

Nevada High School Student Handbook 2018-19



**Mr. Kody Asmus, Principal
Mr. Dustin Smith, Assistant Principal/Activities Director**

***“Preparing Leaders Today for Tomorrow”
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NEVADA SCHOOL DISTRICT'S MISSION STATEMENT:

“Preparing Learners Today for Tomorrow”

Nevada High School Annual Improvement Goals Areas for 2018- 2019

- Create, foster, and instill a culture of responsibility, accountability, and resiliency by building positive relationships with students.
- Continue to implement and refine Standards Based Grading practices and the NCSD Learner Outcomes within all classes at NHS.
- Integrate technology in a transformative way by incorporating creativity, critical thinking, communication, and collaboration (4-Cs).

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Nevada Community School District Board policies referred to in the handbook may be found in full on the district's website. If you would like to review a paper copy of a policy, you may request one from the Superintendent's Office; the School Board Policy Book is also available at the Nevada Public Library.

BOARD POLICIES @ www.nevada.k12.ia.us/business/board/boardpolicy

Equal Educational Opportunity/Discrimination (Code #102)

It is the policy of the Nevada Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Justin Gross, Director of School Improvement and Innovation, 1035 15th Street, Nevada, Iowa 50201 515.382.2783, jgross@nevadacubs.org

| | |
|---|----------|
| Title IX Coordinator –Steve Gray | 382-2783 |
| 504 Coordinator – Steve Gray | 382-2783 |
| Equity Coordinator – Justin Gross | 382-2783 |
| MCGF Education Coordinator – Justin Gross | 382-3583 |

DISCLAIMER STATEMENT

This student handbook is intended to help acquaint families with our elementary/middle school/high school programs. This handbook is not a contract, and the rules and guidelines described in this handbook are subject to change anytime without notice. Parents are encouraged to contact their school with any specific questions or other concerns regarding the material in this handbook.

“Preparing Leaders Today for Tomorrow”

NEVADA HIGH SCHOOL FACULTY AND STAFF 2017-2018

ADMINISTRATION

Mr. Kody Asmus Principal
Mr. Dustin Smith Assistant Principal/Activities Director

FACULTY

Mrs. Tabitha Aanonson Health, Family and Consumer Sciences
Mr. Jeff Baker Counselor
Mr. Greg Baethke Industrial Technology, Manufacturing, CAD
Mr. Mark Beauchene Drawing & Painting, Ceramics, Sculpture, Adaptive Art
Mr. Ryan Brown Integrated Science 2, ChemCom, Honors Chemistry, Biology
Mr. Jeff Chisholm World History, Geography
Mr. Kevin Cooper Animal Science I/2, Ag Business, Horticulture 1/2, Ag Mech 1/2, Natural Resources, SAE
Mrs. Emily DeYoung Essentials of Communication, Modern Am Lit, Cont Am Lit, Poetry, Shakespeare, Comp Strategies
Mrs. Cindi Dueland Nevada Alternative Program
Mrs. Shawna Dumbaugh Vocal Music, Guitar
Mr. Kevin Ericson Level I Special Education
Mrs. Meg Frideres Global Insights, Teen Leadership
Mrs. Elizabeth Gindt Academic Coach,
Ms. Moni Gorham World Lit/Western, Early Am Lit, College Prep Comp, Advanced Communication, English Prep
Mrs. Heidi Grimm Spanish I, PE: Personal Fitness, Adaptive PE
Mrs. Kim Huegerich Spanish I, III, IV, Launch
Mr. Mark Huntrods Integrated Science 1, Physics, Chemistry
Mr. Ted Johnson U.S. History, AP U.S. History, Economics
Mrs. Teresa Kaloupek Level II Special Education
Ms. Mallory Kane Algebra IA, Algebra IB, Geometry,
Mr. Andrew Kleeman Government, Geography, Sociology, Honors Psychology,
Mr. Mike Lawler Biology, Honors Biology, Honors Anatomy and Physiology, Officiating
Dr. Heather Ludwig 5-12 Talented and Gifted (TAG), College Prep Comp I/II DC, Exploring Concepts Thru Lit DC
Mr. James Mills PLTW: IED, POE, AP CSP, CSE
Mr. Robert Mittman Advanced Math, Algebra II, Geometry, Integrated Math
Ms. Elizabeth O'Connor Level I Special Education
Mr. Wade Presley Instrumental Music
Mrs. Lori Stephenson Nevada Alternative School Program
Mr. Tyler Struck PE: Strength and Conditioning, PE: Team Sports
Mrs. Kate Sutton English 9, Honors English 9, Composition, Pre College Prep
Mr. Cary Thompson Accounting, Adv Accounting, Business Law, Marketing, Financial Lit, Sports Management
Ms. Kirsten Weber Written Communication, Creative Writing
Mrs. Jennifer Wessels Algebra II, Honors Calculus, Probability and Statistics
Mrs. Inna Wieland ELL

CLASSROOM ASSOCIATES

Mrs. Jalene Hornbuckle
Mrs. Stacie Funke
Mrs. Cathryn Partlow
Mrs. Angela Ruden
Mrs. Lori Trygstad
Mrs. Ginger Primrose

SUPPORT STAFF

Administrative Assistant Main Office Mrs. Kristin Wakeman
Administrative Assistant Guidance Mrs. Lori Arends
Administrative Assistant Activities Mrs. Vawn Thiphasouk
School Nurse Mrs. Eileen Patterson
Maintenance Mr. Dan DeYoung, Mr. Mike Prather, and Mr. Soukiang Phommason

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NEVADA HIGH SCHOOL BELL SCHEDULES

Regular School Day Schedule:

Block 1-2: 8:10-9:38

Period 1: 8:10-8:52

Period 2: 8:56-9:38

Block 3-4: 9:42-11:10

Period 3: 9:42-10:24

Period 4: 10:28-11:10

Block 5-6: 11:14-1:12

Period 5: 11:14-11:56

Period 6: 12:30-1:12

A Lunch: 11:10-11:40

B Lunch: 11:56-12:26

C Lunch: 12:42-1:12

Block 7-8: 1:16-2:44

Period 7: 1:16-1:58

Period 8: 2:02-2:44

Seminar: 2:48-3:20

90-minute Late Start Schedule:

Block 1-2: 9:40-10:54

Period 1: 9:40-10:15

Period 2: 10:19-10:54

Block 3-4: 10:58-12:42

Period 3: 10:58-11:33

Period 4: 12:07-12:42

A Lunch: 10:54-11:24

B Lunch: 11:33-12:03

C Lunch: 12:12-12:42

Block 5-6: 12:46-2:00

Period 5: 12:46-1:21

Period 6: 1:25-2:00

Block 7-8: 2:04-3:20

Period 7: 2:04-2:39

Period 8: 2:43-3:20

****No Seminar***

2:15 Dismissal Schedule:

Block 1-2: 8:10-9:32

Period 1: 8:10-8:49

Period 2: 8:53-9:32

Block 3-4: 9:36-10:58

Period 3: 9:36-10:15

Period 4: 10:19-10:58

Block 5-6: 11:02-12:54

Period 5: 11:02-11:41

Period 6: 12:07-12:54

A Lunch: 11:02-11:32

B Lunch: 11:41-12:11

C Lunch: 12:24-12:54

Block 7-8: 12:58-2:15

Period 7: 12:58-1:35

Period 8: 1:38-2:15

****No Seminar***

ACADEMICS

CAREER ACADEMY ALTERNATIVE ASSESSMENT

Students must demonstrate proficiency, using Iowa Assessment test scores in math, reading, and/or science or be deemed proficient through an alternative assessment process, to enroll in Career Academy and/or concurrent enrolled courses.

The alternative assessment process will consist of three components:

- Academic standing – All eligible students who are in good academic standing as defined by their home district and high school principal.
- Graduation Progress – All eligible students who are on pace to successfully graduate as defined by their home district and high school principal.
- A recommendation from their high school principal.

Any student not meeting proficiency requirements through Iowa Assessment scores in math, reading, and/or science, but who meet both academic standards outlined in the first two components, and who is recommended by their building principal will be eligible to enroll in Career Academy and/or concurrent enrolled courses.

CHEATING/PLAGIARISM

Students are expected to do their own schoolwork. Cheating by providing information to other students, looking at another student's schoolwork, copying other's work, copying from other sources, including electronic and technological sources or similar cheating is not tolerated. Cheating/plagiarism incidents will be fully investigated before a decision is made. If a student has violated this policy, they will be ineligible to participate in their next extra-curricular event. Discipline may also include a failing grade for the specific assignment, loss of class credit, suspension and/or 10 hours of community service. Repeat offenses may result in a "Code of Conduct" violation.

GRADING SCALE:

| | | | | | |
|----|---|-----------|----|---|-----------|
| A | = | 3.67-4.00 | C | = | 1.67-2.00 |
| A- | = | 3.34-3.66 | C- | = | 1.34-1.66 |
| B+ | = | 3.01-3.33 | D+ | = | 1.01-1.33 |
| B | = | 2.67-3.00 | D | = | 0.67-1.00 |
| B- | = | 2.34-2.66 | D- | = | 0.34-0.66 |
| C+ | = | 2.01-2.33 | F | = | 0.00-0.33 |

***Refer to "NHS Standards Based Grading Handbook" for more information regarding grading procedures**

GRADE CHECKS:

Grade checks will occur three times per term (dates will be communicated prior to the start of each term) and the following procedures will take place:

- **On-line Courses:** Juniors/seniors who have below a B- in any of their classes will be assigned to a Learning Lab until they have a B- or above in all of their classes. Once the grade check occurs, students will be notified via email and in person of their assigned Learning Lab. Once the student has a B- or above in all of their classes, they must notify Mr. Asmus or Mr. Baker, who will then remove the student from their assigned Learning Lab.
- **Senior Seminar:** Seniors who have below a B- in any of their classes will be assigned to Seminar until they have a B- or above in all of their classes. Once the grade check occurs, students will be notified via email and in person of their assigned Seminar. Once the student has a B- or above in all of their classes, they must notify Mr. Asmus or Mr. Baker, who will then remove the student from their assigned Seminar.

GRADUATION

A student at Nevada High School needs 52 credits to graduate

- **ACADEMIC STATUS:** Students need to have earned a minimum amount of credits to be considered in good standing as a sophomore, junior or senior. These credit levels are used for eligibility for prom, open campus (senior status only) and like privileges for certain grade level privileges. The credit levels are as follows:

| | |
|----------------|--|
| Seniors | 39 credits in the final year at NHS |
| Juniors | 26 credits |
| Sophomores | 13 credits |
- **GRADUATION ATTIRE:** We expect our students to dress their best and hope that they want to make the ceremony special by dressing for the occasion. Tennis shoes, flip-flops, shorts, T-shirts, sunglasses or jeans would not be appropriate dress. Students' attire will be checked before entering the gym. Any student not appropriately dressed will not be allowed to participate in the graduation ceremony. Students are expected to wear the graduation cap and gown in the condition that it was purchased without any alteration.
- **GRADUATION CEREMONY:** Students who meet the graduation requirements set by the Board and appropriately dressed are allowed the **privilege** to participate in the graduation ceremony and in senior activities. It is possible that students who are serving discipline 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.

- **EARLY GRADUATION APPLICATIONS:** All students that are planning on graduating early must apply for that action to take place. Students should have a written letter of application signed by both the parent and student to Mr. Baker no later than the first five days of the term they are planning to graduate. The Board of Education will act on these letters of application at the next regularly scheduled board meeting.

HEALTHY KIDS ACT

The requirement for graduates to complete a CPR certification course will begin with the graduating class of 2011-2012.

Physical activity timeline - Beginning July 1, 2009, school districts must ensure that physically able pupils in grades six through twelve shall engage in physical activity for a minimum of **120 minutes** per week in which there are at least five school days of school.

Physical activity overview – First, “physical activity” means “*any movement, manipulation, or exertion of the body that can lead to improved levels of physical fitness and quality of life.*” Students in grades nine through twelve may meet the 120 minute physical activity requirement by participation in the following activities including, but not limited to: Interscholastic athletics sponsored by the Iowa High School Athletic Association or Iowa Girls High School Athletic Union; school sponsored marching band, show choir, dance, drill, cheer, or similar activities; non-school gymnastics, dance, team sports, individual sports; or similar endeavors that involve movement, manipulation, or exertion of the body. (This may include work activities, such as on the family farm or at the local grocery store, if work meeting the above definition of physical activity is involved.)

If the physical activity is to be met in full or in part by a student using one or more non-school activities, then the school shall enter into a written agreement with the student. **The written physical activity agreement** must meet the following requirements: It shall state the nature of the activity and the starting and ending dates of the activity, and shall provide sufficient information about the duration of time of the activity each week; it shall be signed by the school principal or principal’s designee; it shall be signed by at least one parent or guardian of the student if the student is a minor; it shall be signed by the student, regardless of a student’s age; the agreement may be no longer than one school year. If a student’s parent or guardian files a written statement with the school principal that the physical activity requirement conflicts with the student’s religious beliefs, then the school shall not require the performance of such activities.

INCOMPLETES:

Due to the alignment of our standards and assessments all students should show proficiency of course standards in the time allotted for each course, however do to circumstances that arise and are unique to each student it may be necessary to allow students additional time beyond the end of a term to demonstrate proficiency of course standards. When these circumstances arise and are communicated to the teacher an incomplete **may** be granted. Incompletes will be granted at the discretion of the teacher of each class, they are not guaranteed and students should do everything within their control to pass all of the required standards within the time allotted for the course and should not count on or plan on being granted an incomplete. Students who feel that they have worked hard all term/semester to be successful and still need more time to demonstrate proficiency of course standards need to request an incomplete from their teacher by following the steps identified in the “NHS Standards Based Grading Handbook”.

POST-SECONDARY ENROLLMENT OPTIONS ACT

Under the Post Secondary Enrollment Options Act, juniors and seniors can take college courses while attending high school as part of their high school curriculum. This act is intended to promote a more rigorous academic course of study and a wider variety of course options.

To be eligible students must meet the post secondary schools PSEO entrance requirements and may not take a course that is comparable to those courses already offered by the school district. Students must be registered for at least two credits at Nevada High School in addition to their PSEO course. **PSEO courses count as one (1) credit and will calculate in the student’s grade point average at Nevada High School.**

Students must notify the guidance office of their intent to enroll in a Post Secondary course prior to the end of the previous school year. Under the act, the school district pays the cost of the course up to \$250.00. Students are responsible for their own transportation and still must meet the graduation requirements of Nevada High School.

SCHEDULE CHANGES

There are only 3 reasons that a student might need to change a course on their schedule:

- The student is misplaced and would not be able to be academically successful.
- A computer error: placement of a student in a course she/he didn’t sign up for.
- The student failed a previous sequential class and is not able to be enrolled in the next level course.

All students must be enrolled in four classes per term.

****Students are reminded to be able to drop a class it must be done within the first five (5) days of the term.***

SEMINAR (PURPOSE)

- To facilitate academic work time and provide opportunities for students to receive additional support from teachers
- To accommodate meeting times
- Allow for flexibility of schedules on early out and late start days

SEMINAR EXPECTATIONS

Students are assigned a seminar group where they will report every day. Seminar groups will remain with their assigned seminar teacher for the remainder of the year. This block of time is intended for several purposes including but not limited to the following: Make up tests, class meetings, voting, yearbook photos, club meetings, pep assemblies, advisor-advisee.

- Report to seminar every day on time to check grade status.
- Freshmen and sophomores that have a B- or better in all classes are allowed to go to commons during seminar.
- Juniors that have a B- or better in all classes and have a parent signed open campus form may leave the building.
- Senior grade checks will occur three times per term. Seniors with below a B- in any class will be required to attend Seminar until they have a B- or above in all of their classes

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- Plan ahead- Bring assignments to work on if you have any. Use your time effectively.
- One person at a time can sign out to restroom, drink, or locker. No sign outs after 3:15.
- Students abusing pass privileges will lose the opportunity to leave for a period of time.
- The seminar teacher is in charge. If you want to receive permission to go elsewhere you need to comply with the behavior expectation of your teacher.
- Seminar restriction will result for students with low grades and or not completing expected student work.
- Teachers that are requiring or requesting a student to be in their seminar must provide a seminar attendance pass to that student informing the student of the request
- The pass will serve as the only reminder that the student will receive-teachers will not call other teachers looking for the student
- Students will report to their homeroom seminar teacher, show teacher their pass, sign out and go directly to the teachers room that assigned them the seminar
- Students reporting to that seminar must stay in that seminar for the entirety of seminar (no pinballing between classrooms)
- First seminar attendance slip a student receives during the day is the first and only to be honored that day. If another teacher wants to see that student the teachers must communicate such that the second teacher will have that student in seminar the next day
- Seminar slips may be given to seniors and rules will apply to those seniors
- If a student receives a seminar slip they may not go to their meeting-they must report to the seminar that they were assigned
- Meetings will begin at the beginning of seminar-students must sign out of their seminar and go to commons for the meeting. Students will remain in the commons or meeting room for the entire seminar. Additional supervision will be provided in the commons by the administrative team.
- A student that would like to leave seminar to receive help from another teacher may do so if teachers have arranged and communicated in advance or by arranging accordingly over the phone at that moment. Students are not allowed to leave to go to another classroom/seminar without both teachers approval. If that student is allowed to leave, they must stay in that seminar for the entire time.
- **Cells phones may not be used**
- **iPods may or may not be used – it is up to the discretion of the teacher.**
- Students not behind in their work could reread materials studying for their next assessment. They also could bring appropriate reading materials.
- Students may only use computers if it is for school related work. Teachers and or associates will assign students to computers where they can monitor the computer screens.
- Do not have your parents call in with appointments during this time. You will have to show verification of the appointment the following day or be considered in violation of compliance.

In following the expectations above, students should be in **one** of the following three areas during Seminar:

- 1: Assigned Seminar Classroom
- 2: The Commons
- 3: Off-Campus

***Students should not be in the gym, weight room, locker rooms, safe room, middle school, etc.**

****Students who fail to follow “Seminar Expectations” will be referred to the office. Consequences may include detention or loss of Seminar privileges.***

ACTIVITIES

ACADEMIC ELIGIBILITY (Board Policy 503.6)

In addition to board policy 503.6 the following guidance applies to band and vocal contests:

Per IHSMA recommendation, students will not be ineligible for an evaluative performance if it is included in the students' curricular grade. Any student with a non-passing grade at the end of a grading term (quarter/term) will be ineligible to perform in competitive or extra-curricular fine arts performances for 30 calendar days. The ineligible student, parents, and teacher will be informed for the ineligible status at least 5 days prior to the competitive or extra-curricular performance.

- **Curricular Music Courses:** Classes that meet/rehearse during the school day for a letter grade
- **Extra-curricular Music Activities:** *Optional* ensembles that rehearse outside of the school day and do not receive a grade
 - Examples include: Jazz Choir, Honor Choirs, Honor Bands

ACADEMIC LETTERS

Students at Nevada High School can earn academic letters by meeting the following requirements.

Requirements for each school year and beyond:

- A 10th, 11th or 12th grade student must earn a grade point of 3.5 or higher each term for terms 1, 2, 3, and term 4 of the previous school year.
- A 9th grade student must earn a grade point of 3.5 or higher each term for terms, 1, 2, and 3.

ACTIVITY CONFLICTS

Nevada High School is large enough to offer a multiplicity of activities but small enough that we have many students out for a large number of those activities. It is impossible to write a rule or policy for all the potential conflicts. The activity sponsors are expected to resolve conflicts for which there doesn't seem to be a rule. The decision on which activity to have the student participate in will not be left up to the student. Policies need to be in place to avoid problems when different activities are pressuring students for their participation at the same time. Guidelines that we in the Nevada School District try to live by:

- Participation in state competition takes precedence over any other activities that are in conflict with that state competition.
- If activities are added to a date where other activities have been scheduled, the original activity on the master calendar takes precedence. Exceptions to the guidelines are:
 - Rescheduled school district events by the athletic director due to bad weather, state competitions that are scheduled on top of master calendar dates, etc. have equal footing with the first activity on any particular date.
 - If a coach or activity sponsor wants to add an extra activity that has not been previously scheduled the guideline is different. The original activity on the master calendar takes precedence.
 - Ex: A track coach wants more meets for his runners to be involved in.
 - Ex: The band/vocal people will schedule an extra concert.

ACTIVITY PARTICIPATION WHEN ABSENT

Students who are not in school all day because of illness or unexcused absences cannot practice or participate in any after school or evening activity but may attend. Going to the doctor for illness does not exempt one from this policy. Advance (24 hour or more) appointments for a doctor or dentist are exempt.

- If you participated the night before you are expected to be to school on time the next morning.
- For participation at practice or for an activity, students must be at school the entire day (all 8 periods) or have prior approval from the building administrators. (***Excused absences are permitted and will not impact a student's ability to practice or participate in an activity***)

ACTIVITY TRIPS

Students must go and return on the bus designated by those in charge unless other arrangements are sanctioned by the teacher/activity director in charge.

Students, who are provided transportation in school district transportation vehicles for co-curricular or extra-curricular events, must ride both to and from the event in the school vehicle. A student's parent(s) or guardian(s) will personally appear and request to transport their child home from a school sponsored event in which the student traveled to the event on a school transportation vehicle.

Students arriving at or returning from any activity by means other than authorized by the school, will be suspended from, but not limited to the following: participating at a public performance, a minimum of one event, dismissal from the team or organization. Students will not be allowed to transport other students.

Pep buses will be available on request, at a nominal cost, to away events at various times during the year. We must have a minimum of twenty-five student riders.

Students wishing to ride the Pep Bus must be passing all of their classes.

DANCE POLICY

Various clubs and organizations within the school sponsor dances. The following rules will apply at all dances:

- All dances will terminate by 11:00 p.m. (exceptions need to be approved by the principal).
- If a student must leave and wishes to return, sponsor or chaperone approval is required. Permission will be given sparingly.
- All school rules apply at dances.
- No profanity is to be sung or chanted under any circumstances.
- Moshing or slam dancing at school dances is prohibited. Violators will be asked to leave.
- Students need to arrive at the dance within 45 minutes of when the dance begins.
- Any student caught in violation of school policy will miss the following two (2) dances.
- High school students are not allowed to attend middle school sponsored dances.
- Out of school guests will have to adhere to all high school dance rules.

Nevada High School students who wish to bring an out of town guest or former graduate of Nevada high school to any school dance will need to ensure that the following criteria have been taken care of. Failure to meet any of these requirements will result in your date not being allowed into the dance:

- All guests need to be at least a 9th grader and be under the age of 21.
- All guests have been signed up in the high school office on the dance sign up sheet.
- All guest have completed and returned the **Dance Guest Request Form** (available at the guidance or high school office) to the high school office.
- All guests are required to provide a photo ID when they are checked in at the dance.

PROM

- This is a formal dance. Jeans, T-shirts, sunglasses and headgear (caps, hats, and bandannas) are not permissible.
- Freshmen and sophomores are reminded that this is a junior-senior event. You may not attend unless you are an invited guest of a junior or senior.
- Juniors and seniors will need to purchase dance tickets (\$5) for out of school or underclassmen guests by the Wednesday prior to prom. Any tickets purchased after Wednesday will be \$15.00.
- All students attending prom will sign in themselves and their dates upon arriving for the dance.
- Students are limited to one person as their date for prom.

NATIONAL HONOR SOCIETY CRYSTAL BALL

- This is a semi formal dance. Jeans, T-shirts, sunglasses and headgear (caps, hats, and bandanas) are not permissible.

Dances Scheduled for the 2017-18 School Year:

- **Homecoming:** September 22nd from 8:00 p.m.-11:00p.m. @ HS Commons
- **Crystal Ball:** February 2nd from 8:00 p.m.-11:00 p.m. @ HS Commons
- **Prom:** April 27th from 8:30 p.m.-11:30 p.m. @ Gatherings

EXTRA-CURRICULAR CODE OF CONDUCT (Board Policy 503.4):

It will be a violation of the Extra-Curricular Code of Conduct Policy for a student to commit any of the following acts:

- The commission of a crime under any governmental law or ordinance regardless of whether or not the student was cited, arrested, convicted, or adjudicated for the act(s) except laws and ordinances regulating the use of motor vehicles under which a violation is classified as a simple misdemeanor.
- The use, possession, sale, manufacture, distribution or purchase of tobacco products, alcoholic liquor, wine, or beer, any controlled substance as defined in Chapter 124 of the Code of Iowa, or any "look alike" substance.
- Repeated violations or serious violations of any written rule or regulation adopted by the Board of Education of the District.

Administrative Determination: A student is said to be in violation of the Code of Conduct rule when:

- Any citation, arrest, conviction, or adjudication for acts except laws regulating the use of motor vehicles under which a violation is classified as a simple misdemeanor.
- The administration believes it is more likely than not that the student violated to Code of Conduct.
- A staff member witnesses a student breaking the guidelines.

*The student will be given notice of which rule they are accused of violating and the basis of that charge. After such notice, the student will be given an opportunity to explain his/her actions to the school administrator prior to any determination of violation by the administrator.

Notice to Student: The school administrator, upon making a determination that a student has violated this Extra-Curricular Code of Conduct Policy, will promptly mail or deliver to the student's parent(s) or guardian(s) a written notice of the violation and describing the consequence to be imposed upon the student for the violation and the effective date on which such consequence will commence.

Appeals: The student, parent(s) or guardian(s) may appeal an administrative determination to the superintendent that a student has violated this Extra-Curricular Code of Conduct Policy. The appeal must be in writing and received in the Superintendent's Office within three (3) calendar days of being notified of the violation. The superintendent will render his or her decision either upholding, modifying, or reversing the administrative decision with three (3) business days of receipt of the appeal in the Superintendent's Office and said decision will be immediately mailed to the student's parent(s) or guardian(s) (and to the student if the student is at least 18 years of age). The student, parent(s) or guardian(s) may appeal the superintendent's decision by submitting his or her request in writing to the Nevada Board of Education within three (3) calendar days of being notified of the superintendent's decision, and at least 24 hours prior to the time of the next Board meeting. The review by the Board will be in closed session unless the student's parent(s) or guardian(s) (or the student, if the student is at least 18 years of age) requests an open session in writing. The grounds for review by the Board are limited to the following:

- The student did not violate the Extra-Curricular Code of Conduct Policy;
 - The student was given inadequate due process in the investigation and determination; or
 - The penalty is in violation of the Handbook Rule or Board Policy.
- Any penalty for violation of this Extra-Curricular Code of Conduct Policy will remain in effect pending the Board's decision.
- If the Board reverses or modifies the decision of the administration, the student shall be immediately eligible, as determined by the Board in its ruling, and the record of the ineligibility period and violation shall be deleted or amended in the student's school record as applicable.
- Any submission in writing that is subject to a time period in this policy will be presumed to have been submitted in a timely manner to the appropriate administrative office if it is mailed and bears a postmark from the United States Post Office that is dated within the applicable time period. Any submission not bearing a postmark from the United States Post Office will be timely only if actually received by the applicable administrative office within the stated time period during the hours that said office is open for regular business. The date of receipt of any submission, whether delivered by mail or otherwise, will be noted on each submission by the staff of the applicable administrative office.

Sanctions: When the administration believes it is more likely than not that the student violated Code of Conduct Rule, during the school year or summer, the student is subject to a loss of eligibility as charted below. Note: A calendar date is defined as an actual date a given event(s) occurs. Should an event span multiple dates, exceeding dates for the assigned consequence, discretion may be applied.

| Activity | 1st Offense: In addition to 10 hours of community service within 14 days | 2nd Offense: In addition to 20 hours of community service within 30 days | 3rd (or more) Offense |
|--|---|---|--|
| Football | 3 calendar dates | 6 calendar dates | 365 days from the date of determination a violation has occurred |
| Cross Country | 3 calendar dates | 6 calendar dates | 365 days from the date of determination a violation has occurred |
| Volleyball | 5 calendar dates | 10 calendar dates | 365 days from the date of determination a violation has occurred |
| Basketball | 7 calendar dates | 14 calendar dates | 365 days from the date of determination a violation has occurred |
| Wrestling | 5 calendar dates | 10 calendar dates | 365 days from the date of determination a violation has occurred |
| Soccer | 6 calendar dates | 12 calendar dates | 365 days from the date of determination a violation has occurred |
| Track | 4 calendar dates | 8 calendar dates | 365 days from the date of determination a violation has occurred |
| Golf | 4 calendar dates | 8 calendar dates | 365 days from the date of determination a violation has occurred |
| Baseball | 8 calendar dates | 16 calendar dates | 365 days from the date of determination a violation has occurred |
| Softball | 8 calendar dates | 16 calendar dates | 365 days from the date of determination a violation has occurred |
| Cheerleading: State Competition | 1 calendar date | 2 calendar date | 365 days from the date of determination a violation has occurred |
| Football | 3 calendar dates | 6 calendar dates | |
| Basketball | 7 calendar dates | 14 calendar dates | |
| Wrestling | 5 calendar dates | 10 calendar dates | |
| Other Activities: Speech FFA Drama Color Guard Extra-curricular Music | 1 calendar date | 2 calendar dates | 365 days from the date of determination a violation has occurred |

Please note: When a middle school student gains eligibility for high school events, all previous offenses are forgiven. High school offenses are cumulative. Community service hours must be completed prior to participation.

- Any student participating in multiple extra-curricular activities at the same time will serve the consequence time for violating the Code of Conduct policy that reflects the higher number of calendar dates. If a student is not able to complete the required number of events in a given season, the consequences carry over to the next immediate calendar event(s). For example, a student participating in football and drama at the same time, and commits his or her 1st Code of Conduct violation, will be required to miss all extra-curricular activities until 3 calendar football dates have passed.
- The period of ineligibility attaches immediately upon a violation if the student is eligible for and currently engaged in an extracurricular activity. If the ineligibility is not completed during the current activity, ineligibility carries over to the time the students seeks to go out for the next activity or contest.
- An ineligible student shall attend all practices or rehearsals but may not "suit up" or perform/participate, and must complete the entire season.
- A student cannot join an activity after the first official sign up date or practice for the purpose of working off ineligibility. If the student drops out of an activity prior to the completion of the given activity's season, the full penalty or remainder of the penalty, at the administrator's discretion, will attach when the student next seeks to go out for an activity, subject to the 12-month limitation above.
- If a penalty is not able to be fully served in a particular activity and must be carried over to the next activity, the percentage of the penalty not completed will be applied according to the new activity.
- If a student violates the Code of Conduct while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty. For example, if a student is only able to serve two of the three football dates due to the end of the season, one third of the penalty would be remaining for the next activity. Should that student go out for basketball, the student would serve one third of the basketball penalty.
- A student shall not receive a letter or award for the given activity (higher number of events) in which the student is first declared ineligible.

Reduction/Increase in Penalty: Evaluation and Treatment: A student who has a second violation of the alcohol or drug provision of the Code of Conduct may elect to seek an evaluation and, if recommended, treatment from a recognized substance abuse facility at the student's or student's family's expense. If

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the student seeks the evaluation and agrees to waive confidentiality to allow the evaluating facility to report back to school administration recommendations for treatment or follow-up care, the student's penalty for the second violation may be reduced by half. This reduction is not available for the first or third violation. If it is determined that the student mislead or has not been truthful during the investigation of a violation, the penalty may be doubled.

- A penalty of one calendar date may not be reduced.

FAMILY NIGHT

Nevada Community School officials or students will not schedule a school event on Wednesday evening, which is kept open for family functions. Students will conclude school activities and must be out of the building by 6:00 p.m. This policy starts on the first day of school and ends on the 3rd Wednesday in May.

PHYSICAL THERAPY

Students should try to schedule physical therapy outside the school day. Absences for physical therapy are accumulated according to school policy.

PRACTICES--SUNDAY

Practices for all activities are not allowed on Sundays. An exception would be if a team has a state sponsored competition on the following Monday.

SCHOOL GROUPS WANTING TO PRINT SCHOOL RELATED CLOTHING

If an activity or school group wants to print a T-shirt, sweatshirt, jacket or something similar, the design of the article of clothing needs the approval of the Activities Director (Mr. Smith) before the clothing goes to print.

SEATING IN THE GYM

Seating in the front row of the high school gym is reserved for the participating teams, the coaches, the elderly or fans that are physically challenged.

SIGNS AND POSTERS

Any signs or posters that are put up around the building should be attached with tape approved by maintenance. Do not use scotch tape. This would include putting banners and signs on lockers. All signs and posters must be approved by the administration.

STUDENT ACTIVITY PASSES

Student admission will be \$3.00 for JV/V events with the exception of football and track (\$6). A picture Athletic Pass can be purchased for \$50.00. This pass is good for entry into all High School and Middle School Nevada sanctioned athletic events.

Attendance

ATTENDANCE POLICY NEVADA CSD (Board Policy 501.3R1, 501.3)

The District is committed to ensuring that every reasonable attempt is made to secure the attendance of all children of compulsory age. Children between the ages of six and sixteen are required by State law to be enrolled in and attend an accredited public or private school or be receiving competent private instruction (Iowa Code #299.1A). The District will be following a new Attendance Policy starting in the Fall of 2014. Student absences will be marked as:

V = VERIFIED – Parent provides verbal or written notification to the school of the student's absence (example: Calling the Attendance Line and leaving a message). **Students are allowed six (6) Verified Absences per school year.**

E = EXCUSED ABSENCE – Absences with an **OFFICIAL SLIP produced** such as: a medically documented illness (note for the doctor); a medically documented appointment (doctor's appointment, dental appointment, therapy appointment; please provide the office with the appointment card or note form the medical personnel.); funeral of a family member; court appearance; school-sponsored activity, or other absences *approved* in advance by the building principal.

U = UNEXCUSED –

1. Any student who after six (6) Verified absences does not have an excused absence. Each absence after six will be considered unexcused.
2. Any student who skips any portion of the school day (i.e. Not Excused; Not Verified)
3. Any student who sleeps in and is late to school

The parent may verify their student from school for a total of six (6) days. Beyond those six (6) days, the student must have an Excused Absence with the appropriate documentation. Steps leading to Mediation for excessive absenteeism will include:

- * 6th Unexcused absence = Notification Letter to Parent
- * 9th Unexcused Absence = Warning Letter that if Absenteeism continues, the student will be referred to the County Attorney's Office
- * 12th Unexcused Absence = Referral for Mediation Hearing with the County Attorney's Office

ATTENDANCE - STUDENTS

Students who know they will be absent must notify the office prior to the absence. If advance notification is not possible, parents must notify the office at **515-382-3521 ext. #5** on the day of the absence prior to **9:00 a.m.** If notification is not received, the office attempts to contact the parents at their emergency number. Before a student is readmitted after an absence, the student must bring a note signed by the student's parent or guardian to the office.

Examples of Unexcused Absences Include:

- Leaving the building without permission from the attendance office (Students exiting the building and then calling back will be considered unexcused)
- Not communicating with the school when students are absent.
- Skipping classes.
- No course credit shall be given (including tests, quizzes, and projects) if a period/block is designated as unexcused but the work assigned for the day shall be made up.
- Students will be counted absent if they are gone for more than 15 minutes in a period **or** 30 minutes in a block
- Student absences will not be evaluated as to whether they are excused or unexcused. **Parents have the responsibility to make sure their children attend school.** Students leaving the building without permission will receive a sanction.
- School sponsored activities (in which a student is actively participating) and suspensions will not count as absences at any of the three levels.
- Unusual circumstances for student absences may be appealed (in writing) to the building principal. The appeal will be forwarded to the high school Advocacy Team (A-Team) for a decision.
 - Attendance shall be the responsibility of each teacher and roll shall be taken as directed by the principal.
- A student is considered tardy if they arrive at school after the beginning of the school day.
- Partial day absences will be counted as follows:
 - 2 periods/1 block = 1/4 day absent
 - 4 periods/2 blocks = 1/2 day absent
 - 6 periods/3 blocks = 3/4 day absent
 - 8 periods/4 blocks = full day absent
- The school will request a written excuse from a doctor.

All students enrolled in the Nevada Community School District are expected to attend school on a regular basis. Students who are six years of age but who have not reached their sixteenth birthday by September 15 are subject to the compulsory attendance laws of the state of Iowa. Students attending the Nevada Community Schools shall be considered truant (in violation of the compulsory attendance laws) when the following conditions exist:

- A student is considered tardy if he/she arrives at school after classes begin.
- A student is considered absent from any particular periods if he or she is more gone for more than 1/3 of the class (Periods-15 min and Block-30 min)
- A student leaving school for an appointment for more than one hour during one-half day period will be considered absent for one-half day. (There will be no charged absence for one hour or less.) A written excuse from the doctor/dentist/other medical practitioner must be brought to school so those absences can be excused.
- Other absences or tardies will be determined by the building principal.

ANNOUNCED EXAMS

Students may be required to take an announced exam even though they may have missed class the day before the exam is given.

CHECK OUT PROCEDURE DURING THE SCHOOL DAY

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- Students who have to leave the building during the school day **MUST** have their parent's or guardian's permission and they **MUST** report to the principal's office and sign out **before** leaving the building. Failure to sign out in the office before leaving will be considered truancy.
- Parents may not excuse students who leave during the day after the absence has occurred. All excuses must be cleared through the office **PRIOR** to the student leaving campus.
- Students who become ill or have an accident during school hours should report to the nurse's office. The school nurse will contact parents. No student who checks out during the school day for illness will be eligible to participate in any extra curricular activities that day.
- Seniors out of the building on Open Campus time must call the school if ill and not coming back.

COLLEGE VISITATION

Seniors are allowed three days to visit a college, if arranged for at least five school days in advance through the guidance office. A college visitation sheet should be picked up in the guidance office and needs to be signed by teachers, parent, and student prior to the college visit. All college visits must be completed by April 15. Any exception will be made through the principal. Work must be made up before you leave. Juniors are allowed to go on college visits. Students will be required to bring written and dated verification of their attendance from the college counselor or registrar's office and return it to the high school guidance office for the absence to be excused. These cards can be picked up in the guidance office.

INCOMPLETE WORK

Work submitted by students is defined as incomplete when it is not given to the teacher on the date assigned. This can happen for a variety of reasons. In the case of absence, the student has two days for each day absent to get all incomplete work made up. For long-term absence, the period of time given by the teachers generally follows the two-day guidelines, but is negotiable. Work that is not made up by the final deadline set by the teacher becomes either failing work or can, in some instances, remain incomplete. Each teacher will determine whether the amount of incomplete work is significant enough to fail the student for the term.

LEAVING THE BUILDING

Students desiring to leave the building during the school day must have a valid reason. They must come to the office with a request from parents at the beginning of the day and get a pass to leave. Students must sign out in the principal's office and sign in when returning. **STUDENTS CANNOT GO TO THE PARKING LOT UNLESS THEY HAVE PERMISSION.**

MAKE-UP WORK

Schoolwork missed due to any absence must be completed to the satisfaction of the teacher. Additional work may be assigned to compensate for the class time lost due to absences. The time allowed for make-up work is either before the absence or within two days per day absent after the student returns to class. Tests and quizzes announced prior to the absence or occurring on the day of the absence must be completed with two days of the student returning to class. Students absent for school sponsored field trips should have work completed before the student goes on the field trip. **Students have the responsibility to make up assigned work (for credit) regardless of the absence circumstances. Additional work may be assigned.**

ONLINE COURSES

Freshmen and sophomores enrolled in online courses will report to an assigned Learning Lab. Juniors and seniors enrolled in online courses may work in an area of choice on or off campus. Junior/Senior grade checks will occur three times per term. Juniors/Seniors with below a B- in any class will be assigned a Learning Lab until they have a B- or above in all classes. ***These privileges can be revoked at anytime**

PHYSICAL EDUCATION EXCUSES

Anyone to be excused from P.E. must bring a written excuse from a doctor or be excused by the nurse. This procedure must be followed whether the absence is for one day or the whole year. All notes are to be brought to the P.E. teacher. Students will have P.E. listed on their report card. All students receive a grade or an indication of being excused. Anyone not bringing an excuse by the end of the first term will be given a failing grade and required to take an additional term of P.E. Physical education must be successfully completed for graduation.

STATE TOURNAMENTS

When Nevada has students participating in a state contest, fellow students will be allowed to watch the competition. On the occasions when a Pep Bus is offered, students wishing to ride the Pep Bus must be passing all of their classes.

TARDIES-EXCUSED

Any student arriving late to school must sign in at the Principal's office. Students who are late for school will not automatically be excused with a parent call or note. Examples of excused tardies include the following:

- The school bus is late.
- Conferences in the administrative or counseling offices.
- Severe/increment weather making travel hazardous.
- Medical and dental appointments that cannot be scheduled at any other time. The school reserves the right to verify appointments periodically.

TARDIES--UNEXCUSED

Students are allowed 3 unexcused tardies per period/block per term. Any student who is more than 10 minutes late to any period/block will be sent to the office for a pass before they will be admitted into class. More than 3 tardies per period/block per term will result in the following consequences:

- 4th Tardy: Major referral filled out by teacher **and** 1 week of seminar restrictions
- 5th Tardy: Major referral filled out by teacher **and** 2 additional weeks of seminar restrictions
- 6th Tardy: Major referral filled out by teacher **and** seminar restrictions for the remainder of the term.
- 7 or more Tardies: Other Administrative discipline sanctions could be applied

Discipline

DISCIPLINE EXPECTATIONS:

The goal of the discipline policies of Nevada High School is to provide a safe and healthy learning environment for all the people who enter our building. When all the rules and regulations in this handbook are categorized into basic issues or principles, the following would be the only rules necessary for Nevada High School:

- Be on time.
- Follow your schedule.
- Do your work.
- Be respectful of yourself and others.

Nevada High School has the following expectations for all students:

- Each student should be free from harassment and physical torment, when in class, passing in the halls or on school grounds.
- Each student should be treated with respect and, in turn, has the responsibility to treat others the same.
- Each student has the privilege to participate in curricular and extra-curricular activities as long as he/she has met the requirements of the State of Iowa, the Nevada Community School District and Nevada High School.
- Each student should bring his/her concerns about school matters to the attention of the staff and administration of the building.

DISCIPLINE SANCTIONS

The procedure to be followed for dealing with violations of the rules may include any or all of the following:

- **Warning Conference** - meet with teacher/counselor/or principal.
- **Restriction** - student is restricted to a study hall and loses privileges during this time. This will most often be applied to academic discipline where students are not working up to their ability in the classroom.
- **Detention** - to be handled through the office or the teacher. All detentions will be served at times assigned by the teacher or administrator. Students failing to serve the detention within the time allotted may be suspended. **Other Considerations:**
 - If the school is on a special schedule, detention will start 5 minutes after the end of the school day.
 - Unless otherwise announced, students report to the teacher's classroom of the teacher who assigned the detention.
 - Activity practices will not be considered a reasonable excuse to miss detention.
- **Removal from class** - Students removed from class for behavior related issues will report directly to the main office. Students who fail to report to the main office will be placed in ISS for the remainder of the day. Student sanctions will be based on reason for removal from class and decided by the classroom teacher and Mr. Asmus or Mr. Smith. Students who are removed from the same class in a term will be subject to the following consequences:
 - **1st Removal in a term**- Parents called/discipline sanction determined by classroom teacher and Mr. Asmus or Mr. Smith
 - **2nd Removal in a term** – Parents called/discipline sanction determined by Mr. Asmus or Mr. Smith
 - **3rd Removal in a term** – Parents notified student is not allowed to return to class until a meeting is held with the teacher, Mr. Asmus, Mr. Smith, the student and the student's parents.
 - **4th Removal in a term** - Student will be suspended and parent notified.
 - **5th Removal in a term** - Student will be dropped from the class for the remainder of the term and receive a failing grade for the course
- **Suspension** – Depending on the circumstances, suspensions could be in-school (ISS) or out of school (OOS) and work must be made up for all class time missed. Students may be suspended for the following:
 - Insubordination-refusal to obey a reasonable request
 - Failure to make up detention
 - Fighting - pushing and shoving included
 - Profanity - written or oral
 - Disrespect for property - vandalism
 - Theft
 - Disruption of the educational process
 - Other items as determined by the administration
- **Expulsion**- a recommendation to the Board of Education for removal of a student for chronic absences, tardiness, physical confrontation, insubordination, and other serious or frequent violations of school policies and/or regulations.

All students are accorded an opportunity to be heard at each administrative level. Upon request a parent also has the opportunity to be heard.

INSUBORDINATION

To ensure that this important policy is communicated consistently to all students, adults in the building will use the following questioning procedures from "Capturing Kids' Heart" when dealing with insubordination:

- 1-What are you doing?
- 2-What are you suppose to be doing?
- 3-Are you doing it?
- 4-What are you going to do about it

Repeat Offender: What will happen if you chose to break our contract again?

***If the student's behavior continues, teacher or administrative consequences will be applied (see Discipline Sanctions flow chart)**

Technology Violation Consequences:

Teachers, administrators, and/or the NCSD technology department will determine the appropriate consequence based on the severity of the infraction and the student's history of infractions. Possible consequences may include but are not limited to the following:

- Parent contact and/or Meeting
- Restriction to school day use only (Check In/Out)
- Restriction to use of desktop computer within the school
- Restriction to use only in classroom under direct teacher supervision
- Complete prohibition of use of any computer, device, or network at any time
- Referral, Suspension or Expulsion

POLICE DEPARTMENT INVOLVEMENT

The following infractions will be reported to the Nevada Police Department whenever they occur:

- Theft of school funds or school property
- Forced entry into the buildings/break - ins
- Vandalism to school/damage or destruction of school property
- Assault involving personal injury to student or staff
- Theft of personal property
- Vandalism, damage or destruction of personal property
- Possession, use or sale of tobacco, drugs or alcohol
- Possession of weapons
- Bomb threats
- Possible intoxication due to the ingestion of alcohol or drugs
- Arson (intentionally setting fires)

Items 1-3 are infractions against the Nevada Community School District

Items 4-6 individuals are the victims and are responsible for filing charges

Items 7-11 are items that are criminal offenses and /or civil offenses resulting in a fine.

GUIDELINES FOR SUCCESS

BUS REGULATIONS

Bus passes will be given out in the principal's office if you will be riding on a different bus or getting off the bus at a destination other than your home. If you are reported for any unacceptable behavior, the principal and/or director of transportation will take disciplinary action.

CANINE SEARCHES

Random sweeps through the building may occur throughout the school year using specially trained drug-sniffing dogs. Locker clean outs will be conducted periodically throughout the school year.

CELL PHONES

Cell phones may be brought to school but the phones must be turned off during class time unless instructed otherwise by the teacher. The classroom teacher will handle cell phone violations. When there is a violation in the classroom the student will call their parents and inform them of the violation. Habitual violators will be referred to the office. Refusal to give up the cell phone is considered insubordination and this could result in suspension.

- **Usage is limited to the following times:** before school, after school, lunch, and passing time.

All cell phones, cameras and other recording devices are strictly prohibited at any time in a locker room and/or restroom. Any cell phones, cameras or other recording devices found in a locker room or restroom will be confiscated. Violators will be suspended and prosecuted to the fullest extent of the law. The use of a cell phone to take pictures or video a teacher or student without their permission will violate the policy and will be dealt with accordingly.

CHAINS

Chains, dog collars, very long earrings, or similar items will not be permitted in school. These items will be turned into the office, and parents will need to come pick them up.

DISPLAYS OF AFFECTION

It will be a violation of conduct for students to demonstrate overt displays of affection at school or school activities, at home or away. This includes prolonged embraces, kissing, fondling or other inappropriate physical contact. Repeated violations will result in parental involvement to help solve the problem.

DRESS AND APPEARANCE

All students will be expected to dress in a clean and respectable manner. We will try to be respectful of your tastes as long as you do not abuse the privilege by drawing attention to yourself. Clothing items that are vulgar, have obscene slogans on them, or are likely to cause a disruption to the efficient and orderly operation of the school will not be tolerated.

Any student wearing inappropriate clothing may be asked to change, turn the clothing inside out, or entirely remove the clothing, if possible. If this is not possible or if a student refuses to change or reverse the article of clothing, the student's parent may be contacted and asked to come pick up the child from school for the remainder of the day. The principal or counselor may also take a student home to change clothes. Our intent for these limits is for students to understand that school is a workplace, and what may be appropriate outside the workplace may not be appropriate at work.

Examples which will result in the student being asked to change include but are not limited to:

- Extremes in attire and/or appearance will not be tolerated such as halter tops, low cut tops, excessively tight shirts, midriff shirts, short shorts, face paint, or non-permanent hair color.
- Shirts should have one strap on each shoulder, cover the navel, and touch the top of the pants.
- Undergarments should not be visible and pocket linings in shorts should not be visible.
- Suggestive clothing that exposes navels, cleavage, or other appendages should not be worn.
- Clothing items that are controversial, have double meaning, or have obscene slogans on them will not be worn.
- Clothing advertising alcohol, illegal drugs, and tobacco are not to be worn to school.
- Caps/hats, headgear, chains, or bandanas will not be worn in the building. Hats are not to be carried around with a student during the day; they should be placed in their bags or lockers. Headgear for religious purpose will be allowed. "Bandanas" are only to be worn as a hair accessory.
- Students will not be allowed to carry headgear during the day.
- Students may wear hooded sweatshirts/coats but must keep the hooded portion off of their heads.
- A student may be asked to wear a belt if his/her pants are falling below the waistline.
- Appropriate footwear is required at all times.

*School sponsored events or special days might include any of the above dress items.

Students may carry backpacks or other items that serve a similar purpose during the school day. Teachers may limit the use of backpacks in their classrooms if safety concerns or space concerns are an issue.

DRIVING AND MOTOR VEHICLES

These regulations will be in force between the hours of 7:50 a.m. - 4:00 p.m. daily, during those days school is in session. Students are not to drive, lounge, or ride in vehicles during the school day or at lunchtime. Students who are driving in a careless or reckless manner on or about the school property will not be allowed the privilege of driving to school.

DRUGS/ALCOHOL

Students under the influence of or in possession of drugs/alcohol or possessing drug paraphernalia on school property or at a school event will be suspended from school and may be recommended to the Board of Education for expulsion.

Students distributing, or attempting to distribute, drugs or alcohol at school or a school activity will receive a long-term suspension from school and will be recommended to the Board of Education for expulsion.

In any case related to alcohol or drugs, law enforcement will be notified.

EARLY DISMISSAL BUSING

There will be times that the elementary and middle schools have a 2:00 early dismissal. High school students who ride busses are encouraged to arrange for alternative transportation to go home on these days. If students need to ride home on the busses, they will be released from class at 2:00 p.m. Parents will need to call or write a note for their children to be released early. The bus students are expected to sign out through the principal's office on these occasions.

ELECTRONIC DEVICES/CARDS

IPODS and like items are allowed at the discretion of the teacher. Card games and laser lights are prohibited. Please keep in mind that these items are the responsibility of the student and should be kept in a locked locker.

EVACUATION PROCEDURE DUE TO THREATENING SITUATION (Board 804 series)

In the event that the school receives a threat, students will be evacuated to a safe location in the community. To ensure the safety of all staff members, everyone will leave the building. Therefore, we will be unable to call parents to notify them of the evacuation. If parents arrive at an evacuation site, an invitation will be extended to the parent to join their child, but students will not be released from the evacuation site until the threat of danger has passed.

EVACUATION PROCEDURES FOR STUDENTS WITH SPECIAL NEEDS

Students who have special needs will have individual evacuation procedures designed for them. Teachers who work with each student will be notified of the individualized evacuation plan(s). A copy of the individualized evacuation plan will be kept on file in the students' cumulative record. Parents are to notify the school of special considerations for their child in regard to fire and tornado evacuations.

FIELD TRIPS

If a field trip is mandatory for a class, students are expected to attend the field trip. If the a field trip is **not** mandatory for a class, students must be passing **ALL** of their classes in order to be eligible to participate in the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences and students will not lose participation points. While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy.

FIGHTING

Students who choose to fight will be suspended from school and a complaint with law enforcement may be filed. A student may be recommended to the Board of Education for expulsion if the administration deems it appropriate. Students are expected to walk away from situations, which could develop, into a physical confrontation. A student who has an opportunity to walk away from a situation but chooses to stay and get involved in the fight will be held as responsible for the fight as the person who instigated the disagreement.

FIRE ALARM RESTITUTION

The Nevada Fire Department now charges up to \$500.00 for all false alarms that they respond to. Any student(s) responsible for setting off a false alarm will be assessed this \$500.00 fee.

FOOD AND DRINK POLICY

- **NHS Food and drinks classroom policies are up to individual teacher discretion**
- Food and drinks are permissible in the commons.
- Outside food if brought into the building during lunch must be brought immediately to the commons area.
- Food distributed to students during the school day must be prepackaged, individually wrapped items or in a sealed package (box or bag). Safe and healthy snack ideas could include, but are not limited to: individually sealed cheese sticks, crackers, graham crackers, goldfish crackers, Ritz Bitz, Chex Mix, yogurt tubes, pretzels, animal crackers, and fruit snacks.

GANG ACTIVITIES

No student on or about school property or at any school activity shall wear, possess, use, distribute, or display gestures, jewelry, emblem, badge, symbol, sign, colors or any other thing which is evidence of membership in or affiliation with any gang.

GUIDELINES FOR SUCCESS AT ASSEMBLIES

- Exceptions would be for specific groups that are supposed to sit elsewhere for certain assemblies. Example: pep band, athletes, and cheerleaders.
- Everyone is expected to be courteous and pay attention during the assembly.
- No one is ever to be loud or boisterous during the assembly. Teachers may ask students to come sit by them if inappropriate behavior continues. Students could possibly be escorted out of the assembly if they become too much of a distraction and disrupt the program.

INITIATIONS, HAZING, BULLYING OR HARASSMENT (Board Policy 104, 104.E1, 104. E2, 104.E3, and 104R1)

School policy does not approve of any informal initiation or hazing of students, which could cause physical or mental damage to a student. According to the Iowa Department of Education, "bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. In order to be considered bullying, the behavior must be aggressive and include:"

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

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**Bullying includes actions such as making threats, spreading rumors, attacking someone physically/verbally, and excluding someone from a group on purpose.*

Harassment and bullying are defined in [Iowa Code section 280.28](#) as: Any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property.
- Has a substantially detrimental effect on the student's physical or mental health.
- Has the effect of substantially interfering with a student's academic performance.
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school

"Trait or characteristic of the student" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

Violations of this policy or procedure will be cause for disciplinary action up to and including expulsion. Displays of bigotry or intolerance based on gender, race, national origin, age, veteran status, religion or disability toward teachers, students, school personnel, or guests of the school will not be allowed. Appropriate action will be taken to discourage and/or penalize those whose conduct violates the laws of common civility.

Click on the link below to find the bullying/harassment reporting procedures and all forms needed to report an incident of bullying/harassment:

HARASSMENT REPORTING PROCEDURE (See Appendix)

*It is important to note that **conflict is not bullying**. A conflict is a disagreement or antagonism between two or more people. All parties involved have some responsibility for the encounter. It is not bullying when two or more kids with **no perceived power imbalance**, fight, have an argument or disagree. Conflict resolution strategies can be employed to find common ground when both parties have a vested interest in resolving the conflict.

INTERNET USE

- No personal email
- No downloading music from internet
- The privilege of listening to music during work/project time is at the teacher's discretion (**No iTunes in library**)
- No CD burning from iTunes is allowed. No posting to Facebook.com or MySpace.com

INTERNET/Technology Appropriate Use (Board Policy 605.6R1)

Refer to 1:1 Handbook/Board Policy

LEAVING CLASS

Students are not to leave class without the teacher's permission. If dismissed from class for disciplinary reasons the student should report to the main office immediately.

LOCKERS

Student lockers are the property of the school district. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of each student to keep the student's assigned locker clean and undamaged. The expenses to repair damage done to a student's locker are charged to the student.

Lockers may be randomly inspected to insure that they are being maintained and used appropriately. Students will be invited to be present during random locker inspections. If a student is not present during the inspection, at least two adults will be present during the inspection.

A student's locker can be searched whenever an administrator or teacher has a reasonable suspicion that a criminal offense or a school district rule or regulation has been violated and the administrator or teacher has a reasonable belief that the search will produce evidence of the violation. Items in violation of school district policies, rules or regulations found in student lockers are confiscated. Illegal items may be given to law enforcement officials.

Students are **NOT TO KEEP VALUABLES OR MONEY IN THEIR STUDENT OR ATHLETIC LOCKERS.** The school is not responsible for items stolen from student lockers.

LOCKER POSTERS

Students may not put up anything, pictures, posters etc. in their lockers that would be objectionable to a reasonable person of either sex. Teachers have the authority to confiscate the objectionable material and turn it into the principal's office.

LUNCH GUIDELINES

The cost of a daily lunch for students is \$2.80. Additional milk or extra main dishes may be purchased at extra cost. Students who receive free or reduced lunches should be aware that additional purchases such as milk, extra main dishes are the responsibility of the student.

- Students need to have money in their account. If a student is more than \$10.00 overdrawn, she/he will be refused lunch program privileges. Those students will be offered a carton of milk and a cheese sandwich. This offer is intended to be used on an occasional basis.

- Everyone is expected to clean up the immediate area where they are sitting, throw away their garbage and return finished trays to the area designated for this purpose.
- All students in lunchroom should be sitting down or on their way to be sitting down.
- All food will be eaten in the commons area.
- Students may use the commons and foyer area. Walking the halls, going to lockers, etc. are not permitted during this time.
- The lunch period is intended for Nevada High School students only.

LUNCH TIME—CLOSED FOR 9-11TH GRADE

- Students will not be allowed to leave the building for lunch unless they have written permission from their parents. This privilege is limited to going with the student's parents only. Students may not go to lunch with other students and/or other student's parents.
- Permission to leave for lunch is limited to the student walking home for lunch unless accompanied with a parent to go elsewhere.
- No motorized vehicles will be allowed to be used by the students going home for lunch, unless you are a senior.
- **Underclassmen must sign out of the principal's office and back in through the principal's office if they have permission to leave for lunch.**
- **SENIORS have the privilege of OPEN LUNCH, however the expectation is that you are NOT tardy to class. You may lose the OPEN LUNCH privilege if there is consistent tardiness.**

MEDICATION

When administration of the medication requires ongoing professional health judgment, the licensed health personnel shall develop an individual health plan with the student and the student's parent. Students who have demonstrated competence in administering their own medications may self-administer their medication. A written statement by the student's parent shall be on file requesting co-administration of medication, when competence has been demonstrated. By law, students with asthma or other airway constricting diseases may self-administer their medication upon approval of their parents and prescribing physician regardless of competency. Individual health plans are available in the nurse's office.

PARKING

Students wishing to use the parking lot must register their vehicle(s) with the office and have their parking tag visible when parking during school hours.

AUTHORIZED PARKING AREAS ARE:

- South of the school parking lot

UNAUTHORIZED PARKING AREAS:

- Any grassy areas
- Behind the High School building in the Industrial Tech and Maintenance areas
- Visitor Parking

**Students who fail to follow parking procedures may lose the privilege to use the school parking lot.*

PASSES

Students are not to be in the halls during class time unless they are going to a specified location and have a hall pass.

PUBLICATIONS

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newspaper and yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. The school district, the board and the employees are not liable in any civil or criminal action for student expression made or published by students.

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 disruption of the orderly operation of the school. Within these guidelines, advisors, students, and staff shall maintain professional standards of English and journalism when choosing which information to publish in school-sponsored publications.

SKATEBOARDS AND ROLLERBLADES

Skateboards and rollerblades (except in P.E. classes) are not to be used within the building at any time.

STUDENT EMAIL ACCOUNTS

Every 9-12 grade student will be issued a school Gmail account for them to use to communicate with their teachers, submit class assignments, create projects for classes, and any other academically related purpose. The student email accounts are the property of the district and not the student. The high school administration has the right to review materials that are being created and distributed using these accounts, should the need arise. Students who are found to be using their accounts in an inappropriate manner as deemed by the high school administration will have their email account privileges suspended. The following guidelines will be used.

- **1st Offense** – Account will be suspended for 30 days.
- **2nd Offense** – Account will be suspended for 90 days
- **3rd Offense** – Account will be suspended for 6 months
- **4th Offense** – Account will be suspended for 1 year

SUPERVISED AREAS

The Nevada High School building and facilities are under video surveillance. Video cameras are placed in common areas within the school such as; hallways, entrances, foyer, gymnasium, auditorium, and all entrances. Students may not congregate in any area that is not supervised. Examples would include:

- Lifting weights without school personnel in the area.
- Playing basketball or hacky sack without school personnel in the gym.
- Students in the music rooms without the teachers present.

THEFT/VANDALISM

All theft and vandalism is to be reported to the principal's office at once. Do not assume that your locker is a safe place. Keep all items of value and cash with you at all times. Keep your lockers locked. Valuables may be brought to the front office for short-term safekeeping.

TOBACCO

All students, regardless of age, in possession of tobacco products on school grounds, or at a school event, will be suspended for at least one day. A student under the age of 18 may also be referred to law enforcement because possession of tobacco products by an individual under the age of 18 is illegal.

VANDALISM

Destruction or misuse of school property is unacceptable and the student will be responsible to pay for damages, including the labor to replace or repair the damaged property.

Specific District Policy

ASBESTOS (Board Policy 804.4)

Pursuant to the requirement of the Asbestos Hazard Emergency Response Act (AHERA), a copy of the Asbestos Management Plan for each school building is available for review in each respective facility. A complete set of Management Plans is available for review in the District Administrative Office.

The Management Plan containing past, present and future asbestos activity is located at the District Administrative Office at 1035 15th Street in Nevada, Iowa. People wishing to review this plan may contact David Kroese at the School Transportation Facility, 157 11th Street in Nevada, Iowa (515-382-4067).

The asbestos activity consists of the following: AHERA periodic inspection on October 20, 1997; AHERA periodic inspection on April 2, 1998; the AHERA third year re-inspection on April 4, 1998; and on August 28, 1998. Encapsulating walls and clean-up in different areas of the 10% chrysotilic asbestos paint in the old Junior High Building was completed August 28, 1998.

CHILD ABUSE REPORTING (Board Policy 402.2)

The Board believes child abuse should be reported to the proper authorities. School district personnel are encouraged, and the law requires, certified employees to report to the State Department of Human Services within 24 hours when, in the course of their employment, they reasonably believe a child has suffered from abuse. If a school district employee or other member of the school district community believes a child has suffered abuse, which shall include sexual and physical abuse, by a school district employee in the course of their employment, it shall be reported to the superintendent immediately. The building principal and/or superintendent shall be the designated investigator(s) for child abuse complaints against school district employees. However, complaints regarding child abuse by school district employees may also be reported to the school nurse, who shall be the alternate designated investigator for such complaints.

If the designated investigator determines the complaint is founded, the designated investigator shall contact and turn over the complaint to local law enforcement authorities, who shall be considered level-two investigators.

| | |
|--|----------|
| Level I Investigator –Justin Gross | 382-3521 |
| Level I Alternate Investigator –Eileen Patterson | 382-3521 |
| Level II Investigator - Nevada Police Department | 382-4593 |

CORPORAL PUNISHMENT, RESTRAINT, PHYSICAL CONFINEMENT AND DETENTION (Chapter 103)

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

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

DENTAL SCREENING

In 2007 the state legislature passed the House File 906, which became effective July 1, 2008. This legislation requires Iowa's kindergarten, 9th grade and **high school transfer students** to receive dental screenings. This academic year an audit will be conducted by the State Public Health Department to insure compliance to this legislation. High School dental screenings must be completed by a dentist or a dental hygienist and the form must be returned to Nevada High School. Screenings performed within the last year will qualify. The High School, in cooperation with school nurses and public health department, will schedule a screening during school hours for those students not able to meet the requirements prior to the scheduled date of the dental hygienist's visit to the school.

DIRECTORY INFORMATION (Board Policy 506.2)

The following information may be released to the public in regard to any individual student of the Nevada Community School District as necessity or desirability arises. Any student over the age of eighteen (18), parent, or guardian, not wanting this information released to the public must make objection in writing to the principal or other person in charge of the school which the student is attending.

Name, address, telephone listing, email, photograph, date & 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.

FEDERAL FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (PL93-380)

Provides for access by parents to permanent school records and an opportunity to challenge any contents which may be inaccurate, misleading or inappropriate.

HEALTH SERVICE RESPONSIBILITIES

The health service responsibilities for grades kindergarten through twelfth are shared by two nurses. Not only is the focus on physical care for the students but on health promotion and health education as well. The complete school health program includes elements of health service, health education and a healthy school environment to help meet the educational and health needs of the student population.

Some of the health services for students and staff include screening programs, illness care, emergency care and first aid, health counseling and communicable disease control. Screening programs, which include vision (grades kindergarten, 1st, 3rd, 5th through 8th, 9th and 11th), hearing, blood pressure, height and weight measurements, and pediculosis, are used to identify students with problems that might interfere with the learning process.

Health counseling, an increasingly important part of health service, involves conferences with students on concerns such as family problems, personal health problems, pregnancy, weight-control, stress and/or hygiene.

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Another area of school health deals with health education. The school nurse is often a classroom presenter or serves as a resource for the classroom teacher. Programs are provided on subjects such as sex education, sexually transmitted diseases, communicable and chronic diseases, hand washing, dental health, growth and development and CPR.

Through health service and health education the school nurse can help students make healthy and responsible choices. PARENTS AND STUDENTS (if 18 or older) MAY OBTAIN FURTHER INFORMATION AND FORMS AT THE OFFICE OF THE PRINCIPAL.

HOMELESS CHILDREN AND YOUTH (Board Policy 502.16)

The District will make reasonable efforts to identify homeless children and youth of school age within the District, encourage their enrollment and eliminate existing barriers to their receiving an education which may exist in District policies or practices. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is the superintendent or his/her designee.

A homeless child is defined as a child or youth between the ages of 5 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent, or abandoned building or some other form of shelter not designed as a permanent home; who is living in a community shelter facility; or who is living with non-nuclear family members or with friends. So that enrollment of homeless children and youth of school age may be facilitated, the following policy areas are modified as follows:

School Records: Students transferring into the District may provide cumulative records directly to the District. The District will not require that such records be forwarded from another school district before that student may enroll. The school will then request the official records from the previous school.

Immunization Requirements: Homeless students will not be denied enrollment for lack of immunization records if:

1. they have a statement signed by a physician stating that immunization would be injurious to the student;
2. they provide an affidavit stating such immunization would conflict with their religious beliefs;
3. they are in the process of being immunized; or
4. they are a transfer student from another school.

The District will make a reasonable effort to locate immunization records from the information provided or will arrange for the student to receive immunizations.

Waiver of Fees and Charges: Fees and charges which may present a barrier to the enrollment or transfer of a homeless child or youth may be waived in the discretion of the superintendent or the superintendent's designee.

Enrollment Requirements/Placement: Enrollment requirements which may constitute a **CODE #501.16 – HOMELESS CHILDREN AND YOUTH (continued)**

barrier to the education of the homeless child or youth may be waived at the discretion of the superintendent or the superintendent's designee. If the District is unable to determine the grade level of the student because of missing or incomplete records, the District will administer tests or utilize other reasonable means to determine the appropriate grade level for the child.

Residency: For purposes of a homeless child or youth, residence for the purpose of attending school is where the child actually resides.

Transportation: Policies or practices regarding transportation of students which might cause a barrier to the attendance of a homeless child or youth may be waived by the superintendent or the superintendent's designee.

Special Services: All services which are available to resident students are made available to homeless children or youths enrolled in the District. Services include, but will not be limited to, special education, talented and gifted programs, vocational education, English as a second language programs, health services and food and nutrition programs.

*The contents of this policy will supersede any and all conflicting provisions in Board policies dealing with the seven policy areas discussed above.

Legal Reference: No Child Left Behind, Title X, Sec. 722, P.L. 107-110 (2002).

42 U.S.C. §§ 11431 et seq. (1994).

281 I.A.C. 33.

Cross Reference: 501.1 Compulsory Attendance

503.3 Fines - Fees - Charges

506 Student Records

504.1 Health Certificates

602.3 Special Education

702.2 Student Eligibility for Bus Service

OPEN ENROLLMENT (Board Policy 501.14)

Parents/guardians considering the use of the Open Enrollment option to enroll their child/ren in another public school district in the State of Iowa should be aware of the following dates:

September 1, 2018: Last date for Open Enrollment requests for students entering kindergarten in the Fall of 2019.

March 1, 2019: Last date for regular Open Enrollment requests for the 2019-2020 school year.

Parents/guardians of Open Enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend. Parents should be aware that the Open Enrollment may result in the loss of athletic eligibility. For further details, contact the Superintendent's Office at 382-2783.

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PARENT/STUDENT/GRIEVANCE (Board Policy 600 series)

One of the goals of the high school staff is to provide honest responses about your student's successes and failures in the classroom and school building. Also, we wish to have open dialogue with you about concerns you may have heard or seen relating to classroom, programs, or other topics.

- If you have a complaint, please go directly to that individual and express your concerns. If the problem/concern is not resolved, the chain of command is as follows:
 1. Teacher
 2. Principal
 3. Superintendent of Schools
 4. Board of Education

SEARCH AND SEIZURE (Board Code 502.8)

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulated 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. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may 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. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents 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.

All non-maintenance searches must be based on a reasonable suspicion and be reasonable in scope.

I. Searches, in general.

- A. **Reasonable and Articulable 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 or school district policy, 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 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 emergency 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 official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.
 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 as the student and with another adult witness of the same sex present, when feasible.
 - (b) A more intrusive search, short of a strip search, of the student's person, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.
 - (c) It is recognized that strip searches, body cavity searches and the use of a drug sniffing animal to search a student's body are not to be permitted under Iowa statute.
- B. **Locker and Desk Inspections:** Although school lockers and desks 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 and desks are properly maintained. For this reason, lockers and desks are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker or desk. Periodic inspections of all or a random selection of lockers or desks may be conducted by school officials in

the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

1. The contents of a student's locker or desk (coat, backpack, purse, etc.) and its contents may be searched when a school official has reasonable and articulable suspicion that the locker contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. 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 and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

**It shall be the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy.*

SMOKE FREE ENVIRONMENT (Board Policy 905.2)

In the best interest of students and adults alike, the Board has established a smoke free environment in all school buildings. Knowing that smoking is physically addictive, all persons will be provided the opportunity of breathing clean air in the district's public buildings.

All school district owned or operated buildings shall be off limits for smoking at all times and the ban is extended to all persons. This includes all school-sponsored events as well as non school-sponsored events. Persons violating this policy shall be asked to refrain from smoking. Persons failing to abide by the request shall be required to leave the school district premises immediately. School district personnel failing to abide by the request will be subject to disciplinary action.

(Effective July 1, 1990)

STUDENT RECORDS (Board Policy 506.2)

1. A guaranteed parental right to review student records upon request.
2. Right to inspect and review ANY and ALL records, files and data DIRECTLY related to their children (includes all material incorporated into cumulative record folder).
3. Each school district is to establish appropriate procedures for granting parental access to student records within reasonable time--not to exceed 45 days from request.
4. Parents shall have the opportunity for a hearing to challenge contents to insure records are not inaccurate, misleading, or OTHERWISE IN VIOLATION OF THE PRIVACY, OR OTHER RIGHTS OF STUDENTS.
5. Hearings to establish opportunity for the correction of deletion of any inaccurate, misleading, or otherwise inappropriate data contained in records.
6. Prohibits school release of student records except:
 - a. to other local school officials, including teachers within the same educational unit or agency, who have LEGITIMATE EDUCATIONAL INTERESTS.
 - b. to officials of other schools or school systems in which the student intends to enroll, upon condition that parents be notified of the transfer, receive a copy of the records, if desired, and have an opportunity for a hearing to challenge record contents.
7. No information may be furnished in any form to any other persons than those listed above unless:
 - a. in compliance with a judicial order or subpoena.
 - b. there is written parental consent specifying records to be released, the reasons for such release, and to whom, and the opportunity for parents to receive a copy, and also the student, if desired.

All persons, agencies, or organizations desiring access to records shall be required to sign a written form which shall be kept permanently with the file of the student, only for inspection by parents or student indicating specifically the legitimate educational or other interest each has in seeking information. (Such forms shall be available to parents and to school officials responsible for record maintenance as a means of auditing the system.)

1. The person seeking access to the records must agree not to transfer information to another person without WRITTEN CONSENT OF PARENTS.
2. Whenever a student has attained EIGHTEEN years of age, the permission or consent is required of, and the rights, are accorded to the student.

VISITORS SIGNING IN

Visitors are asked to check in at the office. We will be piloting Raptor, a new security check in process, in 2015-16. This system requires all visitors to participate in a quick background check using a valid driver's license. Upon clearing the background check, Raptor then creates a Visitor's Badge. We will continue to welcome parents, guardians and guests; however, we will ask for identification.

WEAPONS & DANGEROUS OBJECTS (Board Policy 502.6)

Weapons and other dangerous objects such as, but not limited to fire arms, explosives, knives and brass knuckles, are not be brought on school district property. This includes transportation vehicles and covers all school sponsored activities. Weapons are defined as anything used or usable in injuring another, or an instrument or object designed for or used in fighting. Weapons and other dangerous objects cause material and substantial disruption to the school environment. They present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district. Parents of students found to possess a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension and/or expulsion.

Any student who brings a firearm to school or to a school activity shall be suspended immediately and recommended for expulsion for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this

portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas. In deciding whether to recommend that the board-adopted penalty not be applied to a student who brings a firearm to school the principal, superintendent and other appropriate individuals shall confer to consider the student's status including age, grade, and special needs, and the circumstances under which the student brought a weapon to school, including the student's knowledge, purpose, and apparent intent.

The superintendent shall promptly notify and refer to law enforcement or juvenile authorities any student who brings a firearm to school. Students' shall not possess toy weapons or "lookalike" weapons at school. Violation of this policy shall result in confiscation of the "weapon" and disciplinary action which may include detention or suspension.

Any student who threatens another person on school property or at a school event with an object that resembles a dangerous weapon, including but not limited to a toy pistol or rifle, squirt gun, cap gun, rubber knife, or plastic grenade or who displays any object in such a manner as reasonably to place another person in fear for his or her safety shall be subject to discipline by the principal or superintendent including possible suspension and recommendation for expulsion.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons which may include students, to display weapons or other dangerous objects for educational purposes. Such display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

The superintendent and principals shall be responsible for notifying staff, students and parents or guardians of this policy.

COMPLETE DISTRICT POLICIES may be located on the District's website www.nevada.k12.ia.us under District – School Board – Policies.

District Policies of Interest

Abuse of Students by School Employee (402.3)
Academic Eligibility (503.7)
Anti-Bullying / Harassment (104, 104.E1, 104. E2, 104.E3, and 104R1)
Appropriate Use of Technology (605.6)
Asbestos (Policy 804.4)
Attendance Policy (501.3R1 and 501.3)
Child Abuse Policy (402.2)
Corporal Punishment, Restraint, and Physical Confinement and Detention (Chapter 103)
Emergency Drills & Evacuation Procedures (804 series)
Equity (102.1)
Extra-Curricular Code of Conduct (503.4)
Homeless Statement (502.16)
Internet and Technology Appropriate Use (605.6R1)
Nondiscrimination Grievance Procedure (Policies 102, 102.1, 102.2)
Open Enrollment (501.14)
Parent/ Student Grievance Procedure (600 Series)
Posting of Information or Signs and Distribution of Materials (903.5)
Search & Seizure (502.8)
Section 504 of the Rehabilitation Act of 1973 (102.E4)
Student Complaint Procedures (502.4R1)
Student Conduct (503 Series)
Student Records, Directory Information, and FERPA (506.2)
Tobacco, Alcoholic Beverages, Drugs (502.7)
Tobacco Free Environment (905.2)
Weapons (502.6)