not go out for a sport must notify their counselor at the beginning of the trimester and be placed in a PE class to earn credit

PE Waivers are not granted for softball or baseball

Academic P.E. Waiver

Students that maintain a full class load (seven classes every trimester) during the current school year. To maintain this waiver, students must complete all classes in good standing for the entire school year. If a student chooses to drop a course, they will then be required to make up their PE credit.

Second Grade Options

A student who passes a course may not repeat that course for credit unless stated in the course description and then only with instructor approval.

Criteria for Retaking a Course

1. Students may re-enroll in a course in which they received a "C" or lower grade.
2. Students will not earn additional credit for completing the course a second time - no double credit.
3. The better grade of the two attempts will appear on transcripts.
4. The student must comply with the behavioral, academic, and attendance expectations of the course.

Level Changes

1. All level change requests must be made by the **15th day** of each trimester or with teacher approval at midterm of the trimester or a trimester break. Exceptions must have administrative approval.
2. The request to change will reflect input from the school counselor, course instructor, and must have parent approval.
3. The student will be moved to a section meeting at the same period as the course dropped unless this section is filled or there is no section at that time. Capacity levels of classes will not be exceeded to grant the request.
4. The teacher will take into account grade-in-progress when determining the final grade for the new class.

Guidelines For Schedule Adjustment

Because students are responsible for accepting the course of study for which they register they must plan very deliberately, always keeping in mind individual interests and post high school plans.

Any adjustments following the initial Spring Registration period are limited and will be based only on the following reasons:

1. Computer error or imbalance of course sections.
2. Failure in a class that is a prerequisite.
3. Teacher recommendation because of inappropriate level placement.
4. Unavailability of a class.
5. Class schedule that fails to meet minimum load requirements.

Teacher change requests will **NOT** be considered.

Requests to MOVE classes around or lunches based on personal preference will **NOT** be approved.

Requests for reasons other than those listed above, are limited to extenuating circumstances, and must have parent/guardian approval. For teacher change requests, students MUST complete the Teacher Change Request forms located in the counseling office. All Teacher change requests will be reviewed by administration. Requests that would result in an imbalance in the sections of a course will **NOT** be approved.

A request may be made only once and only during the **posted adjustment** period prior to the 3rd day of each trimester. Students wanting to add, drop or adjust their schedule complete the schedule adjustment request google form over the summer before the beginning of the school year. During the school year, students can complete the schedule adjustment request hard copy form, email their counselor or make an appointment with their counselor. Requests for teacher change will not be granted except under extenuating circumstances. Adjustments after the posted adjustment period must have administrative approval.

Guidelines For Dropping A Class
Students are encouraged to complete the courses they start; however, in the event a student wishes to withdraw from a course, the following guidelines will be used.

Day 1–15: Students may withdraw from a course. No notation will appear on the transcript.
Day 16 to three days after Parent/Teacher conferences: A student may withdraw from the course with parent permission. The transcript will reflect a "W" (withdrawn).
Three days after Parent/Teacher conferences to End of Trimester: A student may withdraw from the course with parent permission. The transcript will reflect an "F" (failing) grade.

Any student who makes a request to drop a course must have prior approval from his/her teacher, counselor, and parent/guardian.

In order to participate in any high school performance and/or to be eligible to participate in a sport or competitive activity, a student must have passed all courses the trimester prior to participation and must be enrolled in four subjects (excluding Driver's Education).

*A special education student who is making adequate progress in meeting goals and objectives on the individualized education plan, as assessed by the teacher, will be academically eligible.

To maintain athletic, music, and other activities eligibility, students must have passed 4 classes, excluding Physical Education and Driver Education, the preceding trimester and be currently enrolled in 4 classes (excluding P.E.)

Withdrawal From School
Students planning to withdraw from City High School for any reason must complete necessary withdrawal forms and procedures through the School Counseling Office. The new/receiving school, with parent permission, must request the transfer of records to a different school. Records will not be released until withdrawal forms are completed.

Auditing A Course
Students auditing a class do not receive a grade or credit for the course. Students who audit a course will receive "Aud" on their report card.

> Audits may be granted with teacher permission and only if space is available in the class. Once a student makes a request to audit a class, approval of administration, parents and a counselor is necessary. Audit requests should occur prior to the start of the trimester.

Late Enrollment (with no transcripts or grades in progress)
Students' ability to earn credit is dependent on the date of enrollment.
In any grading period:

After week 6-P/F (Pass/Fail)
After week 9-AU (Audit-no credits awarded)
Parents/Guardians and students will be informed of the late enrollment guidelines.

ATTENDANCE

Being at school is a student's job and they are expected to be in all classes, making daily attendance a top priority.

In order for the City High School staff to do the best possible job of educating our students, students must be in regular attendance. A successful educational program requires the cooperation of the family, the student, and the school staff. It is very difficult to educate a student who is not regularly present.

By Iowa law, a child who is under 16 years old by September 15th must attend school. **Iowa City Community School District Board Policy 501.3 states**: "Parents or guardians within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the board."

The district hopes that parents/guardians will support and encourage good attendance. Families should schedule appointments, vacations, outings, etc. outside the school day whenever possible and to consider the impact of participating in multiple activities that may require numerous school absences due to competition or major travel.

The administration at City High School believes the best learning opportunity for a student is classroom interaction with teachers and other students. Only through consistent attendance and class participation do students achieve the full benefits of City High. When a student misses school, regardless of the reason, valuable experiences were missed.

Good attendance helps students:

- **learn the value of attendance and punctuality**
- **in the maturation process as they learn responsibility for their actions**
- **learn to be good citizens by participating in the school community**
- **develop positive social skills that affect the student's behavior, attitude, learning, and overall school success.**

The City High School Attendance Office is open from 8:00AM to 4:30PM daily. Please contact the office by emailing Attendance Secretary, Tami Ragan ragan.tami@iowacityschools.org or calling the office at 319-688-1041.

Absence Policies and Procedures

1. ***When a student is absent because of an unforeseen event, parents should call the Attendance Office at 319-688-1041. Voice Mail is available 24/7. Parents should attendance in the Infinite Campus Parent Portal by 12pm.***
2. When a student knows in advance that they will miss school, the Attendance Office should be notified as soon as possible and the student is responsible for communicating with their teachers.
3. If a student is absent multiple days in a row, it is necessary to inform the school each day the student will be gone.
4. In the event you are unable to contact the Attendance Office prior to an absence, the time missed should be reported to the Attendance Office within two (2) school days for timely resolution.
5. Students who are absent more than three (3) consecutive days should present documentation to return to school.
6. A student will be marked Uncommunicated Absent if they leave the classroom without permission.
7. ***Parents cannot excuse absences where a student is still on campus but missing class, or to miss one class to work on a different one.***
8. ***ICCSD Secondary Grading Policy States: A student will have two days to make up work for the first day of an excused absence. From that point, they will have one day to make up work for each day absent, up to the teacher's discretion. The administration may grant***

additional days in special circumstances. Please review the teacher's Canvas page and syllabus for additional information.

9. If a student becomes ill or has a health-related emergency while at school, they must report to the Health Office where a school official will notify a parent and/or administrator before being sent home. Students will be dismissed from school through the Health Office. Students who do not exit from the Health Office may not have absences resolved.

10. Students arriving to school after the start of first period are required to scan in with their student ID to receive a tardy pass. Students leaving and/or returning to campus **during school hours** are required to check out/in through the Attendance Office. Failure to follow check in/out procedures through the Attendance Office may result in the student's absence/late arrival being considered unresolved.

11. Students must be in attendance at school a minimum of three consecutive class periods in order to participate in an after-school activity or event. (School related absences do not apply).

12. Consequences for poor attendance may include, but are not limited to:

- Warning, Withdrawal from class, Loss of special privileges (e.g. open campus, open hours, dances, etc), In-School Intervention, Family Meetings, Habitual Truancy Referral (to County Attorney's Office)

Attendance Codes and Descriptions

There are a few subtle differences between the different kinds of absences, the most important being that Uncommunicated Absences or excessive will eventually count against their grades or ability to remain in a class, whereas the other State Approved absences do not.

UT – Uncommunicated Tardy *student arrives within the first 10 minutes of class.*

LTC – Late to Class *no parent/guardian has called in and a student is between 11 minutes and a 25 minutes late to class. Student Support Coordinator and Administration have the discretion to treat these as Unexcused Absences if they believe that students are intentionally abusing the policy.*

CAO – Absent *an adult has called in but there is no documentation for the absence. Examples include but are not limited to transportation issues, family emergences, etc.*

Excused Absences approved by State: (do not count in Chronic Absenteeism rate)

- Absences of a student who has completed the requirements for graduation, or obtained a high school diploma
- Excused for a sufficient reason by any court of record or judge
- Attending religious services or receiving religious instruction
- A legitimate medical reason. Requires verification from a medical provider
- Waiting for consistency at the state level to determine what a medical excuse would be
- Indicated in an Individualized Educational Program (IEP)
- Indicated in a 504 Plan

Additional Attendance Codes

ACT – School Activity *school-related absences such as field trips, school-sponsored events, assessment exams, college visits (which require documentation), CHS athletic events.*

APP – Appointment *physical paperwork documenting the reason for the absence. Examples include but are not limited to doctor, dentist, court, etc.*

ADMIN – Administrative *students are in the building, could be IEP meetings, meetings with administration, suspensions and other administrative occurrences.*

Classroom Tardies

Arriving on time to school and all classes is as important as being in school daily. Arriving late to a class causes students to miss important instructional time and can be disruptive to the class already in session.

A student is considered Tardy (Tardy) arriving anytime after the bell rings. If a teacher has kept them, they should secure a pass from that teacher before leaving and present this pass to the next teacher.

Teachers will contact home between 2-4 tardies and will also inform the Student Support Coordinator about concerns with student timeliness to class.

Excessive Absences

We understand absences may occur. However, regardless of classification, the number of days absent may reach a level of concern and be considered excessive.

School sponsored activities, **state approved absences**, suspensions, and special circumstances approved by an administrator are not considered as part of excessive absences.

Students are responsible for all missed school work regardless of reason for an absence

Period Absences

1. If an absence is not communicated, after the 1st absence, an automated call home will be made using Infinite Campus. Teachers will discuss with students to learn why class was missed and notify the Student Support Coordinator only when needed of any important information learned.
2. **3-6-9 skipped classes:**

a. **3 period absences: the student will call home and notify their guardian that they have missed a class 3 times**

b. **6 period absences: the student will turn their phone in for ½ the day and notify their guardian they have missed a class 6 times**

c. **9 period absences: the student will turn their phone in for the full day and notify their guardian they have missed a class 9 times and at the 10th absence they will be dropped from the class and cannot earn credit**

3. After the 2nd absence to class, Teachers should make a personal contact home notifying the family of the amount of absences from class.
4. After the 5th absence, a family meeting will be arranged to discuss absences. The Student Support Coordinator will inform the family that at 10 absences, credit for the class will be lost and the class will be withdrawn. A letter will be sent home outlining this information and the appeal process. Also, phone loss will continue to be assigned for each absence.
5. **After the missing 15% of a class period regardless of reason for absenceS, The Student Support Coordinator will notify the family that the student will be dropped with a "W" or "F" depending on when in the trimester. A student may remain in the course, with teacher approval, and appeal the W or F.** Reinstatement into the course requires a meeting with the teacher, family adult, and Student Support Coordinator to develop the criteria required for reinstatement. Reinstatement is not guaranteed.

All Day Uncommunicated Absences (Skipping school)

1. After the first missed day without an attendance verification, an automated phone call home will be made using Infinite Campus.
2. After the second missed day, a personal contact home will be made by the Student Support Coordinator.
3. After the third missed day, a personal contact home by the Student Support Coordinator will be made and a meeting with the family will be arranged and required.
4. After the fourth missed day, students will serve a day in the SPACE for intervention and discuss reinstatement. Families and students will meet with the Student Support Coordinator to discuss attendance issues and daily schedule.

Loss of Phone Privileges

Loss of Phone Privileges for Absences:

Students who have excessive absences (3, 6, and 9) will be assigned a SPACE intervention that requires them to call home and turn in their device for one full school day. Their phone will be locked in a special locker. Students will be assigned and served

1. During periods 1-3,
2. Interventions will take place in SPACE
3. If a student refuses to participate in intervention or turn in their phone

a. The student will be sent to the intervention room for the day

b. After the second refusal, the family will be notified, the student will be sent home, and a family meeting will be required upon return to school.

4. This process will be repeated if the student reaches 6 absences, and again at 9 absences.
5. At the 10th absence, a student will be dropped from their class, earning no credit for the course.

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

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

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

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

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

5. Absences related to an Individualized Education Program (IEP) that affects attendance
6. Absences related to a Section 504 plan under the Federal Rehabilitation Act that affects attendance
7. Absences related to the student's military service, or the student's military entrance processing
8. Absences related to reasonable travel time for attendance at a wedding or funeral as determined by the building administrator based on the travel distance.
9. Absences for college visits for high school students, as these are considered part of our educational program.

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

Process for addressing absenteeism:

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

	Grading Period	5% Absenteeism	10% Absenteeism	15% Absenteeism
All Students	Trimester (60 days)	3 Days	6 Days	9 Days

* Please see the Iowa City School District Website for additional clarification

Additional Information

Open Hours/Study Hall Or Structured Study Hall

All ninth and tenth grade students will be assigned to a structured study hall each period for which they have no scheduled class. Students in study hall are expected to bring materials to use for quiet, concentrated study during this time. Students may apply to be excused from structured study hall and placed in honors study hall based on the guidelines outlined below

Sophomore Honors Study Hall

Sophomores who have earned a 3.0 grade point average the previous trimester, who have good attendance and no behavior referrals of any kind may be eligible for "honors study hall." Honors study hall students may spend the period in supervised parts of the building (library, commons, cafeteria). Students with "honors study hall" are not allowed to leave the campus, be in the parking lot, or be in the halls during the study hall period. At the beginning of each NEW trimester ALL 10 th grade students will be automatically placed in structured study hall and must complete a NEW honors study hall release form to be moved out of structured study hall. Failing to meet the guidelines outlined above may result in revoking the honors study hall privilege and placing the student in structured study hall at any time during the trimester. There will be no honors study hall 7 th period. Students may either leave the building if they have completed an early release form or they will be placed in structured study hall.

Junior-Senior Open Campus

Juniors and seniors who are not scheduled for a class are eligible for OPEN CAMPUS privilege during these class periods. Students may leave campus during this time provided they return for their next class on time. The following areas are available for students choosing to remain on campus during unstructured time: library/media center, front campus, courtyard, guidance office, and student commons. Students should report to their selected area within the five-minute passing time. Loitering in the parking lot and/or in the building is prohibited.

Early Release/Late Arrival

Any student may be granted early release or late arrival for 1 st or 7 th period. Students choosing this option need to have on file, a release form in the main office. If students choose this option, they may not be on campus during this time. Any abuse of this opportunity will lead to revocation and the student will be assigned to a structured study ha ll. Students who participate in an after school activity may be in the student commons during 7 th period while waiting for their activity to begin.

Student Commons

The commons is an area for quiet relaxation and conversation. Students who are returning from open hours, are in honors study hall, or are juniors/seniors with no scheduled class may use the student commons. Students are allowed to have food and drink in this area as long as they keep the area clean. Beverages purchased from the coffee cart or consumed in the commons should not be taken out into the building. The use of the commons is a privilege that can be revoked for poor behavior choices.

Building Hours/After School

All students should be out of the building by 4:30pm (3:30pm on Thursday) unless they are in a supervised activity under the direction of a faculty member.

BEHAVIORAL GUIDELINES

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

Definitions

Student Prevention Access Connection and Engagement(SPACE)

Our student prevention access connection and engagement room (SPACE) is a place where students can de escalate, problem solve and learn strategies to prevent further problem behaviors. It is designed to keep students connected to school when they are receiving disciplinary action.

If students are directed by staff to go to the SPACE, they should await an escort and follow staff directions. Failure to do so may result in additional school consequences.

In-School Suspension

Student will be required to stay in the SPACE during the school day. If a student is in the SPACE more than one class period, the student will not be allowed to practice or compete in co-curricular or extracurricular events that day. Parents/guardians will be notified of the suspension. Parent conference may be required for re-admittance. Students are responsible for make up work missed during the suspension period.

Out-Of-School Suspension

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

Due Process

To ensure that students receive fair treatment, student suspensions or recommendations for expulsion must be made in accordance with the following: The administrator shall conduct an investigation into the charges against the student and provide the student with the following:

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

Inappropriate Behaviors

The following is a list of inappropriate behaviors. It is not intended to be exhaustive but is representative of inappropriate actions.

a. Intimidating acts or language including initiation/hazing. Students may not report to school dressed for any type of initiation.
b. Insubordination. Not following reasonable staff requests
c. Fighting. Any student who has physical contact in a confrontational manner with a student or school employee will receive a suspension from school, including the possibility of expulsion.

d. Distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, psycho-active and/or other controlled substances, paraphernalia or equipment associated with these substances and/or "look alike" substances that appear to be any of the above substances or immediate association with any of the above.

e. Abusive or degrading acts of language including terms directed at ethnicity, religion, gender, sexual orientation, age, or disability. City High School is an institution with a diverse ethnic and racial makeup. It is our policy that all groups be treated in a supportive and equitable manner.

f. Theft.

g. Destruction of property and/or vandalism.

h. Repeated acts of belligerence, disruptive behavior, or violation of any school rules. Generally, when a student is repeatedly referred out of a classroom for disciplinary reasons, the student will be withheld from attending the class until a conference is held with the student's parent(s).

i. Promotion of gang or gang related activity. This may include but is not limited to displaying/ wearing gang apparel and/or graffiti, participating in gang recruitment, and possessing items that promote gang activity.

j. Sexual harassment of individuals or groups.

k. Possession or control of an offensive or dangerous weapon/object (e.g., firearms, knives, explosives).

l. False fire alarms, bomb threats, or other similar illegal acts.

m. Arson or any other inappropriate use of fire.

n. Use of a car, motorcycle, moped, bicycle, or other vehicle in an inappropriate or irresponsible manner.

o. Truancy, unauthorized absence, leaving school at unauthorized time or failure to check in/out upon entering or leaving school, or unexcused tardiness.

p. Throwing objects (e.g., snow, pencils, rocks, food etc.).

q. Visit to another school during normal school hours.

r. Misbehavior on bus.

s. Excessive public display of affection at school or school activities.

Referral Process

1st Referral – process through the issue and at that time SPACE. staff will determine if the student was compliant. **2nd Referral** – contact one of the Administrators to come and speak with that student. They remain in the SPACE. working on homework until a meeting happens. The Administrator decides length of stay. (Two in one day is automatic ISS for the rest of the day and Admin could add the next school day).
3rd Referral – time they are assigned one day of in school suspension in the SPACE. **4 + Referrals** – the Administrators meet and assign the appropriate consequence. This could be multiple days of ISS, or OSS, as well as an intake meeting with a parent or guardian.

Student Obligations

The school will make available to students and their parents the student report card and student schedule unless the student has unmet obligations with the school, i.e.: lost textbook, unpaid fee, unpaid parking tickets. Outstanding obligations will result in a student being denied privileges such as dances, parking or attendance at other City High events.

Cell Phones

Cell phones, headphones and other personal devices are not to be seen, heard or used during instructional time. Instructional time is defined as the time between the tardy bell that starts each period up until the dismissal bell at the end of the period. During instructional time

- Cell phones must not be seen, heard, or in use

- Phones must be stored in backpacks, purses, hanging pouches
- Headphones and earbuds are also prohibited during instructional time and should not be seen.

Students may use cell phones during passing periods, lunch, study hall and open hours, but cannot be used in hallways or bathrooms during instructional time. Violations of the policy will result in progressive disciplinary action pursuant with the board policy.

Recording Video

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

Food And Drink Outside Cafeteria

Building health and sanitation are essential. Consumption of food or non-water drinks is not acceptable in the hallways. Food should be consumed in the cafeteria or commons. Water bottles are acceptable but should follow teacher guidelines while in class. Open food and beverage containers may not be stored in lockers. Teacher-supervised consumption of food and beverages at specific events is an exception to this guideline. Students may eat lunch in the cafeteria, the front lawn, the courtyard or in a teacher's room with the teacher present.

Off Campus

Off campus privileges are reserved for juniors and seniors only during times they are not scheduled for a class. Freshmen and sophomores may not leave the building during the school day without parent or administrative permission.

1st offense – 45 minute detention; **2nd offense -** one full day of in-school suspension or Saturday school; **3rd offense -**

out-of school suspension with a parent conference required for reinstatement back into school.

Profanity

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

Vandalism

The students, faculty, and parents are very proud of City High School, for it represents a long tradition, part of which is its architectural integrity. We expect that all students will continue to use the building and its equipment as it was intended, and discourage abuse and misuse of school property. Abuse of any property will be prosecuted according to the law and may result in a suspension. This includes times when students represent City High School outside the school. The student will be held responsible for the dollar amount of damages incurred. Parents/guardians will be notified.

Theft

Theft is not tolerated at City High School. Students who steal will be subject to school consequences and may face legal prosecution. It is expected that students respect the property of other students, faculty, staff and the school district.

Restitution will be required. If a student has something stolen they should come to the Main Office and fill out a theft report.

Unauthorized Visits to Another School

Students may not visit another school during the school day without prior permission from that

school's administration. If an unauthorized visit occurs, parents will be contacted. Consequences may include loss of open hours, no trespass warning, and/or suspension.

Conduct at Assemblies

Pep assemblies are scheduled at regular intervals partly determined by student participation. Students are asked to be especially well mannered during these assemblies. Students that do not meet the proper standards of conduct will be banned from attendance at future assemblies.

Conduct at Activity/Athletic Events

All students are encouraged to attend school activities. During school activities at home or away City High students will handle themselves appropriately as policies and expectations are the same.

Parking

Parking at City High School is a privilege, not a right of students. You must park in a designated spot and lot. Students may not park in the auditorium lot or in faculty, guest, or traveling teacher spots. A parking permit (free of charge) must be obtained in the main office in order to park on campus. The permit is NOT a guarantee of a spot on campus! The vehicle must be parked in a designated area in a proper manner. Any car illegally parked may be moved by tow truck. Habitual violation may result in losing the privilege for the remainder of the school year.

Students without a parking sticker must find parking on city streets.
Items of contraband that are visible when a person looks into a student's vehicle may create a reasonable suspicion for further search. The student will be asked to consent to the search. If consent is refused, the student's parent or guardian will be contacted for consent. If the apparent contraband is illegal, law enforcement will be contacted.

Initiations, Hazing, Bullying or Harassment (Reference Policy 102)

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

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

1. Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
2. If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
    1. Tell a teacher, counselor or principal; and
    2. Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
        - What, when and where it happened;
        - Who was involved;
        - Exactly what was said or what the harasser or bully did;
        - Witnesses to the harassment or bullying;
        - What the student said or did, either at the time or later;
        - How the student felt;
        - How the harasser or bullying responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, martial status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party

preference, political belief, socioeconomic status or familial status includes conduct of verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons

when:

1. it places the student in reasonable fear of harm to the student's person or property; 2. has a substantially detrimental effect on the student's physical or mental health; 3. has the effect of substantially interfering with the student's academic performance; or 4. has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Sexual harassment includes, but is not limited to:

1. verbal, physical or written harassment or abuse.
2. pressure for sexual activity.
3. repeated remarks to a person with sexual or demeaning implications.
4. suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

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

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

Conduct at Social Events

When parties or dances are held in the lunchroom or gym, it is expected that when you enter the event you stay until you are ready to go. When you leave you will not be allowed back in. Dances normally begin at 8:00 p.m. and end at 11:00 p.m., however, times may be later if the dance follows an event. High school social events are for high school students only and junior high students are not allowed to attend. Generally high school students are allowed to invite a date or friend from another school, so long as that student is a high school student or under the age of 21. Students who invite guests to our events must complete a guest registration form ahead of time. This is an activity and the attendance policy is in effect. Students with outstanding detentions, financial obligations, or chronic attendance and behavior issues will be unable to attend the event.

Appropriate Dress

Students are expected to dress appropriately for school and may not wear or display attire, which is deemed disruptive of the school environment or unreasonably infringes on others' rights to health, safety, welfare or property. The decision of what is appropriate dress will be considered by the school board and the Iowa City School District.

Student Protection Legislation

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

While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to; 1)necessary to stop a disturbance, 2)to obtain a weapon or dangerous object, 3)for purposes of self-defense, 4)to protect the safety of others, 5) to remove a disruptive student, 6) for the protection of property or to protect a student from self-infliction of harm.

This law entails a three-step process. If you believe that your child has been physically or sexually abused by a district employee, a Level I investigator will determine the facts in your case. If indeed abuse is supported, the case will be moved to a Level II investigator. If abuse is still suspected at this level, the Level II investigator will turn your case over to district court officials.

Student-To-Student Harassment

Bullying or harassment of students by other students will not be tolerated in the school district. This policy is in effect while students are on school grounds, school district property, or on property

within the jurisdiction of the school district, while on school-owned and/or school-operated buses, vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions: 1) Places the student in reasonable fear of harm to the student's person or property; 2) Has a substantially detrimental effect on the student's physical or mental health; 3) Has the effect of substantially interfering with the student's academic performance; 4) Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.
Retaliation against any person because they have filed a complaint OR the filing of false complaints is also prohibited and students who engage in this behavior will be subject to appropriate disciplinary measures.
District policies and forms can be found on the district web site.

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

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

a. The full name, address, and telephone number of the person filing
b. The full name, age, address, and telephone number of the student.
c. The name and place of employment of the school employee(s) or agents who allegedly committed the abuse.
d. A concise statement of the facts surrounding the incident, including date, time, and place of occurrence, if known.
e. A list of possible witnesses by name, if known.
f. Names and locations of any and all persons who examined, counseled or treated the student for the alleged abuse, including the dates on which those services were provided, if known.

Student Searches (Reference Policy 502.1, 502.1c)
The Board of Directors holds all school property in trust. School authorities may, without a search warrant, search a student, student lockers, desks, work areas or student automobiles under the circumstances as outlined in the administrative regulations to maintain order and discipline,

promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search.
A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. The scope or intrusiveness is determined based on factors such as the: the age of the student; the sex of the student; the nature of the infraction; and the emergency requiring the search without delay.
A student's body and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.
Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as

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

Fighting

Fighting among students is unacceptable. We want to provide a safe and secure learning environment for all students at City High School. Fighting will not be tolerated or excused. Students will receive a suspension for the first act of physical aggression or fighting and a possible change of placement with further infractions. Police may be contacted and charges filed if the following factors are present: Level of injury (visible, needs treatment, etc.)

Premeditated actions (pre-planned fight, prior threats, on going negative relationship where intervention(s) has already occurred)

Disruption to public area (during class time, in hallways, in lunchroom, etc.) and disruption to the school day

Level of staff intervention (number of personnel to safely stop the incident: amount of verbal/physical intervention necessary to safely stop the incident)

Parents are REQUIRED to come to school with their student for reinstatement (no phone calls). The student and parent(s) will meet with a member of the administration to discuss appropriate behavior. (Refer to Board Reg. 502.01)

Loud Verbal Altercations

Loud verbal altercations are very disruptive to our academic environment. This behavior will not be tolerated or excused. Students who engage in this behavior will follow a three step disciplinary progression:

1. Verbal warning and problem solving with staff
2. Two day in-school suspension
3. Five day suspension that may be a combination of in-school and out of school suspension
4. Further issues will result in a referral to off-site placement

Threats

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

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior: the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

District Gang Policy

The Iowa City Community School District Board of Directors has adopted a policy addressing gangs and gang activities in our school. Policy 502.9 defines a “gang” per *Code of Iowa 723A* as “any ongoing organization, association, or group of three or more persons which has as identifiable name of identifying sign or symbol, having as one of its primary activities the

commission of criminal acts, and whose members individually or collectively engage in or have engaged in pattern of criminal gang activity."
The policy prohibits any student on or near school property from engaging in a variety of activities including, but not limited to recruiting others for members in a gang or gangs; engaging in other conduct that intimidates or threatens any person; displaying any clothing, jewelry, gestures, etc., that is intended to show membership in or affiliation with any gang.

Drugs or Alcohol (See Administrative Reg. 502.6)
Using or possessing alcoholic beverages/drugs and/or acting as if intoxicated or under the influence will not be permitted in the school building or on the school grounds or at any school sponsored activity (home or away). This policy also covers the use or possession of synthetic drugs and other substances defined in Iowa Code chapter 124.
Any violation of the alcohol/drug policy will result in a five-day out-of-school suspension and prosecution according to the law. Students will be required to attend a Substance Abuse Education-Based Group class through the City High PRELUDE counselor and adhere to all recommendations as part of the conditions for reinstatement. Repeat violations may result in additional consequences, including support services and outside agencies.

Safe Gun Storage

The Iowa City Community School District Board of Education directs the superintendent to explain the importance of secure gun storage and legal obligations to protect minors from accessing irresponsibly stored guns. Iowa Code § 724.22(7) makes it a crime to store or leave a loaded but unlocked or unsecured firearm where the person storing or leaving the gun knows or has reason to believe that a child under the age of 14 is likely to gain access to the gun without the permission of the child's parent or guardian. Please find the entire Iowa Code section here: 724.22

Weapons Policy (Reference Policy 502.1c)
The Iowa City Community School District has zero tolerance for unauthorized weapon or look a like possession. Thus, any student who possesses, buys, sells, uses, or threatens to use, a dangerous weapon as defined by Board Policy 502.1c shall be guilty of misconduct and shall be subject to discipline up to and including expulsion. Parents/guardians of students found to possess a weapon or dangerous object on school property shall be notified. Confiscation of weapons or dangerous objects shall be reported to law enforcement officials, and the student will be subject to disciplinary action.A student possessing a weapon shall be suspended pending investigation. Except in the most extraordinary of circumstances, the administration shall recommend the Board expel any student who possesses, buys, sells, uses or threatens to use a gun/firearm while on school district premises, in school district facilities, or at school district sponsored activities.

EXTRA CURRICULAR ACTIVITIES

City High clubs and activities offer something for everyone. Being a ***Little Hawk*** means you are part of something bigger than yourself. Joining a club or team gives you the chance to grow individually but it also gives you a chance to help others grow. Below is a link to the full parent-student athletic manual:
https://www.iowacityschools.org/students-families/athletics/parent-athlete-manual

STUDENT ACTIVITY CONDUCT CODE

The Board of Directors of the Iowa City Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the Iowa City Community School District throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the criteria established by the board, administration, and individual activity coaches and sponsors.

The following activities are covered by the board's policy and these rules:
Athletics, instrumental and vocal music performances', drama productions, speech contests, National Honor Society, all co- curricular clubs (e.g. Math Club, French Club), all honorary and elected offices (e.g. Homecoming King/Queen/court, class officer, student government officer or representative), state contests and performances for cheerleading and drill team, mock trial, Academic Decathlon, or any other activity where the student represents the Iowa City Community School District outside the classroom.

Academic Eligibility Scholarship Rule, 281—IAC 36.15(2)
More Info (athletics)- http://www.ighsau.org/general/newscholarship.htm
More Info (music)– http://www.ihsma.org/document/consitution.pdf

To be eligible for a high school activity, students participating must:

1. be enrolled or dual enrolled
2. pass **ALL** classes and make adequate progress toward graduation.
3. be enrolled in at least 4 full-time classes each trimester
4. Enrollment at the Kirkwood Regional Center will also be weighed by school in case of eligibility.
5. be under 20 years of age
6. be enrolled for eight semesters or less
7. have not been a member of a college squad, nor participated in a college contest nor engaged in that sport professionally
8. IEP or section 504 students shall not be denied eligibility on the basis of scholarship if the student is making adequate progress according to the students IEP or 504 team.
9. Academically ineligible students may practice but cannot participate in any competitions or performances

School Attendance

1. A student is expected to attend at least one-half school day based on their schedule, immediately prior to the competition or practice to be eligible to participate in a practice, competition or performance scheduled on the same date, unless otherwise authorized by principal or designee.
2. Participation in evening performances or competitions should not affect school attendance on the following day. When performing or competing during the school day, students are expected to return to classes immediately after the event.
3. Students placed on out-of-school suspension will not be allowed to practice or compete in contests during the suspension period.

Good Conduct Rule

To retain eligibility for participation in Iowa City Community School District extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models in school and the community.
Any student who is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time. The specific violations listed below will result in the student's loss

of eligibility for participation in extracurricular activities, as set out in the section marked **Penalties .**

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

Voluntary Admission

The administration will consider a voluntary admission for a student's first violation of the Good Conduct Rule. If the student (or a parent/guardian if the student is unable) self-reports the incident to an administrator, coach, or sponsor within forty-eight (48) hours of the violation, or demonstrates a good faith effort to do so, the penalty may be decreased to 10% of the scheduled season dates, with a minimum of one event. This provision does not apply to serious offenses beyond a misdemeanor, including but not limited to the distribution of controlled substances, physical assault causing injury, or any form of sexual abuse or exploitation.

Penalties:

Any student who is found to have violated the Good Conduct Rule during the school year or summer is subject to a loss of eligibility as follows:

1. **First Offense within the Student's Athletic /Activity Career** - suspension from one third of the season's contest or performance dates with professional evaluation prior to reinstatement where applicable.
2. **Second Offense** suspension from ½ of the contests or performance dates with professional evaluation prior to reinstatement where applicable.
3. **Third Offense** within the Student's Athletic/Activity Career - suspension from athletic competition for twelve (12) calendar months with professional evaluation prior to reinstatement where applicable.

1. The period of ineligibility begins immediately upon a finding of a violation if the student is eligible for and currently engaged in an extracurricular activity and, if not, or if not completed during the current activity, is begun or carried over to the time the student seeks to go out for the next activity or contest.
2. However, if the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation.
3. An ineligible student shall attend all practices or rehearsals but will not "suit up" or perform/participate.
4. If a student fails to complete an activity in which they are serving a penalty, the full penalty will attach when the student next seeks to go out for an activity subject to the 12 month limitation.
5. If a student is ineligible at the time of a violation of the Good Conduct Rule, the penalty for the violation will not begin until the student regains eligibility. Example: A student academically ineligible for a trimester is found to have been in possession of tobacco, a Good Conduct Rule violation. When the student is again academically eligible, then the Good Conduct penalty attaches. The second penalty attaches when the first penalty is completed.
6. The Administration has the right and the power to impose other additional penalties or consequences, separate and apart from the penalties listed above, in response to serious violations of the School District's policies and rules or community laws.

Due Process Procedures

Due process procedures as stated below will be followed. After the District receives information concerning a possible activity code violation, this process will include:

1. The District will provide oral or written notice to the student of the allegation(s) against the student;
2. The District will review the evidence supporting the allegation;
3. The student will be provided an opportunity to respond to the allegation;
4. The District will then determine whether a violation of the Good Conduct Code has occurred, and notify the student of that determination;
5. The determination of whether there was a violation of the Good Conduct Code will be made by the principal, coach or activity supervisor, and the athletic director, if applicable.

Appeals

A student or the student's parent(s) or legal guardian may appeal the decision an activity code violation did occur by notifying the associate superintendent in writing of the desire to appeal.

The student may have his/her parents participate in the appeal process. By the conclusion of the third school day after an appeal has been filed, the associate superintendent will issue a decision on the appeal. The student will not be allowed to participate in any contest during the appeal process, but will be allowed to participate in the practice sessions.

Additional Guidelines

All behavioral issues that could impact a student's eligibility for participation in an extra-curricular activity cannot be detailed in an activity code. Consequently, additional guidelines, expectations, consequences, and student support plans will be determined by the athletic director, coach, sponsor, and the administration. The Student Activity Conduct Code will be shared in writing with students and parents at the beginning of the season or activity.

The Student Activity Conduct Code designates its expectations during the time a student is enrolled in the Iowa City Community School District. The school's interest and intent is to expect and support positive student behavior at all times and discourage or deter illegal, immoral, unhealthy, or highly inappropriate behavior. Serious violations of school rules or community laws that occur during the time a student is enrolled in the Iowa City Community School District will be reviewed by the administration to determine the best support plan for the student. A student's eligibility status for extra-curricular activity participation is but one consequence that may be considered by the administration when such events occur.

The Administration has the right and the power to impose other additional penalties or consequences, separate and apart from the penalties listed above, in response to serious violations of the School District's policies and rules or community laws.

STUDENT SERVICES

CHS Student Supports

Doug Hammill	1. Conflict resolution with students that have been asked to leave a class, or are struggling in a class that particular day. Supports students who are in ISS. 2. Juvenile Court Liaison: making sure students on probation are doing what they need to do while on probation. Meeting with Juvenile court officers and attending court dates for students. 3. Provide a structured environment, where students feel comfortable talking about issues that come up, or when they need a quiet place to gather thoughts.
Shevonna Norris & Thos Trefz	Our Student Family Advocates provide multiple supports for students and their families, including, but not limited too, 1. Mental Health Issues; Suicide Prevention 2. Basic Student needs (eye glasses, shoe vouchers, doctor's appointments, etc.) 3. Homelessness 4. School Supplies, public transportation, etc.
Hall Staff Rita Johnson Chuck Johnson Adora Anderson Mitch Reuter Rajay Rodney Jason Dwight	Our hall staff team provides a safe and supportive environment for all. In addition,their responsibilities include, but are not limited too 1. Monitoring halls and securing the building 2. Parking Issues 3. Cameras 4. Theft 5. Cell Phones/Headphone/other electronic devices
Counseling Department	1. Academic Concerns and Student Issues 2. Scheduling 3. Initial Contact for SST Referrals (CC Ellie Alberhasky and Taylor Scudder) See SST Notes.
Ellie Alberhasky	Oversees our academic support team.

School Counseling Services

Parents may phone a City High counselor by calling 688-1043. School counseling services focus on academic support, college and career planning, and social emotional support. Parents and students are encouraged to access the school counseling link from the City High home page.

Educational Support Services For Students

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

Student Records

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

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. Families may file complaints with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Special Education (Reference Policy 602.4)

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

Student Support Team

City High support staff meets with Assistant Principal, Luke DeVries on a weekly basis and work on building positive interventions for students that have been referred for having academic or socio-emotional difficulties.

Meetings are confidential and are held to discuss how to best serve student needs. A parent or staff member who wishes to inquire about student support services offered should contact Assistant Principal, Luke DeVries. DeVries.Lucas@iowacityschools.org or 688-1040.

Health Office

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

Medications at school (ICCSD Administrative reg. 504.01)

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