

# **Student Handbook**

**2017-2018**



**Anamosa High School  
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Anamosa, Iowa**

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## **WELCOME TO ANAMOSA HIGH SCHOOL**

Dear Students, Parents and Guardians, and Members of the Community:

On behalf of the faculty and staff, I am excited to welcome you to another exciting year at Anamosa High School. The start of a new school year gives you the opportunity to set goals, plan a road map for future success and to reflect on the successes you have had so far in your school career. You will be expected to attend classes regularly, to complete assignments, to meet our school's expectations, and to model positive behavior. We expect you to meet the goals which have been set, to carry on strong traditions and to make Anamosa a better place. My goal for each and every student at Anamosa is to get involved! Be an active participant in your education and in your school.

The information in this handbook is a framework to familiarize you with key school policies and procedures. We encourage you to read through the handbook and to refer to it throughout the year as needed. Our success as an organization is heavily dependent upon the contributions of each member of our school community. We trust that you will take advantage of the many academic and co-curricular opportunities that we provide and that each of you will make a commitment to the ongoing excellence of our school and its programs. Always remember we are here for you and we will not give up on you! Never hesitate to ask any question and never hesitate to offer any suggestion about how to improve your school or the education you are receiving. As much as anyone else, you make Anamosa the school it is. I wish you the very best in the coming year.

Remember...Take Care of Yourself, Take Care of Each Other, Take Care of AHS ... It's the Raider Way!

Jacqueline Lahey, Principal

### **DISTRICT MISSION STATEMENT**

The mission of the Anamosa Community School District is to provide all students educational opportunities to learn and achieve in a rapidly changing global society.

### **BUILDING MISSION**

Bringing learning to life, and life to learning.

### **BUILDING VISION**

Inspire•Learn•Lead

### **RAIDER FIGHT SONG**

Oh when the big blue Raiders fall in line  
We're gonna score a touchdown every time  
We're gonna yell, yell, yell for our old high  
And for our alma mater sing our praises high  
And we will go, go, go for another score  
And we will cheer them, cheer them all the more  
For we're the Raiders of the blue 'n white, blue 'n white  
Fight, fight, fight!  
Yeah blue, Yeah white, Yeah team, Let's fight  
Yeah blue, Yeah white, Yeah team, Let's fight!

## **AHS FACULTY & STAFF**

### **ADMINISTRATION**

Jacqueline Lahey	Principal
Bret Jones	Assistant Principal/Activities Director

### **FACULTY**

Chelsea Arensdorf	Agri Science
Kevin Barnes	Special Education
Sarah Clark	Social Studies
Andrew Eley	Vocal Music
Jody Fairbanks	Science
Julie Frankfurt	Social Studies
Jamie Hamblin	English
Caleb Haselhuhn	Instrumental Music
Dani Helmich	English
Dan Husmann	Business
Caleb Huss	Math
Trent Jeffrey	Counselor
Melissa Kane	Media Specialist
Kamen Keltner	Spanish
Dan Kiley	Industrial Technology
Caroline Kipp-Sutliff	Science
Nancy Kula	Art
Jack Leighty	Special Education
Kori Leighty	Counselor
Emilee McElroy	Family Consumer Science
Micheal Maher	Special Education
Dawn McLaughlin	Juvenile Court Liaison
Megan Mantemach	Science
Dean Miller	Physical Education
Stacey Miller	Math
Michelle Osberg	Spanish
Gary Otting	English
Kylie Ruess	Alternative School Counselor
Christine Samuelson	Reading
Dawn Shannahan	Alternative School Teacher
David Stemper	Math
Darci Wagner	Instructional Coach
Linda Zach	ELP
Tracy Zirkelbach	Special Education

### **NOTICE OF NONDISCRIMINATION**

Students, parents, employees, and others doing business with or performing services for the Anamosa Community School District are hereby notified that this school district does not discriminate on the basis of race, color, creed, gender identity, religion, socioeconomic status, national origin, gender, marital status, sexual orientation, or disability in admission or access to, or treatment in, its programs and activities. Any person having inquiries concerning the school districts compliance with the regulations implementing Title VI, Title VII, Title IX, or the

Americans with Disabilities Act (ADA), 504 is directed to contact: Superintendent, Anamosa Community School District, [319-462-4321](tel:319-462-4321), who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, and the ADA, 504.

### **JURISDICTIONAL AND BEHAVIORAL EXPECTATIONS STATEMENT**

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school ground if the misconduct directly affects good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules, and regulations are in effect 12 months a year. A violation of a school district policy, rule, regulation or student handbook provision may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities, whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook provisions. Students who fail to abide may be disciplined for conduct which disrupts or interferes with the educational program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations and student handbook provisions as circumstances warrant, including those contained in this handbook. Students are expected to know the contents of the handbook and comply with it.

### **TOBACCO/NICOTINE FREE ENVIRONMENT (Board Policy 905.4)**

Purpose: To provide guidelines for tobacco/nicotine free district campus, facilities, and vehicles.

Policy: In an effort to provide a healthy learning and working environment for employees, students and visitors; all District buildings, school grounds, property and vehicles shall be kept tobacco and nicotine free. No student, staff member or school visitor is permitted to use or display any Tobacco/Nicotine product at any time: in any building facility, or vehicle owned, maintained, leased, rented or chartered by the school district, on any school grounds or property owned, maintained, leased, rented, or chartered by the district, including athletic fields, sidewalks and parking lots, at any school-sponsored or school-related event on-campus or off-campus. Examples of prohibited tobacco and nicotine products include, but are not necessarily limited to, cigarettes, nicotine chew, snus, dissolvables, any simulated smoking devices such as electronic cigarettes, or any electronic devices that can be used to deliver nicotine to the person inhaling the device, any other look-alike products in which the original

would include tobacco and/or nicotine and/or other nicotine products that are not approved by the Federal Drug Administration for tobacco cessation. The policy may permit tobacco products to be included in the instructional or research activities in public school buildings if the activity is conducted or supervised by a faculty member overseeing the instruction or research and the activity does not include smoking, chewing, or otherwise ingesting the tobacco product.

### **ENFORCEMENT OF TOBACCO/NICOTINE FREE SCHOOL ENVIRONMENT**

The success of this policy will depend upon the thoughtfulness, consideration and cooperation of tobacco and nontobacco users. All employees on school premises share in the responsibility for adhering to and assisting in compliance with this regulation. Persons failing to abide by the policy shall be required to extinguish and/or dispose of the tobacco/nicotine product in a safe manner and/or leave the school grounds and property immediately.

Students who willfully violate the policy will be treated in accordance with Good Conduct Regulation and Procedure (RP502.1A) and/or Possession and Use of Controlled Substances, Code No. 502.3. Refer to Consequence Matrix on page 25 of this handbook.

Visitors or community members who rent school facilities will be required to sign a statement indicating their assumption of the responsibility to adhere to the tobacco free school environment policy as required in Guidelines for Community Use of District Facilities, RP1004.1A. It will be their responsibility to supervise their own activities to accomplish a Tobacco/Nicotine free environment. Violation of this policy by the members of a group may affect adversely that group's future utilization of school grounds and property.

"Nicotine products" means any product containing nicotine or other preparation of tobacco and any product or formulation of matter containing biologically active amounts of nicotine including e-cigarettes. "Nicotine product" does not include any cessation product specially approved by the United States Food and Drug Administration (FDA) for use in reducing, treating, or eliminating nicotine or tobacco dependence.

### **TRANSPORTATION**

Any questions regarding bus service should be directed to Anamosa Transportation Director, Matt English, at 462-2392.

Kirkwood students must ride school transportation to and from Kirkwood unless prior arrangements have been made with and preapproved by administration. Parents must notify the Attendance office.

### **SEVERE WEATHER & DELAYS**

Whenever it is necessary to call off school because of severe weather or impassable roads, you can be notified through our automated system. If using Media, the stations utilized for these announcements are: WMT AM 600; KCKK AM 106.9 or FM 88.3; KHAK AM 1360 or FM 98.1; KRNA FM 94.1; or KCRG TV Channel 9, KWWL TV Channel 7, and KGAN TV Channel 2. We strongly recommend that families sign up for our district automated announcement system by logging on to Infinite Campus and checking *Emergency* and *General* for message preferences. You will receive a text or e-mail alerting you to changes in the school schedule. Working parents should develop an emergency plan for early dismissals and discuss it with their child(ren).

## DISASTER PROCEDURES

Fire, bus, tornado and other crisis response drills will be conducted in order to practice the proper safety procedures during emergency situations. Procedures for fire and tornado evacuation will be posted in each room.

### Fire Alarms

The fire alarm is a continuous bell. When the alarm sounds, students will immediately stand and form a single line leaving through the designated exit. Walk quickly and quietly out of the building with no passing along the way. Do not stop for coats, books or any other materials. The first students to the door will hold it open until all students have left the building. Students who pull the fire alarm or who falsely report an alarm, in addition to being disciplined under school district policy, may be reported to law enforcement officials.

### Tornado Alarms

A tornado signal will be an intermittent tone via the intercom system. Students are to move quickly to their designated area of shelter. They will then sit on the floor and cover their heads.

## GRADING POLICIES

- **Professionalism Grade**

Will be a separate grade in Infinite Campus noted as proficient or non-proficient and will not account in the overall GPA. Everyone will use the same rubric for determining professionalism grade. The following categories are included in the rubric:

- Work Habits
- Preparation
- Participation
- On Task Behavior
- Teachers will assess students every 4 weeks

- **Extra Credit will not be given**

- **Formative Assessments must be taken before a Summative Assessment**

- **Allow retakes and redos after practice is proven**

For full credit, not averaged, highest percentage is final no matter when scored

- **Homework is for practice**

It is not graded, feedback must be given and will be documented in Infinite Campus

## CALCULATION OF GRADES

Each formative and summative assessment will be assigned proficiency levels based on the knowledge demonstrated by the student. Only summative assessments will be assigned a score that will count towards the final grade. The following table outlines proficiency levels and summative scores:

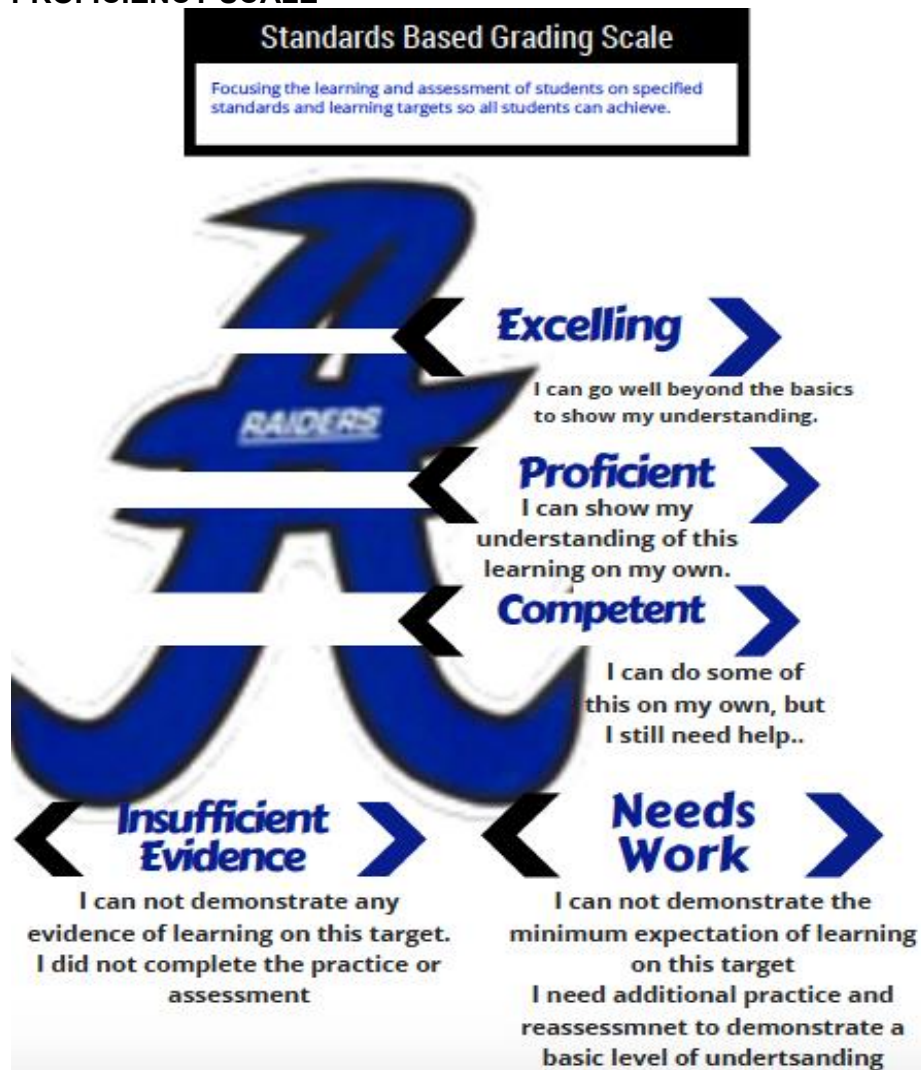
Indicator	Proficiency Level	Percentage
E	Excelling	100
P	Proficient	85
CO	Competent	70
NW	Needs Work	20, relearning & reassessment required
IE	Insufficient Evidence	0, work completion required

All summative scores for the semester will be averaged to calculate the final grade using the following scale:

Grade	Minimum %	Grade	Minimum %	Grade	Minimum %
A+	98%	B+	87%	C+	77%
A	93%	B	83%	C	73%
A-	90%	B-	80%	C-	70%

A summative score of Needs Work or Insufficient Evidence is considered a failing grade until additional practice and reassessment has been completed, and a student demonstrates a minimum level of competent learning.

### PROFICIENCY SCALE



### GRADES

Parents are encouraged to actively monitor their student's progress in courses using Infinite Campus. Printed grades are sent home periodically throughout the school year. Final semester grades become part of each student's permanent record.



## THE SCHOOL DAY

### Regular Schedule

1<sup>st</sup>: 8:10-9:33  
2<sup>nd</sup>: 9:38-11:01  
3<sup>rd</sup>: Advisory/Enrichment/Lunch  
A: 11:06-11:11  
1<sup>st</sup> Lunch/Enrichment: 11:14-11:39  
2<sup>nd</sup> Lunch Enrichment: 11:44-12:09  
4<sup>th</sup>: 12:14-1:37  
5<sup>th</sup>: 1:42-3:05

### Assembly

1<sup>st</sup>: 8:10-9:22  
2<sup>nd</sup>: 9:27-10:39  
3<sup>rd</sup>: Advisory/Enrichment/Lunch  
A: 10:44-10:49  
1<sup>st</sup>: 10:51-11:22  
2<sup>nd</sup>: 11:27-11:59  
4<sup>th</sup>: 12:04-1:16  
5<sup>th</sup>: 1:21-2:33  
\* Assembly begins at 2:38

### Early Out

1<sup>st</sup>: 8:10-9:00  
2<sup>nd</sup>: 9:05-9:55  
4<sup>th</sup>: 10:00-10:50  
3<sup>rd</sup>: Advisory/Enrichment/Lunch  
A: 10:55-11:00  
1<sup>st</sup>: 11:05-11:35  
2<sup>nd</sup>: 11:40-12:10  
5<sup>th</sup>: 12:15-1:05  
\* We will rotate 4<sup>th</sup>/5<sup>th</sup> for JREC

### Late Start

1<sup>st</sup>: 10:10-11:00  
3<sup>rd</sup>: Advisory/Enrichment/Lunch  
A: 11:05-11:10  
1<sup>st</sup>: 11:13-11:44  
2<sup>nd</sup>: 11:49-12:20  
4<sup>th</sup>: 12:25 – 1:15  
5<sup>th</sup>: 1:20-2:10  
2<sup>nd</sup>: 2:15-3:05  
\* We will rotate 1<sup>st</sup>/2<sup>nd</sup> for JREC

\*All students will report from 2<sup>nd</sup> block to their Advisory for the reading of announcements. Students will be dismissed to lunch from their Advisory via the high school bell.

## ADVISORY

Students meet in Advisory daily. All students are required to attend Advisory as it is a graduation requirement. During this time, students focus on building 21<sup>st</sup> century skills needed for success after high school.

## ENRICHMENT

Enrichment is an opportunity during the school day on Tuesday, Wednesday, and Thursday for 30 minutes where students get the help they need to be successful. On Monday students are signed up in Flexi Sched by their advisory teacher. Each student self-selects a teacher they currently have on their schedule and go to that classroom to get extra help or extend their current skills. Students who are not currently being successful (as shown by insufficient evidence or needs work in Infinite Campus) in one of their academic classes, may be requested by a teacher in which their attendance will be mandatory. All students have a schedule in Flexi Sched and their attendance is mandatory. Students who fail to attend will receive a night of detention.

## ANNOUNCEMENTS

The primary means of communication with students about school related activities is through daily announcements. Announcements will be read at the beginning of Advisory by the high school office. Announcements that are read shall be no more than three sentences long. They may also be viewed through Infinite Campus and on televisions throughout the high school building. All announcements will be submitted by teachers, coaches or activity sponsors. If you wish to have something included in the announcements, it must be approved by your activity sponsor.

Students will not be called from class to receive messages unless it is an emergency. When students have messages of a non-emergency nature, the student's name will be posted on a white board outside the office and the student may get that message during a passing period, lunch or before or after school. However, no passes to class will be issued for students picking up messages.

## **VISITORS/PARENTS**

Parents are welcome to visit the school at any time and should feel free to do so. They should report to the office to inform us of their visit. If a student conference is desired with a teacher, guidance counselor, or administrator, an appointment should be made. All visitors will need to check in the office and be given a visitor's pass. Student visitors are only permitted with prior approval from the principal.

## **VALUABLES IN SCHOOL**

Anamosa High School does not assume responsibility for lost or stolen personal items or valuables.

Students are reminded to respect other people's property and belongings.

Students should:

1. Never leave valuables in their car unless the vehicle is locked.
2. Never leave money or other valuables in a locker (including P.E. lockers or in the locker rooms).
3. Leave valuables and extra money at home.

## **LOCKERS**

Students assigned to a locker are responsible for it and may be charged for damage. Each student will have the option to use a school issued lock. Only school issued locks are allowed. Locks must be returned at the end of the school year or a replacement fee will be assessed. It is the student's responsibility to ensure their locker is secure at all times. Locker combinations should not be shared with others. Locker inspections are conducted periodically throughout the school year. In the interest of maintaining the health and safety of the school environment, an administrator, having reason to believe that a locker contains items of contraband, may conduct an unannounced search of the locker for location and discovery of such items. Items of contraband include, but are not limited to, weapons, controlled substances and any other item that would be disruptive to the educational process. Students who place such items in their lockers are subject to school discipline including the possibility of suspension from school for the remainder of the school year.

## **LUNCH**

Students are to proceed to lunch in an organized manner. Cutting in the lunch line is not only rude to other students, but will also result in consequences for disruption/insubordination. Student accounts will be charged for the items they choose including ala carte and seconds. Students who have a negative balance in their lunch account will be told on the day they go negative and will be expected to bring money the following day. Students who remain negative will be provided a sandwich for lunch. School lunches are served daily. Inquiries regarding the lunch or breakfast service should be directed to the Food Service Director at 462-3553.

## **FOOD & BEVERAGE**

No food/beverage is to be consumed in the hallways with the exception of a clear water bottle. No outside food or beverage is permitted in the academic wing. The only food/beverage permitted in lockers is a sack lunch or a clear water bottle.

## **NURSE**

The school provides a nurse on a daily basis. Nursing services cover illness, injury related care, and dispensing of daily medications. Ill students are to go to the health office with an agenda pass signed by a teacher. If the nurse is not present, the student should report to the office. Students are never to leave school due to illness unless excused by the nurse or the principal's office.

## **ADMINISTRATION OF MEDICATION**

All medication to be given at school requires authorization by the parent/guardian. Prescription medication must be provided in the original containers with the child's name for whom the medication is intended. Pharmacy label must include pharmacy name, child's name, prescriber name, dose, route and frequency of medication to be given.

Over the counter (OTC) medications such as Tylenol 325mg-650mg or Ibuprofen 200mg-400mg will be provided and may be given once a week as needed with parent/guardian permission. Dosage is given by weight at the elementary level. When a child requires a higher or more frequent dosing, the parent/guardian must provide written permission and the child's own supply in the original bottle. All medications are kept in a locked location. However, with written parent/guardian and prescriber permission a child may carry their own emergency medication such as an epipen, glucose pen/tabs or inhaler etc. All medications must be administered by qualified school personnel. A written record will be kept of any medication(s) given at school. This record will include the child's name, medication name, dose, route and time as well as the qualified school personnel's signature and initials. If a scheduled medication was not given the staff member will log why (early out; absent, etc.)

## **REVIVE (Anamosa Alternative School Program)**

Anamosa alternative education program, REVIVE, provides a pathway for students to address academic, social, and emotional needs that are currently hindering their progress towards high school graduation. REVIVE offers full time, part-time, or on a class by class basis for students. Students will develop and gain skills to foster independence after graduation. Through self-paced courses, portfolio based learning, on-line Edgenuity, work experience, career exploration, job shadows, and independent study students will have a hands on approach to life-long learning. REVIVE is located on the AHS campus and is staffed by one alternative school counselor and one alternative school teacher. Students interested in the REVIVE program should notify a counselor or administration and complete the application process. All students must be approved by the principal.

## **FIELD TRIPS**

All field trips will be approved and scheduled with the principal in advance. Students will conduct themselves on these trips in the same manner as they would in the classroom. Students are required to have written permission from their parents before going on field trips, which involve transportation. Field trips are an extension of the classroom and attendance is required, unless prior arrangements are made with the teacher.

## **STUDENT PUBLICATIONS**

An "official school publication" is material produced by students in the journalism, newspaper, yearbook, or other classes and distributed to students either free or for a fee in print or online. No student will express, publish or distribute in an official school publication material which is: obscene, libelous, slanderous, or encourages students to: commit unlawful acts; violate school rules, cause the material and substantial disruption of the orderly and efficient operation of the school or school activity; disrupt or interfere with the education program; interrupt the maintenance of a disciplined atmosphere; or infringe on the rights of others. Student expression in an official school publication will not be deemed to be an expression of the school district. The school district, the Board, and the employees of officials are not liable in any civil or criminal action for any student expression made or published by students unless the employees or officials have interfered with or altered the content of the student expression. The liability, if any, is only to the extent of interference or alteration of the speech or expression.

## **THREATS OF VIOLENCE**

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

- the background of the student, including any history of violence or prior threatening behavior;
- the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student;
- the mental and emotional maturity of the student;
- cooperation of the student and his or her parent(s) or guardian(s) in the investigation;
- the existence of the student's juvenile or criminal history;
- the degree of legitimate alarm or concern in the school community created by the threat;
- and any other relevant information from any credible source

## **CLUBS/CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES**

Learning does not only take place in the classroom. It is the belief of the Anamosa School District that providing options for students to explore interests outside of the school day is part of a quality education. Opportunities available to students include:

Archery	Jazz Band	Softball
Baseball	Marching Band	Speech
Basketball	Musical	Spring Play
Coexist	NHS	Student Council
Colorguard	Newspaper	Track
Cross Country	Robotics	Volleyball
FFA	ROX	Wrestling
Football	Sadie Street	Yearbook
Golf		

If a student is interested in a club or activity not listed, he or she is encouraged to speak with the High School Activities Director about how to start a new club or activity. All activities and clubs must be approved by the high school principal.

## **POSTERS IN SCHOOL**

Any poster must be approved and signed by the administration before it can be hung in AHS hallways or common areas. All posters must be neatly hung in designated locations. No posters or signs will be displayed on the trophy cases. All posters should be removed in a timely manner.

## **STUDENT ATTENDANCE**

Good attendance is very important for student success at school. There may be situations that would require a student to be absent. In such cases the key to good home/school relationships is communication. In all cases of student absence please notify the school within 24 hours of the absence. In return, we pledge to be as cooperative as possible with regard to your individual needs. Students who have been absent should have parents call the attendance line (462-3594 ext. 1619) stating when, who, and for what reason a student is absent. Parents are encouraged to call the attendance line in advance if the absence is a planned absence. If no call accompanies an absence, the student will be marked unexcused and will face unexcused

consequences. Students will have two days in addition to the number of days missed to make up work accrued during excused absences. Administration will determine if an absence is excused or unexcused.

#### Excused Absences

The following are considered *excused* absences: Doctor or dentist appointment, legal appointment, college visits (although we encourage you to schedule these during school breaks and verification of the visit is required), personal illness (after 3 consecutive days of absence, a doctor's note is required), school-related activities, religious/national holidays, immediate family wedding/funeral, and any other situations that will be handled on an individual basis. To excuse an absence, parents should call the attendance line at the high school any time of day or night and leave a message. It is the student's responsibility to help parents make this phone call. If for a valid reason a parent is not available to excuse a student who is ill, the student should communicate the problem immediately to the principal by calling the high school. The high school office will then make every effort to verify the absence with a parent or guardian. Students must sign in and check out in the office in order for an absence to be considered excused.

#### **TRUANCY/UNEXCUSED ABSENCE**

An Unexcused Absence is being absent from school without the permission of parents and school officials, or having an excuse not acceptable to school officials. These absences include, but are not limited to: skipping classes, shopping, senior pictures, missing the bus, car problems, housework, hunting, attending concerts, working on a job, oversleeping, or personal reasons or business. Absences for which there has been no timely parent's, guardians, or actual custodian's contact may also be considered truanancies. Most truanancies are a result of students not coming to school and/or leaving school without permission of their parents and school officials.

When neither the school nor a parent has knowledge of or has given permission to be absent from school or class, the following rules will apply:

- Personal contact and/or written notice to parent
- 45 minutes of detention per block of absence

In addition, once a student has accumulated seven unexcused absences in a class in a single semester or fifteen days of unexcused absences during the school year, an administrator will request a meeting with the student, teacher, and parents to create an attendance contract which will outline what must be done to maintain credit in the class.

If the absences continue and the student has missed in excess of eight days of unexcused absence in the same term or fifteen days of unexcused absence during the school year, an administrator will inform the parent/guardian in writing that due to the lack of improvement in the attendance of their child, the school will be referring the student and the parent/guardian to the District Truant Officer and/or Superintendent for a hearing.

A student with nine or more truanancies or unexcused absences in a given course will likely be denied credit for that particular course. A student who is denied credit due to excessive absences will be denied extracurricular activity participation for the remainder of the semester. The student will be placed in in-school suspension for the class period for the remainder of the semester. The school administration will make the final determination whether an absence is considered excused or unexcused.

\*Students of compulsory attendance age (starting the school year 15 years of age or under) will not be

dropped from school for the remainder of the semester. Instead, students and their parents will be subject to truancy mediation and/or prosecution through the county attorney.

### **LEAVING SCHOOL GROUNDS**

Any student leaving school grounds after the start of the school day must be cleared through the office prior to leaving the building. Students will not be allowed to leave school grounds without parental consent. If a student leaves without parent consent, the absence will be counted as unexcused, even if a parent gives consent later. Students must sign out in the office prior to departure and sign in upon returning to school. No student is ever to be sent on an errand off school grounds without prior parental permission through the high school office.

### **MAKE UP WORK**

When students are absent it is their responsibility to get assignment(s) from the teacher. Parents and students must recognize that, following an absence, the primary responsibility for obtaining and completing assignments belongs to the student. Students should contact the teachers for assignments. Students will be allowed one day in addition to the number of days missed to turn in missed assignments or to take tests unless the student had prior knowledge of the work before being absent. All missed work resulting from suspension must be submitted upon return.

### **TARDIES**

Students are expected to arrive at class on time, which means being in the classroom when the bell rings. The first two tardies to a class will result in teacher intervention including warnings to the student and notification to parents via Infinite Campus attendance reporting. Students that arrive to a class 10 minutes or more after class has begun will be counted absent and unexcused (unless the tardy is excused by the office) and will serve 45 minutes of detention. The following are the consequence of tardy:

1st Tardy: The teacher will record in Infinite Campus and will notify the student verbally.

2nd Tardy: The teacher will record in Infinite Campus and will notify the student verbally.

3rd Tardy: The teacher will record in Infinite Campus and will be reported to the office on an office referral form. The student will receive 45 minutes of detention and parents will be notified.

4th and Subsequent: The teacher will record in Infinite Campus and will be reported to the office as a behavior referral. The student will receive 45 minutes of detention and tardy will count as an unexcused absence. Parents will be notified.

### **ACADEMIC LETTER**

Student must maintain a 3.5 GPA or higher for two consecutive semesters to earn an academic letter. Academic letters are presented at the Awards Assembly.

### **DROPPING/ADDING ACADEMIC CLASS**

Dropping or adding an academic class must be done within two days of the start of the new semester, with parent permission. Withdrawing from a class during the semester will result in an Withdrawl/Fail on the report card.

### **GRADUATION REQUIREMENTS**

In order to graduate from Anamosa High School, students must earn a minimum of 56 credits. Of these credits, students must earn six credits of math, eight credits of English, six credits of science, six credits of social studies, four credits of P.E., one credit of Human Growth & Development, one credit of Personal Finance, and one credit of Advisory. Students must also attend CPR training. A student may earn a

maximum of five credits in the Kirkwood High School completion program and/or an approved correspondence program while enrolled in the Anamosa Community Schools.

### **EARLY GRADUATION**

A student may graduate prior to the completion of grade twelve if the course work required for graduation under Board policy "Graduation Requirements" has been fulfilled by the student. A junior student wishing to graduate early shall complete an Application for Early Graduation by the end of the first semester of the year they wish to graduate. A senior student must complete the Application by the end of the first quarter of their graduating year. If a student misses the application deadline for early graduation because of extenuating circumstances, they may apply for special consideration to the Superintendent. The student must have the approval of the Board and a recommendation by the Superintendent and the Principal.

### **GRADUATION CEREMONY**

Students who are in good standing and who meet the graduation requirements set by the Board are allowed to participate in the graduation ceremony and in senior activities. It is possible that students who are under disciplinary action at the time of the graduation ceremony or other senior activities will not be allowed to participate. Students are not required to participate in the graduation ceremony. However, students wishing to participate in the graduation ceremony must participate in graduation rehearsal unless prior approval is granted by administration. Students not dressing appropriately for Commencement will not be allowed to participate (no jeans, shorts, tennis shoes, or flip-flops).

### **FINALS**

All teachers at AHS are required to give finals. Finals will be given at the end of the semester and the end of the year. All finals will be given during the final testing schedule that will be set by the administrator. Students are required to take finals during this time. Any exceptions must be approved by the principal.

### **COLLEGE CLASSES**

Students enrolled in Kirkwood Academy Courses at Jones Regional Education Center (JREC) must be in good standing and must attend those classes according to the Kirkwood calendar, which sometimes means attending class when Anamosa High School is not in session. Student attendance will be taken at JREC and reported to AHS. Attendance expectations and consequences of Anamosa High School also apply for students attending courses at JREC. Failure to meet these obligations can lead to being dropped from the course or impact student grades. Students and parents should remember courses taken at JREC are dual-credit and create a college transcript as well. Low course grades in a dual credit class could lead to probationary status or limited or no financial aid. Anamosa Schools will provide transportation to and from academy courses. Students are required to utilize the school transportation.

### **STUDENT BEHAVIOR**

The basic expectation is that students will conduct themselves responsibly and respectfully at all times. This conduct is expected while on school premises, while on school owned and/or operated school or chartered vehicles; and while attending or engaging in school activities on or off school property. Students who violate the expectations with inappropriate behavior shall be subject to discipline. Consequences for the misconduct will be fair and developmentally appropriate. Inappropriate behavior includes behavior that is disrespectful to others or that disrupts the educational program, the orderly and efficient operation of the school or school activity, the rights of other students to participate in the educational process or activity, or the educational atmosphere. Disciplinary measures may include, but are not limited to, removal from classroom, detention, suspension, probation, and expulsion.

## **GUIDELINES FOR SUCCESS: BE RESPECTFUL; BE RESPONSIBLE!**

### **Conduct Expectations for Common Areas**

#### **CLASSROOM**

Students will...

- Be quiet and give full attention when others have the floor.
- Use all property as it is intended to be used.
- Be positive and respectful in interactions with others.
- Maintain an upright posture conducive to learning.
- Be on time.
- Bring needed materials.
- Complete all assignments (including make-up work).
- Remain engaged the entire period.
- Practice academic integrity.

#### **LIBRARY**

Students will...

- Collaborate quietly on academic projects, remembering that the librarian has the right to ask students abusing this privilege to leave the library.
- Return materials to the appropriate places.

#### **OFFICE**

Students who are sent to the office will...

- Come immediately via the shortest route.
- Turn their cell phone into the secretary.
- Be respectful and considerate of self, others, and property.
- Remain quiet.
- Ask permission to leave office.

Students who are visiting the office for assistance will...

- Wait quietly and patiently for help.
- Be respectful and considerate of self, others, and property.

#### **ASSEMBLIES**

Students will...

- Walk and enter quietly with no bags or books.
- Take seat immediately.
- Respect others' space, keeping hands and feet to self.
- Participate respectfully and actively.
- Be considerate, quiet, and attentive.
- Show appreciation with applause.
- Remain seated until dismissed.

#### **CAFETERIA/COMMONS**

Students will...

- Be respectful to cooks, faculty, staff and other students.
- Be respectful by never throwing food or other items.
- Wait in line patiently.
- Speak in conversational voices.
- Use good table manners.
- Clean up table area before leaving.
- Properly dispose of garbage and return trays, silverware, and dishes.



## **HALLWAYS AND ALL OTHER BUILDING AREAS**

Students will...

Follow directions of school personnel with immediate cooperation.

Walk on the right side of the hallway and keep traffic moving.

Use conversational voices with appropriate, respectful language.

Be respectful and considerate of self, others and property.

Carry an agenda to destinations where a signature is needed to show arrival and departure time.

Leave classrooms only with permission and return to class as promptly as possible.

Consume food and drink in cafeteria only.

## **ANTI BULLYING/HARASSMENT POLICY**

The school district is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the school district has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment when they occur. Bullying and harassment of students by other students, school officials, faculty, staff, and volunteers who have direct contact with students will not be tolerated in the school district. The school district prohibits harassment, bullying, hazing, or any other victimization based on real or perceived age, gender, race, gender identity, creed, color, national origin, religion, marital status, disability, sexual orientation, physical appearance, physical or mental ability, ancestry, political party preference, political belief, socioeconomic status, familial status, and/or personality characteristics.

This policy is in effect while students are on property within the jurisdiction of the school district; while on school-owned and/or school-operated vehicles; and while attending or engaged in school sponsored activities. Harassing and bullying behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. If after an investigation a student is found to be in violation of this policy, the student shall be disciplined by measures up to and including suspension and expulsion.

Harassment on the basis of race, creed, color, religion, national origin, marital status, sexual orientation, real or perceived age, gender, gender identity, physical attributes, physical or mental ability, ancestry, political party preference, political belief, socioeconomic status, familial status or disability means conduct of a verbal or physical nature that is designed to unreasonably embarrass, distress, agitate, disturb or trouble students. Examples of such harassment may include, but not limited to: jokes, stares, pictures, or objects that are intended to cause a student fear, anxiety, shame, or embarrassment. Such behaviors become harassment when they are unwelcome, pervasive, severe, and interfere with activity and/or academic performance and when such conduct has the purpose or effect of unreasonably creating an intimidating, offensive, or hostile learning environment.

Harassment as set forth above may include, but is not limited to the following:

- Verbal, non-verbal, electronic, physical, or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering of the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc., that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim.

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition or a student's education or of a 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 learning environment.

Sexual harassment as set out above, may include, but is not limited to the following:

- Verbal, electronic, or written harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks to a person with sexual or demeaning implications;
- Unwelcome touching;
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievement, etc.

The district will promptly and reasonably investigate allegations of harassment. The administration will be responsible for handling all complaints by students alleging harassment. Retaliation against a student, because the student has filed a harassment complaint (RP403.8) or assisted or participated in a harassment investigation or proceeding, is also prohibited. A student, who is found to have retaliated against another in violation of this policy, will be subject to discipline up and including suspension and expulsion. The superintendent has the right to discipline students who knowingly file false harassment complaints.

It will also be the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent will also be responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the school district. The superintendent shall report to the board on the progress of reducing bullying and harassment in the school district.

Students who feel they have been harassed should:

- If the student is comfortable doing so, the student should communicate to the harasser that the student expects the behavior to stop. If the student wants assistance communicating with the harasser, the student should ask an adult staff member or principal to help.
- If the harassment does not stop or the student does not feel comfortable confronting the harasser, the student should tell a teacher, counselor, or principal; and write down exactly what happened, keep a copy, and give another copy to the teacher, counselor, or principal including:
  1. what, when, and where it happened;
  2. who was involved;
  3. exactly what was said or what the harasser did;
  4. witnesses to the harassment;
  5. what the student said or did, either at the time or later;
  6. how the student felt; and
  7. how the harasser responded.

## **COMPLAINT PROCEDURE**

A student who believes that he/she has been harassed will notify the designated investigator or the alternate investigator. The investigator may request that the student complete the Harassment Complaint Form (Board Policy 106.0E1) and turn over evidence of the harassment, including, but not limited to letters, tapes, or pictures. Information received during the investigation is kept confidential to the extent possible. The investigator, with the approval of the principal, or the principal has the authority to initiate a harassment investigation in the absence of a written complaint.

## **INVESTIGATION PROCEDURE**

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement refuting or explaining the behavior outlined in the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

## **RESOLUTION OF THE COMPLAINT**

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline, up to and including, suspension and expulsion.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation.

## **POINTS TO REMEMBER IN THE INVESTIGATION**

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

## **CONFLICTS**

If the investigator is a witness to the incident, the alternate investigator shall investigate.

### *Bullying/Harassment Consequences*

1st Offense: Warning and/or up to 1 day out-of-school suspension.

2nd Offense: 1-3 day out-of-school suspension, meeting held with student, parents, and principal.

3rd Offense: 4-10 day out-of-school suspension, student may be referred to the superintendent and the school board for possible expulsion.

## **STUDENT COMPUTER USE AND INTERNET SAFETY POLICY RULES AND PROCEDURES**

(Board Policy 605.4R2)

All students must sign the acceptable users policy. Use of the Internet must be appropriate. Any inappropriate use of the Internet will lead to loss of computer privileges while at school. Any attempt to disrupt the district computer network will lead to suspension from school. (Refer to Consequence Matrix on page 25 of this handbook.)

## **ELECTRONIC DEVICES/CELL PHONES**

Electronic devices have become a common means of communication and information access in today's society; however, these devices have the potential to disrupt the learning environment. For this reason, any electronic device that disrupts the learning environment will be confiscated. To avoid disrupting the learning environment, students should not have their devices present in the classroom. Electronic devices include, but are not limited to, cell phones, mp3 players, iPods, iWatches, etc. Acceptable times to use these devices are before and after school, during passing time and during lunch. It is not acceptable to receive, check, or make calls or texts during class, use phones in the restrooms or locker rooms.

First violation: teacher confiscation without argument, item turned into the office for the remainder of the day and returned to student at the end of the day

Second violation: teacher confiscation without argument, one night of detention, item returned to student at the end of the day.

Third violation: teacher confiscation without argument, item returned to parent after student/ principal conference and loss of device on school grounds for remainder of the year.

Use of camera or voice recording on an electronic device in restrooms or locker rooms is not permitted and will result in suspension. Students may not take a picture of someone or voice record unless they have verbal permission. Students who do not adhere will lose the right to have an electronic device such as a cell phone on school grounds. (Refer to Consequence Matrix on page 25 of this handbook.)

Headphones and MP3 players may be used during passing times and at lunch as long as they are not distracting to other students, adults, or the educational environment. There will be no sharing of headphones. Immediately after entering a classroom, students are to put them out of sight and turn off all music. Teachers have the authority to allow and/or confiscate them if they are out.

Students shall be personally and solely responsible for the security of electronic devices brought to school. The school shall not assume responsibility for theft, loss, damage, or unauthorized calls made with an electronic device. If devices are loaned to or borrowed and misused by non-owners, device owners are jointly responsible for the misuse or policy violation(s).

## **DETENTIONS**

An administrator may assign students to detention after a student receives an office referral for inappropriate behavior that a student has been unable to change through teacher interventions.

Office referrals will be written for three kinds of behavior problems: 1) chronic or escalating behaviors in the classroom that teacher interventions, including notification of parents, have not been able to stop; 2) inappropriate behaviors in common areas such as the hallways or cafeteria when teacher interventions are not possible or are unsuccessful; 3) serious misbehaviors that warrant immediate removal from the classroom, such as blatant insubordination, serious disrespect, or actions dangerous to self or others.

Detentions will be served after school from 3:10 to 3:55 unless school is getting out earlier than 3:05. When a detention is assigned, a student must serve it by the second school day following the assignment. Students that do not follow the rules will be asked to leave and will not get credit for serving. Talking, sleeping, listening to music, and putting one's head down are prohibited. Students may be asked to complete assignments such as reading and short essays, designed to help them understand and change the behaviors that are impeding their learning or that of others. Students without such assignments will be expected to sit quietly, read, or study. Work, extracurricular activities, and sports practices will NEVER be accepted as excuses for failure to serve.

## **DISMISSAL FROM CLASS**

The following procedure will be used whenever a teacher finds it necessary to send a student to the principal's office from their class for disciplinary reasons.

First Offense: the student will be sent to the principal's office for the remainder of the period, assigned a 45 minute detention, and parents will be notified of the consequences.

Second Offense: the student will be sent to the principal's office for the remainder of the period, assigned a day of in school suspension, and parents may be asked to attend a student review conference with the principal, the teacher, and the student.

Third Offense: consequences for a third dismissal will be a day of out of school suspension. A student review conference with student, parent, teacher, counselor, and administrator will be present. A behavior plan will be created for implementation.

**NOTE:** Failure to report to the principal's office after being sent out of class will result in the student serving a one day out-of-school suspension for each offense.

## **DISPLAYS OF AFFECTION**

Relationships are an important part of one's high school years. It is also important for one to learn proper restraint in the display of those affections while at school. It will be unacceptable for students to fondle, caress, or kiss each other. Couples refusing to cooperate by conducting themselves in a non-approved manner will be subject to a parental conference held with the principal and/or other disciplinary measures. (See Consequence Matrix on page 25.)

## **DISRESPECT TO STAFF MEMBERS**

Any act which demeans the position of a staff member (employee of the school district or area education association), the use of profanity or a threat toward a staff member or the refusal to carry out instructions of a staff member while in the building or on the school grounds, including failure to go to the principal's office when asked, is considered to be disrespectful.

First Offense: The student will serve an out of school suspension of 1-3 days and a conference may be held with the principal and the parents or guardian and the student.

Second Offense: The student will serve an out of school suspension of 3-6 days. A final review of policy with student and parent/or guardian will take place.

Third Offense: The student will serve an out-of-school suspension of 6-10 days.

Fourth Offense: Permanent removal from course or courses as may be appropriate and may be recommended for expulsion by the Board.

## **DISRUPTIVE OR INAPPROPRIATE/INSUBORDINATE BEHAVIOR**

Disruptive or inappropriate/insubordinate behavior can take place in the classroom or on school grounds and is defined as any action that interferes with the educational process of the student or students.

### First offense:

45 minutes of detention time and conference with the principal. In order to re-enter class the student must see the teacher during the teacher's open period, after, or before school and agree to the behavior the teacher has established as appropriate.

### Second offense:

90 minutes of detention and a conference with the teacher, student, and principal. The problem will be identified and all parties will agree on a remedy. A plan may be drawn up which will outline minimum behavior guidelines. The student will not be allowed back into class (in-school suspension during the class period) until they agree to the plan.

### Third offense:

Consequences for a third offense will be determined by an individual behavior plan.

## **DRESS CODE/STUDENT APPEARANCE**

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.

Students are expected to be clean and well groomed and wear clothes in good repair and appropriate for the time, place, and occasion. Clothing that is too revealing or suggestive (i.e. halter tops, bare midriffs, underwear exposed, spaghetti straps, tube tops) is not to be worn at school. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are not allowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the educational program will not be allowed. When, in the judgment of the school staff, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications. Any time missed to return home for a change of clothes will be considered unexcused. All coats should remain in your lockers and not be in the classrooms. Hats and bandanas are not to be worn in the building during regular school hours. Wearing costumes or dressing-up will only be allowed during approved events. Backpacks are not allowed in classrooms and should be placed in lockers upon entering the school building. (Refer to Consequence Matrix on page 25 of this handbook.)

## **FIGHTING AND PHYSICAL VIOLENCE**

Any time a student is determined to be a danger to himself/herself or others during the regular school day or at school sponsored events will result in the following consequences:

Toward a staff member: Out-of-school suspension and recommendation to the superintendent and board for expulsion.

Toward other students:

1st Offense: The student will be suspended for 3-5 days. A parental conference may be necessary for re-admittance.

2nd Offense: The student will be suspended for 5-7 days. A parental conference will be necessary for re-admittance.

3rd Offense: Student will be suspended indefinitely pending an expulsion hearing with the Board of Education.

## **CHEATING AND PLAGIARISM**

Our responsibility in education is to foster responsible learning and work practices. In line with this concept, cheating and plagiarism will not be accepted. While studying and learning together is a proven, effective method of learning, copying promotes irresponsibility and dishonesty. In college these practices are dealt with by course removal with a failing grade or by expulsion. In the work world the result could be dismissal from employment. We must deal with infractions with similar severity. We do not propose a one penalty for all situations. Penalties may range from redoing the work to failing the course. This decision will be made by the principal, after consulting with the teacher. Cheating - to practice fraud or trickery, to violate rules dishonestly. Ex: copying off someone's test. Plagiarism - to steal or pass off the ideas or words of another as your own, without crediting the source. Ex: cutting and pasting a term paper off the internet.

You are plagiarizing or cheating if you:

- a) Present the ideas of others as your own without giving credit to the source
- b) Use direct quotations without quotation marks and without giving credit to the source
- c) Paraphrase without crediting source
- d) Participate in a group project that presents plagiarized materials
- e) Fail to provide adequate citations from materials obtained through electronic research
- f) Download and submit work from electronic databases without citation

- g) Submit materials written by someone else as your own. This includes purchasing a term or research paper.
- h) Allow someone to copy or submit one's own work as his or her own
- i) Copy someone else's exam, graded homework, or laboratory work
- j) Submit the same paper in more than one course without the knowledge and approval of the instructors
- k) Using notes or other materials during a test or exam without authorization
- l) Not following the guidelines specified by the instructor for a "take-home" test or exam or accepts credit for a group project without doing one's share

### **PROFANITY/INAPPROPRIATE LANGUAGE**

The use of profanity (spoken, written, or gesture in the school building or on school grounds) or offensive language is not an acceptable standard of the Anamosa School District. Unacceptable language as defined here will also include religious, sexual, and racial slurs. Students reported in violation of this standard will be referred to the disciplinary consequences explained in the Consequence Matrix on page 25.

### **STUDENT PARKING/CARS AT SCHOOL**

Cars and motorcycles are to be parked in the designated student lots of the high school and are not to be moved until dismissal time unless special permission is obtained from the office. Students transporting students other than immediate family is not recommended. The school is not responsible if this is done. Students are expected to practice safe driving on school grounds. Driving unsafely will result in loss of parking privileges on school ground. Students are encouraged to lock their car while they are in school. The school is not responsible for any items stolen from cars. The principal may restrict or deny driving privileges. Once cars are on the school premises, they are to stay there until the student's school day is over. Students should not be around the cars during the day. All vehicles parking in the parking lot must be registered with the school and the appropriate tag must be visible in the vehicle. Students are only to park in designated painted parking spaces. Parking where there is no painted space creates problems for buses and snow removal. Any student who violates the parking lot rules may have their vehicle towed at the owner's expense. The privilege of driving to school may be withdrawn by the principal if a student fails to comply with state law or rules and regulations established by the administration. (See Consequence Matrix on page 25.)

### **SALE/USE/POSSESSION OF ALCOHOL/DRUGS/PRESCRIPTION MEDICATION**

The unlawful use, possession, or distribution by a student of alcohol or controlled substances (including tobacco products and simulated or counterfeit substances, and prescription drugs without a prescription, including steroids, and all apparatus used for the administration of controlled substances) is prohibited. Such actions are detrimental to the health and welfare of the student body and to the welfare and safety of the community. Such use, possession, or distribution will not be tolerated on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of young people.

1st Offense: The student will be suspended for 7-10 days and will be referred to local law enforcement. A parental conference will be necessary for re-admittance.

2nd Offense: In addition to referral to law enforcement, the student will be suspended indefinitely and a recommendation will be made to the board for expulsion.

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

## **USE/POSSESSION OF TOBACCO/NICOTINE**

It is the intention of the Anamosa Community School District to provide a healthy learning and working environment for students, employees, and visitors. With this in mind, no student, employee, or visitor may display or use any tobacco product on any school building or property. School property includes any parking lot, sidewalk, athletic complex, bleachers, or other area that is owned and/or maintained by the Anamosa Community School District.

Use or possession of tobacco will result in the following:

1st Offense: The student will be suspended for 1-3 days and will be referred to local law enforcement. A parental conference will be necessary for re-admittance.

2nd Offense: The student will be suspended for 4-6 days and will be referred to local law enforcement. A parental conference will be necessary for re-admittance.

3rd Offense: The student will be suspended for 6-10 days and will be referred to local law enforcement. A recommendation may be made to the board for expulsion.

## **WEAPONS IN SCHOOL (Board Policy 502.8)**

A student found to be in possession of firearms on school grounds or at school-related activities and may be expelled for one year. (Iowa Code 280.21B) A student found to be in possession of weapons including look-alikes on school ground or at school related activities may be expelled for up to one year and will be reported to local law enforcement officials. Weapons may include: dangerous weapons, or any instrument used as a weapon in the schools, including any object used to intimidate, coerce, scare, or threaten a student, school district employee or visitor. Weapons therefore include, but are not limited to clubs, nunchakus, brass knuckles, knives, butterfly knives, stun guns, BB guns, toy guns used or displayed as a real gun and unloaded guns. Pocket knives are defined as having blades shorter than three inches and are not welcome at school. Any student in possession of a pocket knife on school grounds will be suspended for a minimum of three days. Repeated offenses will lead to longer periods of suspension and/or expulsion.

## **VANDALISM**

Vandalism is the accidental or malicious destruction of someone's personal property or school property by any means. Any vandalism reported to a law enforcement agency will be dealt with by the court system. Vandalism not reported to a law enforcement agency will be handled using the terms specified below.

First Offense: Warning of possible criminal charges, 1 day of In-School Suspension, and full restitution for damages incurred. A parental conference will be necessary.

Second Offense: 2 Days of In-School Suspension, admission to classes after restitution has been made and accepted. A conference will be held with the principal, student, and parent/or guardian to discuss the terms of reinstatement.

Third Offense: A recommendation will be made to the Board for expulsion.

## **IN-SCHOOL SUSPENSION RULES**

Students receiving in-school suspension will observe the following rules:

- Report to the office at the beginning of the school day
- Turn in all electronic device(s)
- Remain quiet and productive
- Do not listen to music, sleep, or violate the school's computer rules

Any student violating the above rules will be sent home for one day of out-of-school suspension and will not receive credit for any in-school suspension time served. The student will be allowed to come back to school after a conference with parents and principal. Upon returning to school the student will make up the in-school suspension time.

## **RULES GOVERNING SOCIAL FUNCTIONS**

Events must be approved in advance by the principal. Permission for use of the building for school-related and non-school related activities must be obtained three days in advance. Students who leave a school



sponsored function may not return. Middle school students may not attend high school dances; dates must be under 21 years of age (with the exception of immediate family members).

## HOMEcomings

Homecoming is open to all students in grades 9-12. In order to participate in the dance, students must have any behavior consequences made up (no outstanding suspensions or detentions). A student must be in attendance the day before the event unless it is an approved excused absence. Their dates must be signed up ahead of time in the office if they are not students of Anamosa. Dates from outside school districts must be in good standing with their home district and obtain a signature from their school administrator. Forms for dates may be picked up in the high school office and must be returned three days prior to the dance.

## PROM

Prom will be open only to juniors and seniors. In order to participate in the dance, students must have any behavior consequences made up (no outstanding suspensions or detentions). A student must be in attendance the day before the event unless it is an approved excused absence. Their dates must be signed up ahead of time in the office if they are not students of Anamosa or if they are underclassmen. Dates from outside school districts must be in good standing with their home district and obtain a signature from their school administrator. Forms for dates may be picked up in the high school office and must be returned three days prior to the dance.

## CONSEQUENCE MATRIX

The following consequence matrix is provided as a reference for students and parents. It does not reflect all of the possible handbook violations. Any violation deemed severe by school administration could result in in-school or out-of-school suspension or recommendation to the board of education for expulsion.

<b>VIOLATION</b>	<b>1<sup>st</sup> OFFENSE</b>	<b>2<sup>nd</sup> OFFENSE</b>	<b>3<sup>rd</sup> OFFENSE</b>	<b>4<sup>th</sup> OFFENSE</b>
<b>Bullying/Harassment</b>	Warning, up to 1 day OSS	1-3 day OSS, parent conference	4-10 day OSS, may be recommended for expulsion	Indefinite OSS, recommended for expulsion
<b>Computer/Acceptable Use Policy</b>	Loss of computer privileges for a week	Loss of computer privileges for a month	Loss of computer privileges for remainder of semester	Loss of computer take-home privileges for remainder of year
<b>Electronic Devices/ Cell Phones</b>	Device confiscation	Device confiscation, 45 minute detention	Device to office, parent pick up, loss of device on school grounds	N/A
<b>Phones/ Cameras in restroom/locker room</b>	Device to office, parent pick up, 1 day OSS	Device to office parent pick up, 3-5 day OSS	Device to office, parent pick up, 5-10 day OSS	Device to office, parent pick up, indefinite ISS, recommendation for expulsion
<b>Dismissal from class</b>	45 minute detention	1 day ISS	1 day OSS	N/A

<b>Display of affection</b>	Warning	45 minute detention, administrative conference	1 day ISS, parent conference	3 days ISS
<b>Dress code</b>	Warning, required to change clothes	45 minute detention, required to change clothes	1 day ISS, required to change clothes	3 days OSS required to change clothes
<b>Disrespect of staff</b>	1-3 days OSS, parent conference before return	3-6 days OSS, parent conference and behavior plan before return	6-10 day OSS, dropped from class without credit	Recommendation to board for expulsion
<b>Disruption/Insubordination</b>	45 minute detention, student/teacher meeting	90 minutes of detention, teacher /student conference	1 day ISS, conference with parent before student returns behavior plan	2 day ISS, review behavior plan
<b>Fighting/physical violence</b>	3-5 days OSS, parent conference	5-7 days OSS, parent conference	Recommendation to board for expulsion	N/A
<b>Fighting/physical violence toward staff</b>	Indefinite OSS, recommendation to board for expulsion	N/A	N/A	N/A
<b>Failure to report to office upon dismissal from class</b>	1 day ISS	1 day ISS	1 day ISS	1 day ISS
<b>Profanity/Inappropriate Language</b>	45 minute detention, student/teacher conference	90 minutes of detention, student/teacher conference	1 day ISS, parent/student conference, behavior plan	2 day ISS, review behavior plan
<b>Sale/Use/Possession of Alcohol/Drugs/Prescription Medication</b>	7-10 day OSS, referral to law enforcement	Indefinite OSS, recommendation to board for expulsion, referral to law enforcement	N/A	N/A
<b>Student Parking/Cars</b>	Warning/ vehicle moved	1 day In School Suspension/vehicle towed/loss of parking privileges	2 day In School Suspension vehicle towed/ loss of parking privileges	N/A
<b>Use/Possession of Tobacco/ Nicotine</b>	1-3 day OSS	4-6 day OSS	6-10 day OSS recommendation to board for expulsion	N/A
<b>Weapons</b>	Up to one year expulsion	N/A	N/A	N/A
<b>Vandalism</b>	Warning of criminal charges, 1 day ISS, full restitution	2 days ISS, full restitution, referral to law enforcement	Indefinite OSS, recommendation to board for expulsion	N/A

## **STUDENT ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES**

The Board of Directors of the Anamosa School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extra-curricular activities serve as ambassadors of the school throughout the calendar year. Students who wish to exercise the privilege of participating in extra-curricular activities must conduct themselves in accordance with board policy. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The principal/activities director shall keep records of violations of the Good Conduct Rule. Failure to represent Anamosa High School in a positive way may result in consequences.

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

Athletics, instrumental and vocal music performances, drama productions, speech contests, FFA, National Honor Society, all co-curricular clubs, all honorary and elected offices (Homecoming King/Queen/court, class officer, student government officer or representative), state contests and performances for dance or any other activity where the student represents the school outside the classroom.

## **ACADEMIC ELIGIBILITY**

A student must receive credit in at least 4 subjects at all times and make adequate progress toward graduation to be eligible for extracurricular activities. A student with an incomplete (I), insufficient evidence (IE) or a failing grade failing grade (F) (a grade which goes on a transcript) shall be considered "ineligible" per the state no pass/no play outlined below. All entering freshman students are considered eligible regardless of grades received in 8<sup>th</sup> grade. Midterm (progress grade) F's, Is, or IEs may be raised to maintain eligibility.

At the end of any grading period, a participant receiving a failing grade in any course where credit is awarded, the participant is ineligible to participate in any competitive event sanctioned by the Iowa High School Music Association or Iowa High School Speech association sponsored event or any Iowa High School Music Association event that is non graded for a period of 30 consecutive calendar days. The period of ineligibility will begin with the first school day following the day grades are issued by the school District. If a student is not currently participating in an activity, the suspension will occur during the next activity the student participates in.

A student with a disability who has an individualized education plan should not be denied eligibility on the basis of scholarship if the student is making adequate progress as determined by school officials toward the goals and objectives of the student's individual education program.

## **GOOD CONDUCT RULE (Board Policy 502.2)**

Under the Good Conduct Policy, any student who participates in extra-curricular activities is prohibited from possessing, using, transporting, controlling, or transmitting tobacco/nicotine, alcohol, or other illegal drugs at any time (year round) during his/her high school career. No student involved in the above activities shall be involved in any criminal activity that violates local, state, or federal laws (excluding minor traffic violations). For the purposes of the Good Conduct Policy, eighth graders who have graduated from middle school are considered high school students. If a student is in violation of the Good Conduct Policy and is not currently involved in an activity or the length of the suspension is greater than the length of the remaining season, the suspension will carry over to the student's future participation in the next activity that the student was involved in the previous year, which was completed in "good standing".

## **CONSEQUENCES OF VIOLATING THE GOOD CONDUCT RULE**

First Offense: Suspended from at least 25% of the published public performances/contests for the remainder of the season with carryover to the next activity. Counseling from school personnel required prior to reinstatement. If counseling is refused, student will be suspended for 50% of the season. Student must continue to practice to remain in "good standing".

Second Offense: Suspended from at least 50% of public performances with carryover to next activity. Professional counseling required prior to reinstatement. Must continue to practice to remain in "good standing".

Third Offense: A minimum of one-year suspension from co-curricular activities. Professional counseling and/or treatment required for all third offenses. Reinstatement rules will be enforced and upheld or student will be permanently removed from co-curricular activities for the remainder of their high school career.

## **CONFIDENTIALITY OF STUDENT RECORDS (Board Policy 506.2)**

The District shall be in compliance with the Family Educational Rights and Privacy Act of 1974 and all rules issued on or after June 17, 1976, to implement the Act. Pursuant to Iowa law, the Board has determined certain records need to be confidential as their disclosure could jeopardize the safety of persons or property and include, but are not limited to, the following: security procedures, emergency preparedness procedures, evacuation procedures, security codes and passwords. The Superintendent shall develop rules and procedures to be approved by the Board.

## **CONFIDENTIALITY**

Based on a strong foundation in federal law, Iowa Code, and by general counselor codes of ethics, students are entitled to a confidential relationship with their counselor when discussing personal problems. Section 622.10 of the Iowa Code says, in part no qualified school guidance counselor who obtains information by reason of his employment as a qualified school guidance counselor shall be allowed, in giving testimony, to disclose any confidential communications properly entrusted to him by a pupil or his parent or guardian...Exceptions to maintaining confidentiality exist, where the counselor is aware of a serious danger to health or well-being. For a more complete discussion on counseling and keeping your confidence, please consult with the counselor.

## **STUDENT DIRECTORY INFORMATION (Board Policy 506.2E1)**

Student is defined as an enrolled individual, PK-12 including children in school district sponsored child-care programs. Student directory information is designed to be used internally within the school district. Directory information is defined in the annual notice. It may include the student's name, grade level, participation in officially recognized activities and sports, weight and height of member of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, photograph and other likeness, and other similar information. Prior to developing a student directory or to giving general information to the public, parents (including parents of students open enrolled out of the school district and parents of children home schooled in the school district) will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny inclusion of their child's information in the directory or in the general information about the students. It is the responsibility of the superintendent to provide notice and to determine the method of notice that will inform parents.

**USE OF DIRECTORY INFORMATION** (Board Policy 506.2E2)

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Anamosa School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Anamosa School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Anamosa School District to include this type of information from your child's education records in certain school publications. Examples include: a playbill: showing your student's role in a drama production, the annual yearbook, honor roll or other recognition lists, graduation programs, sports activity sheets: such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information- names, addresses and telephone listings-unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want the Anamosa School District to disclose directory information from your child's education records without your prior consent, you must notify the District as part of electronic e-registration on the parent permissions page or in writing to the school office your child attends by September 15. Anamosa Community School District has designated the following information as directory information: student's name, grade level, 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, photograph and other likeness.

**AUTHORIZATION FOR RELEASING STUDENT DIRECTORY INFORMATION** (Board Policy 506.2E3)

The Anamosa Community School District has adopted a policy designed to assure parents and students the full implementation, protection and enjoyment of their rights under the Family Educational Rights and Privacy Act of 1974 (FERPA). A copy of the school district's policy is available for review in the District Office at 200 S. Garnavillo St., Anamosa, IA 52205. This law requires the school district to designate as "directory information" any personally identifiable information taken from a student's educational records prior to making such information available to the public.

The school district has designated the following information as directory information: student's name, grade level, 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, photograph and other likeness and other similar information. You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district in writing no later than September 15 of this school year. If you desire to make such a refusal, please complete and return the slip attached to this notice. If you have no objection to the use of student information, you do not need to take any action.