

# **Nevada High School - Student Handbook 2023 - 2024**



**Dr. Kristian Einsweiler, Principal**  
**Mr. Dustin Smith, Assistant Principal/Activities Director**

**NEVADA SCHOOL DISTRICT'S MISSION STATEMENT**  
"Preparing Learners Today for Tomorrow"

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Nevada Community School District Board policies referred to in the handbook may be found by using the link below or 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.

### **[Nevada Community School District - Board Policies](#)**

#### **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, gender, 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. Any person inquiring about or seeking assistance with the District's compliance with equity regulations may contact the Equity Coordinator: Kody Asmus, Associate Superintendent of School Improvement – [kasmus@nevadacubs.org](mailto:kasmus@nevadacubs.org) / (515) 382-2783. Complaints can also be directed to the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, IA 50319-1004, (515) 281-4121, or Region VII Office for Civil Rights, Citigroup Center 500 W. Madison Street, Suite 1475 Chicago, IL 60661-4544.

Title IX Coordinator	Dr. Steve Gray	515-382-2783
504 Coordinator	Dr. Steve Gray	515-382-2783
Equity Coordinator	Dr. Kody Asmus	515-382-2783
MCGF Education Coordinator	Dr. Kody Asmus	515-382-3583

#### **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.

### **[Department of Education Concerns Webpage for Parents, Guardians, and Community Members](#)**

# Nevada High School - Faculty and Staff

## ADMINISTRATION

Dr. Kristian Einsweiler	Principal
Mr. Dustin Smith	Assistant Principal/Activities Director

## FACULTY

Mr. Trevor Arganbright	Special Education	Mrs. Tanner Koder	iJag Coordinator
Mr. Drew Barker	Fine Arts - Band	Mr. Justin Kuethe	Special Education
Mr. Jordan Bentley	Social Studies	Dr. Inna Kuznetsova	English Language Learners
Ms. Katlin Bidne	CTE - FCS, Health	Mr. Mike Lawler	Science
Mr. Ryan Brown	Science	Mr. James Mills	Science, PLTW
Mrs. Katie Borton	Science	Ms. Elizabeth O'Connor	Special Education
Mr. Kevin Cooper	CTE - Agriculture	Mrs. Moni Olmstead	English Language Arts
Mrs. Emily DeYoung	English Language Arts	Mr. Colton Shipman	CTE - Industrial Technology
Mrs. Cindi Dueland	Nevada Alternative Program	Mr. Jonny Sneiderman	Talented and Gifted
Mrs. Shawna Dumbaugh	Fine Arts - Vocal Music	Mrs. Lori Stephenson	Nevada Alternative Program
Mrs. Meg Frideres	Social Studies	Mr. Tyler Struck	Physical Education
Mrs. Nicole Gallart	Special Education	Mrs. Kate Sutton	English Language Arts
Mrs. Elizabeth Gindt	Academic Success Coach	Mr. Cary Thompson	CTE - Business
Mr. Trevor Green	World Language	Mrs. Sierra Tiedman	Fine Arts - Art
Mrs. Heidi Grimm	Health, Physical Education	Ms. Kirsten Weber	English Language Arts
Mrs. Kim Huegerich	World Language, LAUNCH	Mrs. Jennifer Wessels	Math
Mr. Ted Johnson	Social Studies	Mrs. Jennifer Westerhoff	School Counselor
Ms. Mallory Kane	Math	Mrs. Jill Wibben	Math
Mr. Andrew Kleeman	Social Studies	Mrs. Kate Wiczorek	Math

## CLASSROOM ASSOCIATES

Mrs. Malinda Cox  
 Mrs. Ginger Primrose  
 Ms. Haley Primrose  
 Ms. Emma Pullen  
 Mrs. Angela Ruden  
 Mrs. Erica Spaid  
 Mrs. Lori Trygstad

## SUPPORT STAFF

Administrative Assistant Main Office	Mrs. Kim Koch
Administrative Assistant Guidance	Mrs. Lori Arends
Administrative Assistant Activities	Mrs. Kristin Cook
School Nurse	Mrs. Eileen Patterson
Maintenance	Mr. Dan Deyong
	Mr. Mike Prather

<u>Regular School Day Schedule</u>	<u>90-minute Late Start Schedule</u>
<p><b>Block 1-2 - 8:10-9:38</b>  Period 1 - 8:10-8:52  Period 2 - 8:56-9:38</p> <p><b>Block 3-4 - 9:42-11:10</b>  Period 3 - 9:42-10:24  Period 4 - 10:28-11:10</p> <p><b>Block 5-6 - 11:14-1:12</b>  Period 5 - 11:14-11:56 or 11:44-12:26  Period 6 - 12:30-1:12</p> <p><b><u>Lunch (tied to Block 5-6)</u></b>  <b>A Lunch - 11:10-11:40</b>  (5<sup>th</sup> Period - 11:44-12:26 or 5-6 Block - 11:44-1:12)  <b>B Lunch - 11:56-12:26</b>  (5<sup>th</sup> Period - 11:14-11:56)  <b>C Lunch - 12:42-1:12</b>  (5-6 Block - 11:14-12:42)</p> <p><b>Block 7-8 - 1:16-2:44</b>  Period 7 - 1:16-1:58  Period 8 - 2:02-2:44</p> <p><b>Seminar - 2:48-3:20</b></p>	<p><b>Block 1-2 - 9:40-10:54</b>  Period 1 - 9:40-10:15  Period 2 - 10:19-10:54</p> <p><b>Block 3-4 - 10:58-12:42</b>  Period 3 - 10:58-11:33 or 11:28-12:03  Period 4 - 12:07-12:42</p> <p><b><u>Lunch (tied to Block 3-4):</u></b>  <b>A Lunch - 10:54-11:24</b>  (3<sup>rd</sup> Period - 11:28-12:03 or Block 3-4 11:28-12:42)  <b>B Lunch - 11:33-12:03</b>  (3<sup>rd</sup> Period - 10:58-11:33)  <b>C Lunch - 12:12-12:42</b>  (3-4 Block - 10:58-12:12)</p> <p><b>Block 5-6 - 12:46-2:00</b>  Period 5 - 12:46-1:21  Period 6 - 1:25-2:00</p> <p><b>Block 7-8 - 2:04-3:20</b>  Period 7 - 2:04-2:40  Period 8 - 2:44-3:20</p> <p><b>No Seminar</b></p>

<u>2:15 Dismissal Schedule</u>	<u>2-Hour Late State Schedule</u>
<b>Block 1-2 - 8:10-9:32</b> Period 1 - 8:10-8:49 Period 2 - 8:53-9:32  <b>Block 3-4 - 9:36-10:58</b> Period 3 - 9:36-10:15 Period 4 - 10:19-10:58  <b>Block 5-6 - 11:02-12:54</b> Period 5 - 11:02-11:40 or 11:32-12:10 Period 6 - 12:14-12:54  <u><b>Lunch (tied to Block 5-6):</b></u> <b>A Lunch - 10:58-11:28</b> (5th Period 11:32-12:10 or 5-6 Block 11:32-12:54) <b>B Lunch: 11:40-12:10</b> (5th Period - 11:02-11:40) <b>C Lunch - 12:24-12:54</b> (5-6 Block - 11:02-12:24)  <b>Block 7-8 - 12:58-2:15</b> Period 7 - 12:58-1:35 Period 8 - 1:38-2:15  <b>No Seminar</b>	<b>Block 1-2 - 10:10-11:17</b> Period 1 - 10:10-10:42 Period 2 - 10:46-11:17  <b>Block 3-4 - 11:21-1:00</b> Period 3 - 11:21-11:52 or 11:52-12:23 Period 4 - 12:27-12:58  <u><b>Lunch (tied to Block 3-4):</b></u> <b>A Lunch - 11:17-11:48</b> (3rd Period 11:52-12:23 or 3-4 Block 11:55-1:00) <b>B Lunch: 11:52-12:23</b> (3rd Period - 11:21-11:52) <b>C Lunch - 12:27-12:58</b> (3-4 Block - 11:21-12:27)  <b>Block 5-6 - 1:02-2:09</b> Period 5 - 1:02-1:34 Period 6 - 1:38-2:09  <b>Block 7-8 - 2:13-3:20</b> Period 7 - 2:13-2:45 Period 8 - 2:49-3:20  <b>No Seminar</b>

## Academics

### Educational Options

Students at Nevada High School have two different educational options to complete their education. Students can either complete their learning fully in person or through the Nevada Online Learning Option. Those students who choose to complete coursework through the Online Learning Option must meet academic standards for graduation and comply with expectations set forth in the [Nevada Online Learning Handbook](#).

### 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, including procedures for student incompletes.

### 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 or decoration. Students may wear graduation cords for school sponsored clubs and organizations. Graduation cords received outside of the school may be worn for pictures before or after the ceremony, but will not be permitted to be worn during the ceremony itself.
- Graduation Ceremony - Students who meet the graduation requirements set by the Board and are 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 who 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 Mrs. Westerhoff 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 last board meeting before the end of each term or semester.

## Cheating & Plagiarism

Students are expected to do their own schoolwork. Cheating by providing information to other students, looking at another student's schoolwork, copying others 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.

## Healthy Kids Act

The Healthy Kids Act was established in 2010, and added requirements to schools for physical fitness, CPR, and other health standards.

- CPR Graduation Requirement - All seniors must complete a CPR certification course in order to graduate high school. This has been a state requirement since 2011-2012.
- Physical Activity Time - 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.)
- Physical Activity Waiver - 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.

### **DMACC Dual Enrollment & Career Academy**

Students must demonstrate proficiency, using ISASP 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 ISASP 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.

### **Post-Secondary Enrollment Option**

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 be calculated 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 a full school day - 8 periods in a term/semester.**

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

### **In-Person Learners - Online Classes**

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, or off campus. Open campus privileges for junior and senior students can be revoked at any time for behavioral consequences or lack of academic progress.

### **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:

- Juniors & Seniors who have a B- or below in any of their classes, or are not meeting Edmentum course pacing expectations, will be assigned to a Learning Lab until they have a B- or above in all of their classes and are meeting Edmentum course pacing expectations. Once the grade check occurs, students will be notified via email or their reason for restriction, and their assigned Learning Lab. Once the student has a B- or above in all of their classes and

is meeting Edmentum course pacing expectations, they must notify Dr. Einsweiler or Mrs. Westerhoff, who will then remove the student from restrictions.

- Freshmen & Sophomores - Who are not meeting Edmentum course pacing expectations will have Seminar restrictions until they are meeting course pacing expectations. Once the grade check occurs, students will be notified via email of their Seminar restrictions. Once the student is meeting Edmentum course pacing expectations, they must notify Dr. Einsweiler or Mrs. Westerhoff, who will then remove the student from Seminar restrictions.

## **Seminar**

The purpose of Seminar is to provide an environment and dedicated time to facilitate academic work time and provide opportunities for students to receive additional support from teachers. It is also a time that students are able to hold academic, extra curricular, and club meetings.

### ***Seminar Expectations Continued on the Next Page***

## **Seminar Expectations**

Students are expected to meet the following expectations.

- Plan ahead - Bring assignments to work on if you have any. Use your time effectively.
- One person at a time can sign out to the 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.
- 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
- Students will report to their homeroom seminar teacher, show the teacher their pass, sign out and go directly to the teachers room that assigned them the seminar.
- 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.
- 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 the meeting location. 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 be used at teacher discretion
- Students not behind in their work could reread materials studying for their next assessment. They also could bring appropriate reading materials.

## **Seminar Expectations Release**



In the event that students are meeting school-determined academic expectations, and do not need additional support for academic success, students will have flexible time during seminar. However, in order to earn the privilege of flexible time, or Seminar Release students must meet the following expectations.

- Sophomores - Juniors - Seniors
  - Report to seminar every day on time to check grade status.
  - If the student has a B- or better in all classes are allowed to go to commons, the gym (during open gym times), participate in a Premier Seminar Workout.
  - If students have a B- or better in all classes and have a parent signed open campus form may leave the building.
- Freshmen
  - Report to seminar every day on time to check grade status.
  - If the student has a B- or better in all classes are allowed to go to commons, the gym (during open gym times), participate in a Premier Seminar Workout.

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

1. Assigned Seminar Classroom
2. The Commons
3. High School Gym during supervised open gym times
4. The Weight Room during Premier Seminar Workout times
5. Off Campus

Students should not be in the locker rooms, safe room, roaming the halls, the 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. These expectations apply to all recurring meetings with the only exception being the once a year meeting to start extra-curricular activities.

## **Activities**

### **Academic Eligibility**

All academic eligibility is governed through board policy (Board Policy 503.6) and governing extra-curricular organization.

*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 of 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:

- A 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> 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 9<sup>th</sup> grade student must earn a grade point of 3.5 or higher each term for terms 1, 2, and 3.

### **Iowa Athletic Pre-Participation Physical Examination**

Every year each student (grades 7-12) shall present a certificate signed by a licensed physician and surgeon, osteopathic physician and surgeon, osteopath, qualified doctor of chiropractic, licensed physician assistant, or advanced registered nurse practitioner, to the effect that the student has been examined and may safely engage in athletic competition. This certificate of

physical examination is valid for the purposes of this rule for one (1) calendar year. A grace period, not to exceed thirty (30) days, is allowed for expired certifications of physical examination. Pre-participation physicals must be turned into the high school office or middle school office.

Pre-Participation Physical Examination forms can be found online at [nevadacubs.org](http://nevadacubs.org) > Activities > Physicals, or picked up in the high school or middle school office.

### **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 help us avoid problems when different activities are pressuring students for their participation at the same time. Guidelines at Nevada High School are as follows -

- 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 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 (preferably 24 hours or more) appointments for a doctor or dentist are exempt with signed documentation.

- If you participated the night before you are expected to be at 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 extracurricular 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 the student traveled to the event on a school transportation vehicle.

Students arriving at or returning from any activity by means other than those 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:

- 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.
- Students need to arrive at the dance within 45 minutes of when the dance begins.
- Any student caught in violation of school dance policy will miss the following two (2) dances.
- High school students are not allowed to attend middle school sponsored dances, and middle school students are not permitted to attend high school dances.
- Out of school guests will have to adhere to all high school dance rules.

## **Dance - Out of Town Guest**

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 9<sup>th</sup> 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 guests 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.

## **Student Council - Homecoming**

- This is a semi formal dance.
- Students are limited to one person as their guest for the dance.

## **National Honor Society - Crystal Ball**

- This is a semi formal dance.
- Students are limited to one person as their guest for dance.

## **Prom**

This is a formal dance.

- 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 for out of school or underclassmen guests by Wednesday prior to prom.
- All students attending prom will sign in themselves and their guest upon arriving for the dance.
- Students are limited to one person as their guest for prom.

## **Dances Scheduled for the 2023-2024 school year**

- Homecoming - September 30th from 8:00 PM to 11:00 PM - High School Commons
- Crystal Ball - February 3rd from 8:00 PM to 11:00 PM - High School Commons
- Prom - April 27th from 8:30 PM to 11:30 PM - Gatherings

## **Extra Curricular Code of Conduct (Board Policy 503.4)**

**Philosophy:** Students of the Nevada Community School District (“District”) are encouraged to participate in extracurricular activities so that they might gain from the positive educational benefits of participation in these activities. Participation helps students to learn the principles of fair play and sportsmanship, respect for others, rules and authority, enhances physical health and well being, the development of leadership, group pride, teamwork, self-confidence, discipline and the value of self-sacrifice. Students who participate in activities represent our school to the community and their conduct is one factor by which our school is judged. Students who wish to have the privilege of participating in school activities must conduct themselves in accordance with the Board’s Extra-Curricular Code of Conduct Policy throughout the year. This Extracurricular Code of Conduct Policy is in force twelve months a year both on and off school property.

**Area/Scope:** This policy covers any activity where a student represents the school outside the classroom including, but not limited to, the following: FFA, student government, athletics, extra-curricular (non-graded) instrumental and vocal music performances,, drama productions, speech contests, public performances which may include graduation ceremony, all-star contest and all-state performances, state contest, cheerleading, drill team, mock trial, academic decathlon, and homecoming court & coronation.

**Violations:** 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 and does not involve controlled substance as defined in Chapter 124 of the Code of Iowa, or any “look-alike” substances.
- 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:

- The administration believes it is more likely than not that the student violated to Code of Conduct.
- The student is found guilty in a court of law.
- 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 a 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 a 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 within 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

<b>Activity</b>	<b>1<sup>st</sup> Offense:</b> 10 hours of community service	<b>2<sup>nd</sup> Offense:</b> 20 hours of community service	<b>3<sup>rd</sup> (or more) Offense</b>
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
Tennis	3 calendar dates	6 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
Esports Fall Winter Spring	3 calendar dates 3 calendar dates 3 calendar dates	6 calendar dates 6 calendar dates 6 calendar dates	365 days from the date of determination a violation has occurred
Cheerleading State Competition Football Basketball Wrestling	1 calendar date 3 calendar dates 7 calendar dates 5 calendar dates	2 calendar dates 6 calendar dates 14 calendar dates 10 calendar dates	365 days from the date of determination a violation has occurred
Other Activities Speech FFA Drama	1 calendar date	2 calendar dates	365 days from the date of determination a violation has occurred

Color Guard Extra-curricular Music			
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**Please note:** When a middle school student gains eligibility for high school events, all previous offenses are forgiven. High school offenses are cumulative.

1. 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.
2. 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.
3. An ineligible student shall attend all practices or rehearsals but may not "suit up" or perform/participate, and must complete the entire season.
4. 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.
5. 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.
6. 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.
  - o Fractions are rounded to the nearest whole number. For example, 2.4 dates will be rounded down to 2; 2.5 dates will be rounded up to 3.

**Felony Charges:** Suspension from all extra-curricular programs until the case is adjudicated. A guilty charge or a plea to a lesser charge may result in dismissal from extra-curricular programs.

#### **Reduction/Increase in Penalty:**

1. 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 students or student's family's expense. If 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.
2. If it is determined that the student misleads or has not been truthful during the investigation of a violation, the penalty may be doubled.
3. 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 3<sup>rd</sup> Wednesday in May.

#### **Sunday Practices**

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 or receives Administrative approval.

#### **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 Gymnasium**

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**

All posters should be put up on the available bulletin board space outside the office, in the cafeteria or in the academic wings. Posters or items placed outside of these areas require approval, and then must use tape approved by maintenance.

### **Student Activity Passes**

Student admission will be \$5.00 for all events. 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:

6 <sup>th</sup> Unexcused absence	=	Notification Letter to Parent
9 <sup>th</sup> Unexcused Absence	=	Warning Letter that if Absenteeism continues, the student will be referred to the County Attorney's Office
12 <sup>th</sup> 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.

### 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/inclement 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:

- 4<sup>th</sup> Tardy - Major referral filled out by teacher and 1 week of seminar restrictions
- 5<sup>th</sup> Tardy - Major referral filled out by teacher and 2 additional weeks of seminar restrictions
- 6<sup>th</sup> 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

### **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 Procedures During The School Day**

- 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.

### **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 are not permitted to go to the parking lot unless they have permission.

Rare circumstances arise where a student should need to leave the building to retrieve an item from their vehicle, but overuse of the privilege is common in students. Students requesting to go out to their vehicle must sign-out using the Raptor system. Items brought to school by parents/guardians should be brought into the building. Students will be granted 3 trips to their vehicle each semester to account for unforeseen circumstances. Those individuals who have open campus privileges should use those times to retrieve items as needed.

### **College Visits**

Junior and Senior students are allowed three days to visit a college, if arranged 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. 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. All communication regarding college visits must be made one day prior to the visit - or the absence will be marked as unexcused and the student will not be allowed to participate in after school activities.

### **Incomplete Work**

Work submitted by students is defined as incomplete when it is not given to the teacher on the date due. 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.

### **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.

### **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.

## **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 extracurricular 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 Dr. Einsweiler or Mr. Smith. Students who are removed from the same class in a term will be subject to the following consequences:
  - **1<sup>st</sup> Removal in a term** – Parents called/discipline sanction determined by classroom teacher and Dr. Einsweiler or Mr. Smith
  - **2<sup>nd</sup> Removal in a term** – Parents called/discipline sanction determined by Dr. Einsweiler or Mr. Smith
  - **3<sup>rd</sup> Removal in a term** – Parents notified student is not allowed to return to class until a meeting is held with the teacher, Dr. Einsweiler, Mr. Smith, the student and the student's parents.
  - **4<sup>th</sup> Removal in a term** – Student will be suspended and parent notified.
  - **5<sup>th</sup> 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 receiving a suspension will not be allowed to participate in or attend any school activities, events, games, or practices until they have served their suspension and returned back to their regularly scheduled classes. 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' Hearts" when dealing with insubordination:

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

**Repeat Offender:** What will happen if you choose 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 Involvement**

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

1. Theft of school funds or school property
2. Forced entry into the buildings/break - ins
3. Vandalism to school/damage or destruction of school property
4. Assault involving personal injury to student or staff
5. Theft of personal property
6. Vandalism, damage or destruction of personal property
7. Possession, use or sale of tobacco, drugs or alcohol
8. Possession of weapons
9. Bomb threats
10. Possible intoxication due to the ingestion of alcohol or drugs
11. 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 Regulation**

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. Drug-sniffing dogs may be utilized to search items throughout the building and the school parking lot. For safety reasons, students will not be in the presence of dogs during the search.

### **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, passing time, and at teacher discretion.

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**

Any students wearing inappropriate clothing may be asked to change, turn inside out or entirely remove, if possible, the inappropriate article of clothing. If this is not possible, or a student refuses to do so, the student's parents will be contacted and asked to pick their child up from school for the remainder of the day. **Examples which will result in the student being asked to change include but are not limited to:**

1. Extremes in attire and/or appearance will not be tolerated. Shirts and tops should cover a student's midriff on all sides. Shirts and tops should also cover the top of the shoulders, the back and the chest.
2. Undergarments should not be visible.
3. Clothing items that are controversial, have double meaning, or have obscene slogans on them will not be worn.
4. Clothing advertising alcohol, illegal drugs, and tobacco are not to be worn to school.
5. Sunglasses will not be worn in the building.
6. Footwear is expected for all students.
7. School sponsored events or special days might include any of the above dress items.

### **Driving 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 Bussing**

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.

### **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 student's 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 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 Delivery services are not permitted.
  - Examples include but are not limited to - GrubHub, UberEats or General Delivery Services
- 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 Activity**

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

### **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.
- 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.  
**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 & 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.

### **Lunch Guidelines**

The cost of a daily lunch for students is free. 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. is not permitted during this time.
- The lunch period is intended for Nevada High School students only.

### **Lunch Time - Closed Campus**

- Students in grades 9-11 will have closed campus for lunch. That means, the expectation is that students will eat in the high school.
- Seniors have the privilege of an open campus. However, senior students must consistently meet behavior and academic expectations to maintain this privilege.
- Seniors leaving for Open Campus lunch must sign in and out in the high school office.

### **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 physicians 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 Areas**



- South of the school parking lot

#### **Unauthorized 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.**

#### **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. Students bringing these items to school are expected to either leave them at designated bike racks or place them in their locker for the day.

#### **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 and Vandalism**

All theft and vandalism is to be reported to the principal's office immediately. 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.