



### FOREWORD TO STUDENTS

This handbook is a guide to help you plan your courses and activities and obtain the maximum benefits from your high school years. The faculty, administrators, and Board of Directors believe you will be a better student if you are properly informed. Sharing the contents of this handbook with your parents is your responsibility.

The Southeast Polk Community School District will not discriminate in its educational activities on the basis of race, creed, color, national origin, religion, sex, disability, sexual orientation, gender identity, socioeconomic status or marital status.

Approved by the Board of Directors

### BOARD OF DIRECTORS

Many people are at work to give you the best education possible. Your community believes this is necessary if you are to become a responsible citizen. Southeast Polk Schools are governed by the Board of Directors elected to serve the entire district. They are:

Lori Slings	President
Katie Temple	Vice President
Gary Fischer	Director
Tom Hadden	Director
Andrew McGrean	Director
Joanne Moeller	Director
Brad Skinner	Director

The Board of Directors meets the third Thursday of the month and welcomes you and your parents to attend these meetings.

### CENTRAL OFFICE ADMINISTRATION

All schools in the Southeast Polk District are under the direction of the superintendent and his staff. They are:

Craig Menozzi	Superintendent
Joseph M. Horton	Associate Superintendent
Jo Ellen Latham	Director of Curriculum/Instruction
Mike Hamilton	Business Manager/Board Secretary
Steve Stotts	Director of Human Resources
Keri Steele	Director of Special Education

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Dear students, parents, and guardians,

Welcome back to school and to another year as a member of the Southeast Polk Community School District. We hope this handbook will serve you in many ways. It was designed with you in mind, whether you are the student or the guardian. Please use the following table of contents to find the information that you desire. The beginning of this handbook contains basic information regarding expectations of all students and the daily time schedules. The remaining information in this handbook has been divided into eight headings: Academics, Attendance, Discipline, Health, Policy, Safety, Student Activities and Student Services.

Some of this information comes directly from the board policy manuals that are located at both the senior high school and at central office. Board policies are reviewed by the current school board and members of the central office administrative team on a rotating basis. The information that does not come directly from policy has been either established or reviewed by the senior high school administration. This edition of the handbook has also been approved by the Southeast Polk Board of Directors.

We encourage students and their guardians to communicate with school employees whenever assistance or clarification is needed. The school phone number is 967- 6631, and it will be answered from 7:30 A.M. to 3:30 P.M. whenever school is in session. Each member of our support staff, certified teaching staff, counselors and administrators has voice mail (that can be accessed through the school phone number) and e-mail that are checked daily. We pride ourselves on timely responses and making ourselves available to help all students successfully meet challenges now and in the future.

Best wishes for the new school year. We hope this year is your most rewarding to date.

Chuck Bredlow..... Principal  
Stephen A. Pettit ..... Associate Principal  
Glenn Dietzenbach..... Assistant Principal  
John Steffen..... Assistant Principal  
Kent Horstmann..... Director of Student Activities

**SOUTHEAST POLK COMMUNITY SCHOOL  
MISSION STATEMENT**

The mission of the Southeast Polk Schools is to be an innovative educational organization committed to providing learning experiences of superior quality which enable ALL students to successfully meet challenges now and in the future.

**EXIT OUTCOMES**

**All S.E.P. students will be...**

1. Self-Directed Learners
2. Collaborative Workers
3. Complex Thinkers
4. Community Contributors
5. Quality Producers
6. Wellness Practitioners
7. Global Participants
8. Effective Communicators

**SOUTHEAST POLK HIGH SCHOOL  
COMMUNITY RESPECT CODE**

At Southeast Polk Community Schools we respect:

Ourselves,  
Others,  
Property, and  
Class time.

- We strive to be and do our best.
- We treat others the way we want to be treated.
- We respect the property of the school and others.
- We respect the right of teachers to teach and learners to learn.

Our agreement speaks of our culture and will be expected of all stakeholders, regardless of role.

**SOUTHEAST POLK HIGH SCHOOL FIGHT SONG**

***Onward Rams***

Onward Rams to win this game  
This will help to spread our fame  
We've got to fight with all our might  
We've got to work and really fight  
Come on, let's do it right – rah, rah, rah!

Black and gold our colors true  
Come on, Rams, we are for you  
So don't give in, give one more fight  
Another victory's in sight  
Yea, Rams, let's win tonight  
Rah, rah, rah rah rah!  
Rah, rah, rah rah rah!  
Rah, rah, rah rah rah!  
Team! Team! Team!

## TIME SCHEDULES

Normal Schedule		
PERIOD	TIME	
1.....	7:50 – 8:35	
2.....	8:40 – 9:25	
3.....	9:30 – 10:15	<u>LUNCH TIMES</u>
4.....	10:20 – 11:05	(A) 11:05 – 11:38
5.....LUNCH.....	11:10 – 11:58	(B) 11:33 – 12:03
5 or 6..LUNCH.....	12:03 – 12:28	(C) 11:58 – 12:33
6.....LUNCH.....	12:33 – 1:21	(D) 12:28 – 12:58
7.....	1:26 – 2:11	(E) 12:53 – 1:26
8.....	2:16 – 3:01	

Wednesday Advisement Schedule		
PERIOD	TIME	
1.....	7:50 – 8:31	
2.....	8:36 – 9:17	
Advisement.....	9:22 – 9:48	
3.....	9:53 -10:34	<u>LUNCH TIMES</u>
4.....	10:39 – 11:20	(A) 11:20 – 11:53
5.....LUNCH.....	11:25 – 12:11	(B) 11:48 – 12:16
5 or 6..LUNCH.....	12:16 – 12:38	(C) 12:11 – 12:43
6.....LUNCH.....	12:43 – 1:29	(D) 12:38 – 1:06
7.....	1:34 – 2:15	(E) 1:01 – 1:34
8.....	2:20 – 3:01	

Two Hour Late Start Schedule		
PERIOD	TIME	
1.....	9:50 – 10:13	
2.....	10:18 – 10:41	<u>LUNCH TIMES</u>
3.....	10:46 – 11:09	(A) 11:37 – 12:07
4.....	11:14 – 11:37	(B) 12:02 – 12:30
5.....LUNCH.....	11:42 – 12:25	(C) 12:25 – 12:52
5 or 6...LUNCH.....	12:30 – 12:47	(D) 12:47 – 1:15
6.....LUNCH.....	12:52 – 1:35	(E) 1:10 – 1:40
7.....	1:40 – 2:18	
8.....	2:23 – 3:01	

## ACADEMICS

### ACADEMIC LETTER

#### PURPOSE:

- To give more visible recognition to students for their academic achievement and efforts.
- To encourage students to excel to a greater extent in the academic areas.
- To show other area schools that Southeast Polk supports its academic programs.
- To promote academic excellence at Southeast Polk.

#### CRITERIA:

That an established grade point of 3.500 be earned by the student (grade 10-12) for two consecutive semesters, but not as an average of two semesters. Example:

Semester 1 -- 3.5

Semester 2 -- 3.7 (qualifies)

Semester 1 -- 3.6

Semester 2 -- 3.4 (does not qualify)

- The student must be enrolled in six classes (excluding those not included in figuring grade point average).
- Qualification will be based on the student's grade point average for two consecutive semesters prior to the May Honors Assembly. Each semester may only be used one time in determining academic lettering status.

For each two additional semesters that student qualifies for an Academic Letter, the student who has been awarded a letter will be awarded a "lamp of knowledge" pin to be worn upon his/her letter.

#### ADVISEMENT PROGRAM

The mission of the Southeast Polk High School's Advisement Program is to ensure that each student at the senior high has a personal adult advocate so he/she knows at least one adult well, feels that he/she is an integral part of the learning community, and has a heightened awareness of his/her own personal progress, career goals, and grades.

#### GOALS:

- To ensure that each student has a personal relationship with one staff member and provide that student with a sense of belonging to Southeast Polk Senior High School learning community.
- To help students develop personal connections that support educational objectives at the high school and to serve as a reference/resource for the student.
- To develop a better line of communication between students, teachers, parents, and community.
- To help students solve problems before they become major issues.
- To improve the approachability and availability of the teachers for students.
- To promote student achievement for all students.
- To help students be aware of credits, scheduling classes, attendance, career/college preparation, and student achievement.
- To help students better understand the concept of diversity and the acceptance of everyone.

#### STRUCTURE:

- Advisor period will follow second period on Wednesday. Student attendance is required.
- Each advisor group will be composed of randomly selected freshmen, sophomores, juniors, and seniors.
- Parents, advisors, and students meet annually during spring parent/teacher conferences in order to create four-year academic plans.

#### COMMENCEMENT

Any student who has met the requirements for graduation and who follows the rules set by the administration for the ceremony, will be allowed to participate in commencement ceremonies. If, for any reason, a student fails to participate in commencement ceremonies, the student shall still receive his or her final progress report and diploma for completion of graduation requirements.

#### CREDIT RECOVERY

Credit recovery is available for students as an option for credit deficient students. Students must attempt a course in the regular classroom before taking the course in credit recovery. Any and all exceptions require administrative approval.

Students can only take one class at a time, no more than two class periods a day. The deadline for all courses is four months. If the student does not complete a course with a passing grade, they must pay the cost of the course (\$100 for a DMACC course or \$25 for a SEP course) prior to retaking the course.

#### DRIVER'S EDUCATION

StreetSmarts provides driver's education services to Southeast Polk Community School students. Information about registration for driver's education is available on their website, [www.streetsmartsdriversed.com](http://www.streetsmartsdriversed.com), or by phone, 515-279-1112.

#### FIELD TRIPS

The administration must give prior authorization for all field trips and/or excursions. Written parental notification is required prior to the student's participation in a field trip or excursion outside of the school district.

#### GOLD/SILVER CARDS

Students may earn a gold or silver reward card based off of their previous semester's grade point average. Students must receive a 4.0 GPA to earn a gold card or a 3.5 GPA to earn a silver card. The cards are valid for one semester, and they will be available in the assistant principals' office. The benefits of each card are listed below:

##### GOLD CARD

- May opt out of two semester tests
- Discount at school dances of \$1
- Nine 50¢ punches at concession stand
- Free admission to home athletic events
- One day of planned absence

##### SILVER CARD

- May opt out of one semester test
- Discount at school dances of \$1
- Seven 50¢ punches at concession stand

#### GRADING SYSTEM AND REPORT CARDS

Report cards are issued every six weeks; parent-teacher conferences are to discuss student progress or for academic planning. Grades in school subjects represent the teachers' best judgment of the student's achievement at the given time. A teacher's judgment is based on a combination of factors such as daily work, recitation, short tests-oral and written, unit or chapter tests, 8 and 16 week assessments, performance tasks, and semester tests. Southeast Polk High School encourages students and parents to utilize the many helpful features found in the Parent Portal of Infinite Campus, our school's student information system. Up-to-date grades, attendance, and other information are available at: <https://campus.se-polk.k12.ia.us/campus/portal/sepolk.jsp>

## GRADUATION REQUIREMENTS

(48 Credits needed for graduation)

<u>Credits Required</u>	<u>Subject</u>
8 credits	English
6 credits	Social Studies
6 credits	Mathematics
6 credits	Science
4 credits	Physical Education
1 credit	Health
1 credit	Fine Arts (Art, Music, Band courses)
1 credit	Career and Technical Education
15 credits	Electives from any area of curriculum,

\* No maximum limit from any area.

\* Two to four years of World Languages is strongly recommended for college bound students.

\* Completion of Senior Seminar

### Senior Seminar

#### PROGRAM DESCRIPTION

- All seniors successfully complete this independent study graduation requirement.
- All seniors who successfully complete this independent study will receive one academic credit towards graduation.
- Senior Seminar is the culmination of skills, products, and experiences that begin in ninth grade.
- Students compile a collection of senior high school work (a portfolio) to be presented to a group that includes their Advisement groups and people from the Southeast Polk community (presentation).

#### THE PORTFOLIO DESCRIPTION

- The portfolio can be thematic, reflective of growth, or an eclectic collection of student work.
- The portfolio is kept with advisors, and students can add elements to the portfolio such as course projects, tasks, or events which conclude with a common reflective exercise.
- Any products or work completed in the students' senior high school years are considered for inclusion in the portfolio.
- An assessment rubric is provided to all students for their use. In order to pass the presentation, students may not receive the score of a one in any of the categories within the rubric. Students that do not initially pass the presentation will need to have follow-up conversations with their advisor or designee until they have successfully met the requirements of the presentation.
- A checklist of ideas, examples, and suggestions is available to facilitate the continued processes of the portfolio from grades 9-12.

#### THE PRESENTATION DESCRIPTION

- Senior presentations provide a community involvement/family piece.
- Seniors give presentations in scheduled Advisement sessions during the senior year. (20 minute segments) Students can also schedule alternate times for presentations, should community people of consequence to the student be unable to attend.
- A universal rubric is used by audience members, the advisors, and the presenters themselves to assess the presentations.
- The presentation relates to what the senior student has accomplished, learned, and produced that validates the acquisition of the eight district outcomes. The presentation also relates to the student's post-secondary education of training.

#### RESOURCES

- *Carol VanHook* in the library is available to guide students through the process of creating their electric portfolio or website, help students take digital pictures, and provide teachers with video cameras to record demonstrations for students.
- *Administration* can answer all questions about the Senior Seminar process.

### HEALTH CURRICULUM

Health education is an important part of the school year's offerings. Major topics include personal health; safety and survival skills; consumer health; family life and human sexuality; substance use, misuses and non-use, emotional and social wellbeing; prevention and control of diseases; and health resources and careers.

According to the Code of Iowa, Senate File 2094, parents or guardians have the right to review human growth and development curriculum. This curriculum can be found on the district's website under the required notification section. Following a review, a form to request for a student to be excused may be obtained in the principal's office. Curriculum guides and instructional materials may also be examined upon request.

### HOMEWORK HELP

The media center will stay open until 5:15 pm two days a week throughout the school year for homework help. Core area teachers will be available to tutor any student that desires extra assistance. All library materials/resources are also available for student use, including computer/internet access.

### MID YEAR GRADUATION

A student may qualify for midyear graduation if the student has completed the minimum high school requirements. In such cases, within the discretion of the administration, alternate arrangements may be made for the satisfaction of the physical education requirement if students are normally required to take four years. The deadline date for all requests is October 1. Refer to the registration guide for exact early graduation procedures.

First semester early graduates who are planning to attend a post secondary institution must first complete their studies at Southeast Polk. They will not be allowed to miss classes or tests early to attend the post secondary institution. Nor are absences to attend post secondary classes Ram Plan excused. Arrangements will have to be made to start late at the post secondary school.

A student who graduates early will no longer be considered a student and will become an alumnus of the school district. However, the student who graduates early may participate in commencement exercises, Prom, Senior Breakfast and Graduation, and the Scholarship and Recognition Breakfast.

### PASS/FAIL OPTION

A pass/fail grade may be taken in an elective subject. Students can choose to be graded on a pass/fail basis for a total of (4) credits during high school. No more than one (1) course can be taken as pass/fail within a given semester. Students currently taking classes where pass/fail is the only grading option (TAG or OASIS) may take another course pass/fail provided all of the above criteria are met. At the end of the first six weeks grading period, the teacher of that class will inform the student of the grade earned. The student must then declare whether to select P/F or the letter grade. At this point, the teacher will place either the P/F or the letter grade on the report card for the 2<sup>nd</sup> six weeks and thereafter. The student will be thus "locked in" to that declaration for the remainder of the semester, including the final grade. (A "P" grade does not affect the G.P.A., but credit is earned.) An "F" grade does affect the G.P.A. and credit is not earned.

### PHYSICAL EDUCATION STUDENTS WHO DO NOT DRESS FOR P.E.

Grades in Physical Education are based primarily on participation, performance, and attitude. It is imperative that students are dressed appropriately for PE class. Students who do not dress out will not be allowed to be a disruption to the class. Any class missed can be made up within one week for ½ credit. Repeated "no clothes" will result in detentions assigned by the individual teacher, and may result in disciplinary referrals to the front office.

### PHYSICAL EDUCATION STUDENTS AND MEDICAL EXCUSES

Students who miss physical education class due to injury or illness must have a medical excuse, we recommend using the form that is available on the Southeast Polk website. The excuse shall be completed by a MD, DO, APRN, PA, PT or chiropractor. The form will include the students name, a beginning and ending date and the activities the student can perform (or special instruction). Medically excused students who do not present a PE medical excuse will be responsible for all classes missed. Students medically excused will be placed in study hall for the length of time listed on the form (a medical excuse must have a minimum of two weeks to be placed in study hall). Athletes currently in a sport may not compete if medically excused from PE.

### PHYSICAL EDUCATION OPTING OUT POLICY

Students participating in athletics at Southeast Polk Senior High School are permitted to "opt out" (be excused from) physical education class during only one semester (either spring or fall) during any given school year. The actual number of weeks "opt out" time will vary from circumstance to circumstance according to the following "opt out" criteria. Students participating in fall sports are permitted to "opt out" of physical education for the entire first semester (as long as they participate and successfully complete the season). Physical Education grades for fall sports athletes who have "opted out" will be listed as "excused" on the report card and official records.

Students participating in winter sports are permitted to "opt out" of physical education for either the first or second semester, which ever is their desire (but not during all or any part of both semesters). If the students choose to "opt out" during the first semester, they may do so beginning on the official starting date of their winter sport (date to be announced annually by the Director of Student Activities). If students choose to "opt out" during the second semester, they may do so at the start of the second semester – if all of their "opt out" paperwork has been completed; if these students successfully complete their winter sport, they may continue to "opt out" for the remainder of the second semester. Physical Education grades for winter sports athletes for the semester the student elected to "opt out" will be listed as "excused" on the report card and official records. Students participating in spring or summer sports are permitted to "opt out" of physical education beginning on the official starting date of their sport (date to be announced annually by the Director of Student Activities). For spring and summer sports, the student's grade earned in Physical Education up to the official starting date of their sport will be listed on the report card and official records. Students participating in multiple sports (i.e. football, basketball, spring or summer sports) will be required to choose which of the semesters (either first or second) they desire to "opt out".

A student who "opts out" of physical education will be assigned to a study hall. A student who quits or is dismissed from a team will be required to return to physical education class immediately.

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>	<u>Summer</u>
Cross Country	Basketball	Track	Baseball
Football	Wrestling	Tennis	Softball
Girls Swimming	Boys Swimming	Girls Golf	
Boys Golf		Soccer	
Volleyball			

Note: The intent of this "opting out" policy is to ensure that every student is enrolled in at least one (1) full semester of physical education each year.

**POST-SECONDARY ENROLLMENT OPTION**

By an act of Iowa Legislature, students may enroll for courses at a post-secondary institution. Funds for this enrollment will be provided by the local school district, provided that the student meets the admissions requirements of that institution, the course(s) taken are not offered by the local school district, the course taken is approved by the counselor, and the course is successfully passed. Students of junior or senior status, and 9<sup>th</sup> and 10<sup>th</sup> grade students who are identified as talented and gifted, are eligible. Further information about application guidelines and procedures may be obtained from the counselors.

**PROMOTION-RETENTION-ACCELERATION**

Classification by credits:

10 <sup>th</sup> grade student	a total of	12 credits must be earned
11 <sup>th</sup> grade student	a total of	24 credits must be earned
12 <sup>th</sup> grade student	a total of	33 credits must be earned

Students in grades nine through twelve are informed of the required course work necessary to graduate each year. When it becomes evident a student in these grades is unable to meet the minimum credit requirements for the year, parents are informed. It shall be the sole discretion of the board to deny graduation to a student.

Students in grades kindergarten through twelve with the exceptional talents may, with the permission of the principal and parents, take classes beyond their current grade level. Enrichment opportunities outside the school district may be allowed when they do not conflict with the school district's graduation requirements.

**RAM PLAN**

The RAM PLAN was created to reward exemplary student attendance and encourage improvement in the average daily attendance at the high school. RAM PLAN status is determined on a course by course basis. Parents of eligible students can opt for the grade that their students have earned without their students taking the final semester exam. Students that qualify for the RAM PLAN may still take the semester final, and if they do, then their grades can only improve.

**Step 1. Two or fewer absences from the class**

(Students who are not in class for reasons listed under "Ram Plan Excused" on the "Reason Directory" are not penalized for "Ram Plan" purposes.)

**Step 2. Two or fewer tardies from the class**

(Students who are late with a pass that, if absent would excuse them according to the "Reason Directory", will also be excused under tardy criteria.)

**Step 3. Passing grade on the 8 week exam, 16 week exam, and in the course**

**Step 4. Parent approval in writing.**

Students who fail to meet any of these criteria are not eligible.

- Each student will receive the RAM PLAN Semester Test Opt Out Permission Slip during the week prior to finals. This permission slip will include the number of Non-RAM PLAN absences and tardies.
- Each teacher needs to complete the form with the following information for all students that qualify based off of the student's attendance: current percentage in the course, teacher signature, and date.
- A parent/guardian signature on the bottom of the form allows the student to be excused from the testing periods in which s/he is eligible. This form is considered written notification that you are excusing your child from school. **A PHONE CALL TO THE ATTENDANCE OFFICE IS NOT NECESSARY.**
- The student must turn this completed form in to the main office. The office staff will produce a master list of qualifying students and distribute this list to all building staff members.
- The Ram Plan's inception was school year 1994-95. It was reviewed in 1997, 2000, 2005, and 2008.

**Reasons Directory: List of Ram Plan Excused Absence**

<u>Code</u>	<u>Description</u>	<u>Code</u>	<u>Description</u>
1	Late bus	2	Administrative office visit/approval
3	Counselor office visit	5	School activity
6	College visit – scheduled through the guidance office with proper paperwork		
7	Field trip	8	Gold card day
!	Testing	#	Athletic event participation
%	Teacher approved	*	Late lunch
-	Central Place	=	Support group
N	Nurse's office visit	M	Military responsibility
R	Treatment	S	Oasis

**RECOMMENDED COURSES FOR COLLEGE ENTRANCE**

<p><b>English</b> – 4 years (literature and composition)  <b>Math</b> – 3 years (Algebra I, Algebra II, Geometry)  <b>Science</b> – 3 years (including 1 year each from two of the following fields: biology, chemistry, and physics)  <b>Social Studies</b> – 3 years  <b>Foreign Language</b> – Check with your college</p>
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Successful completion of the above curriculum will meet the entrance requirements of Iowa's three state universities. Individual universities may require a grade of "C" or better before acceptance of the above courses.

**Regent Admission Index (RAI)**

Students who wish to enter Iowa State University, the University of Northern Iowa, or the College of Liberal Arts and Sciences at The University of Iowa directly from high school beginning Fall 2009 or later will be admitted based upon the following four factors: ACT composite score, high school grade point average, high school percentile rank, and the number of high school courses completed in the core subject areas.

A Regent Admission Index (RAI) score will be calculated for each applicant, based on the following equation:

$$\text{RAI} = (2 \times \text{ACT composite score}) + (1 \times \text{high school rank}) + (20 \times \text{high school grade point average}) + (5 \times \text{number of HS core courses completed})$$

For purposes of calculating the RAI:

- SAT scores will be converted to ACT composite equivalents.
- High school rank is expressed as a percentile with 99% as the top value.
- High school GPA is expressed as a 4-point scale.
- Number of high school courses completed in the core subject areas is expressed in terms of years or fractions of years of study.

Applicants who achieve at least an RAI score of 245 and who meet the minimum high school course requirements will automatically be offered admission. Applicants who achieve less than a 245 RAI score and who meet the minimum high school course requirements may also be offered admission, but their applications will be reviewed on an individual basis. Students who do not achieve an RAI of 245, but who otherwise demonstrate potential and commitment to succeed at a regent university, may be offered admission after an individual review of their applications.

An Example of Calculating "Mr. Southeast Polk's" RAI

Act	24	24 x 2	=	48
HS Rank	75%	75 x 1	=	75
HS GPA	3.5	3.5 x 20	=	70
Core Courses	18	18 x 5	=	90
		RAI		283

**SCHEDULING**

**GENERAL REQUIREMENTS:**

- Juniors and Seniors are required to take a minimum of 5.5 academic credit classes each semester. Sophomores and Freshmen are required to take a minimum of 6.5 academic credit classes each semester. Maximum course load is 8.5 credits which includes early bird PE.
- A maximum of 8 credits may be transferred from approved alternative education programs.
- Transfer students must assume the requirements at Southeast Polk High School.
- Students may only take a DMACC correspondence if they are behind in credits.
- After the first week of a semester, a student who drops a course will receive a grade of an "F" for the semester, unless administrative discretion decides otherwise.
- Students are not allowed into a full-year class at mid-year unless due to a previous failing.
- Students taking classes through the Post-Secondary Enrollment Option will be responsible for tuition, etc. if they fail or drop the classes.
- All Post-Secondary classes will be posted on a student's transcript and will enter into the grade point average.
- Any student wanting to go to The Harbor (alternative program) needs to first contact their school counselor.
- Seniors wishing to graduate at mid-year need to have a signed permission slip on file by October 1<sup>st</sup> of their senior year. After that date, a conference must be held with the student, parent, counselor and administrator.
- All exceptional or unusual circumstances concerning graduation must be evaluated by the high school principal and/or the superintendent of the schools.

**SCHEDULES WILL NOT BE ADJUSTED FOR THE FOLLOWING:**

- |  |   |
|--|---|
| • Preference for a different teacher   | • Preference for a different period or semester |
| • Change of mind about taking a course | • Preference to be with friends in class        |

All exceptional or unusual circumstances concerning scheduling must be evaluated by your counselor and/or administration.

**STUDY HALL RELEASE**

Juniors with 1<sup>st</sup> or 8<sup>th</sup> period study hall may apply for study hall release. This will be permitted only with the approval of the student's guardian. Seniors with 1<sup>st</sup> and 2<sup>nd</sup> or 7<sup>th</sup> and 8<sup>th</sup> period study halls (or 1<sup>st</sup> / 8<sup>th</sup> only) may apply for study hall release as described above.

Students released early from school due to study hall release that are not enrolled in the apprenticeship program are required to adhere to the adjusted schedule for two-hour late starts and advisor days. Students who miss classes due to study hall release conflicts must be excused by a parent/guardian.

**STUDY HALL TUTORING**

Teachers from the core areas and modern languages will be available as often as possible. Study hall students are expected to access the tutors with permission from the study hall supervisor. Some students may be assigned to the tutor during study hall times if student achievement data warrant daily contact. Teachers may also refer their current students to the tutors when they determine these students need extra assistance. Tutoring placement may also be requested by students or their parent/guardian.

**WEIGHTED GRADING SYSTEM**

Students taking honors or advanced placement courses will receive additional academic credit. Graduation grade point averages are based on the chart below. The courses for which the student will receive additional academic credit are:

**AP Courses**

AP Biology	AP Literature	AP World History
AP Calculus	AP Macro Economics	AP On-line Courses
AP Chemistry	AP Psychology	
AP Composition	AP US History	

**DMACC Academies**

Health Occupations Academy      Teacher Academy

**DMACC Concurrent Credit**

Accounting II	Drafting	Textiles and Design II
Advanced Animal Science	Explorations of Drawing Media	Textiles and Entrepreneurship
Auto Mechanics I	Explorations of Painting Techniques	Trades and Industry
Auto Mechanics II	Finite Math	Turf and Landscape
Communications for Technicians	Greenhouse Operations	Vocational Work/Apprenticeship
Composition II	Intermediate CADD--Architectural	Web Page Design II
Computer Aided Architectural Drafting	Marketing Education	*French IV
Computer Aided Engineering Drafting	Pre-Calculus	*Spanish IV
Construction Technology	Statistics	

\* may not be offered for DMACC concurrent credits.

Grade	% Grade	Standard Scale	Weighted Scale
A+	98-100	4.333	4.833
A	94-97	4.000	4.500
A-	90-93	3.667	4.167
B+	87-89	3.333	3.833
B	83-86	3.000	3.500
B-	80-82	2.667	3.167
C+	77-79	2.333	2.833
C	73-76	2.000	2.500
C-	70-72	1.667	2.167
D+	67-69	1.333	1.833
D	63-66	1.000	1.500
D-	60-62	0.667	1.167
F	Below 60	0.000	0.000

## ATTENDANCE

The main objective of any public institution for the education of young people must be, "To prepare young men and women for a meaningful and productive life." Although teachers differ in modes and styles of instruction, they acknowledge the great importance of attendance, promptness, and appropriate behavior in the ultimate success or failure of the individual. With this in mind, SEP Community High School has adopted the following policy to improve the quality of education for its students.

### OBJECTIVES:

- To encourage responsible actions among student, peers, family and community.
- To help students realize the importance of attendance and responsible behavior in setting and maintaining high educational standards.
- To reduce problems encountered by students and staff as a result of inappropriate behavior, tardiness, and absence.
- To emphasize each student's responsibilities toward the successful functioning of any social, civic, or educational organization.

This policy is intended to be helpful to all SEP Community School District patrons and stakeholders whose mission it is to provide superior quality learning experiences "which enable all students to successfully meet challenges now and in the future." Consistent demonstrations of citizenship outcomes will help our students to be successful in their relationships throughout their lives.

### ATTENDANCE PROCEDURE

Attendance is a shared responsibility that requires cooperation and communication among students, parents, and school. To achieve this goal, parents are asked to call school each day their child will NOT be attending school. If the call is not received within the times designated, school personnel may attempt to call the home or the place of work to verify the student is indeed absent with the knowledge of the parent. Notification to school personnel that your child will not be in school should be given between 7:00 to 10:00 a.m. the day of absence. **Please call the attendance office: 967-6450.**

Students that have not been excused by the attendance office will need to obtain admit slips on the date of their return to school. Students are encouraged to pick up an admit slip before school on the date of their return so that they can be in their first period classes by the time the tardy bell rings. Teachers will not admit students to class without an admit slip unless they were previously excused by the attendance office. Students without the required admit slip will be sent to the attendance office to clear their absence. A contact to the student's guardian will be necessary at this time to verify the reason of absence.

**Students arriving to class within the first 10 minutes are considered tardy. These students do not need to secure an admit slip from the attendance office. They should report directly to class and be recorded tardy by the classroom teacher.**

### ATTENDANCE PROTOCOL

The Student Assistance Team (SAT) will meet to discuss specific student's absenteeism whenever a student has reached the levels below. The purpose of this meeting is to determine if the absences constitute a consistent pattern of avoidance from school. The following comes from Board Policy # 501.9R1:

- A. Level One: (Seven or more absences from school)
  1. The guardian(s) will be notified by mail of the dates of absence and reasons given.
- B. Level Two: (Ten or more absences from school)
  1. The SAT will discuss the student's absenteeism to determine if the absences constitute a consistent pattern of avoidance from school.
  2. If avoidance of school is determined, a required meeting with the student and his or her guardian will be held to discuss the student's attendance. A member of the SAT will call the guardian to schedule this meeting.
  3. An attendance contract will be discussed and signed by the student, guardian, and appropriate school personnel.
  4. Refusal to participate in prescribed level two programs will cause the attendance issue to be moved to level three.
- C. Level Three: (Fifteen or more absences from school)
  1. SAT will discuss the student's absenteeism to determine if the absences constitute a consistent pattern of avoidance from school.
  2. If the student is of mandatory attendance age, a request for mediation will be filed with the Polk County Attorney's office. The juvenile court school liaison will contact the guardian to inform them of this request for mediation.
  3. The student may receive disciplinary action based on the truancy protocol.

### PLANNED ABSENCE AND MAKE-UP WORK PROCEDURES

When parents or guardians know in advance that their student(s) will be absent from school, they are asked to have the student(s) bring a parent note that includes the dates of the planned absence to the attendance office. The students then will be given a "Planned Absence" form to be presented to their teachers. This form will complete communication with our teachers and enable our students to secure quality work.

**Planned absence forms will not be distributed to students during the last week of the semester that request an alternate time for semester finals. Planned absences from school during semester finals will need to be submitted to the attendance office prior to the last week of the semester.**

NOTE: College visits are limited to two school days per semester for purposes of "Ram Plan" eligibility for seniors. Juniors are eligible for college visits of two school days only during the second semester. No college visits will be Ram Plan Excused during the final two weeks of any semester.

#### RELEASE DURING SCHOOL HOURS

Students will be allowed to leave school grounds during school hours only with prior authorization from their parents and communication with the school. Approved reasons for a student leaving school during the school day will include illness, family emergencies, medical appointments, religious instruction, classes off school grounds, employment for which the student has been issued a work permit, and other reasons approved by the administration. Any student who leaves school grounds without prior parent approval and communication with the school or without permission of the attendance office will be considered (unexcused) from school.

#### STUDENT ATTENDANCE REGULATION

School work missed due to any absence must be completed to the satisfaction of each teacher whose class or classes were missed. (1) When students can anticipate absences, every effort should be made to see that school work is made up in advance of the absence. The principal may determine that the completion of school work in advance be a prerequisite to allowing the absence to be excused. (2) When an absence was not anticipated, all school work must be made up within the number of school days equal to the number of days absent plus one (two days of illness = three days upon return to school to complete work). Absences of more than five days must be made up as arranged with the principal. (3) Students shall receive full credit for school work made up due to absences.

#### TARDY POLICY

Students at Southeast Polk High School are expected to be in class on time because punctuality is a concept that is important in all phases of life. There are situations when coming late to school or class will be considered excused. Those tardy situations include but are not limited to:

- Medical appointments
- Illness
- A family emergency
- Bad weather/road conditions
- Educational reasons that involve passes from school employees

All other tardy situations are unexcused.

#### Tardy Definition

Students are tardy if they are not in their assigned areas safely when the bell rings. Students arriving after the bell and within the first 10 minutes of the class are considered tardy. Students that are tardy will receive verbal notification from the teacher after each time they are tardy. Students arriving more than 10 minutes late will be counted absent.

#### Purpose

To address student punctuality by applying reasonable interventions and/or consequences while also preserving instructional time for all.

- |  |   |
|--|---|
| <b>1<sup>st</sup>/2<sup>nd</sup> Tardy</b>   | -Student receives verbal notification from the teacher  |
| <b>3<sup>rd</sup> Tardy</b>                  | -Loss of RAM PLAN privilege for that class  |
| <b>4<sup>th</sup> Tardy</b>                  | -Teacher contacts the parent/guardian as a partner in intervention<br>-Student receives notification that referrals will be written for future tardiness  |
| <b>5<sup>th</sup> and subsequent tardies</b> | -A referral is written to administration including the number of tardies to class<br>-Parents are sent a copy of the discipline referral by mail<br>1 <sup>st</sup> step = 30 minute detention<br>2 <sup>nd</sup> step = 60 minute detention<br>3 <sup>rd</sup> step (minimum of the 7 <sup>th</sup> tardy)<br>-A building administrator contacts the parent/guardian if consequences are beyond detention<br>-Administrative discretion is used to determine an appropriate response to this behavior<br>-Consequences may range from detention through suspension and/or could result in a loss of privileges |

#### TRUANCY POLICY

Truancy is any absence that occurs without the prior approval and consent of the parent/guardian AND THE SCHOOL. Students will be allowed only one truancy without a consequence during their entire high school career. An administrator will attempt to contact the guardian(s) after every account of truancy. Administrative discretion will be used to determine the step placement for each incident and the appropriate length of suspension for a step three or four infraction. The SEP truancy officer will also be contacted regarding any truancy involving a student of mandatory attendance age.

#### Consequences for Truancy

- |                      |                                       |
|----------------------|---------------------------------------|
| 1 <sup>st</sup> step | Two hour detention                    |
| 2 <sup>nd</sup> step | Saturday school                       |
| 3 <sup>rd</sup> step | In-School Suspension                  |
| 4 <sup>th</sup> step | Four Oaks or Out-of-School Suspension |

## VISITORS

Students may request permission to bring visitors to school, on a limited basis. Requests must be made to the principal's office at least four days in advance of the visit. Permission will ordinarily not be granted, unless there is clear interest on the part of the visiting student to attend Southeast Polk High School. Students should not request to bring small children with them to school. Visitors are requested to check in at the main office.

## DISCIPLINE

### ADMINISTRATIVE DISCRETION

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

### CONSEQUENCES FOR VIOLATING SCHOOL REGULATIONS, RULES, AND POLICIES

Students who violate policies, rules, or regulations of the school district, or who have documented cases of conduct detrimental to the best interest of the school district, may be suspended or expelled from school, or otherwise punished as provided by this policy.

The principal or designee(s) shall have the authority to suspend students temporarily. Such suspension may be for a period not to exceed ten (10) school days. A suspended student shall be given opportunity to make up work and receive credit on the same basis as other absentees. A day of suspension shall be counted as an absence. The initiative to make up work must be made by the student.

The principal or designee(s) may impose a range of penalties based upon their professional judgment and the facts and circumstances of each situation. Consequences may range from warning, counseling, reprimand, detention, loss of privileges, suspension from school, suspension from participation in activities, or recommendation for expulsion.

The Board of Directors, upon the recommendation of the building principal or designee, may expel a student from school for violation of the policies, rules or regulations of the school district or for documented cases of misconduct detrimental to the best interest of the school district. The Board may expel any incorrigible child or any child whose presence in school may be injurious to the health or morals of other students or to the welfare of the school.

### DANGEROUS OBJECTS

Dangerous objects are not allowed on school grounds or at school sponsored events. Dangerous objects will be taken from students and others who bring them onto the school property. If a dangerous object is taken from a student, the parent of that student will be contacted. At the discretion of the administration, law enforcement may also be contacted. The student will be subject to further disciplinary action. A national goal is that every school in the United States will be free of drugs, violence, and the unauthorized presence of firearms and alcohol and will offer a disciplined environment conducive to learning.

### DETENTION

Detention is assigned for various violations of school policy. Morning detention is from 6:30 a.m. to 7:30 a.m. every day except late starts. After school detention is from 3:05 p.m. to 5:05 p.m. on all days except Fridays or the last school day of the week. Students may not serve less than 30 minutes of detention in a single session. Students are to serve detention time within five school days. Detentions that are not served will result in Saturday school assignments.

### EXPULSION

Only the Board may remove a student from the school environment beyond 10 days. The removal of a student from the school environment beyond 10 days, which includes but is not limited to classes and activities, is an expulsion from school.

It shall be within the discretion of the Board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense.

It shall be within the discretion of the superintendent to recommend to the Board the expulsion of a student for disciplinary purposes. Only the Board may take action to expel a student and to readmit the student. The principal shall keep records of expulsion in addition to the Board's records.

### FIGHTING

**Definition: Fighting consists of two or more persons engaged in any fight or violence toward each other in any angry or quarrelsome manner. (Policy No. 503.1R2)**

Fighting is extremely disruptive to the atmosphere of the entire educational setting; it is dangerous to the students directly involved; it is potentially dangerous to students and staff who may be in the area; and it is dangerous to those individuals who assist in stopping the actions of those involved. Whenever possible, staff should do everything possible to avert a physical confrontation. However, when such an incident occurs, as administrators, we will follow the following steps to insure appropriate action has been taken and such action is appropriately documented for future reference:

- Determine all students who are actively involved in the incident.
- Assign the "Fighting Probation Contract."
- Assign the five (5) days of Out-of-School Suspension or placement at Four Oaks.

A violation of the fighting probation contract will result in a recommendation of expulsion from school to the Southeast Polk Board of Education.

### GANG POLICY

This Board believes that the presence of gangs and gang activities has caused, and continues to cause, a substantial disruption of or material interference with school and school activities. A "gang", as defined in this policy and under Iowa Code 723A, means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities, the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or have engaged in a pattern of criminal gang activity. The "pattern or gang activity" means the commission, attempting to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of, or belong to, the same criminal street gang. By this policy, the Board of Directors acts to prohibit the existence of gangs and gang activities as follows:

No student on or about school property or at any school activity:

- A. Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other thing which is evidence of membership in, or affiliation with, any gang.
- B. Shall commit any act or omission or use any speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
- C. Shall use any speech or commit any act or an omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
  1. Soliciting others for membership in any gangs;
  2. Requesting any person to pay for "protection" or otherwise intimidating or threatening any person;
  3. Committing any illegal act or violation of school district policies;
  4. Inciting another student to act with physical violence upon any other person.

### INITIATIONS, HAZING, OR HARASSMENT

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Harassment on the basis of race, color, religion, national origin, gender, disability, age, or marital status includes conduct of a verbal or physical nature that is designed to unreasonably embarrass, distress, agitate, disturb, or trouble persons when:

- submission to such conduct is made either explicitly or implicitly a term or condition of the student's participation in school programs or activities;
- submission to, or rejection of, such conduct by a student is used as the basis for decisions affecting the student; or such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile working or learning environment.

Sexual harassment includes, but is not limited to:

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

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

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc.; and
- demeaning jokes, stories, or activities.

Harassment and abuse are violations of school district policies, rules, and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report violating this rule to law enforcement officials.

Students who feel that they have been harassed should:

- A. Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor, or principal to help.
- B. If the harassment does not stop, or the student does not feel comfortable confronting the harasser, 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:
    - a. what, when and where it happened;
    - b. who was involved;
    - c. exactly what was said or what the harasser did;
    - d. witnesses to the harassment;
    - e. what the student said or did, either at the time or later;
    - f. how the student felt; and
    - g. how the harasser responded

### OFF-CAMPUS SUSPENSION – FOUR OAKS

In January 2004, the Southeast Polk Board of Directors approved a program which created a partnership with Four Oaks, Incorporated, of Iowa City, Iowa. The Four Oaks team provides out-of-school services for students who have been recommended for suspension from their normal school program.

The program is located at 406 3<sup>rd</sup> Ave. SW in Altoona, Iowa, and is intended to provide continual educational instruction when a student would otherwise be suspended to his or her home for misconduct at school. This program is intended to "help students stay on track" with their studies and improve their attendance rate. Highlights of the program include:

- Most students will no longer be sent home for out-of-school suspension.
- What we currently know as "out-of-school" suspension is replaced with "Off-campus" suspension.
- Off-campus suspension is administered by Four Oaks, Inc.
- Successful completion of the Four Oaks program may expunge the suspension from the student's permanent record.
- The students sent to the Four Oaks program will continue their normal studies, thus eliminating the possibility of "missing out" or getting behind in their school work.
- The time the student attends the Four Oaks program is to be considered an absence from their normal attendance center.

#### **SATURDAY SCHOOL**

Saturday School exists as an alternate day makeup opportunity for students whose absences for one or more class periods exceeds ten and where a majority of those absences are unexcused. Saturday School will also be used as a response to failure to serve detention, as a step-two truancy consequence in accordance with the truancy protocol, or as a consequence for student behavior. If a student refuses to attend Saturday school, he/she will be suspended from school at the discretion of administration.

- Transportation is provided by the student or parent.
- All school work and materials will be brought to the room at the beginning of the sessions.
- A short break will be given to the students to use the rest room.
- Time spent will be productive. The student will work on assignments or school related projects.
- Student will not be allowed to use the phone.
- Students will not leave their seats without permission.
- Students may not talk to other students without permission.
- Students may not bring food or beverages.
- Students will follow the instructions of the supervisor.
- Students will exit the room and school building immediately after serving Saturday School.
- Failure to follow these rules will result in being dismissed from the building. Time served will not count and an additional Saturday or suspension will be assigned to the student.
- The Saturday School teacher has the complete authority to determine if the student has fulfilled the Saturday School requirements.

#### **SMOKING – DRINKING – DRUGS**

The board prohibits the possession, use, sale, or being under the influence of beer or alcohol, tobacco, other controlled substances, or "look alike" substances that appear to be tobacco, beer or alcohol or controlled substances by students on school district premises or on property within the jurisdiction of the school district or at any activities sponsored by the school district, on or off school district property.

The board believes such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school district premises.

Violation of this policy by students will result in disciplinary action including possible suspension or expulsion. Use or purchase of cigarettes, tobacco and/or tobacco products for those under the age of eighteen, shall be reported to the local law enforcement authorities. Students found to be in possession or use of beer or alcohol, and/or a controlled substance, shall be reported to the local law enforcement authorities.

#### **STUDENT CONDUCT**

Students are to conduct themselves in a manner consistent with their age and grade level. For all students, this includes respect and consideration for others. This conduct is expected while on school premises, while on school owned and/or operated school or chartered buses, and while attending or engaging in school activities on or off school property.

Students who exhibit inappropriate behavior in the opinion of the staff and/or administration shall be subject to discipline. Inappropriate behavior includes behavior which disrupts or interferes with the educational program, the orderly and efficient operation of the school or school activity, or the educational atmosphere. Disciplinary measures may include, but not be limited to, removal from the classroom, detention, suspension, probation, and expulsion.

#### **STUDENT DISCIPLINE**

##### **I. BREACH OF DISCIPLINE**

Breach of discipline is any conduct of pupils which interferes with the maintenance of school decorum. Acts of behavior which conflict with or disrupt the educational program or which are antagonistic to the welfare of other students and school personnel cannot be tolerated. Insubordination and other misbehavior are incompatible with good citizenship and educational programs.

##### **II. EXAMPLES OF BREACH OF DISCIPLINE ARE:**

- A. Verbal or other types of abuse.
- B. Threats or intimidation of others and gang membership or affiliation.
- C. Open defiance involving refusal to conform to the rules, regulations, and policies of the school.

- D. Use of profane or obscene language or loud and boisterous conduct, and any other action which disturbs the orderly, efficient, and disciplined atmosphere and operation of the school.
- E. Tardiness to class or school.
- F. Possession or use of tobacco on school premises.
- G. Refusal to comply with all school personnel in carrying out school responsibilities or duties.
- H. Disobedience or insubordination.
- I. Violation of the rules of the school or Board of Directors.
- J. Physical attack or threats of physical violence.
- K. Truancy.
- L. Misbehavior, such as extortion, intimidation or possession of dangerous objects.
- M. Any action or behavior that seeks to disparage a person's race, ethnic origin disability, sex, or religion will carry the same penalties as that of an unprovoked, physical assault.
- N. Sexual Harassment such as unwelcome sexual advances, requests for sexual favors and other inappropriate verbal or physical conduct of a sexual nature when made by a student to another student or when made by a student to a staff member when:
  1. Submission to such a conduct is made directly or indirectly or a term of condition of an individual's employment or education.
  2. Submission to, or rejection of, such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.
  3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.
- O. Violation of the laws of the state of Iowa or the laws of the United States of America.

### III. IOWA STATE LAW

- A. **Assault.** Assault is the attempt to offer or apply force to another with intent to do physical injury and with present means to execute the attempt. There may be an assault even though there is no personal injury inflicted.
- B. **Battery.** Battery is a successful assault, i.e., the actual unlawful application of force to the person of another.
- C. **Larceny.** Larceny is the taking of property of another with intent to permanently deprive the owner of the useful enjoyment.
- D. **Robbery.** Robbery is the taking of the property of another by force or violence or by putting in fear with intent to deprive the owner of the useful enjoyment.
- E. **Malicious mischief.** Malicious mischief includes malicious injury, defacing or destruction of any building or fixture, and includes willful writing, making marks, drawing characters, etc., on walls, furniture and fixtures.
- F. **Malicious threats.** Any person who, knowing the information to be false, willfully conveys or causes to be conveyed to any other person any false information concerning the placement of or an attempt being made or to be made to place any bomb or other explosive or destructive substance or device in or upon the premises of any school, further any person who willfully makes any threat to any other person to place or attempt to place any bomb or other explosive or destructive substance or device in or upon the premises of any school.
- G. **Fighting.** Fighting consists of two or more persons engaged in any fight or violence toward each other in an angry or quarrelsome manner.
- H. **Profanity.** A person may be prosecuted for using profanity when the use of obscene language publicly disturbs the public peace and quiet.
- I. **Malicious use of the telephone.** Chapter 416 of the Act of the 62<sup>nd</sup> General Assembly makes it unlawful for any person to telephone another and use any obscene, lewd, or profane language, or threaten to inflict injury or physical harm to the person or property of any person. The use of obscene, lewd, or profane language or the making of a threat or statement as set forth in chapter 416 shall be prima facie evidence of intent to terrify, intimidate, threaten, harass, annoy, or offend.
- J. **The use, possession, sale, attempted sale, consumption, or being under the influence of,** any alcoholic beverage or prohibited substance or any facsimile thereof and the possession of any item which may be used for the ingestion of such substance on school property or at any school related, sponsored or approved event or activity.
- K. The dissemination, circulation, sale or distribution of any obscene material or committing of any sex act on school property or at any school related, sponsored, or approved event or programs.
- L. **Malicious injury.** Malicious injury to building and fixtures and property.
- M. **Theft or burglary, arson or causing or attempting to cause a fire.**

Items A through M are violations of the laws of the State of Iowa. School officials may report behaviors of this description to appropriate law enforcement officials. Policy No. 503. 1R2.

#### SUSPENSION

Suspension is an earned consequence for noncompliance to school rules, Board policies, and/or our high school community Respect Code. Suspension is assigned at the discretion of the administration and may be in the form of in-school or out-of-school suspension.

### HEALTH

#### COMMUNICABLE DISEASES

SEP will follow recommendations from the Iowa Department of Public Health in regards to exclusion from school for communicable diseases. In order to prevent the spread of communicable diseases, parents should use their good judgment in keeping sick children home

from school. Iowa Department of Public Health guidelines require a student with a temperature of 100.6 \* F or vomiting or diarrhea must remain home until they are symptom free without medication for 24 hours.

#### **FOOD IN THE CLASSROOM**

Students are not to bring food or drink to class at any time, except bottled water. All food or drink must stay in the commons. It is distracting to the teaching and learning process to have food or drink in the class. Special circumstances may exist at certain times during the school year when the teacher may submit a request to the principal for an exception to this procedure.

Ban of home-baked goods in the school buildings

- Students, parents and staff do not bring home-baked goods to school for the consumption by Southeast Polk students.
- Students and teachers do not bring home-baked treats/snacks for classroom celebrations, projects, etc.
- Cheerleaders (and others) do not bring home-baked treats for athletes and participants in other school events as spirit activities.
- Groups do not hold sales of home-baked goods for general distribution to Southeast Polk students and families.

Only store-bought, individually wrapped goods are used for these purposes. Only foods made in kitchens regularly inspected by state/county health departments are excluded from the "store bought, individually wrapped" requirement.

#### **HEALTH/IMMUNIZATION CERTIFICATES AND PHYSICALS**

Students who wish to participate in athletics or are enrolling in the district for the first time shall have a physical examination by a licensed physician and provide proof of such an examination to the activities office. All incoming ninth grade students should have a physical examination on file with the school nurse. Students enrolled in the district shall also submit a certificate of immunization, in compliance with Iowa Immunization Laws. Certificate of immunization will be kept on file at the building in which the child is attending. Exemption from this immunization requirement will be allowed only for medical or religious reasons or in situations of homelessness. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this requirement.

#### **ILLNESS AND INJURY**

If a student becomes ill or is injured at school, the student's parents, or other designated adult, will be notified as soon as possible. Emergency or minor first aid will be administered by a person competent to do so if available. In any event, ill or injured students will be turned over to the care of the students' parents or qualified medical personnel as quickly as possible. Every year parents will be asked to complete an emergency medical form providing necessary information to be used in the case of an illness or injury.

#### **LIFE THREATENING ALLERGY STATEMENT**

The principal, in consultation with the school nurse, will be responsible for notifying classroom teachers, associates, and other adults in contact with students who have a life threatening allergy. This should include bus drivers, custodial, and kitchen staff. The allergy must be clearly documented by the primary physician. Notification should include an explanation of the severity of the allergy. Precautions will be taken for students with life threatening allergies.

Classrooms containing students with life threatening allergies may have more specific guidelines. The student with the allergy will have an allergy action/emergency plan. This plan will be reviewed and utilized in the classroom. This plan will also accompany the student on any field trips.

#### **MEDICATION ADMINISTRATION IN SEP SCHOOLS**

- Medications are to be administered to students in school only by the school nurse or qualified designated school personnel.
- Only medicines prescribed by a physician will be given in school. This means over the counter medications, such as aspirin, cold and stomach remedies, cough drops and syrups, or any other drug purchased without a physician's prescription, cannot be given unless a physician orders it.
- Exception: Secondary students (grades 7-12<sup>th</sup>) may be given Acetaminophen 325 mg. every four hours or Ibuprofen 200-400 mg. every six hours at school with parental permission. If a student requires the above medication more than five times during a school year, a doctor's order will be required for additional doses. Cough drops and Tums may be given to secondary level students with parental permission only.
- Written permission from the parent/guardian must be received prior to the administration of any medicine. Permission should include the ordering physician's name, student's name, name of medicine, and exact instructions as to time and dosage. The form should be signed and dated by the parent.
- Medication should be brought to school in original container, appropriately labeled by the physician or pharmacist, including any special directions. Medications should be brought to and picked up from school by an adult.
- Medications will be kept in a locked medicine cabinet in the nurse's office or refrigerator.
- Medication administration will be documented in a log, which will include a record of: student's name, medication name, dosage, date, time, and initials of person administering medication.

## POLICY

### ABUSE OF STUDENTS BY SCHOOL EMPLOYEES

Recent legislation has established specific guidelines pertaining to what will be considered acts of physical or sexual abuse by school employees. This includes inappropriate as well as intentional sexual behavior towards students. All such activities are clearly in violation of the policies of the Southeast Polk School District.

To ensure compliance, Dr. Stephen Miller (967-4294) has been appointed as the district's level-one investigator. If the complaint is found to be without grounds, the level-one investigator can cause the complaint to be dropped. If legal action is required or the incident comes under the auspices of the Department of Human Service, then the appropriate agency is notified. The investigator may also refer the case to the level-one findings.

### BUS SURVEILLANCE

In an effort to increase the safety of transporting students to and from school, the Southeast Polk Community School District employs a system of 'bus-cams' to video tape student behavior on buses. This is done in a random manner, and parents and students are advised this may be employed on all buses throughout the school year. Viewing of these video tapes may be granted to parents and other interested parties, on a 'need-to-know' basis, by the Director of Transportation. All video tapes will be handled as any other student records, according to the Privacy Act. Further information may be obtained by calling the Director of Transportation.

### CAR REGISTRATIONS/PARKING

Parking on school property is a privilege afforded to students. Certain conditions are attached to that privilege. Students who fail to uphold those conditions will be subject to loss of parking privileges. The conditions which must be complied with are as follows:

1. All students who drive to school MUST register their vehicles EVERY school year and display the new tag for the current year!!!!
2. Students must pay a \$30 parking fee at the time of registering their vehicle. Any vehicle parked on school property by a student must be registered. Parking on school property without registering or paying this fee will result in a fine. Students may also purchase a second semester parking pass for \$15 beginning in January.
3. JUNIORS AND SENIORS may park in the two student lots located to the WEST of the senior high on a first-come, first-serve basis.
4. Overflow parking for juniors and seniors, as well as ALL PARKING FOR LICENSED UNDERCLASSMEN, will be in the lots to EAST of 80<sup>th</sup> Street.
5. Students are permitted to park their vehicles only in student parking areas designated by their parking tag. Students are not allowed to park in staff designated parking lots.
6. All vehicles will be parked within the lines defining a parking space – a line must be visible on BOTH sides of your car. Parking is not permitted on curbs, bus lanes, handicap parking spaces, fire lanes, visitor parking, staff areas, walkways, sidewalks, medians, on grass, on or adjacent to snow piles (in winter), or at the end of a row. Parking in these areas will result in a suspension of parking privileges or a fine as determined by administration. The administration also reserves the right to remove parking privileges of habitual offenders.  
  
Minor offense = \$5 fine  
Major offense = one week suspension of parking privileges or \$20 fine
7. Fines may be issued under the following circumstances:  
Parking on campus without displaying the parking tag on a registered vehicle:  
Initial offense----- Warning  
Subsequent offenses----- \$5  
Parking on campus without registering vehicle and paying parking fee----- \$10 + parking fee
8. Responsibility for finding an authorized parking space rests with the operator. Lack of space in a certain area is not considered a valid excuse for violation of these regulations.
9. Parking on school grounds while parking privileges are suspended is a violation and will result in additional consequences.
10. Southeast Polk has the authority to deny future use of Southeast Polk Senior High School parking facilities to habitual parking violators. The registered holder of a parking tag, regardless of who drives or parks the vehicle, is at all times responsible for the vehicle.
11. Maximum speed limit is 15 mph. Speeding or careless driving around the school is prohibited and will result in loss of school driving privileges.
12. When on school property, buses have the right-of-way. Do not CUT BETWEEN or PASS the buses when they are in the parking lot.

13. Upon arrival at school, students are expected to park their cars immediately. No joy riding is permitted on campus.
14. Going to or sitting in cars during school hours is prohibited. Extra trips to the parking lot require a parking lot pass available in the assistant principals' office. A student may receive one parking lot pass each semester.

Students are to obey all traffic signals, signs, and markings on campus. Speeding or reckless driving is prohibited. Parking lot rules are intended to provide safety for all students and help eliminate unauthorized persons and/or vehicles. School administrators and/or designated representatives possess the authority to conduct a reasonable search of student automobiles when on school property and/or on property being used by the school. Students who fail to follow the rules set by the administration may have the privilege of driving a motor vehicle removed and may also be subject to a fine or additional discipline.

#### **CARE OF SCHOOL PROPERTY/VANDALISM**

Students are expected to treat school property with care and respect. Students found to have deliberately damaged or destroyed school property will be required to reimburse the school district, as well as be subject to additional discipline. In the discretion of the administration, such students may be turned over to local law enforcement officers.

#### **CELL PHONE POLICY**

Cell phones are to be turned off and are not to be utilized during classes. Students may use their phones during passing periods and lunch as long as they do not cause a disturbance to the educational environment. If students are found in violation of the policy, then the staff member will confiscate the phone and turn it in to the office. The following consequences are on a yearly basis for students who use their phones during class or if their usage causes an undue disturbance to others:

- |  |   |
|--|---|
| 1 <sup>st</sup> offense:                 | The student may pick up the phone at the end of the day   |
| 2 <sup>nd</sup> offense:                 | The student will serve a two hour detention. The phone is returned at the end of day.<br>The student's guardian(s) may pick up the phone at the end of the day in lieu of consequences. |
| 3 <sup>rd</sup> and subsequent offenses: | The student will serve a Saturday school detention.   |

Consequences must be served within the timeframe determined by the administration during the student conference. On the third and subsequent offenses, the phone may be held until after the student serves the consequence. The phone may also be returned to a guardian at his/her convenience.

Cell phones have the capability of capturing audio, video, and still photographs. The regulations for this aspect of cell phone usage are listed in the Electronic Devices policy.

#### **COMPLAINTS AND GRIEVANCES**

It is the goal of the district to resolve student complaints and grievances at the lowest level. Students are encouraged to address problems to the students' teachers or other licensed employees, other than the administration, for resolution of the complaint. If the complaint cannot be resolved by the teacher, the student may discuss this matter with the principal; the student may discuss it with the superintendent within 10 days after speaking with the principal.

#### **COMPUTER AND INTERNET RULES**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege – not a right.

Individual users of the district computer networks are responsible for their behavior and communications over the networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on the district servers will always be private.

Within reason, freedom of speech and access to information will be honored. The following is not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another's password or trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes

Violations may result in a loss of access as well as other disciplinary or legal actions.

#### **DISTRIBUTION OF PRINTED MATERIAL**

A publication by students not created under the supervision of school personnel and not part of a curricular or extracurricular programs or activities of the S.E.P. Community School District is considered unofficial student publication. However, it may disseminated on school grounds subject to the following conditions:

- The publication is distributed before or after school or within the cafeteria/ commons area during the lunch periods.
- The publication does not identify itself as affiliated with, or under the sponsorship of, the school.
- The publication is not pervasively vulgar, indecent, or obscene to an audience of minors.
- The publication does not contain libelous expression or expression that invades the privacy of another.
- The publication does not include insulting or "fighting words," the very expression of which injures or harasses others (e.g., threats of violence, defamation of a person's character, race, religion, or ethnic origin).
- The publication does not contain expression that presents a likelihood that, because of the content or the manner of distribution, it will cause a material and substantial disruption of the orderly operation of the school, cause the commission of unlawful acts or the violation of school regulations.
- The place of activity shall be reasonably restricted to permit the normal flow of traffic within the school and at exterior doors.
- The manner of conducting such activity shall be restricted to prevent undue levels of noise or to prevent the use of coercion in obtaining signatures on petitions. (The danger of littering is not a sufficient ground for limiting the right of students to distribute printed material.)
- The school shall require that all printed material and petitions distributed or circulated on school property bear the name of the sponsoring organization and the name of one individual of such organization.

#### **ELECTRONIC DEVICES**

Electronic devices may be used during passing periods, lunch, study hall, and non-instructional times. It shall be understood that usage of an electronic device is an individual act. More than one student using an electronic device is considered to be a violation of this policy. Examples of approved electronic devices include, but are not limited to: (CD players, MP3 players). The following electronic devices are not approved and should not be brought to school: (Laser pointers, personal DVD players, television sets, and similar devices). Students assume the risk of loss or damage to their personal property when they bring it to school.

All digital storage devices are subject to school rules. If used at school, staff may inspect them and may examine files for possible violations. Content stored digitally should not be considered any different from content in print.

Video recording and taking photos are strictly forbidden in certain locations (e.g., locker rooms, restrooms, etc.) whether the device be a camera or part of a cell phone. In other locations, students must obtain permission from the administration or a teacher before capturing video, audio, or photos on school property (except for during public events such as games and concerts). Posting damaging video or pictures taken on school grounds to social media web-sites is also prohibited. Students found in violation of this portion of the electronic devices policy are subject to consequences up to expulsion and potential criminal charges.

#### **EQUAL OPPORTUNITY**

The Southeast Polk School District does not discriminate on the basis of race, age, religion, color, national origin, disability, marital status, or gender in the education programs of activities which it operates. The Southeast Polk School District is required by Title IX of the Education Amendments of 1972 and the regulations there under not to discriminate in such a manner. The requirement not to discriminate in education programs and activities extends to employment therein and to admission thereto.

#### **FREEDOM OF EXPRESSION**

Under the U.S. Constitution, all individuals have the right of freedom of expression. Students will be allowed freedom of expression of their viewpoints and opinions as long as the expression is responsibly done. Student expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons, contain obscenity or indecency, or promote racial intolerance or hatred.

The administration has the right to determine the time, place and manner in which the expression is to be allowed so as to not disrupt the educational program of the district. Students who violate this policy may be subject to disciplinary measures.

#### **GIFT DELIVERY**

We request that flowers, balloons and similar items not to be delivered to students at the high school. These gift deliveries disrupt work and learning at the school. It should be noted that for each student receiving a delivery there are many who do not. These gift deliveries are best handled at the student's home. Thank you for your cooperation.

#### **HEADWEAR**

Students are expected to remove hats, caps, bandannas, the hood from hooded sweatshirts, and headgear while in the building. Occasional exceptions could be made for religious and/or medical reasons on case-by-case basis.

#### **HIGH SCHOOL DANCES**

High school dances are for intended for students attending high school within the Southeast Polk CSD. This includes homecoming, winter formal, and prom. Junior high students and people over the age of 20 are not welcome participants at high school dances and should not attend. Students may bring a guest that does not attend Southeast Polk by first securing the proper approval from either the dance sponsor or the administration.

### HOMELESS STUDENTS

If you or your family lives in any of these situations: in a shelter, motel, vehicle, or campground on the street, in an abandoned building, trailer, or other inadequate housing; doubled up with friends or relatives because you cannot find or afford housing, school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act of 2001.

You or your children have the right to:

- Go to school, no matter where you live or how long you have lived there.
- Continue in the school attended before you became homeless OR the school last attended, if that is your choice and it is workable for your family. If a school sends your child to a building other than the one you request, the school must provide you with a written explanation and offer you the right to appeal that decision.
- Receive transportation to the school attended before your family became homeless OR the school the student last attended, if you request such transportation.
- Enroll in school without giving a permanent address. Schools cannot require proof of residence that prevents or delays school enrollment.
- Enroll and attend classes in the school of your choice even while the school and you try to resolve a dispute over enrolling your child.
- Receive the same special programs and services, if needed, as provided to all other children served in these programs.
- Receive transportation to school and to school programs.

When you move, you should contact the school for help enrolling your child in the new school or arranging for your child to continue at the former school. For assistance, please contact any building principal, guidance counselor, school nurse, Central Place Family Services Center at 266-6795, or Dr. Kristine L. Condon, Homeless Liaison, at 957-3407.

### INTERVIEWS BY OUTSIDE AGENCY

Generally, students may not be interviewed during the school day by persons other than parents and school district officials and employees. Requests from law enforcement officers and those other than parents, school district officials, and employees to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Prior to granting a request, the principal shall attempt to contact the parents to inform them of the request and to ask them to be present.

### LOCKERS

Each student will be assigned a hall locker. These lockers are for the use of the student during the school year but remain, at all times, the property of the school district. Students are to use their assigned lockers and keep them neat. Sharing lockers is not allowed. School administrators and/or designated representatives possess the authority to conduct a reasonable search of student lockers periodically.

All theft of vandalism is to be reported to the appropriate administrator. DO NOT ASSUME that your locker is a safe place. The Southeast Polk CSD is not responsible for lost or stolen property from a school locker. Keep all items of value and cash with you at all times. Keep your lockers locked and keep your combination confidential!

### MULTICULTURAL AND GENDER FAIR EDUCATION

Enrolled students have an equal opportunity for a quality public education without discrimination, regardless of their race, creed, gender, marital status, national origin, ability, or disability. The educational program is free of such discrimination and provides equal opportunity for the participants. The education program fosters knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse culture groups, as well as men and women, to society. It also reflects the wide variety of roles open to both men and women and provides equal opportunity to both sexes.

### NOTICE OF NONDISCRIMINATION

Southeast Polk Community School District hereby serves notification that this District does not discriminate on the basis of gender, race, national origin, religion, age marital status or disability in admission or to access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the Southeast Polk Community School District's compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504 is directed to contact: **Joseph Horton, District Equity Coordinator, Southeast Polk Community School District Office, 8379 NE University Avenue, Pleasant Hill, IA 50237, phone 515-967-4294** who has been designated by the Southeast Polk Community School District to coordinate the District's efforts to comply with the regulations implementing Title VI, Title IX the ADA and Section 504.

### OPEN ENROLLMENT

Parents requesting open enrollment out of the school district for their student shall notify the receiving and resident school districts no later than March 1 in the year proceeding the first year desired for open enrollment. The notice shall be made on forms provided by the Department of Education. The forms are available at the central administration office.

Parents of children who will begin kindergarten in the school district are exempt from the open enrollment March 1 deadline. Parents of children who will begin kindergarten shall file in the same manner set forth above by September 1. Parents who have good cause for failing to meet the March 1 deadline may make an open enrollment request in the same manner set forth above.

The board shall take action on the open enrollment request. Prior to the board's action, parents may withdraw the open enrollment request.

The superintendent shall notify the parents by mail within three days of the board's action to approve or deny the open enrollment request. Approved open enrollment requests shall be transmitted by the superintendent to the resident and receiving district chosen by the parents within five days after the board's action on the open enrollment request. For further details, contact the Administrative Offices, (515) 957-3406.

#### PARENT COMMUNICATION COUNCIL

To emphasize the cooperation and communication among staff members, students and community, Parent Advisory Councils have been established for each respective building. Parental input in the decision-making process is paramount if the administration and staff are to enlist the support of the citizenry in working toward common goals.

#### PUBLICATIONS

Students shall be free to express themselves in school-sponsored publications except for the following restrictions:

- Students shall not publish or distribute materials which are obscene, libelous, or slanderous.
- Students shall not publish or distribute materials which encourage students to commit unlawful acts, violate lawful school regulations, or cause material and/or substantial distribution of the orderly operations of the school. Within these guidelines, advisors and student staff shall maintain professional standards of English and journalism when choosing which information to publish in school-sponsored publications.

#### SEARCH AND SEIZURE

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students, student property on their person including cell phones, student lockers, desks, work areas or student vehicles based on a reasonable suspicion that a school district policy, rule, regulation or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities.

School authorities shall seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband shall include but are not limited to nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. The board prohibits the use of tobacco and prohibits the possession, use, or being under the influence of beer or alcohol, other controlled substances, or "look alike" substances that appear to be tobacco, beer or alcohol, or controlled substances by students. Such items are not to be possessed by a student anywhere at school district facilities or at school-sponsored, school-approved, or school-related activities. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be grounds for reporting to local law enforcement officials.

The board believes that illegal, unauthorized, or contraband materials cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

#### I. SEARCHES, IN GENERAL:

- A. Reasonable and Articulate Suspicion: A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law, rules, or regulations affecting school order.  
Reasonable suspicion may be formed by considering factors such as the following:
  1. Eyewitness observations by employees;
  2. Information received from reliable sources;
  3. Suspicious behavior by the student; or,
  4. The student's past history and school record although this factor alone is not sufficient to provide the basis for a reasonable suspicion.
- B. Reasonable Scope: A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:
  1. The age of the student;
  2. The sex of the student;
  3. The nature of the infraction, and
  4. The exigency requiring the search without delay.

#### II. TYPES OF SEARCHES

- A. Personal Searches
  1. A student's person and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school authority 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.
  2. Personally intrusive searches will require more compelling circumstances to be considered reasonable. a) Pat-down Search: 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 and with another adult witness of the same sex present, when feasible. b) A more intrusive search of the student's person is permissible in emergency situations when the health and safety of the students, employees, or visitors on the school premises or property within the jurisdiction of the school

district or at school-sponsored or school-approved events are threatened. Such a search may only be conducted in private by a school official of the same sex, with an adult of the same sex present, unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

B. Locker Searches

1. Maintenance Searches: 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 the lockers are properly maintained. For this reason, a periodic inspection of lockers is permissible to check for cleanliness and vandalism. General maintenance inspections may be conducted by school authorities with at least twenty-four hours notice to the student, without the student's consent, and without a search warrant. Any contraband discovered during such searches shall be confiscated by the administration. The administration shall attempt to correct the problem through counseling, parental involvement, medical referrals, or other such referrals depending on the severity of the situation.
  2. No Maintenance Searches: The student's locker and its contents may be searched when a school authority has reasonable suspicion that the locker contains illegal or contraband items. Such searches should be conducted in the presence of another adult witness when feasible.
- C. Automobile Searches: Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable suspicion to believe that illegal, unauthorized, or contraband items are contained inside.
- D. Canine Searches: The school reserves the right to implement canine searches including but not limited to lockers, book/duffle bags and vehicles on school property. This follows: the locker assigned to a student is not the student's private property or his/her exclusive possession and may be opened and inspected by school authorities at any time with reasonable cause.

#### SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 protects persons from discrimination based upon their disability status. A person is considered to have a disability within the definition of Section 504 if he or she:

- Has a mental or physical impairment which **substantially** limits one or more of such person's major life activities;
- Has a record of such impairments; or
- Is regarded as having such an impairment.

In general terms, this means that without modifications and/or interventions, the students would not have a comparable opportunity to an appropriate education.

A free appropriate education is one provided by the public school that (1) is designed to meet the individual educational needs of a person with disability as adequately as the needs are met of persons without disabilities, and (2) is based upon adherence to evaluation, placement and procedural safeguard requirements.

"**Major life activities**" include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. When a condition does not **substantially** limit a major life activity, the person **does not** qualify for protection under Section 504.

#### SEXUAL ABUSE, ASSAULT, HARASSMENT

Sexual violence in any form can be detrimental to children and can have long lasting health affects. Such violence can be defined as:

- Sexual Abuse refers to forced or coerced sexual behavior that may occur more than once, often within a trusting relationship.
- Sexual Assault is any forced or unwanted sexual contact or activity that occurs as a single incident as opposed to ongoing sexual abuse that may continue over time.
- Sexual Harassment is unwelcome visual, verbal, or physical conduct of a sexual nature. There are two types of harassment: when a person in authority demands sexual favors in return for a benefit for the child or youth or when a child or youth is subjected to sexual conduct that creates an offensive, hostile, or intimidating atmosphere.

For more information refer to A Guide for Parents and companion documents (available at school).

Helpful Resources:

- Mercy Employee and Student Assistant Services 271-6150
- Family Violence Center 243-6147
- Iowa Domestic Abuse Hotline 1-800-942-0333
- Polk County Crisis and Advocacy Services 286-3600 (24 hr. 286-3535)
- Local Law Enforcement

For a complete list of resource information: [www.icyd.org](http://www.icyd.org)

#### STUDENT APPEARANCE

Clothing or other apparel promoting products which are illegal for use by minors such as alcohol, tobacco or drugs, or clothing displaying obscene material, profanity or reference to subversion are not appropriate. While the primary responsibility for appearance rests with the students and their parents, the administration reserves the right to judge what is proper and what is not.

## STUDENT RECORDS ACCESS

The board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information shall be kept confidential at collection, storage, disclosure, and destruction stages. Student records shall be maintained by the board secretary and housed in the central administration office.

Parents and eligible students shall have access to the student's records during the regular business hours of the school district. An eligible student is a student who has reached eighteen years of age or is attending an institution of post-secondary education. Parents of an eligible student shall be provided access to the student records only with the written permission of the eligible student. Parents of an eligible student, who is defined by the Internal Revenue Code as a dependent student may be provided access without the written permission of the student. Only those with the written permission of the parent or eligible student shall have access to the student records. A representative of the parents or eligible student shall, who has received written permission from the parents or eligible student, may inspect and review a special education student's student records. Parent's, other than parents of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student records.

A student record may contain information on more than one student. Parents shall have the right to access the information relating to their student or to be informed of the information. Eligible students shall also have the right to access the information relating to themselves or be informed of the information.

Parent and eligible students shall have a right to access the student's records upon request without unnecessary delay and in no instance more than forty-five days after the request is made. Parents, an eligible student, or an authorized representative shall have the right to access the student's records prior to an Individual Education Program (IEP) meeting or hearing.

Copies of student records will only be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the student records. Fees for copies of the records shall be waived if it would prevent the parents or student from accessing the records. A fee may not be charged to search or retrieve information from student records.

Upon the request of parents or an eligible student, the school district shall provide an explanation and interpretation of the student record and a list of the types and locations of student records collected, maintained or used.

If the parents of an eligible student believe the information in the students records is inaccurate, misleading or violates the privacy or other rights of the student, the parents or an eligible student may request that the school

district amend the student records. If the school district determines an amendment and inform the parents or the record, the school district shall make the amendment and inform the parents or the eligible students of the decision in writing.

If the school district refuses to amend the student record, it shall inform the parents or the eligible student of their right to a hearing before school district officials. If the parents' and the eligible student's request to amend the student record is further denied, the parents or the eligible student shall have the opportunity to place an explanatory letter in the student record commenting on the school district's decision and setting forth the reasoning for disagreeing with the school district. Additions to the student's records shall become a part of the student record and be maintained like other student records. If the school district discloses the student records, the explanation by the parents shall also be disclosed.

Student records may be disclosed in limited circumstances without parental or eligible student written permission. This disclosure is made on the condition that the student record will not be disclosed to a third party without the written permission of the parents of the eligible student. This disclosure may be made to the following individuals under the following circumstances:

- To school officials within the school district whom the superintendent has determined have a legitimate educational interest;
- To officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents the student records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records;
- To the U.S. Comptroller General, the U.S. Secretary of Education or state and local educational authorities;
- In connection with financial aid for which the student applied or which the student has received if the information is necessary to receive the financial aid;
- To organizations conducting educational studies and the study does not release personally identifiable information;
- To accrediting organizations;
- To parents of a dependent student as defined in the Internal Revenue Code;
- To comply with a court order or judicially issued subpoena;
- In connection with a health or safety emergency; or,
- As directory information (name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and the other similar information).

The superintendent shall keep a list of the individuals and their positions who are authorized to view a special education student's records without the permission of the parents or the eligible student. This list must be available for public inspection and updated annually.

The superintendent shall also keep a list of individuals, agencies and organizations which have requested or obtained access to a student's records, the date access was given their legitimate educational interest of purpose for which they were authorized to view the records. This list for a student may be accessed by the parents, the eligible student and the custodian of student records.

Permanent student records, including a student's name, address, phone number, grades, attendance record, classes attended, grade level completed and year completed skills shall be maintained without time limitation. Permanent student records must be kept in a fire-safe vault.

When personally identifiable information, other than permanent student records, no longer needs to be maintained by the school district to provide educational services to the special education student, the parents or eligible student shall be notified. If the parents or eligible student request that the records be destroyed, the school district must destroy the records. Prior to the destruction of the records, the school district must inform the parents or eligible student of the reasons for which they may want the records maintained. In the absence of parents or eligible student's request to destroy the records, the school district may maintain the records indefinitely.

It shall be responsibility of the superintendent to inform the employees about parents' and eligible students rights under this policy. Employees shall also be informed about the procedures for carrying out this policy. It shall be the responsibility of the superintendent to annually notify parents and eligible students of their right to view the student's records. The notice shall be given in a parents' or eligible student's native language.

Information from student's educational records, designated as directory information by the school district, may be released without the consent of parents. Parents will have an opportunity to deny the release of directory information without their consent in a notice stating their rights under federal law. This notice will be distributed annually. Directory information includes, but this is not limited to, the student's name and address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and their similar information.

The following information may be released to the public in regard to any individual student of the school district as needed. Any student over the age of eighteen, parent, or guardian not wanting this information released to the public must make objection in writing by September 15, to the principal. The objection needs to be renewed annually.

Name, Address, Telephone Listing, Date and Place of Birth, Major Field of Study, Participation in Officially Recognized Activities and Sports, Weight and Height of Members of Athletic Teams, Dates of Attendance, Degrees and Awards Received, The most Recent Previous School or Institution Attended by the Student, and Other Similar Information.

#### **TELEPHONE CALLS**

Students may use the school/s office phone for emergency calls after first obtaining permission from the secretary or principal. Students receiving telephone calls will have messages forwarded to them. Only in an emergency will the student be called to the phone.

#### **TESTING**

A comprehensive testing program has been established to evaluate the educational program and to assist in providing guidance or counseling services to students and their families. No student shall be required, as part of a program funded by the United States Department of Education, to submit without prior written consent from the student's parent, to psychiatric or psychological examination, testing or treatment, in which the primary purpose is to reveal information concerning:

- Political affiliations;
- Mental and psychological problems potentially embarrassing to the student or the student's family;
- Sex behavior and attitudes;
- Illegal, anti-social, self-incriminating and demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships.
- Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- Income, but not including income required by law to determine eligibility for participation in a program or for receiving financial assistance under such programs.

#### **SAFETY**

##### **EMERGENCY DRILLS**

Emergency drills including those for fire, weather, and security will be conducted periodically throughout the school year.

##### **FIRE DRILL PROCEDURES**

Signs are posted in each room telling where students and personnel should exit the building and relocate in a safe location. Instructors will then lead the students to the assigned areas and the students will follow these directions:

- Close classroom doors.
- Move quickly and quietly to your assigned exit.
- Students must move to the grass; this is an absolute must.
- Exits must be clear so emergency vehicles can pull up to doors.

## TORNADO PLAN

Signs are posted in each room telling where students and personnel are to seek shelter. Instructors will then lead the students to the assigned areas and the students will follow these directions:

- Take a seat on the floor.
- Place book or hands over head
- Put head down
- Keep calm and do not panic

## STUDENT ACTIVITIES

### ACTIVITIES POLICY

Students are in school, first of all, to obtain an education. An extra-curricular program has a proper place in the Southeast Polk Community Schools only when it has an educational function. Participants who represent their school in such programs must keep in mind that they are in the public eye and that their personal conduct reflects on others. The student has an obligation to develop a favorable image, and maintain the respect of his/her teammates, student body, and community in order to represent the school. All qualified students are not only invited but encouraged to participate in the extracurricular activity program of the school. With this participation comes a responsibility which the student agrees to assume and which has been alluded to in the statements above.

To provide greater clarity and avoid future misunderstanding, there are rules which representatives of school must follow which exceed requirements of other students. Failure to follow these rules may be cause to forfeit a student's opportunity to participate. Some specifics are listed as follows:

- A. Southeast Polk follows the guidelines set by the Department of Education and the organization which comprise the Iowa High School Unified Activities Association for participation in interscholastic events.
- B. Students are free to make their own selection of the activities in which they participate, within the guidelines set by the Activities Department.
- C. Heads of the various activities are responsible for selecting those who will represent the school in public performances and interscholastic competition.
- D. A student may participate in only one school sponsored athletic activity during a sports season.
- E. When dropping, or being dropped, from an activity the student will:
  1. Notify the coach/director immediately.
  2. Turn in all school gear/equipment immediately or at the direction of the coach/director.
  3. Not be allowed to participate in another activity until all current obligations are met including equipment and fees.
  4. Not be allowed to practice in another sport or activity until the former has been completed, unless they have the consent of both coaches/directors and the Activities Director.
- F. Students must have a current physical. The physical form also includes a section which allows the parent/guardian to indicate insurance coverage and give consent for participation in athletic activities.
- G. Participants in the Southeast Polk Activities program will be considered "good will ambassadors" for the district. The participant will:
  1. Conduct themselves in a manner which will be a credit upon themselves, their family, team/group, community, and school.
  2. Dress in manner that will bring credit as described above. The director/coach is responsible for student appearance and dress.
  3. Demonstrate proper behavior and obey bus rules.
  4. Return from all out-of-town contests with their squads and by school-arranged transportation. Exceptions can be made by completing a Travel Excuse Form with the Activities Office prior to departure. Please do not make requests to simply ride home with parents or friends without good reason.
  5. Agree to pay any damages to buses caused by inappropriate behavior, at the risk of being dismissed from the activity.
- H. If a student participates in more than one activity at the same time, the coaches/director of the activities involved will meet and make every attempt to resolve conflicts. If circumstances warrant, the following precedents will be followed:
  1. State competition over regional/sub-state
  2. Regional /sub-state over district
  3. District over conference
  4. Conference over varsity regular season
  5. Varsity regular season over sub-varsity
  6. Event/contest over practice
  7. School over no-school
- I. Cheerleading, RhythAMettes, and RhythAMen are classified as activities, not athletics.

Students may compete in one of these activities at the same time as an athletic activity, provided that practices are not held at the same time, and both head coaches agree to dual participation by the student. If circumstances warrant, the precedents listed above will be followed.
- J. Should concerns with a program surface, the following levels should be followed in prescribed order:
  - Level 1 - Student and coach/director
  - Level 2 - Student, parent, and coach/director
  - Level 3 - Student, parent, coach/director and Director of Student Activities
  - Level 4 - Student, parent, coach/director, Director of Student Activities and principal
  - Level 5 - Student, parent, coach/director, Director of Student Activities, principal, and superintendent.

- K. Students are not allowed to use school facilities or equipment without faculty or staff supervision. This includes, but is not limited to, the gymnasiums, auditorium, practice areas, outdoor fields, and locker and training rooms. When staff attendance is required at in-service or other school-related meetings, supervision of students must be arranged and approved by Director of Student Activities.

**ACTIVITIES-SUSPENSION**

Students suspended in-school or out-of-school are not eligible to represent their school in any sport or activity for the duration of their suspension. Students who are assigned to In-School Suspension may practice but not participate in games, shows, contests, etc. Students who are assigned to Out-of-School Suspension are not to be on the campus and therefore may not practice, participate or attend meets, games, shows, contests, events, etc.

Student eligibility is reinstated when the suspension time is over, if that student has been in attendance at school for five periods during the eight period day. In the case of a student who has been in ISS, the suspension time is ended at the end of the last school day ISS is served. Therefore, that student will be eligible to participate in shows, contests, games, etc. the same date. If a student has been suspended out-of-school, that student will not be eligible to participate on the same date because of not meeting the requirement of a minimum of five periods of school attendance on the date of the event. That student will be eligible to participate beginning the day following that end of the out-of-school suspension.

**ATHLETICS-ELIGIBILITY REQUIREMENTS**

The requirements are those established by the Southeast Polk Code of Good Conduct. In order to be academically eligible, an athlete must pass ALL full-time academic courses (including P.E.). This is according to State of Iowa Code 281-35.15, "Scholarship Rules." Each activity will have additional eligibility requirements unique to its function which must also be met by the participant. The specific requirement for each activity will be outlined in the activity's handbook.

**ATHLETICS-OPPORTUNITIES**

The following inter-scholastic sports are offered at Southeast Polk High School

FALL

Cross Country (Girls)  
 Cross Country (Boys)  
 Football  
 Girls Swimming  
 Golf (Boys)  
 Volleyball

WINTER

Basketball (Boys)  
 Basketball (Girls)  
 Bowling (Girls/Boys)  
 Boys Swimming  
 Wrestling

SPRING

Track (Girls)  
 Track (Boys)  
 Tennis (Girls)  
 Tennis (Boys)  
 Golf (Girls)  
 Soccer (Boys)  
 Soccer (Girls)

SUMMER

Baseball  
 Softball

Southeast Polk is a member of the Central Iowa Metropolitan League. The league is divided into three 6 team conferences as listed below:

Division I

Ankeny  
 Ankeny Centennial  
 Southeast Polk  
 Waukee

Division II

Johnston  
 Urbandale  
 WDM Dowling  
 WDM Valley

Division III

Ames  
 Fort Dodge  
 Marshalltown  
 Mason City

METRO

DM East  
 DM Hoover  
 DM Lincoln  
 DM North  
 DM Roosevelt  
 Indianola  
 Ottumwa

**Participation in non-school sponsored activities:**

A student participating in a school sponsored athletic program who wishes to compete on a non-school team in the same sport must receive approval from the Activities Director and the Head Coach in that sport. Such non-school or outside participation shall not conflict with a school practice or school contest. The penalty for violation of this policy is as follows:

- 1<sup>st</sup> offense- one game suspension, which can be carried over to the next sport in which the athlete participates;
- 2<sup>nd</sup> offense- removal from the squad for the remainder of that season, with a minimum suspension equal to the number of contests listed under Roman Numeral III of the Student Code of Conduct, which can be carried over to the next sports in which the athlete participates;
- 3<sup>rd</sup> offense- one calendar year ineligibility in athletics;
- 4<sup>th</sup> offense- permanent loss of athletic eligibility.

\*Violations are cumulative from grade 9-12.

### ATHLETICS-REQUIRED FORMS

Any student wanting to participate in athletics must have completed the following requirements before joining one of the athletic teams. These forms are available in the Activities Office and must be completed entirely.

#### Physicals:

The state athletic association rules require all athletes to have a valid physical exam before participating in any athletic practices. The exam is good for one year from the date of issuance. Should you want this exam to be by your family physician, please secure the examination blank from the athletic office or the main office.

Physical exams are provided by area doctors in their offices by appointment. Please call the Activities Office (967-2944) at the High School with any questions concerning school physicals.

#### Insurance:

All participants in athletics at Southeast Polk Senior High School must have some type of family health/accident insurance coverage. Such insurance is not intended as a deterrent to participation, but for the safety of the athlete. This can be done in one of two ways: (a) by having coverage through the home attested to by the parent or guardian or (b) by subscribing to insurance made possible through the school.

#### Consent Form:

Parents must consent, in writing, to having their child participate in a sports or sports knowing on some occasions, however rare, that serious, perhaps crippling, or mortal injuries may occur in sports.

\*The proof of insurance, physical, and parental consent is included in one form.

### ATHLETICS-SERVICES

#### Locker Room Procedures:

Students should keep their locker padlocked at all times when not actually using it, to guard against theft and vandalism of personal property. Students should keep clothes and other valuables in the locker during practice. Large amounts of cash should not be in students' possession during school hours.

#### Athletic Equipment

Any equipment lost (this includes theft); damaged, or destroyed through student negligence will be paid for by the athlete at the replacement cost to be determined by the Activities Director. School-issued uniforms, warm-ups, practice gear, or equipment is intended for official practice and games and is not intended to be worn for personal use in public.

#### First Aid and Injury:

Athletes should report all injuries to the coaching staff first, and then confer with the athletic trainer. A full-time, certified athletic trainer is provided for Southeast Polk activity programs. The athletic trainer arrives Monday through Friday at 8:00 a.m., and is in attendance at home varsity events in volleyball, baseball, softball, basketball, wrestling, track, soccer, and football. The trainer also attends away varsity football games.

#### Weight Room:

Students may never use the fitness center without direct supervision of a member of the faculty or coaching staff. The fitness center will be a co-ed facility. Athletic programs involved in their sports season will have priority over individual use. The Activities Director and fitness center supervisor will publish a schedule regarding use of the weight facility.

### CLUBS, ACTIVITIES AND ORGANIZATIONS

Participants in extra-curricular clubs and organizations are subject to the Student Conduct Code.

#### AMBASSADORS

Ambassadors are a group of 24 students selected to assist in the orientation of students new to SEP. Ambassadors also serve as DARE role models in the elementary schools and assist the counselors with various school activities.

#### BANDS

##### BASKETBALL PEP BAND

The Basketball Pep Band provides entertainment and support for the varsity basketball teams through performance at all home varsity/varsity doubleheaders. Involvement is limited to those students enrolled for Concert Band/Symphonic Band or Wind Ensemble.

##### HONOR BANDS

Honor Bands are a unique opportunity for a small number of students from Iowa high schools to perform together. Honor Bands attended include All-State, S.C.I.B.A., Drake University, University of Northern Iowa, Iowa State University, Central College, and the Des Moines Community Jazz Center Honor Jazz Band. Involvement is limited to those students enrolled for Wind Ensemble, Symphonic Band/Concert Band, or Jazz Band. Each band requires either a student audition or nomination by the director.

### **MARCHING BAND**

The Marching Band provides the Star Spangled Banner and pre-game and halftime entertainment at all home varsity football games. The group also performs in area parades and community celebrations. Involvement is limited to those students enrolled for Symphonic Band.

### **BEST BUDDIES**

Best Buddies is an organization dedicated to enhancing the lives of people with intellectual disabilities by providing opportunities for one-to-one friendships. Students are paired by faculty advisors and the chapter president. Expectations are that buddies will have contact at least two times a month. There are many leadership opportunities available for this newly added club. Check out [www.bestbuddies.org](http://www.bestbuddies.org) and/or contact one of the faculty advisors/ current members for more information.

### **BOOK CLUB**

The Book Club meets monthly after school for fun, fellowship and to discuss good books. The group takes field trips to restaurants, bookstores, etc. We support reading events district-wide and in the community. This club provides a safe haven, where attitudes, opinions and differences are respected.

### **CHEERLEADERS**

The cheerleaders set up pep meetings to stimulate school spirit and lead cheers at ball games. Those interested in cheerleading are divided into 9<sup>th</sup> grade, Junior Varsity, and Varsity squads for the Fall and Winter sports season.

### **CONFLICT MANAGERS**

Each year the freshman class is asked to vote for 3 girls and 3 boys who are mature, responsible, and confident to represent them throughout their high school career. If they accept this position, every year all 24 students (grade 9-12) are trained in the skills of conflict management. If they do not attend training, they are not asked to help SEP students resolve conflicts for that year. Conflict Managers help in creating and maintaining a positive climate at SEP.

### **DEBATE**

The debate team argues about clashing moral or political topics within a set of rules. It develops critical thinking, academic research, and public speaking skills.

### **DECA**

DECA is Business and Marketing Student Organization in which students participate in leadership and career development activities/conferences, service projects, and business and marketing competitions. DECA is open to all students and is strongly encouraged for those students enrolled in business and/or marketing courses. Students attend conferences at the state and national level which provides them with the opportunity to travel and develop connections with students around Iowa, in the Midwest, and nationally.

### **DRAMA**

Southeast Polk High School presents two full-length productions each year (November and April). Students audition for roles, and all students interested in theatre are invited to participate on a stage crew.

### **DRILL TEAM**

The girls' drill team members are divided into various squads that perform during the Fall and Winter sports seasons, at local functions, and at contests throughout the state. They perform to music and are a precision group. They are called the "RhythAMettes".

### **FELLOWSHIP OF CHRISTIAN ATHLETES (FCA)**

FCA is an organization that offers students a chance to practice their faith at school. The club meets twice a month both before and after school. These students participate in special events during the year, including, "See You at the Pole," attendance rallies, and service learning projects.

### **FRENCH CLUB**

Enrolled students interested in French language and culture may join this club. The organization's sponsors and officers typically plan monthly events including French related experiences such as watching a film in French, having French food during events such as the summer picnic, making French valentines, a Mardi Gras celebration, and the annual French/Spanish War in the fall. Participants have also had opportunities to compete in the French Bowl at Simpson, design and order t-shirts, and take the spring National Exam. Many activities such as sledding or a hayrack ride are included to create a chance for members to get acquainted in a fun/informal environment. Bienvenue à notre Cercle!

### **FFA (NATIONAL ORGANIZATION)**

FFA develops a student's potential for premier leadership, personal growth and career success through agricultural education. They conduct meetings to carry on the business of the organization, learn parliamentary procedure and supervise a display at the State Fair. Members also have a chance to attend many district, state and national meetings. Members must be enrolled in an agricultural education course.

**GAMERS CLUB**

Gamers Club is a club in which students interact with each other by playing cards and school appropriate video games. The club meets once a week. Open to students grade 9-12.

**GAY-STRAIGHT ALLIANCE (GSA)**

GSA offers students opportunities to work against bullying, harassment and discrimination in our student body. It is designed to provide support and continuing education for students and adults about issues affecting student safety and morale in and away from the school building.

**INTERACT CLUB**

Interact Club is sponsored by the East Polk Rotary Club, which provides support and guidance for our members, but at the same time they encourage self-governing and self-supporting. Each year the Interact Club completes at least two community service projects, one of which furthers international understanding and goodwill. Through these efforts, Interactor's develop leadership skills, personal integrity, respect for others, and develop a network of friendships with local community leaders.

**INTRAMURALS**

This deals with athletic units consisting of teams within the school that play one another. Some of the activities are basketball, volleyball, weight lifting and any other sport a sufficient number of students want to attempt.

**KEY CLUB**

Key Club is a Kiwanis-sponsored human services organization created to help people in the school, community, nation and world. Key Club provides the members with the opportunity to hold leadership skills, team building skills and is fun too! Members may participate in a community Halloween Safety Night, fundraising projects and social events. Members may also help with Pancakes with Santa and Bunny Book Bash, both put on by Kiwanis. The opportunity also exists for members to meet new friends at the annual district convention.

**LEO CLUB**

A service organizations under the guidance of Lions Club International open to students in grades 9-12. The goal is to provide students with Leadership Experience and Oppportunity to grow through volunteerism. Leo Club helps young people grow as leaders and generous human beings while providing an invaluable service to the community.

**LITERARY MAGAZINE**

The student literary magazine is printed each year as the Ramshackle. All students are eligible to submit their original art, photography, poetry, essays, short stories and other creative materials for possible inclusion. The pieces finally included in issues of the magazine are judged and compiled by members of the Ramshackle staff which meets outside school hours.

**NATIONAL HONOR SOCIETY (NHS)**

The Penny Burnett Chapter of the Southeast Polk National Honor Society follows the procedure recommended by the National Council of the National Association of Secondary School Principals for selection of members. Members are involved in numerous activities throughout the school year. Yearly selections for the National Honor Society are held in February of each school year.

**NEWSPAPER**

The student newspaper is printed monthly as the Rampage. The publication also has an online edition. After successfully completing an introductory journalism course, students may be accepted for enrollment in a more advanced journalism class which reports on all school activities and other events, both in and out of school. The paper has several editorial positions with up to 25 staff members.

**QUILL AND SCROLL**

Quill and Scroll is an international honor society for high school journalists. Students who meet academic and performance requirements are recommended for inclusion in the group by the school's publications advisors and are inducted annually. Members are encouraged to perform service projects related to the field of journalism both in the school and in the community.

**SCIENCE CLUB**

The SEP Science Club is an exciting after school program. It explores many areas of science and participates in numerous community service projects. Every year, the Science Club takes an overnight canoe trip on one of Iowa's rivers. A new direction for the club has been international eco-tourism.

**SEP OPS: Black and Gold**

SEP OPS is a student group that provides assistance and support to students that have family members deployed in the armed forces, former students that are currently deployed, and those students preparing to join the armed forces. We also aim to assist the greater SEP community that has family members currently serving our country.

**SHOW CHOIR**

Students are invited to audition for membership in one of the following show choirs: Vocal Gold, and RAMification. These groups have a variety of performance opportunities throughout the year, singing and dancing in state level competitions, community functions, school performances, and the annual Dinner Theatre. Rehearsals begin in the fall semester, before school and evenings (depending on the

ensemble). Auditions are held at the end of each school year for the following year. Students wishing to be in show choir must also be registered for one of the five curricular choirs offered during the school year.

#### **SKILLS USA**

The Vocations Industrial Club of America is a leadership organization made up of senior boys and girls who are enrolled in the Trades and Industrial Education. Community service, social activities, fundraising, legislative activity, and job skill development are all a part of the program.

#### **SPANISH CLUB**

Spanish Club meets once a month for most months of the school year. We do a few service projects, eat a lot of crispsitos, and have fun together. Our biggest event of the year is the Spanish-French war, where we have food from both the Spanish and French cultures, hold scooter races, language games, and compete against the French Club for the trophy and bragging rights. You don't have to be in a Spanish class to be in Spanish club – you just have to be interested in the Hispanic culture or the Spanish language, and be ready to have fun!

#### **SPEECH**

This is a competitive speech activity organized under the Iowa High School Speech Association with the categories of individual and group performance.

#### **STUDENT COUNCIL**

In the fall, nine representatives are elected at-large in each class – grades 9-12. Officers are elected the preceding spring. These 40 students make up the student governing body.

#### **TEEN LEADERSHIP CONNECTION (TLC)**

TLC is a student-led leadership and community service group. Members pledge to be substance free, and are involved in a variety of community service activities. Members commit to living and advocating a life of responsible, positive choices. Each member is on at least one committee, including Clowning, High School Prevention, and Elementary Visits. A highlight to TLC is the annual retreat, which features fun activities and speakers. TLC members are expected to help plan and carry out committee activities throughout the year.

#### **WELDING CLUB**

SEP Welding Club is preparing students for a career in the welding industry. Students in the welding club are involved in many different types of activities through the year such as: designing a welding t-shirt, attending welding contest at DMACC, Kirkwood and Iowa Central. There is a focus on personal traits sought by employers such as: dependability, collaborating with peers, building self-confidence and producing high quality work.

#### **YEARBOOK**

The yearbook is published annually as the RAM. After successfully completing an introductory journalism course, students may be accepted for enrollment in a more advanced journalism class which reports on all school activities and other events, both in and out of school. Emphasis is on creating a visual record of the year's issues and events. The yearbook has several editorial positions with up to 25 staff members.

#### **PUBLIC CONDUCT ON SCHOOL PREMISES**

Extracurricular activities are an important part of the school program. Extra-curricular activities offer students the opportunity to participate in a variety of activities not offered during the regular school day. Extracurricular activities are provided for the enjoyment and opportunity for involvement they afford the students.

Spectators are permitted to attend extracurricular activities only as guests of the school district, and accordingly as a condition of such permission, they must comply with the school district's rules and policies. Spectators will not be allowed to interfere with the enjoyment of the students participating, other spectators or with the performance of employees and officials supervising the extracurricular activity. Spectators, like the student participants, are expected to display mature behavior and sportsmanship. The failure of spectators to do so is not only disruptive but is embarrassing to the students, the school district, and the entire community.

To protect the rights of students to participate without fear of harassment and to permit the sponsors and officials of extracurricular activities to perform their duties without interference, the following provisions are in effect:

- A. Abusive verbal or physical conduct of spectators directed at participants, officials or sponsors of extracurricular activities will not be tolerated;
- B. Verbal or physical conduct of spectators that interfere with the performance of students, officials or sponsors of extracurricular activities will not be tolerated; and
- C. The use of vulgar or obscene language directed at students, officials or sponsors participating in an extracurricular activities will not be tolerated.

If a spectator at an extracurricular activity becomes physically or verbally abusive, uses vulgar or obscene language, or in any way impedes the performance of an activity, the school administrator may recommend the exclusion of the spectator at future extracurricular activities.

Upon recommendation of the school administration, the board shall cause a notice of exclusion from extracurricular activities to be sent to the spectator involved. The notice shall advise the spectator of the district's right to exclude the individual from the district activities and events and the duration of the exclusion. If the spectator disobeys the district's order, law enforcement authorities will be contacted and asked to remove the spectator. If a spectator has been notified of exclusion and thereafter attends an extracurricular activity, the spectator shall be advised that his/her attendance will result in prosecution.

#### **SOUTHEAST POLK PLAYERS HIERARCHY/TEAM RESPONSIBILITIES**

As we strive for excellence in education we try to implement the following team responsibilities. Hopefully by doing this the best environment possible will be created.

Athletic teams will be of such size as to allow participation within the limitations of facilities, equipment, "scheduling", and coaches.

#### **TO ALL PARENTS AND PLAYERS**

The athletic program is one which affords every girl/boy in Southeast Polk Jr. /Sr. High the opportunity to learn the game and to develop skills for the sport. The varsity sport program is for those who are most talented. Intramurals provide for equal participation. Based on the players' attitude, abilities, performance in practices, and the judgment of the coach, some players will participate in games more than others.

Any player from grades 9 through 12 is eligible for junior varsity and/or varsity competition. Only 9<sup>th</sup> graders may participate on the Freshman team level. Both 9<sup>th</sup> and 10<sup>th</sup> graders may participate at the Sophomore level. Students may be able to participate at a higher level of competition only if it benefits both the individual and the overall program.

#### **HIEARCHY/TEAM RESPONSIBILITIES**

##### **I. Junior High Athletics**

Participation is the key ingredient for students at this age. Students should be encouraged to become involved in various athletic and non-athletic activities, and not specialize in one activity. Preparing these students for the competition they will experience at the senior high level is also paramount to the success of the entire athletic program. Equal playing time cannot be guaranteed at the junior high level. Every opportunity, however, will be taken to provide playing experiences to all participants. Due to high participation rates in most activities in relation to the number of performance opportunities, availability of facilities, transportation, and other factors, athletes will be grouped according to skill level and ability. Interscholastic competition, tournaments, scrimmages, intramurals, and other forms of competition will be scheduled for participants based on skill level and ability. Travel teams in junior high may also be established based on these factors. As the primary emphasis is based on participation at the junior high level, we also must address the competitive needs of the student by creating experiences appropriate for their age, skill level, development, and expectations that await them at the senior high level.

##### **II. Senior High Athletics**

Southeast Polk is affiliated with the 18-Member Central Iowa Metropolitan League (CIML) and the Central Conference, which consists of Ankeny, Dowling Catholic, Johnston, Urbandale, Indianola, and Southeast Polk. Central Conference teams have an established athletic tradition. Competition for more advanced individuals plays an important role in the senior high athletics program. Participation opportunities are still provided for players of different skill levels, especially at the 9<sup>th</sup> grade and junior varsity level. Starting at the sophomore level, athletic competition becomes more specialized, expectations increase, and playing opportunities become more limited. Participation and playing time is not guaranteed. The number of participants on senior high athletic teams will be based on State regulations regarding squad size and schedule limitations, in addition to local concerns regarding facility and transportation availability, financial impact, safety, instructional quality and program manageability.

##### **III. Senior High Activities**

Southeast Polk performing and fine arts students compete and participate at the local, conference, district, state, regional, and national levels. Participation is encouraged and no limits are placed on squad sizes in Speech, Drama, Debate, and Band. A variety of opportunities are available for students involved in these programs. Roster sizes for competition in these areas are restricted for District, State, and National events. Senior High Show Choir is similar to some athletic teams in that it is organized by grade, ability, and skill level. The squads are selected, and the size of each squad is determined along choreography, space, and design guidelines. Cheerleading and Drill team are activities that require a significant amount of precision movement, athletic ability, and special skill. Squad sizes in cheerleading are specifically controlled by the State Athletic Associations, and Southeast Polk adheres to those guidelines at the varsity level. Drill Team also has set limitations on the number of performers that is established by the host organization. As is the case with Cheerleading and Show Choir, Drill Team requires unique talents that may limit participation to individuals who are asked to try out and be selected to a squad that is based on age, experience, ability and skill level.

#### **Program Development**

Any player from grades 9 through 12 is eligible for varsity competition. Only 9<sup>th</sup> graders may participate on the 9<sup>th</sup> grade team. 9<sup>th</sup> and 10<sup>th</sup> graders are eligible for sophomore and junior varsity competition. Seniors do not play junior varsity except by mutual agreement of competing teams.

Some NINTH GRADE athletes are more talented skill wise and more aware of the cognitive aspects of interscholastic athletic competition. Therefore, while an effort is made to allow as many students as possible to compete, the more advanced athletes will receive the majority

of participation time. Other team members may be offered the opportunity to participate in a schedule which demands lesser skill development.

Anytime a 9<sup>th</sup> grade athlete is promoted to a sophomore, junior varsity, or varsity squad, careful consideration should be given to the following factors in making the decision:

- physical/emotional/maturity level of the athlete
- nature of the sport
- parental support
- support of assistant coaches
- playing time
- needs in the program
- effects on other participants in the program.
- approval/support of the Director of Student Activities

The JUNIOR VARSITY/SOPHOMORE programs will help develop athletes and utilize those who show the greatest ability in a variety of skills. Role specialization of athletes may become more evident at this level. Those who are more able will be the primary participants. Students may be asked to try out and undergo a selection process.

The VARSITY team is for those who have learned the basic skills well and perform them both in practice and in interscholastic competition. Role specialization is often a necessity at this level and athletes may be used in specific roles for the benefit of the entire team. Students may be asked to try out and undergo a selection process.

\*Athletes at all levels who display leadership and/or enthusiasm, in combination with basic skill development, may enhance their opportunity to participate.

#### SPECTATOR CONDUCT

The district offers a comprehensive athletic program as an added educational opportunity for students. Through these offerings, it is intended that students improve their physical development, increase their motor skills, learn to function for the benefit of the team, enjoy competition, develop higher skills in cooperating, reinforce good citizenship, and formulate patterns of good sportsmanship. Include in the preceding is to both win and lose with grace, dignity, and honor.

Secondary to the primary goals is the provision for entertainment for both the student body and adults.

In that spectators provide examples of behaviors for students to emulate, it is important that standards of conduct be established. Initially, certain facts need to be understood. Participants at high school athletic events are doing the best they can. The officials are properly certified to perform their tasks and do so impartially. They are not generally the same officials used for university or professional sports, but they are at least as able to make human errors. The same is true of secondary school coaches.

Just as there are rules of the events which govern the athletes, coaches and officials, there must also be behavior standards for spectator. These rules shall prohibit, but not be limited to, the example listed below.

A spectator shall not:

- Be present at a school contest in possession, or under the influence of , any alcoholic beverage or other controlled substance,
- Use tobacco,
- Make profane or inflammatory remarks,
- In any way verbally or physically abuse an official, a participant, a coach, fellow spectator, or any other person in attendance,
- Commit any vulgar or obscene act or gesture,
- In any way disrupt the event,
- Commit any other act which detracts from the purpose of the activity or destroys the pleasure for others.

Persons guilty of the infractions mentioned above may be asked to leave by the authority of the school administrator in charge of the activity, and, if necessary, escorted from the area by an officer of the law. Any appropriate charges shall be filed and the administrator shall have the authority to suspend the person from being on premises for future activities at the school. The person may appeal at a later time through the suspending administrator, the superintendent, and, this failing, to the board in session.

#### STUDENT ACTIVITY TICKET (SAT):

These tickets, good for all CIML athletic events in which Southeast Polk is a participant (home and away), except tournaments, from the beginning of the school year throughout the summer sports season may be purchased during school hours in the school office. Students not having a SAT must pay adult prices home and away. The SAT provides a considerable savings for a student who attends many activities.

**PREFACE**  
**STUDENT CONDUCT CODE**

**STUDENT CODE OF CONDUCT**

Participation in high school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetimes.

Students in grade 9-12 who participate in extracurricular activities serve, and should be acknowledged, as standout student ambassadors of the school district throughout the 365 days of the calendar year. The Student Code of Conduct is in effect at all times and in all locations, even out of the country. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy.

Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal or his/her designee shall keep records of violations of the Student Code of Conduct.

The Southeast Polk Board of Education has approved this Student Code of Conduct.

**Statement of Philosophy**

Southeast Polk Community Schools offer a wide variety of extra-curricular and co-curricular activities to enrolled students. Participation in any activity is a choice made by the student and the participation shall be considered a privilege. This privilege is granted to students displaying the interest and dedication that the activity requires. The Southeast Polk School District has set forth a set of expectations for all participants. These expectations shall be defined as follow:

Participants will...

- Demonstrate principles of justice and compassion.
- Respect rules and authority.
- Respect the rights of other persons.
- Respect everyone's physical and emotional well-being, to include their own.
- Respect and demonstrate good sportsmanship.
- Demonstrate a sense of school pride.
- Demonstrate understanding and application of the concepts of teamwork and leadership.
- Demonstrate a sense of commitment and dedication to achievement of excellence.

These expectations are designed to exemplify and encourage responsible citizenship among all students. Participating students serve as representatives of the district to their peers and to the public in and out of the district. Because of the responsibility inherent in representing the Southeast Polk Community School District, a high level of conduct is expected of all students.

The district has set forth the Student Conduct Code that governs the actions of all participating students. These guidelines outline the expectations for acceptable conduct in the area of academics, attendance, and behavior.

**Statement of Compliance**

The Southeast Polk Community School District will enforce the Student Conduct Code for all co-curricular (extended requirement beyond the regular school day associated with a credited class which meets during the regular school day) and all extra-curricular (an activity which meets outside of the regular school day and receives no credit) activities.

**I. Academic, Attendance, and other Requirements:**

- A. Students must be in school at least 5 periods of the day of a performance (music, theater, and speech), a scheduled contest, a program or trip, or a practice for any of the above if the student expects to participate. Students with a shortened class schedule (i.e. seniors who leave after 6<sup>th</sup> period), must be in school at least 4 periods of the day of performance (music, theater, speech), a scheduled contest, a program or trip, or a practice for any of the above if the student expects to participate. Any exception must be cleared through the building administrator or designee. Guidelines for such an exception include, but are not limited to, doctor appointments, dental appointments, family emergencies as determined by the administration or school related absences. Early release time from school to attend a school sponsored event counts as part of the attendance requirements.
- B. Any Southeast Polk student serving an in-school suspension for violation of school rules will be eligible to practice for a co-curricular or extra curricular activity, but will be ineligible to participate in a performance or event until the in-school suspension time has been served. Any student serving an out-of-school suspension will be ineligible to practice or perform in an event until reinstated, and is not allowed on school property or allowed to attend school events, home or away.
- C. To be eligible to represent Southeast Polk in co-curricular and extra-curricular activities, a student must pass all full-time academic courses (including P.E.). This is according to State of Iowa Code, "Scholarship Rules", 281-36.15.
- D. During the semester of eligibility, classes taken off campus must be for Southeast Polk graduation credit. A minimum of two classes must be taken at Southeast Polk High School.
- E. A student may be eligible to participate for a maximum of eight (8) consecutive semesters upon entering 9<sup>th</sup> grade for the first time. (Twenty days of attendance or playing in one contest equals a semester).

- F. Students are not eligible if they were out of school last semester, or if they enrolled in school this semester later than the second week of school unless given special permission by the State Athletic Board.
- G. School equipment shall be returned upon the completion of a season or activity. Indefinite suspension from activities and a financial obligation shall result until the equipment is returned in acceptable condition or restitution is made. Equipment may be assigned during the summer months with the approval of the Activities Director.
- H. Student transferring to Southeast Polk from other school districts must transfer in good standing with previous Student Conduct Code to be eligible at Southeast Polk. Students will be ineligible until the length of the suspension assigned by the previous school is completed.
- I. Students are subject to the Iowa Department of Education, Iowa High School Athletic Association, and Iowa Girls High School Athletic Union rules regarding eligibility requirements.
- J. Students are not eligible once they have reached of age of 20.
- K. Students must be enrolled and in good standing in a member or associate member school.
- L. Students must be enrolled upon completion of the 8<sup>th</sup> grade through the summer after high school graduation.
- M. Male and female athletes must complete an annual physical examination with certification from the examining physician or approved personal that student can safely engage in athletics.
- N. Southeast Polk students, actively participating or planning to participate in athletic activities must have their parent/guardians complete the Parent Acknowledgment form.
- O. Copies of the Student Conduct Code will be made available at registration, player meetings, the first day of an activity, and at parent meetings. Copies may also be obtained from the Activities Office (967-2944). Students will be subject to the Student Conduct Code irrespective of whether they have signed verification that they are in receipt of the document.

**II. Violation:**

If it is determined that a student has violated the Student Conduct, the student shall be penalized as specified in Section III below. The following constitute a violation of the Student Conduct Code.

- A. Possession, use, or purchase of alcoholic beverages, including liquor, beer and wine, except as may otherwise be permitted by Iowa law. Evidence of "Use" includes having the odor of alcohol on one's breath. Evidence of possession includes having alcohol in one's system.
- B. Attending a function where alcohol or a controlled substance, as defined by Iowa Law, is being consumed or used and not immediately leaving said function. Being in a motor vehicle, as a passenger or driver, that contains alcohol or a controlled substance, as defined by Iowa Law, and not immediately leaving said motor vehicle. It is understood that a student in not prohibited from being in attendance of such functions, wherein alcohol is present, that are sponsored, controlled or supervised by the student's parent(s) or guardian(s) or being a driver or passenger of a motor vehicle where the student's parent(s) or guardian(s) accompany said student and alcohol is present
- C. Possession and/or use of controlled substances as they are defined by the Code of Iowa, without a legal prescription, and with knowledge, intent, and control thereof.
- D. Possession, use, or purchase of tobacco products, regardless of student's age.
- E. Engaged in any act that would be in violation of local or state law, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s), as to make the student unworthy to represent the ideals of his/her school.
- F. Been involved in inappropriate or offensive conduct, as to make the student unworthy to represent the ideals of his/her school. (Regarding Fighting, Reference Board Policy 503.1R2-Maintenance of Orderly Conduct, Item 7. Regarding bullying and harassment, Reference Board Policy 502.13 Anti-Bullying/Harassment).
- G. Been involved in inappropriate sexual behavior. (Reference Board Policy 503.1R2-Maintenance of Orderly Conduct, Item 11).

A student may seek help from school officials with alcohol/drug/tobacco problems unrelated to a reported incident which involves a code violation. School officials shall notify parents and seek appropriate help for the student without penalty.

**III. Consequences:**

A student who has been found to have violated the Student Conduct Code Shall be penalized as follows:

### First Offense

- A. Suspended up to the number of contests/performances listed below, to be served consecutively include tournament or state-sponsored activities, plus interview with the Activities Director and/or behavioral contract to be arranged with Activities Director.

Football	2	B&G Soccer	*.25
B&G Swimming	3	Volleyball	*.25
B&G Basketball	5	Wrestling	*.25
B&G Golf	3	B&G Cross Country	2
Baseball	*.25	Softball	*.25
B&G Tennis	3	B&G Track	3

\*.25 = the number of games or matches in a season, not dates. A doubleheader in baseball or softball, a soccer tournament, or a wrestling double dual counts as 2 or more in the penalty phase. Baseball and softball have 40 game schedules, a wrestler may have approximately 40 matches, and soccer may have approximately 17 matches in a season.

All remaining activities in which students represent Southeast Polk in non-graded events, contests, meetings, or performances shall include a two event, contest, etc. suspension period. These include, but are not limited to Vocal and Instrumental Music, FFA, Speech, National Honor Society, All honorary and elected offices such as homecoming king/queen, class officer, student council officer or representative, mock trial, DECA, Debate, Drama, VICA, TLC, RhythAMettes, and Cheerleading. Student Council, TLC, and National Honor Society have constitutions/by laws that address behavior that is in violation of the Student Conduct Code. Pep assemblies do not satisfy the two event suspension requirement. A student will not be permitted to participate in a pep assembly if the suspension period is not completed.

- B. Suspended for up to 12 weeks of ineligibility, plus interview with Activities Director and/or behavioral contract to be arranged with Activities Director.

### Administrative Procedures

The Activities Director will conduct an interview with the alleged code violator and notify them verbally if there is a violation and consequences. Also, all options will be administered through a written contract outlining the specific duties to be completed. If a behavioral contract is agreed upon, then it must be completed within a reasonable period of time. All requirements of student assistance and the school will be met by the student. Failure to fulfill the obligations of the school and/or agency will result in immediate ineligibility. The student will pay all costs or fees. Financial assistance may be available to those who qualify. A participant enrolling in a substance abuse program must sign a release of information form so that school authorities may determine if the program was satisfactorily completed.

### Completion of Suspension Period

If a student is unable to complete the full amount of his/her suspension during the activity currently in season, the percentage of contests/performances remaining to be served shall be carried over to the next activity. While in the process of completing a suspension period, students shall be expected to attend all practices and contests/performances, complete the activity in good faith, and follow the guidelines set forth by the head coach for all participants of the activity.

### Second Offense

A student may choose one of the following options:

- A. Suspended for up to 24 weeks of ineligibility, plus interview with Activities Director and/or behavioral contract to be arranged with Activities Director.
- B. Up to double the events suspension of the first offense, plus interview with Activities Director and/or behavioral contract to be arranged with Activities Director.

### Administrative Procedures and Completion of Suspension Period

Administration and Completion of the consequences of a second offense will follow the same procedure applied to a first violation. These procedures are explained above under the heading of "First Offense."

### Third Offense

The student will have a permanent loss of eligibility.

## **IV. Code Violation Process**

When it is learned that a participant in extracurricular activities may have become involved in conduct which could lead to disciplinary action, the following procedure will be followed;

Step 1: The Director of Student Activities will conduct a preliminary investigation and meet with the student to provide the opportunity for the student to explain, admit, or deny the allegation. If after discussion and investigation the director is satisfied that a violation has taken place, he/she will initiate the appropriate action. The student and their parents will be notified verbally and/or in writing by the Director of Student Activities who will specify the period of the suspension. The student will remain ineligible until the suspension time is completed or until an appeal reverses the decision. A copy will be sent to the activities office, school principal, and parents/guardians.

Step 2: If a student is dissatisfied with action taken in Step 1, he or she may appeal the decision to the superintendent of schools. The superintendent's review shall take place within two school days of the receipt of the request or, if that time frame is not feasible under the circumstances, then as soon as is reasonably practicable.

Step 3: If a student is dissatisfied with the result of the previous two steps, he or she may appeal the decision to the board of education in a session arranged by the superintendent of schools.

Please note that an appeal by a student will not stay the operation of the discipline imposed while the appeal is pending.

## STUDENT SERVICES

### BREAKFAST & LUNCH PROGRAM

A family meal account has been established for all district households. All household members (students and staff) will utilize one account for participation in the breakfast and lunch program. With the parent portal of School Dining Systems you can review what your students are eating and when deposits have been made. You can establish blocks on breakfast or ala carte and can set individual spending caps/limits per student. You can also provide us with your e-mail to receive automatic daily low balance notifications. Simply log on to School Dining Systems at the Southeast Polk website or at <http://lunch.se-polk.k12.ia.us>.

Money may be deposited before school, between 1<sup>st</sup> and 2<sup>nd</sup> period, and between 2<sup>nd</sup> and 3<sup>rd</sup> period at the prepayment booth in the commons or parents can make a secure online internet deposit with your VISA, Mastercard, or Discover debit or credit card. Log on to the RAMMall at the Southeast Polk website or at <http://sepolk.revtrak.net>. All you will need to deposit money into your family meal account is your School Dining Systems Family ID and password. Money for accounts will not be accepted on the breakfast or lunch line.

Limited charging is allowed on the hot lunch line and during breakfast but negative balances are expected to be paid back as soon as possible. The negative balance will be paid back first when money is deposited and the remaining deposit will go in the account for lunch and breakfast purchases. No charging will be allowed for a la carte items. Each ID card will allow its owner to purchase lunch and/or a la carte food items for which there is money in the account. A second lunch and/or an additional entrée may also be purchased by the owner for him/herself. A student may not borrow another student's ID card for purchase of lunches and/or a la carte items, nor may a student buy a lunch for another student. All students must have their ID cards with them to purchase from the a la carte program.

Students who qualify for free or reduced-price meals will receive this meal benefit only by purchasing a breakfast combo in the breakfast program or by purchasing a hot lunch meal in the lunch program. Students who qualify for free meals will not need to do anything with their accounts. The point of sale computer will be able to identify the student as receiving free meals and will not charge them. Students who qualify for reduced-price meals must deposit money into their accounts to cover the cost of the reduced-price breakfast and/or lunch. Students receiving free or reduced-price lunches will need to place money in their accounts if they wish to purchase extra entrees, extra milk, or additional a la carte food items. Homeless students immediately become eligible for free breakfast and lunch.

If an ID card is lost, a new card may be purchased from the school at a cost of \$5.00.

Students are expected to bring their student ID to breakfast and lunch. Students will not be denied an opportunity to eat lunch, even if they do not have their ID. However, students without IDs are required to go to the end of the lunch line. Students without IDs will be denied a la carte privileges.

### CENTRAL PLACE - SOUTHEAST POLK STUDENT & FAMILY SERVICES

For more information about any of the following programs, call Central Place at 266-6795. All involvement with Central Place and its services is confidential.

Counseling (Call Central Place for any updated list of counseling options)

- **Orchard Place Child Guidance Center:** Individual counseling for elementary and secondary students at school during the day. Available for families regardless of insurance.
- **Student Assistance Program:** Confidential and caring help for students and immediate household members experiencing personal and/or family problems, through Iowa Health Services. Contact the high school guidance office or Central Place for more details.

### Medical

- **Southeast Polk Children's Clinic:** Free, quality medical care for age birth to 21 years. Licensed pediatric nurse practitioner provides well-child and sick-child care, immunizations, lab work, lead tests, TB tests, vaccinations, physicals for preschool/Head Start/camp/sports/school/work, care and medicine for children and teens, assistance in applying for insurance programs. Located at Christ the King Lutheran Church, 600 First Avenue N, Altoona. Available Tuesdays, 1-5 p.m. Call 266-6795 for more information or to schedule an appointment.

### Central Place Staff:

**Director, Cathy Beck-Cross:** Coordinates and carries out program activities, and secures resources through grants and agency partnerships.

**Student Support Specialist:** Provides individual and family assistance to ensure student success. Call 266-6795 for additional information.

**School Readiness Liaison:** Provides kindergarten readiness through preschool scholarships and home visits to teach families how to prepare their children for kindergarten. Parents receive education and support, and child receives individual instruction on pre-literacy and pre-math skills through a variety of activities.

### **ADDITIONAL LOCAL RESOURCES (Not affiliated with Southeast Polk Schools)**

#### Caring Hands Outreach

Both of the programs below are open every Monday and Wednesday, 4-7 p.m., and the 1<sup>st</sup> and 3<sup>rd</sup> Saturday of each month, 9-11 a.m. Located at 201 9<sup>th</sup> Street NE, Altoona. Call Caring Hands Outreach (967-4533) for more details.

- **Clothes Hanger:** Free clothing for infants through adults. Limited to those who live in the Southeast Polk district or have students open enrolled into the district. Proof of address is required. Donations accepted during the above hours.
- **Food pantry:** Emergency food pantry, up to one visit each month. Limited assistance for rent and utilities IF all other options have been used.

#### **GREEN TEAM**

Due to the distance from and the response time necessary to get help from the Altoona, Pleasant Hill, and/or Mitchellville Rescue Squads, an emergency response team for medical emergencies was established at the High School. The "green team" functions under the direction of the school nurse and all members of the team hold advanced First Aid and CPR certifications. The team on numerous occasions has provided emergency care for automobile accident victims along highway 163.

#### **GUIDANCE SERVICES**

A personal, caring atmosphere is the focus of the Counseling Center. Each student is assigned alphabetically to the same counselor for four years. Assignments are for the purposes of scheduling and records. Students may see any counselor with personal problems.

The counselors offer a comprehensive developmental curriculum containing the following three components: personal-social, career, and educational. Small and large group activities involve every student. Support groups are also available.

#### **OASIS**

The Oasis Program is designed to support students in regular classes, to improve skills, and to encourage positive attitudes toward self, others, and school. Students meet every other day. The program offers life skills curriculum, homework assistance, individual and group counseling, and adult mentors. Students may be referred by faculty, parents, other students, or themselves. Students' acceptance into the program is by approval of the Oasis counselors.

#### **SCHOOL RESOURCE OFFICER**

School Resource Officers promote a better understanding of our laws, why they were enacted and their benefits. They provide a visible and positive image for law enforcement. They serve as a confidential source of counseling to students concerning problems they face. They bring expertise into schools that will help young people make more positive choices in their lives. They also work to protect the school environment and to maintain an atmosphere where teachers feel safe to teach and students feel safe to learn. The Southeast Polk School District Crime Line number is **956-0435**.

#### **SUICIDE PREVENTION**

The **National Suicide Prevention Lifeline** is a 24-hour, toll-free suicide prevention service available to anyone in suicidal crisis. If you need help, please dial 1-800-273-TALK (8255). You will be routed to the closest possible crisis center in your area. With more than 130 crisis centers across the country, the mission is to provide immediate assistance to anyone seeking mental health services. Call for yourself, or someone you care about. Your call is free and confidential.

#### **Why should I call the Lifeline?**

From immediate suicidal crisis to information about mental health, crisis centers in the network are equipped to take a wide range of calls. Some of the reasons to call 1-800-273-TALK are listed below.

- Call to speak with someone who cares
- Call if you feel you might be in danger of hurting yourself

- Call to find referrals to mental health services in your area
- Call to speak to a crisis worker about someone you're concerned about

#### YOUTH SUPPORT NUMBERS

•	National Suicide Prevention Lifeline	1-800-273-8255
•	AIDS Information	1-800-342-2437
•	Child Abuse Hotline	1-800-422-4453
•	Family Violence Center	1-800-942-0333
•	Youth Crisis Line	1-800-448-4663
•	Iowa Domestic Abuse	1-800-942-0333
•	Homework Hotline	1-800-728-6450
•	Rape Crisis Line	515-268-3600
•	Child Protective Services	515-283-9222
•	Polk Co. Crisis & Advocacy	515-286-3600
•	Young Women's Resource Center	515-244-4901
•	Youth Emergency Services & Shelter	515-282-YESS
•	First Call For Help	515-246-6555
•	Iowa Homeless Youth Centers	515-265-1222
•	Youth Law Center	515-244-1172