

# **Sheldon High School Parent/Student Handbook**

NORTH CENTRAL ASSOCIATION ACCREDITED SINCE 1913

**THE MISSION** of Sheldon Community School District is to prepare all learners to be productive citizens.

**High School Motto  
Respect for...  
Teaching to...  
Learning from ....  
Caring about...  
**EVERYONE**  
**Right To the Last Child****

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## GENERAL INFORMATION

### ACADEMIC LETTER

Selection is based on maintaining a 3.667 GPA the 2<sup>nd</sup> semester of the previous year and the 1<sup>st</sup> semester of the current year.

### ACHIEVEMENT TESTING

SHS provides the following tests as one measurement for student achievement:

1. The Iowa Test Of Educational Development is given to 9<sup>th</sup> and 11<sup>th</sup> graders each year.
2. The PLAN Test is given to 10<sup>th</sup> graders each year.

### ANNOUNCEMENTS

Students are responsible for knowing the content of daily announcements. Students who wish to have an item included in the daily announcements must have permission from the Principal or office personnel. Announcements are to be read daily, printed on the web site, and posted in hall.

### ASSEMBLIES

Throughout the year the school district sponsors school assemblies. Students must sit in T.A. assigned seats unless given permission not to by the Principal.

### BUILDING LEADERSHIP TEAM

Staff members that meet regularly with principal.

Kent De Zeeuw                      Kris Groff                      Donna Nagel                      Tabby Wolf                      Sherrie Zeutenhorst

### BUSES AND OTHER SCHOOL DISTRICT VEHICLES

The safety of every student on school vehicles is of great concern to all of us. Every precaution is taken to see that the students arrive at their destination safely, but this requires the cooperation of the parents. The driver must give his/her entire attention to driving the vehicle. Anything that happens in a vehicle to divert the driver's attention from his/her job immediately endangers the safety of the riders. It is therefore, absolutely necessary that the students riding in the vehicle conduct themselves in the best possible manner. The following rules governing the pupils riding the school vehicles will be enforced at all times:

1. Be on time.
2. Sit in your seat with feet on the floor while the bus is moving.
3. Keep everything inside the bus.
4. Keep hands and feet to yourself.
5. No swearing, inappropriate language, or loud talking.
6. Do not litter, write on, or damage the bus.
7. Close your window when you exit.
8. Stay seated until the bus stops.
9. Wait for drivers to signal to cross.
10. Skateboards, roller skates, roller blades, or scooters are not allowed on school buses.

11. Follow directions of the bus driver.

Inappropriate behavior in school vehicles may result in disciplinary action up to and including termination of riding privileges.

### CELLULAR PHONES, PAGERS, AND ELECTRONIC DEVICES

Sheldon High School provides a quality communication link between students, faculty, and the community. Student use of cellular phones, pagers, and other communication or electronic devices have proven to interfere or disrupt the instructional process. Consequently, use of cellular telephones, telephone paging devices or beepers, any 2-way radio wireless device, iPods, MP3 player, palm pilot, laptop or hand held computer, TI-84 or other like graphic calculator, Blackberry or other like wireless device, CD player, portable radio or cassette player, gameboy or other like electronic gaming devices shall be strictly prohibited during the academic school day except such prohibited devices may be used by students for educational purposes only if such use is authorized by and under the direction and supervision of a teacher. Two way radios or like devices may be utilized by students who serve as EMT's, volunteer firefighters etc., with prior approval of the Principal. Such devices shall otherwise be turned off or made inoperable during the academic school day. Except as provided herein, such prohibited devices shall be kept out of sight in the student's backpack, purse or pocket. Such devices, especially those devices with photo or image capturing technology, are specifically prohibited from use in the restrooms or locker rooms at any time. The term academic school day is defined from the time the first period starts to the official dismissal time set forth by the school district for that particular school building. Therefore, students may use such prohibited devices on school sponsored transportation.

When a student is suspected to be using or is found using one of the above-described devices, any or all of the following consequences may be used:

1. Device will be held for 5 school days.
2. Notification of parent/guardian.
3. Conference with parent/guardian.
4. Detention.
5. Suspension.
6. Referral to law enforcement if violation involves illegal activity.
7. Additional options as determined appropriate by an administrator.

### CHEATING

Sheldon High School makes every attempt to encourage students to complete their own work. This is to be able to obtain the most accurate evaluation history for each student as they go through our system. If students are found cheating the following consequences will result:

1. Cheating on a major test, project, and or paper:
  - Reduce the class grade by 1 letter grade.
  - Receive a "0" for the test, project, and or paper.
  - Student placed on probation for the remainder of the course.
2. Cheating on the final exam (written or performance):
  - Receive an "F" for the course.
3. Stealing or attempting to steal a test:
  - Receive an "F" for the course.
  - Removal from the course.
  - Eligibility policy invoked.

### COMMONS

The commons area has a multi-purpose atmosphere. This is where students eat their noon lunch. This is also the area of school that is truly student centered and should be used by students. During the school day this area may serve the

following purposes: (a) prior to opening of school in the morning, this will be the only place for student conversation and relaxation, and (b) at other times, the commons area may serve as the proper location for parties and meetings for clubs, organizations, and classes. The Commons area is not supervised by school staff before or after school, however, students are expected to conduct themselves in accordance with the Student Conduct Policy at all times while using the Commons area, including when the Commons area is unsupervised. Students who fail to abide by the Student Conduct Policy while using the commons at any time shall be subject to discipline as provided for in the Student Conduct Policy.

### COMPUTER USAGE

Students are given permission to use computers for school-related research, word processing, or presentations. No personal use of computers is permitted without permission. This includes e-mail privileges. Any such computer use shall be subject to the District Network (OrabNet) Acceptable Use Regulation Policies.

### DANCES

School Dances are held periodically during the school year. To schedule a dance the organization will obtain a dance application from the Principal. All dances must be organized and approved by the Principal six school days prior to the date requested. Rules for all dances are: (1) All students must be at the dance by 10:30 unless previously stated otherwise; (2) Students leaving the building will not be readmitted; (3) Parent/Student Handbook regulations will be enforced; (4) Only enrolled high school students and their prior registered guests will be allowed to attend, however, prior graduates of Sheldon High School will be allowed to attend the Homecoming Dance; (5) No middle school students are allowed at any high school dance; (6) No one 21 years of age or older shall be allowed to attend a School Dance; and (7) No Freshman shall be allowed to attend the Junior/Senior Prom. Students must abide by the Student Conduct Policy while attending school sponsored dances and shall be subject to discipline as provided for in that policy for any misconduct.

### DISASTER DRILLS

Special provisions will be provided for visual or hearing-impaired students.

Fire Drill: In accordance with the law, fire drills will be held from time to time, at least four per year. The alarm will sound for a fire. During the first week of school each of your teachers will discuss which exit you should use. Walk rapidly during a drill, but do not run. Fire drills are timed, and are often called and inspected by the city fire department.

Tornado Drill: Will be held four times a year. Tornado drills will be announced over the intercommunication system. We have emergency power in case of electrical problems. During the first week of school, each of your teachers will discuss the procedure for this drill. Other drills as needed.

### DRESS CODE

The school will sanction the expression of a student's uniqueness and individuality by means of dress. Restrictions on freedom of student dress will be imposed whenever the mode of dress in question: (a) is unsafe either for the student or for those around the student, (b) is disruptive of the school operations and the education process in general, (c) is contrary to law, (d) is not clean or in accordance with proper health standards, or (e) is a midriff, a halter top, or is sleeveless beyond good taste. No hats, caps, or any head coverings may be worn during the school day. No undergarments shall be visible at any time (undergarments include but are not limited to: boxer shorts, underwear, panties, bras, including bra straps). The Board believes inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors. Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting. As interpreted by the Board, the wearing of tattoos, which are not concealed by normal clothing, is unacceptable when they are beyond reasonable good taste as interpreted by the Principal or staff. The Board expects students to be clean and well groomed and wear clothes in good repair and appropriate for the time, place, and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or double meanings of a sexual, vulgar or offensive nature, or reference to prohibited conduct are disallowed. Students shall wear some kind of reasonable footwear appropriate to the activity or season at all times, students may not be barefooted. While the primary responsibility for student's personal appearance lies with the students and their parents, appearance disruptive to the educational program will not be tolerated. When, in the judgment of a Principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications. Students who refuse to make the required modifications will be sent home.

## DROP/ADD REQUESTS

See Registration Handbook.

## EARLY GRADUATION/PSEO

See Registration Handbook.

## EQUITY

The Sheldon Community School District is an equal opportunity employer and has outlined an affirmative action plan effective July 1, 1990. It is the policy of the Sheldon Community School District not to discriminate on the basis of race, color, national origin, creed, religion, sex, marital status, or disability in its educational programs, activities or employment practices as provided by state and federal law. It is also the policy of this district that the curriculum content and instructional materials used reflect the cultural and racial diversity present in the United States, and the variety of careers, roles and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion, and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society. Any concerns regarding compliance with the district's Equity Policy may be directed to the district's Compliance Administrator, Mrs. Cindy Barwick, Middle School principal, 310 – 23<sup>rd</sup> Avenue, Sheldon, IA 51201, telephone 324-4346.

## Notification Regarding "Family Educational Rights and Privacy Act of 1974" and Individuals with Disabilities Education Act:

The Sheldon Community School District maintains records on each student in order to facilitate the instruction, guidance, and educational progress of the student. These records contain information about the student and the student's education and may include, but are not limited to, the following types of records: identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings, observations, and external agency reports. The records of each student are generally located in the school, which the student is attending. The person in charge of record maintenance for each school building will note in the student's other records or any exception. The counselor is responsible for maintenance of student records for each school building.

The following persons, agencies and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

- A. School officials, teachers and AEA personnel with a legitimate educational interest.
- B. Officials of other schools in which the student proposes to enroll.
- C. Representatives of state and local government when auditing and evaluating Federal education programs.
- D. Officials connected with a student's educational financial aid applications.
- E. Government officials to whom information is to be reported under state law adopted prior to November 19, 1974.
- F. Organizations which process and evaluate standardized tests.
- G. Accrediting organizations for accrediting purposes.
- H. Parents of dependent children, regardless of child's age.
- I. Appropriate parties in a health or safety emergency.

Student's records are reviewed and unnecessary material removed periodically and, at a minimum, whenever a student moves from the elementary level to middle school level to high school level and when a student transfers out of the district. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance. The parents of disabled students, or disabled students over age 18, will be informed when personally identifiable information in the records is no longer needed to provide educational services, and before the information is destroyed. Parents of students under age 18 and students, over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy or an invasion of privacy, and to have records explained. The procedure to be followed in exercising any of the rights under school policies or rules may be obtained from any of the persons responsible for maintaining student records who are identified in this policy. The Principal or person in charge of each attendance center may release the following types of information to the public, where appropriate, keeping in mind the privacy of the student and the student's family and totality of the surrounding circumstances: Name, address, telephone listing, date and place of birth, major fields 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 school or institution attended by the student and other similar information. The categories of information listed above are intended to include the release of information for athletic programs, honor rolls, and other types of student achievements. Lists of student names and addresses will not be released to private individuals or organizations except in the following instances: The Superintendent may authorize the release of student rosters to colleges, universities, the military services, and similar organizations if such release will result in the offer of beneficial opportunities for the student. Any student, parent or guardian not wanting this information released to the public under the circumstances outlined above must make objection in writing to the Principal or other person in charge of the school where the person is attending. To prevent the public release of such information, a parent must file a written objection with the person responsible for maintaining student records at the student's school. Students and parents may file a complaint with the Department of Education concerning alleged failures of the School District to comply with federal legislation dealing with student records. Correspondence should be addressed to: The Family Educational Rights and Privacy Act Office, Department of Education, Switzer Building, 330 C Street S. W. Washington, D.C. 20201.

### FOREIGN EXCHANGE STUDENTS

Sheldon High School will accept a maximum of two (2) foreign exchange students each year. No exchange student will be allowed to participate in the graduation ceremony.

### GRADING

See your registration handbook available in the Principals' office.

### GRADUATION REQUIREMENTS

The following requirements have been established for graduation from Sheldon High School:

1. Students must earn 28 credits in grades 9 - 12.
2. Students in band AND choir must earn 28 credits in grades 9 - 12.
3. Students in band OR choir must earn 26 credits in grades 9 - 12. This will increase by 2 credits if band or choir is dropped in any given year.
4. Graduation requirements for Special Needs students may be modified through the Individual Education Program. (This may include Special Education, 504, TAG, and/or others.)

### GUIDANCE

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study helps, helps with home school and/or social concerns, or any questions the student may wish to discuss with the counselor.

### HALL PASSES

Students must have a hall pass to be in the halls when classes are in session. Students may obtain a hall pass from their teacher, the Principal, or the office staff.

### HOMELESS CHILDREN OR YOUTH

Homeless children or youth of school-age are defined as children or youth between the ages of 5 and 21 who lack a fixed, regular, and adequate night-time residence including children or youth who are living on the street, in a car, tent, abandoned building, or some other form of shelter not designed as a permanent home; living in a community shelter facility; living in transitional housing; or living temporarily with non-nuclear family members or with friends who may or may not have legal guardianship. Any student fitting this definition should contact his/her building principal to insure an appropriate education.

### HONOR ROLL

Three honor rolls will be compiled at the end of each semester. The honor roll includes those students maintaining a 4.0, 3.667, and a 3.0 GPA.

## HONOR STUDENTS

Students maintaining a 3.33 GPA over seven semesters of the high school career will be honored at graduation as a Sheldon High School Honor Student.

## INCOMPLETES

Students have five school days at the end of a term to makeup incomplete work from the previous term.

## LIBRARY MEDIA CENTER GUIDELINES

The Sheldon high School Library Media Center combines print and electronic resources to support and to enrich the high school curriculum. Students are encouraged to research and prepare class assignments in the Media Center. The collection also includes fiction titles, magazines and newspapers for leisure reading. The Media Center should be used for education-related purposes.

The librarians are available to help students locate needed information and resources. Do not hesitate to ask for assistance.

Class research needs will determine whether the Media Center is open for general use or reserved for class use. When open for general use, students must sign-in upon arrival.

Books may be borrowed for up to three weeks, and may be renewed for an additional loan period. Reference volumes may be checked out overnight. Students are responsible for paying replacement costs for lost or damaged materials.

Media Center computers should be used only for educational purposes. Game playing, chat and instant messaging, and inappropriate Internet surfing are not allowed. Students must comply with the OrabNet Acceptable Use Policy as published in this handbook. There is no charge for printing, but it should be limited to that which is essential for class assignments.

When using the Media Center, students are expected to work independently, quietly and productively. Please treat others in the Media Center with courtesy and respect. Misuse or abuse of Media Center materials or other school property is prohibited. No food or beverages are permitted in the Media Center.

## MOST IMPROVED

Five students from each class who have improved their GPA the most from one semester to the next semester are selected as the most improved and honored at Awards Day.

## MOTOR VEHICLES - PARKING

All cars and other vehicles must be parked in the student parking lot east of the high school. Motor vehicles shall not be used during school hours unless the Principal gives special permission. The Principal may withdraw the privilege of driving to school, call for a tow truck, or take other discipline action if the student fails to comply with state laws or rules and regulations as established by the Principal.

## PARENT AND CUSTODIAL RIGHTS

Disagreements between family members are not the responsibility of the School District. The School District will not take the "side" of one family member over another in a disagreement about custody or parental rights. Court orders that have been issued shall be followed by the School District. It shall be the responsibility of the person requesting an action by the School District to inform and provide the School District the Court Order allowing such action. This policy does not prohibit an employee from listening to a student's problems and concerns. It shall be the responsibility of the Principal to ensure employees remain neutral in a disagreement about custody and parental rights.

It is also the policy of the School District that parents of students who reach the age of majority (18 years of age) while attending Sheldon High School shall continue to receive any information provided to parents of minor ages students and any information or notices required to be sent to parents of students by this Parent/Student Handbook and as otherwise required by law.

### PASS/FAIL GRADING

All requests for changing a letter grade to pass/fail grading must be made one week or five school days after mid-term grades have been released. Requests for pass/fail grading in college and post-secondary education option courses must be made with the guidance counselor.

### PEP BUS

The school district may sponsor an activity bus to transport students to school activities.

### PERSONAL PROPERTY AND SCHOOL LOCKERS, DESKS AND OTHER SCHOOL PROPERTY

The School District assumes no responsibility for any personal property that is brought to school. This includes, but is not limited to radios, calculators, musical instruments, cars, bicycles, clothing, etc. Any theft, however, should be reported IMMEDIATELY to the principal's office.

Although school lockers, desks and any other facilities and spaces may be 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 ensuring that school property is properly maintained. For this reason and in order to enforce school rules and maintain discipline, school officials may, without prior notice, periodically inspect all, or a randomly selected number of, school lockers, desks and other facilities and spaces owned by the School District. Locker inspections may be completed without any suspicion of wrongdoing by students. A periodic inspection of a school locker, desk or other facility or space owned by the School District will be conducted only in the presence of the student whose locker is being inspected or in the presence of at least one person other than the school official conducting the inspection. The affected student shall be informed of the search either prior to the search or as soon as reasonably practical after the search is conducted.

### PHYSICAL EDUCATION

Students may request a P.E. waiver from the guidance office. Only designated activities will be allowed for waiver. Summer sports may only be used for the upcoming school year.

### POSTING OF INFORMATION

Students who wish to post or distribute information must receive permission from the principal at least 1 - 3 days before the posting or distribution. This applies whether the information deals with school-sponsored or non-school-sponsored activities. Materials may only be posted in the designated area.

### PUBLIC DISPLAY OF AFFECTION

Good taste decrees that boys and girls conduct themselves as ladies and gentleman at all times. Demonstrations of affection, including physical contact of more than a casual manner shall be prohibited. Because it is difficult to determine the fine line of what is and what is not appropriate, school personnel will determine the limit of affection shown on Sheldon Senior High campus. Couples who refuse to cooperate in conducting themselves in an appropriate fashion will be subject to disciplinary measures up to and including suspension.

### REGISTRATION GUIDELINES

Freshmen, sophomores, and juniors are scheduled into four full credit classes daily. Seniors may have one open period (senior release) per semester. Seniors may opt to take additional full credit classes if they wish. Community Service class registration must be completed two weeks prior to the beginning of the term.

### RETAKE A COURSE

Students may retake a course that they have not previously failed; however, credit will only be given for one course. The best grade will be used for the student's permanent record. Students must see the guidance department for a request form.

### ROLLER SKATES/ROLLER BLADES/SKATEBOARDS/BICYCLES/SCOOTERS

There shall be no use of roller skates, roller blades, skateboards, bicycles, and scooters for recreational purposes on school

grounds at anytime the building is in use.

### SCHEDULE CHANGES

Students will have the first two school days of each term to change classes. Course drops and/or adds will require parent permission. The only exceptions allowed would be for the following reasons: failed prerequisite, need to add required course for graduation, medical reasons, processing errors, or administrative needs.

### SCHOLARSHIPS

Notifications for all scholarships are given through the guidance department and are posted on the Sheldon High School website.

### SCHOOL BOARD POLICIES AND RULES

A copy of the current Board of Director's Policy Manual and Discipline Policies and Administrative Rules is located in the library and the office of the Senior High Principal.

### SCHOOL BREAKFAST/LUNCH

A daily breakfast and lunch is provided for all students. A student wishing to participate in the program will be given a scan card with an updated credit amount for purchases. Students must have the card with them when they enter the meal line and will not be allowed to charge a meal. Sheldon High School has a closed campus for lunch, unless prior approval by the administration.

### SEARCH AND SEIZURE

School district property is held in public trust by the board. To protect the health, safety and welfare of students, employees and visitors to school property, the Board is adopting this Student Search Rule pursuant to Iowa Code Chapter 808A.

School district authorities may, without a search warrant, search students, or protected student areas (including but not limited to clothing worn or carried by a student, a student's pocketbook, briefcase, duffel bag, book bag, backpack, knapsack, or any other container used by a student for holding or carrying personal belongings of any kind or automobiles parked on school property) on a reasonable ground that a search will produce evidence that a student has violated or is violating either the law or a school district policy, rule or regulation. The search shall be conducted in a manner which is reasonably related to the objectives of the search and which is not excessively intrusive in light of the age and gender of the student and the nature of the infraction. Nothing contained in this Student Search Rule shall limit or prevent school district authorities from conducting random, periodic inspections of all, or a randomly selected number of, school lockers, desks and other facilities and spaces owned by the School District and provided for the use of students as otherwise provided in this Parent/Student Handbook. 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 to the locker, desk or other facility so provided.

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, chartered or pep 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 violations 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.

### STUDENT COMPLAINTS

Students may file a complaint regarding school district policies, rules and regulations or other matters by complying with the following procedure. This procedure is strictly followed except in extreme cases.

- If an employee is involved, discuss the complaint with the employee within 2 school days of the incident.
- If unsatisfied with the employee's response or if there is no employee involved, talk to the Principal within 2 school days of the employee's response or the incident.
- If unsatisfied with the Principal's response, talk to the superintendent within 2 school days of the Principal's response.

### STUDENT INSURANCE

Student insurance is available at a nominal cost and is optional. The school district has no contractual relationship with the student and the student's insurance carrier. When a student insured under this plan is injured, the student will need to obtain a claim form from the school's insurance provider. This form must be completed by the parents of the student and presented to the doctor or hospital.

### STUDENT LEADERSHIP TEAM

The Student Leadership Team provides for student activities, serves as a training experience for student leaders, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise. Members of the team are student representatives who have direct access to the administration.

### STUDENT 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.

A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. No students shall express, publish or distribute in an official school district publication material, which is:

- Obscene;
- Libelous;
- Slanderous; or
- Encourage students to
  - a. Commit unlawful acts;
  - b. Violate school district policies, rules or regulations;
  - c. Cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
  - d. Disrupt or interfere with the education program;
  - e. Interrupt the maintenance of a disciplined atmosphere; or
  - f. Infringe on the rights of others.
- A violation of the copyright law.

Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should follow the complaint procedure outlined in this handbook.

### STUDENTS USE AND CARE OF TEXTBOOKS

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage or replace the item as per Board Policy 502.2.

### SUMMER SCHOOL

See your registration handbook available in the Principal's office.

### TEACHERS/E-MAIL ADDRESSES

The teachers e-mail addresses are listed on the home page; [www.sheldon.k12.ia.us](http://www.sheldon.k12.ia.us)

## TRANSPORTATION TO SCHOOL SPONSORED ACTIVITIES

The school provides transportation for students who participate in school-sponsored activities held out of town. Students participating in school activities are required to ride to and from all activities in the transportation as set up by the school, unless other arrangements are made with the coach/sponsor/principal, with parent/guardian permission. Students who have reached their 18<sup>th</sup> birthday still need parental/guardian approval. The school may sponsor an activity bus to transport students to school activities.

The rules governing students riding school buses or vehicles as otherwise set out in this Parent/Student Handbook shall likewise apply to students using school provided transportation to participate in school sponsored activities. Students riding school buses and other school district vehicles to and from school sponsored activities or any other destination must comply with school district policies, rules and regulations and are subject to discipline for inappropriate conduct.

## WEAPONS

The Board believes that weapons, dangerous objects, and look-a-likes cause or may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors to School District premises or property within the jurisdiction of the School District. As used in this Policy, the term "weapon" means any instrument or device, which is designed to inflict death or injury to a human being or animal. The term "weapon" includes, but is not limited to, any pistol, revolver, or other firearm (as defined in this Policy), dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding three inches in length. As used in this Policy, the term "dangerous object" means any instrument or device, which may be used to inflict death or injury to a human being or animal regardless of whether or not it is designed to inflict death or injury. As used in this Policy, the term "look-a-like" means any object which is not a weapon or dangerous object but which resembles, looks like, or could reasonably be mistaken for a weapon or dangerous object. Any student who brings a weapon, dangerous object, or look-a-like to school or to a school activity shall be subject to disciplinary action, including suspension or expulsion. School officials shall confiscate any weapon, dangerous object, or look-a-like which a student brings to school or to a school activity, shall notify the parents of the student, and shall refer the student to law enforcement or juvenile authorities.

Students who bring a firearm to school or who knowingly possess a firearm at school shall be expelled from school for a period of not less than one year. For purposes of this Policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of such a weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas. The Superintendent shall have the authority to recommend that this expulsion requirement be modified for a student on a case-by-case basis. To the extent appropriate, this policy shall also apply to individuals other than students who are in possession of a prohibited item on school property or at a school activity. Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons (never students) to display weapons, dangerous objects, or look-a-likes for educational purposes. Authorized persons for purposes of this policy shall be limited to include only trained and authorized military personnel and law enforcement officers. Such a display shall also be exempt from this policy.

## WEATHER RELATED ANNOUNCEMENTS

Weather related announcements will be given over radio station KIWA, 1550 AM and 105.5 FM, Sheldon, as well as regional radio stations. They are also posted on the KIWA website, kiwaradio.com. Weather related announcements can also be found by signing up for snowcaponline.com. These announcements will be given as early as possible.

## **ATTENDANCE POLICY**

Students will be expected to attend classes regularly and to be on time in order to receive maximum benefit from the instructional program to develop habits of punctuality, self-discipline and responsibility, and to assist in keeping disruption of the educational environment to a minimum. Students who have good attendance records are most likely to achieve higher grades, enjoy school life to a greater degree, and have more employment opportunities after leaving school. Prospective employers expect promptness and regular attendance from employees and are reluctant to hire persons who have not established good habits of attendance and punctuality. Regular attendance and promptness fosters life-long patterns of responsibility and self-discipline during the years of school attendance. While it is possible for an absent student to make up much of the schoolwork missed, it is impossible to completely compensate for absence from classes. Absences always cause some disruption in the educational progress of the student who is absent. In order to maintain interest and understanding in a program of instruction, students should not be absent any more than is absolutely necessary. Students who are absent may not understand what the teacher is currently presenting, and may also become discouraged by the double burden of keeping current and making up missed work. Irregular attendance or tardiness by students not only retards their own studies, but also may interfere with the progress of those pupils who are regular and prompt in attendance. There are times, however, when school officials may determine that the problems associated with the absence from classes are outweighed by the advantages of another school activity. Attendance at such approved trips and activities will not be considered an absence from school. Every effort will be made by school officials to keep these absences from class to a minimum, and to see that they are not concentrated on a single class period.

### **ATTENDANCE REQUIREMENTS**

Persons within the district who have control of a child who has reached the age of six and is under sixteen years of age in proper physical and mental condition to attend school shall cause the child to attend public school, accredited non-public school, or competent private instruction in accordance with the provisions of Iowa Code Chapter 299B during a school year, as defined under Iowa Code Section 279.10.

Exceptions, Iowa Code Section 299.1 shall not apply to any child:

- Who has completed the requirements for graduation in an accredited school or has obtained his/her high school equivalency diploma under Iowa Code Chapter 259A;
- Who is excused for sufficient reason by any court or record or judge;
- While attending religious services or receiving religious instruction;
- Who is attending an approved or probationary approved private college preparatory school accredited under Iowa Code Section 256.11, subsection 13;
- Who has been excused under Iowa Code Section 299.22;
- Who is exempted under Iowa Code Section 299.24.

It is the responsibility of the person in control of a child to provide evidence of the child's mental and physical inability to attend school or of the child's qualifications for one of the exceptions listed above. It shall be the responsibility of the parent to notify the student's attendance center as soon as the parent knows the student will not be attending school on that day. The Principal may request evidence or written verification of the student's reason for the absence. Students who are absent without permission are considered truant. To be truant means the student willfully failed to attend school regularly even though the student is required to attend. Truant students will be reported to the appropriate authorities. It shall be the responsibility of the Superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. The administrative regulations shall indicate the disciplinary action to be taken for the unexcused absence or absences.

### **ABSENCES**

A. Consequences for student absences:

1. For purposes of this policy, an "unexcused absence" is a student's absence from all or a portion of a class that occurs without the approval of the student's parent(s) or guardian(s) and the school.
2. A student who has advance knowledge that he or she will miss a class shall meet with the teacher of that class prior to such an absence to confirm what materials will be covered during the class and to obtain all of the schoolwork that the teacher may assign during (or due to) the student's absence. If a student fails to take such action prior to his or her absence, the student's absence may be designated as an "unexcused absence" regardless of whether the absence has been approved by the absent student's parent(s) or guardian(s) and the school.
3. If a student misses a class and does not meet with the teacher of that class prior to such an absence as required by subsection A(2) of this policy, the student shall meet with the teacher as soon as reasonably possible after the

absence to confirm what materials were covered during the class and to obtain all of the schoolwork that the teacher may assign due to the student's absence. If a student fails to take such action prior to the end of the current grading period, the student will be deemed to have earned a failing grade for the course.

4. A student who has missed a class and has received schoolwork pursuant to subsections A(2) and A(3) of this policy shall complete that schoolwork prior to the end of the current grading period or earlier if required by the instructor. If a student fails to timely complete such schoolwork to the satisfaction of the assigning teacher, the student will be deemed to have earned a failing grade for the course.
  5. A student who has an unexcused absence shall make up the time for every class he or she has missed during said absence in a manner specified by the high school principal prior to the end of the current grading period. The student shall make up such time either before or after the regular school day. If the student is a senior, he or she shall not be allowed to make up such classes during an open campus period.
  6. The high school principal shall notify a student's parent(s) or guardian(s), when the student accrues three, six, and nine absences from a class for reasons not related to school activities. The student, and teacher advisor will be notified by letter when a student reaches 9 absences. If a student accrues nine such excused or unexcused absences, the student shall not receive any credit for the class. A student may appeal such consequence by notifying the high school principal in writing within seven days after the end of the applicable grading period.
- B. The consequences for student absences outlined in this policy are in addition to, and not in limitation of, the additional disciplinary actions (up to and including, ineligibility, suspension, and/or expulsion) a student may be subject to if he or she has one or more unexcused absences from school.

### ADMIT SLIP

- A. School work missed due to any absence must be completed to the satisfaction of each teacher. It is the student's responsibility to arrange for this make up work, and these arrangements must be made in a way that does not interfere with normal classroom activities.
- 1.) After returning from an absence, the student must present a note to receive an admit slip. The purpose of the admit slip is to allow the student to return to class following an absence and does not excuse the student for the absence.
  - 2.) Students who anticipate an absence shall pick up an admit slip prior to absence.
  - 3.) Students shall receive credit for schoolwork made up due to an excused or unexcused absence. Students will have two (2) days to make-up work for every day missed due to an excused absence. Students not making up assignments for any absence will not receive credit for any of the work, yet the work may be necessary for completion of the course.
  - 4.) Students may lose up to one letter grade due to poor attendance.
  - 5.) A parent conference will be held with school personnel as soon as possible after the student's sixth absence without work made up.
- B. Parents and guardians are encouraged to phone the school prior to 8:15 a.m. regarding a student's absence on the day of the absence.
- C. All students who were absent from school for any reason shall submit in written form the specific reasons for their absence, the specific days or time they were absent, verification by doctor or dentist, if appropriate or requested by school officials, and the signature of the student and a parent or head of household.
- D. Students who are of majority age (18 or older, or married) and who are not residing with the student's parent(s) or guardian may present their own excuse. The Principal shall be notified in advance.
- E. In the event that the Principal determines that it is advisable to verify an excuse given for an absence, the Principal may take appropriate steps to do so. When it is determined that an excuse is forged or misrepresents the facts, the Principal may treat those instances of absence as a disciplinary matter.

### ATTENDANCE NOTIFICATION

When appropriate, the Principal will appoint an attendance review committee. This committee shall meet to review the student's attendance record and write recommendations. Recommendations may include such things as further counseling, probationary status, individualized attendance rules, or disciplinary action. This committee will notify parents of meetings and invite parents to attend.

In cases of long-term absence, and upon mutual agreement between the family and school officials, the committee meeting and/or notification may be waived.

## PROCEDURE FOR CHECKING OUT OF SCHOOL

- A. All students leaving school prior to 3:10 will:
  - 1.) Present authorization from head of household; and
  - 2.) Obtain permission of Principal or attendance clerk.
- B. All requests to leave the building while school is in session, including the lunch period, must be cleared through the Principal's office. Leaving school without permission of the Principal may be classified as truancy.
- C. Students leaving early must sign out after receiving parent and school personnel permission.
- D. Notes or phone calls received after 9:20 a.m. will be reviewed by the Principal, and the Principal will determine whether the student may leave school early that day without penalty.

## REVIEW OF DECISIONS

- A. Students and parents wishing to have a review of a teacher's or Principal's decision regarding tardiness and make up work rendered under this absence rule, may do so by filing a written request for review with the Principal within five school business days after the teacher's/principal's decision was rendered. The Principal will determine a mutually agreeable time, place, and date for the review and notify the student, parents, and teacher accordingly. At the appointed time, the parties attending the review will meet to discuss the matter informally. Following the review, the Principal shall affirm, reverse, or modify the decision on attendance.
- B. Reduction of grades shall not be used as a disciplinary measure because of an absence from school; however, failure to complete make up work may result in loss of credit for that work and subsequent reduction in grade.

## SENIOR RELEASE

Seniors are granted the privilege of release time providing their schedule allows it. Senior students in good standing (who maintain passing grades and obey rules/regulations) may be excused from school for one period in Terms 1 or 2 and Terms 3 or 4. All eligible students must have a parent permission form signed and in the office before senior release is approved.

Parent/Guardian permission is required of all seniors who miss a class. Any senior who misses a class, study hall, or homeroom will have the same requirements as stated in the attendance policy. Seniors may be denied senior release for:

- 1. Failing grade(s).
- 2. Disobeying school rules such as truancy, or other rules and regulations as contained in the Student Attendance, Discipline, and Eligibility Policies.
- 3. Poor attendance record.

The Principal will have the final determination of which senior will be granted the privilege of release time. The Principal's decision cannot be appealed.

## STUDENT REGULATIONS

- 1. Class attendance is mandatory. Unauthorized absence from classes, resource center, laboratories, or other designated areas will not be permitted without disciplinary action. The Principal will make the final determination on all unauthorized absences.
- 2. Truancy --- Absence from school without parents' consent.
  - a. First offense: All time missed to be made up and other disciplinary action at the discretion of the Principal. A reminder to both parent and student that a second offense will result in a three-day suspension.
  - b. Second offense: Three-day suspension.
  - c. Third offense:
    - (1) A complaint according to Iowa Code, Chapter 299, will be filed where applicable.
    - (2) In all other cases a recommendation will be made to the Board of Directors for expulsion.
- 3. Student guests from another school are only allowed with the principal's approval.

## TARDINESS

1. Students who are not within their assigned areas at the beginning of class will be tardy. Students must report to the office if tardy to receive an admit slip.
2. Consequences for being tardy will be a loss of one percentage point value for each tardy. Students may make up the tardy with the instructor within two days and not lose 1% of their grade. A maximum of five tardies will be allowed per semester before a parent contact by the instructor will be required. Students will lose one grade level (i.e. an A to a B, or B- to a C-) for 10 tardies.

## **STUDENT CONDUCT - Code No. 503.1**

The Board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises. Appropriate classroom behavior allows teachers to communicate more effectively with students.

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students will be subject to disciplinary action for any misconduct that occurs while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school chartered or pep 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. Misconduct directed at school staff, even if it occurs away from school, may result in disciplinary action at school. Consequences for misconduct will be fair and developmentally appropriate in the light of the circumstances.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or participation; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

A student who commits an assault against a school employee, a school representative, or a school volunteer, when the assault occurs because of the individual's relationship with the school, shall be suspended by the principal. Notice of the suspension shall be sent to the Board President. The Board shall review the suspension to determine whether to impose further sanctions against the student that may include expulsion. Assault for purposes of this section of this policy is defined as:

- An act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
- Any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
- Intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

Removal from the classroom means a student is sent to the building principal's office. It shall be within the discretion of the person in charge of the classroom to remove the student.

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day or after school has been dismissed for the day, or on a non-school day. Whether a student will serve detention, and the length of the detention, shall be within the discretion of the licensed employee disciplining the student or the building principal.

Suspension means either an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten consecutive school days. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension shall mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms shall result in immediate reinstatement of the penalty.

Expulsion means an action by the Board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the Board.

Following the suspension of a special education student, an informal evaluation of the student's placement shall take place. The student's Individual Education Program (IEP) shall be evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension.

If a special education student's suspensions, either in or out of school, equal ten days on a cumulative basis, a staffing team shall meet to determine whether the IEP is appropriate.

It shall be the responsibility of the Superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

## **STUDENT DISCIPLINE POLICY - Code No. 503.1R1**

An important part of the educational process is helping young people become aware of their rights and the responsibilities that accompany those rights. The school has the duty to create an atmosphere in which self-discipline, as an aspect of responsibility, is approached both positively and productively.

Parents must be the first to foster self-discipline within the child at home; the school provides an environment in which this training can be developed further, enabling all students to have the right to pursue their own educational needs without unnecessary disruption by others.

Inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on the school premises.

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students will be subject to disciplinary action for any misconduct that occurs while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school buses or chartered pep 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. Misconduct directed at school staff, even if it occurs away from school, may result in disciplinary action at school.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct that results in the violation of the rules or regulations established by the Board of Directors of the School District, including breach of discipline as defined by this policy, or who have documented cases of conduct detrimental to the best interests of the school district; conduct which disrupts the rights of other students to obtain their education or participation; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion.

Disciplinary action should follow as closely as possible the infraction and be related directly to the student(s) involved. The teacher is the key to providing disciplinary direction. The principal or a designee should be involved only in those cases in which the student's behavior interferes substantially with the educational program.

For those students who seem unable or unwilling to adjust self-discipline to the common good and who, consequently, continually disrupt the orderly operation of the school, procedures must be established to prevent and correct abuses. When situations allow, an attempt should be made by teachers, counselors, and administrators, in cooperation with parents, to help troubled students modify their behavior. Iowa Department of Education guidelines indicate that it is appropriate for the principal to suspend a student from classes when necessary.

Section 282.4 of the Code of Iowa provides: "The Board may, by a majority vote, expel any student from school for a violation of the regulations or rules established by the Board, or when the presence of the student is detrimental to the best interests of the school. The Board may confer upon any teacher, principal, or the superintendent the power temporarily to suspend a student, notice of the suspension being at once given in writing to the President of the Board."

Iowa Code Section 279.8 empowers the Board to adopt rules governing the conduct of pupils.

Iowa Code Section 282.5 provides: "When a student is suspended by a teacher, a principal, or superintendent, pursuant to Section 282.4, the student may be re-admitted by the teacher, principal, or superintendent when the conditions of the suspension have been met, but when expelled by the Board the student may be re-admitted only by the Board or by the manner prescribed by the Board."

The goal of school discipline policies should be to ensure the right of all students to a productive educational environment in which they may learn the social skills necessary to develop into mature, responsible young adults, accountable for their own actions.

- I. SCHOOL DISCIPLINE is the guidance of the conduct of pupils in a way that permits the orderly and efficient operation of the school, i.e. the maintenance of a scholarly, disciplined atmosphere to achieve maximum education benefits for all pupils.
- II. BREACH OF DISCIPLINE is any conduct of pupils which interferes with the maintenance of school discipline. Acts of behavior which conflict with the educational program or which are antagonistic to the rights of other students to attain their education shall not be permitted. Breach of discipline includes, without limitation:
  - A. Temper tantrums which disrupt a class.
  - B. Bully type of behavior.
  - C. Refusal to conform to rules and regulations, loud and boisterous conduct which disturbs the orderly, efficient and disciplined atmosphere and operation of the school.
  - D. Insubordination or disobedience. Refusal to comply with the request or direction of teachers, administrators or other school personnel.
  - E. Physical attack or any act that constitutes an assault as defined in Paragraph J below or threats of physical attack or assault, or physical violence or threats of physical violence to teachers, to pupils, school visitors or any other school personnel.
  - F. Extortion.
  - G. Possession of dangerous materials.
  - H. Display of racial bigotry or intolerance.
  - I. Criminal or illegal behavior of students or non-students.
  - J. Assault. A student who commits an assault against an employee or other person on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered buses; or while attending or engaged in school district activities shall be suspended by the principal. Notice of the suspension shall be sent to the Board President. The Board shall review the suspension to determine whether to impose further sanctions against the student that may include expulsion. Assault for purposes of this policy is defined as:
    - Any act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
    - Any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
    - Intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social, or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

- K. Willful injury. Any person who does an act which is not justified and which is intended to cause and does cause serious injury to another violates this policy.
- L. Theft. A person commits theft when the person does any of the following:
1. Takes possession or control of the property of another, or property in the possession of another, with the intent to permanently deprive the other thereof.
  2. Commits any act that is declared to be a theft by any provision of the Code of Iowa.
- M. Robbery. A person commits a robbery when, having the intent to commit a theft, the person does any of the following acts to assist or further the commission of the intended theft or the person's escape from the scene thereof with or without the stolen property:
1. Commits an assault on another.
  2. Threatens another with or purposely puts another in fear of immediate serious injury.
  3. Threatens to commit immediately any forcible felony as defined under Iowa law.
- It is immaterial to the question of guilt or innocence of robbery that property was or was not actually stolen.
- N. Criminal Mischief. Criminal Mischief includes damage, alteration, injury, defacing or destruction of any building, fixture or tangible property, real or personal, and includes the willful writing, making marks, drawing characters, etcetera, on walls, furniture and fixtures.
- O. Unlawful Assembly. An unlawful assembly is three or more persons assembled together, with them or any of them acting in a violent manner, and with the intent that they or any of them will commit a public offense. A person who willingly joins in or remains a part of an unlawful assembly, knowing or having reasonable grounds to believe that it is such, violates this policy.
- P. Disorderly Conduct. A person violates this policy when the person does any of the following:
1. Engages in fighting or violent behavior in the school, on school grounds or at school functions.
  2. Makes loud and raucous noise in the vicinity of the school, on school grounds or at school functions which causes unreasonable distress to the occupants or participants thereof.
  3. Directs abusive epithets or makes any threatening gesture which the person knows or reasonably should know is likely to provoke a violent reaction from another.
  4. Without lawful authority, or position of authority, the person disturbs any lawful assembly or meeting of persons by conduct intended to disrupt the meeting or assembly.
  5. By words or action, initiates or circulates a report or warning of fire, epidemic, the placement of an incendiary or explosive device or material or other destructive substance or device, or other catastrophe, knowing such report to be false or such warning to be baseless.
  6. Knowingly and publicly uses the flag of the United States in such a manner as to show disrespect for the flag as a symbol of the United States with the intent or reasonable expectation that such use will provoke or encourage another to commit a public offense.
  7. Without authority or justification, the person obstructs school premises or any access to school premises with the intent to prevent or hinder its lawful use by others. This shall include premises where any school function is held.
- Q. False Reports. A person who, knowing the information to be false, conveys or causes to be conveyed to any person any false information concerning any matter under investigation by school district authorities violates this policy.
- R. Threats. Any person who threatens to place or attempts to place any incendiary or explosive device or material, or any destructive substance or device in any place where it will endanger persons or property violates this policy.
- S. Trespass.
1. The term "property" shall include any land, dwelling, building, conveyance, vehicle, or other temporary or permanent structure whether publicly or privately owned, used by the school corporation.
  2. The term "trespass" shall mean one or more of the following acts:
    - a. Entering upon or in school property without justification or without the implied or actual permission of the Principal or other designated supervisor in authority with the intent to commit a public offense or to use,

remove therefrom, alter, damage, harass, or place thereon or therein anything animate or inanimate.

b. Entering or remaining on school property without justification after being notified or requested to abstain from entering or to remove or vacate therefrom by the Principal or other designated supervisor in authority, or by any peace officer, magistrate, or public employee whose duty it is to supervise the use or maintenance of the property.

c. Entering upon or in property for the purpose or with the effect of unduly interfering with the lawful use of the property by others.

d. Being upon or in property and wrongfully using, removing there from, altering, damaging, harassing, or placing thereon or therein anything animate or inanimate, without the implied or actual permission of the Principal or other designated supervisor in authority.

3. The term "trespass" shall not mean entering upon school property for the sole purpose of retrieving personal property which has accidentally or inadvertently been thrown, fallen, strayed, or blown onto the school property, provided that the person receiving the property takes the most direct and accessible route to and from the property to be retrieved, quits the property as quickly as is possible, and does not unduly interfere with the lawful use of the property.

T. Arson. Causing a fire or explosion, or placing any burning or combustible material, or any incendiary or explosive device or material, in or near any property with the intent to destroy or damage such property, or with the knowledge that such property will probably be destroyed or damaged, is arson, whether or not any such property is actually destroyed or damaged.

U. Alcohol and Controlled Substances. No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, or fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance, as defined in schedule I through V of section 202 of the Controlled Substances Act (21 U.S.C. §812) and as further defined by regulation at 21 C.F.R. 1308.11 through 1308.15 and/or as prohibited under Iowa law, before, during or after school hours at school or in any other school district location as defined below.

"School district location" means in a school building or on school premises; on a school owned vehicle or in other school-approved vehicle used to transport students to and from school or school activities; off school property at a school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

V. Smoking and Tobacco. To smoke or possess tobacco or any controlled substance before, during, or after school hours at school or in any other school district location as defined above in paragraph U of this Article.

W. Truancy. Truancy is an unauthorized absence from school, assigned classes, or related activities. Truancy is a violation of the compulsory attendance law.

X. Class Attendance. Class attendance is mandatory. Unauthorized absence from classes, resource centers, laboratories or other designated areas will not be permitted without disciplinary action.

Y. Gambling. Engaging in any gambling activities including but not limited to making any wager or bet, participating in any game for any sum of money or other property of any value, engaging in bookmaking or making a wager as part of any game of chance, lottery or gambling scheme shall be prohibited.

Z. Vulgar or Profane Speech. Use of vulgar or profane speech or engaging in vulgar or profane conduct is prohibited.

AA. Sex Acts. Participating in a sex act as defined in Iowa Code Section 702.17 on property of the Sheldon Community School District or committing a sexual related criminal offense as more particularly defined under Iowa Code Chapter 709.

BB. Cheating. Willful use or attempted use of another person's work with the intent to present that other person's work as your own; or attempting to defraud, copy, mislead or obtain benefit, value, or to obtain property by unlawful means is prohibited.

CC. Student-to-Student Harassment and Sexual Harassment. Sexual harassment means unwelcome sexual advances,

requests for sexual favors and other verbal or physical conduct of a sexual nature when:

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

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

- Verbal or written harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks to a person with sexual or demeaning implications;
- Unwelcome touching; and/or
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment on the basis of race, creed, color, religion, national origin, marital status or disability means conduct of a written,

verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students when:

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

Harassment as set forth more specifically in Board Policy 504.11 may include, but is not limited to, the following:

- Verbal, physical or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, etc.; and/or
- Demeaning jokes, stories, or activities directed at the student.

DD. Weapons. Possession of weapons or dangerous objects or look-a-likes on school property are prohibited as defined in Board Policy 502.6.

EE. Engaging in any other conduct detrimental to the best interest of the School District, or engaging in conduct which would make the student unworthy to represent the ideals, principles, and standards of the School District.

FF. Forgery. A person is guilty of forgery if, with intent to defraud or injure anyone, or with knowledge that the person is facilitating a fraud or injury to be perpetrated by anyone, the person does any of the following: 1) Alters a writing of another without the other's permission; 2) Makes, completes, executes, authenticates, issues, or transfers a writing so that it purports to be the act of another who did not authorize that act; 3) Uses a writing the person knows to be forged; 4) Possesses a writing which the person knows to be forged; or 5) Commits any other act deemed to be a forgery under Iowa law.

### III. SANCTIONS FOR BREACH OF DISCIPLINE

Students who violate the regulations or rules established by the Board of Directors of the school district, including breach of discipline as defined by Section II of this student Discipline Policy (Code 503.1R1), or who have documented cases of conduct detrimental to the best interests of the school district, may be suspended or expelled from school, or otherwise sanctioned as provided by this policy. The principal or designee in each attendance center shall have the authority to suspend students temporarily. Expulsion shall be by majority vote of the Board of Directors upon the recommendation of the Superintendent.

A. Suspension. Suspension means either an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under suspension. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days. A restriction from school activities

means a student will attend school and classes and practice but will not participate in school activities.

Following the suspension of a special education student, an informal evaluation of the student's placement shall take place. The Individual Education Program (IEP) shall be evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension.

If a special education student's suspension, either in or out of school, equals ten days on a cumulative basis, a staffing team shall meet to determine whether the IEP is appropriate.

- B. **Expulsion.** Expulsion is that act carried out only by the Board of Directors by a majority vote that expels any student from school for violation of the regulations or rules established by the Board, including without limitation, this discipline policy, or when the presence of the student is detrimental to the best interest of the school. The Board of Directors may, by majority vote, expel any student from school for immorality, or for a violation of the regulations or rules established by the Board, including without limitation, this discipline policy, or when the presence of the student is detrimental to the best interests of the school. In addition, the Board of Directors may exclude any incorrigible child or any child whose presence in school may be injurious to the health or morale of other pupils or to the welfare of the schools.
- C. **Corporal Punishment.** Corporal punishment shall mean punishment inflicted directly on the body either with a person's foot, hand, or object held in the hand. Corporal punishment, as a means of correcting student behavior shall not be an acceptable form of discipline in the Sheldon Community School District.

The Board of Directors supports the maintenance of good conduct and acceptable, if not exemplary behavior on the part of students who attend the school. However, it is felt that good discipline can result from proper communication and the many other desirable alternatives to physical punishment.

- D. **Other sanctions:** In addition to suspension or expulsion, a student may be disciplined by detention, probation, in-school suspension, removal from a specific class for the balance of the semester, denial of privileges, or by being declared ineligible for participation in extracurricular activities. In addition, a student who violates the terms of the district's drug-free schools policy, under Section II, Item U, may be required to satisfactorily complete a drug abuse assistance or rehabilitation program approved by the School Board. If the student fails to satisfactorily complete such a program, the student may be expelled from school at the discretion of the Board.
- E. **Sanctions regarding students' behavior while involved in activities/athletics** shall be governed by Board Policy 503.4 (Student Conduct). Accordingly, in addition to the sanctions listed above, a student may also be subject to the sanctions arising from his or her violation of the school district's Eligibility Policy.
- F. **The Superintendent shall promulgate rules and procedures to implement this discipline policy and shall report such procedures to the Board of Directors of the school district.**

#### IV. RESTRAINT

- A. **Restraint** is the act of controlling the action of a pupil when as a result of such action the pupil may inflict harm to himself, herself, or others. Teachers and administrators must feel free to use reasonable and appropriate means at the moment as may be necessary to prevent a pupil from harming himself or herself or others, or to prevent a breach of discipline.

Factors determining reasonable and appropriate means are:

1. Age.
2. Physical stature and strength of the pupil.
3. Previous history.
4. Maturity of the pupil.
5. The seriousness of the action requiring control.
6. The teacher's motive and state of mind.
7. The nature of the danger to the pupil or the nature of the danger to others.
8. The privilege of the teacher to use only moderate physical force which will not cause serious or permanent harm. No instrument shall be used which will produce injury to the student.

B. Whenever restraint is used, it shall be reported immediately to the building principal or designee.

V. SCOPE OF DISCIPLINE POLICY

This discipline policy shall apply to students in the following circumstances:

- A. While on school premises.
- B. While observed in the proximity of school premises.
- C. While on school-owned or other school-approved vehicles used to transport students to and from school or school activities, including, but not limited to school buses, chartered buses and pep buses.
- D. While engaged in school-sponsored activities or school-approved activities.
- E. While away from school if the student's conduct will directly affect the good order, efficient management, and welfare of the School District.
- F. While otherwise involved with school employees, school representatives, and school staff.

VI. NON-AUTHORIZED PERSONS should not be in the school building or on school premises at any time without authorization of the school building administrator. Teachers are obligated to inform the administrator of any intruders. Any intruder who interferes with school procedure may be compelled to leave the school premises, and if his/her activities or actions disrupt the orderly operation of the school, or disrupt the disciplined, scholarly atmosphere, he/she may be subject to prosecution.

- A. Non-authorized persons are:
  - 1. Students not assigned to that specific building.
  - 2. Any person not an employee of the Sheldon Community School District.
  - 3. An employee not assigned duties at that particular building.
- B. School administrators may enlist the aid of the Police Department to have any non-authorized person removed.
- C. Procedures dealing with non-authorized persons should be reasonable, non-discriminatory and non-arbitrary in their operation.

VII. ACTIONS FOR ASSAULT AND THREATS TO SCHOOL PERSONNEL

Any student who assaults or threatens a school employee, school representative, school volunteer, whether the assault or threat occurs in a school building, on school grounds, at a school sponsored event, or whether the assault or threat occurs elsewhere, shall be suspended by the principal.

Assault for purposes of this policy is defined as:

- Any act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
- Any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
- Intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social, or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

- A. Whenever any officer, employee or agent of the school district has been struck or attacked by any individual or group, or has suffered bodily harm, he or she shall notify the principal immediately. The principal shall call the police and the student or students shall be suspended at once with a recommendation for expulsion.
- B. Whenever any officer, employee, or agent of the school district is threatened with bodily harm by an individual or

group, he or she shall notify the principal immediately, who shall suspend the student or students. A report of the incident shall be sent to the Superintendent for possible further action.

C. It shall be the responsibility of the person who suffers the assault or injury to file any charges for prosecution.

VII. THE DISCIPLINE POLICY AND ADMINISTRATIVE RULES AND PROCEDURES shall be printed and distributed to attendance centers and shall be made available to staff, students and parents.

IX. PROCEDURE FOR EXPULSION CASES

A. Notify the Superintendent, who shall immediately meet with the principal to investigate and review the alleged misconduct and all relevant matters. The building principal shall hold a conference with the parent(s) or guardian(s) and the student to discuss the reasons for the suspension and proposed recommendation for expulsion.

B. If, after investigation and review, it is determined that expulsion should be recommended to the Board of Directors, the Superintendent with assistance from the school legal counsel, shall prepare appropriate notice. The Superintendent shall consult with the President of the Board to arrange a time for the hearing. The notice of hearing on the recommended expulsion shall state the reason for the recommendation for expulsion and shall have attached thereto documents that describe the alleged incidents that have precipitated the recommendation for expulsion. There shall be included a direct citation of the section of the Discipline Policy, Board Policy and/or State statute that has been violated. The notice shall state the time and place of the hearing.

C. Notice shall be served upon the parent(s) or guardian(s) or notice shall be sent by certified mail to the last known local address of the parent(s) or guardian(s). The parent(s) or guardian(s) (and student, if notice is served upon the student) shall sign an acknowledgement that they have personally received the documents.

If the student has attained age 18, the notice shall be given to the student as well as to the student's parent(s) or guardian(s) unless the student has shown he or she is not a dependent as defined in the Family Educational Rights & Privacy Act of 1974 and the regulations there under.

D. At the same time the notice and supporting documents are delivered to the student and his or her parent(s) or guardian(s), copies shall be forwarded to the president of the School Board who shall immediately call a meeting of the Board to hear the matter. Copies shall also be delivered to the Superintendent, principal, the school's legal counsel, and the Secretary of the Board of Education.

E. The Hearing

1. The hearing shall be held on a date no later than ten (10) school days subsequent to the date of suspension.

2. The student may be accompanied by:

A. Parent(s) or guardian(s); and

B. Legal counsel or any other advisor of his or her choice.

3. The School District may also be advised by its legal counsel.

4. The Board, in its discretion, may postpone the hearing upon request when it deems such a postponement necessary or appropriate; but a request for postponement for the convenience of legal counsel shall ordinarily be refused.

5. The student and his/her parent(s) or guardian(s) may waive the hearing by furnishing a signed statement that they will waive the hearing. Nothing in this policy shall be construed to prohibit settlement by the parent(s) or guardian(s) by agreement, or waiver of hearing, or both.

6. At the hearing, the student may respond to the complaint orally or in writing. The response may admit or deny the allegations of the notice in whole or in part. The student may also offer any explanation or comment that he or she believes relevant or appropriate.

7. Each party to the hearing, directly or through his/her legal counsel or other advisor, may introduce evidence, witnesses to testify, or statements in writing, and may testify on his or her own behalf. To the extent that either party may rely on written statements as evidence, he or she shall clearly indicate how and from what source the evidence has been obtained.

Each party shall have an opportunity to question any witnesses, either directly or through his/her legal counsel, or other advisor. If the Board should find it necessary to limit the number of witnesses in order to protect the hearing against disruption, confusion, or unwarranted dilatory tactics, it shall have the authority to do so. The proceedings shall be administrative and shall not be conducted as an adversary proceeding.

8. If the student shall fail to appear at the hearing, or if, having appeared, shall make no response to the complaint, the Board shall nevertheless invite the school administration to submit evidence in support of the complaint. The hearing shall be in closed session so as not to disclose confidential student records, unless an open session is requested by the student, or the parents(s) or guardian(s) of the student if the student is a minor.

9. If a party to the hearing should deliberately conduct himself or herself in a manner disruptive of the hearing, the Board shall be authorized to exclude him or her and to proceed with the hearing as if he or she had not personally appeared. A hearing shall be attended only by the Board, the Superintendent or the designee,

administrative personnel familiar with the case, the student, the student's parent(s) or guardian(s), the student's legal counsel or other advisor, and the school legal counsel. Witnesses other than the foregoing should be excluded except when presenting information to the Board, unless the student and his/her parent(s) or guardian(s) waive this exclusion. The Board may order all witnesses to be excluded on its own motion.

10. Provisions shall be made either for a transcript or for a verbatim record in the form of a tape recording of the hearing. The complaint, the student's response, the transcript or record, and all other paper in the proceeding except the final disposition of the case, shall be for the use only of the proceedings and in the internal processes of the school district related thereto; and no such transcript, record or papers shall be voluntarily disclosed to any person outside the school district, except with the student's consent.

#### F. The Decision

1. The Board in executive session shall consider all relevant evidence introduced at the hearing, make findings of fact and conclusions as to the disciplinary action as it deems to be appropriate. The Board may consider the student's prior record as submitted by the school administration at the hearing. The determination shall be by majority vote. The entire record, as submitted, shall be open to the student or his or her parent(s) or guardian(s) if the student is a minor. The School Board shall promptly notify the parent(s) or guardian(s) and the student, as well as the Superintendent or the person designated by him/her, concerning the Board's findings of fact and determination.

2. A student may appeal the decision of the Board as provided in Chapter 290, Code of Iowa.

G. Readmission. Readmission shall be in the manner prescribed by the Board of Education.

### **STUDENT DISCIPLINE - ADMINISTRATIVE RULES AND PROCEDURES** **Code No. 503.1R2**

I. AUTHORIZED ACTIONS: The following actions are authorized under the Discipline Policy of the School District and by these Administrative Rules & Procedures, and may be taken at any stage in the discipline proceedings:

A. By the teacher or the principal or designee:

1. Detention, before or after school with proper notice to the parent(s) or guardian(s).
2. Removal from class, not to exceed ten (10) school days.

B. By the principal or designee:

1. Denial of privileges and/or participation in extracurricular activities.
2. Probation.
3. In-school suspension.
4. Out of school suspension (Not to exceed 10 days).

C. By the principal:

1. Removal from a specific class for the balance of the semester.

D. By the Board of Directors of the School District:

1. Expulsion.

Criminal acts may be subject to discipline procedures under the Discipline Policy. In addition, criminal acts shall be reported by the building principal or his/her designee to the Police.

#### II. DEFINITIONS

A. Detention. Detention shall be the requirement that a student remain after school, or come to school early, for purpose of discipline.

B. Removal from Class. Removal from class is that period of time a student is sent from the classroom by the teacher to the office of the principal or a designee for a period of time not to exceed one (1) day when the principal or designee reviews with the student and the classroom teacher the misconduct and determines the conditions for readmission to class, or further disciplinary proceedings.

C. Denial of Extracurricular Activities or Privileges. Denial of extracurricular activities or privileges shall be the declaration of ineligibility to participate in such extracurricular activities or privileges for a period of time to be specified by the building principal or his/her designee.

- D. Probation. Probation is conditional attendance during a trial period imposed for conduct which violates the regulations or rules established by the Board of Directors, including breach of discipline as defined in the Discipline Policy, or in cases of conduct detrimental to the best interest of the school. Breach of the conditions of probation may result in more severe sanctions.
- E. In-school Suspension. In-school suspension is the temporary isolation of a student from one or more classes while under proper administrative supervision. In-school suspension may be imposed by the principal or designee for violation of school rules or policies (including the Discipline Policy) where the infraction does not necessarily warrant removal from school by suspension.
- F. Suspension. The principals and persons in charge of attendance centers in the Sheldon Community School District shall have the authority to suspend students temporarily from school for a period not to exceed ten (10) consecutive days. Additionally, the principals or their designee shall have the authority to suspend students from co-curricular activities in accordance with school district disciplinary rules, the student eligibility policy and other administrative policies. Further, upon recommendation of the Superintendent, the Board of Directors, by majority vote, may expel a student for a period of time not to exceed twelve (12) months. Due process shall be observed.
- G. Removal from a specific class for the balance of the semester. Where the student's conduct does not warrant expulsion from school, the student may be removed from a specific class without credit for the balance of the semester. This in-school suspension may isolate the student from a specific class while under proper supervision.
- H. Expulsion. Expulsion is that act carried out only by the Board of Directors by a majority vote that expels any student from school for violation of the regulations or rules established by the Board, including without limitation, the Discipline Policy, for immorality, or when the presence of the pupil is detrimental to the best interest of the school.

### III. ADMINISTRATIVE ACTION

- A. Removal from Class. Classroom teachers may temporarily remove from class any student who has become a discipline problem. Such removal from class shall be to the office of the principal or a designee and shall not exceed ten (10) days.

When a student is removed from class to the office of the principal or a designee by a classroom teacher, the principal or designee shall ascertain the reasons for the temporary removal from class. The classroom teacher shall submit a written report to the principal specifying the misconduct or reason for suspension from class. If necessary, suitable arrangements for readmission to class shall be established during a teacher-student conference, which may include the principal or his or her designee, and may also include the parent(s) or guardian(s).

- B. Probation Period. The principal or his or her designee may specify that the student may be readmitted to class upon probation, conditional upon good behavior during a specific period. Probation may be imposed for infractions of school rules or policies (including the discipline Policy) where the infraction does not necessarily warrant removal from school by suspension. Written notice of probation shall be given to the student and his or her parent(s) or guardian(s) and shall be placed in the student's file. Should the student breach the conditions imposed for probation, the student may be suspended from school, or maybe subject to any of the other authorized actions pursuant to the Discipline Policy and these Administrative Rules and Procedures.
- C. In-school Suspension. The principal or designee may specify the imposition of an in-school suspension which shall be imposed for a period not to exceed ten (10) school days. In-school suspension may be imposed for infractions of school rules or policies (including the Discipline Policy) where the infraction does not necessarily warrant removal from school by suspension.

Written notice of an in-school suspension shall be given to the student and his or her parent(s) or guardian(s), and shall be placed in the student's file and shall also be given to the President of the Board of Directors of the school district. Administrative Procedures in Section IV herein shall be followed.

- D. Removal from a specific class for the balance of the semester (grades 7-8)/term (grades 9-12). If the principal or designee determines that other sanctions for discipline have not and will not resolve a specific discipline

problem in a class situation, and if the principal or designee in consultation with the Superintendent determines that expulsion is not recommended, then the principal may recommend removal of the student from the specific class for the balance of the school semester (grades 7-8)/term (grades 9-12). Such removal shall be specified only after the principal has explored all available disciplinary alternatives and all other educational alternatives, including placement of the student in another class under the direction of another teacher, and only after a conference has been held with the student and his or her parent(s) or guardian(s). Notice of such removal from class for the balance of the semester shall be given in writing to the student, parent(s) or guardian(s), the Superintendent of Schools, and the President of the Board of Directors of the school district.

When a student is removed from a specific class for the balance of the semester (grades 7-8)/term (grades 9-12), such action shall be taken only after thorough investigation by the principal as above specified, and only after a conference with the student and the student's parent(s) or guardian(s). Prior to such conference, the principal shall give written notice to the parent(s) or guardian(s) that the principal is considering removal of the student from a specific class for the balance of the semester (grades 7-8)/term (grades 9-12). The notice shall describe, or have attached, documents which describe the alleged incidents which gave rise to such consideration, including a direct citation of the Discipline Policy, board policy, and/or state statute that has been violated, and the time, place, and date of the conference. At the conference, the principal shall explain the evidence and the rules or policy allegedly violated. If the student denies the charges, the student shall be given the opportunity to examine witnesses, to call witnesses on his or her own behalf, and to offer an explanation on his or her own behalf. After such conference, the principal shall review the evidence and determine what sanction should be imposed, if any.

No more than one such removal from a specific class may be imposed upon a single student during a single semester, and if further removal is indicated, then the student should be recommended for expulsion.

- E. Suspension. The principals and persons in charge of attendance centers in the Sheldon Community School District shall have the authority to suspend students temporarily from school for a period not to exceed ten (10) consecutive days. Additionally, the principals or their designee shall have the authority to suspend students from co-curricular activities in accordance with school district disciplinary rules, the student eligibility policy and other administrative policies. Further, upon recommendation of the Superintendent, the Board of Directors, by majority vote, may expel a student for a period of time not to exceed twelve (12) months. Due process shall be observed.
- F. Exclusion of Student for Health Reasons. Any student who has a communicable disease or poses a substantial threat to the health or safety of the school community may be removed from school by the principal or a designee, in consultation with the student, the student's parent(s) or guardian(s), and a medical consultant of the school district. The student who is excluded from school may be readmitted by a statement from a doctor that is reviewed by a school medical consultant, satisfactory to the school medical consultant that the student no longer poses a threat to the health or safety of the school community.

A medical consultant may exclude any child who is so abnormal that regular instruction would be of no substantial benefit to the student or whose presence in school may be injurious to the health of self or others. However, such student shall be provided special instruction. Such exclusion shall be only after evaluation of the student and consultation with the parent(s) or guardian(s).

A person shall not be enrolled without proper documentation of immunization.

#### IV. ADMINISTRATIVE PROCEDURES

To be followed when a student is placed on probation or suspended or denied privileges or declared ineligible for extracurricular activities, or when a student is removed from a specified class for the balance of the semester.

- A. The student should be told what he or she is accused of doing, orally or in writing, and be given an explanation of the evidence and the rules or policy allegedly violated. The principal or designee shall make an informal investigation, hearing all available accounts of the incident, and have discussion with the student. If written notice and explanation is not given, a written memorandum shall be prepared after the discussion, one copy to be placed in the student's file and the other to be mailed to the student's parent(s) or guardian(s).
- B. If the student denies the charges, he or she should be given an opportunity to explain his or her side of the story. There need be no delay between the time of the discussion and explanation to the student and the student's

opportunity for response.

The principal or designee may, in his or her discretion, find it advisable to have the person(s) who observed and reported the misconduct present when the accusation and explanation is given; to allow the student to confront each person(s); or to hear the person(s) on behalf of the student.

Such proceedings shall be recorded. If the student makes a reasonable request that other persons be questioned, the principal or designee should attempt to talk to them if possible.

- C. If the person does not deny the charge(s), the principal shall explain the sanction to be imposed.
- D. Students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school. In such cases, the notice and hearing should follow as soon as practicable, not later than three (3) school days after immediate suspension. If the student is immediately removed from school, the principal or designee shall investigate the incident and decide, by the end of the school day, whether further disciplinary action is necessary. If an additional suspension is necessary beyond the end of the school day, the principal or designee shall give notice to the student and his or her parent(s) or guardian(s), describing what the student is accused of doing, an explanation of the evidence, the rule or policy allegedly violated, and the time when the student and his or her parent(s) or guardian(s) may have a hearing as heretofore provided.
- E. Nothing in this procedure shall be construed to prohibit informal settlement by the parent(s) or guardian(s) by agreement, or waiver of hearing, or both.

#### V. PROCEDURES FOR SENDING A SUSPENDED PUPIL HOME DURING THE SCHOOL DAY

When a student is suspended, the principal shall attempt to reach the student's parent(s) or guardian(s) to inform them of the school's action and to request that they come to the school for the child. If the student is entitled to transportation, and if the parent(s) or guardian(s) are unable to come for the child, the school shall provide transportation to the home, provided there is a parent or guardian there to receive the child. If the principal cannot reach the parent(s) or guardian(s), or where no one will be at home to receive the student, the student shall remain on school property until the close of the school day. Notwithstanding this requirement, the principal may order the student to leave the school premises immediately when faced with mass violations of school rules or where it is possible to keep the student on school premises and restore order or protect people on the school grounds. However, even in this instance, distance to the home and the age of the individual child may require keeping the student until the parent(s) or guardian(s) can be contacted.

#### VI. PROCEDURES FOR HANDLING STUDENT TOBACCO, ALCOHOL OR CONTROLLED SUBSTANCE CASES.

Smoking, drinking alcoholic beverages, use of controlled substances or possession of any of these substances on school property is prohibited.

- A. A student's violation of Board Policy 502.7 regarding tobacco shall result in the following discipline:
  - 1. First Offense: Three (3) day suspension and other disciplinary action at the discretion of the principal and notification of the police.
  - 2. Second Offense: A second offense in any one school year will result in a ten (10) day suspension and other disciplinary action at the discretion of the principal.
  - 3. A third offense in any one school year will result in a recommendation to the Board of Directors for expulsion.
  - 4. Where appropriate, Board Policy 503.4 (Student Conduct) will also be enforced.

B. A student's violation of Board Policy 502.7 regarding alcohol shall result in the following discipline:

1. First Offense: Ten (10) day suspension and other disciplinary action at the discretion of the principal.
2. Second Offense: A second offense in any one school year will result in a recommendation to the Board of Directors for expulsion.
3. Where appropriate, Board Policy 503.4 (Student Conduct) will also be enforced.

C. A student's violation of Board Policy 502.7 regarding controlled substance shall result in the following discipline:

1. An offense in any one year will result in a recommendation to the Board of Directors for expulsion.
2. Where appropriate, Board Policy 503.4 (Student Conduct) will also be enforced.

## VII. ALCOHOL OR CONTROLLED SUBSTANCE REFERRAL

- A. All school personnel shall report information relative to students with alleged drug problems to the principal.
- B. The principal may refer the matter to the counselor or other school personnel.
- C. The principal may refer the case to the school physician.
- D. In cases of self referral by a student, parent(s) or guardian(s) may be called at the discretion of the principal.

## VIII. STAFF COOPERATION

It shall be the responsibility of all teachers, administrators and staff members to cooperate with any investigations into purported student violations of the Student Discipline, Good Conduct or Eligibility Policy. Teachers, administrators and staff members shall have the affirmative duty to report all known violations to the appropriate authorities for investigation. If information comes to the attention of school authorities by way of a substantiated rumor that a particular student has violated the Student Discipline, Good Conduct or Eligibility Policy, the appropriate administrator will investigate the facts and circumstances surrounding the alleged violation.

## **GOOD CONDUCT RULE – Code No. 503.4**

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

Students who participate in co-curricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities which are illegal, immoral or unhealthy.

Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal shall keep records of violations of the good conduct rule.

It shall be the responsibility of the Superintendent to develop rules and regulations for school activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity. (Adopted 6/21/06)

## **ELIGIBILITY POLICY - Code No. 503.4R1**

### STATEMENT OF PHILOSOPHY

The staff, administration, School Board, and parents of the Sheldon Community Schools believe that participation in co-curricular activities by the students of Sheldon Community Schools can have a positive effect on the development of constructive attitude for future citizenship. It is in this phase of the total educational program that youth have an opportunity to develop leadership, principles of justice, fair play, sportsmanship, respect for rules and regulations, respect for others, respect for one's own health and physical well being, group pride, team work, self-discipline and values of self-sacrifice. It is further deemed important that participants, before starting in the program should be made clearly aware of its philosophy,

opportunities, and the set of policies and procedures under which they will be participating.

The Sheldon Community School District recognizes that the rules and regulations concerning the decorum and conduct of the students will vary with the times and mores of the community. It is our belief that the individual family should be the guiding influence and determinate of student behavior. It is also the belief of the Sheldon Community School District that participation in any co-curricular activity is a privilege. Therefore, certain types of conduct shall be deemed inappropriate for the generally accepted standards subscribed to by the Sheldon Community School District.

In the view of the above statement, the Sheldon Community School District will enforce the following policies and procedures relative to standards for participation in co-curricular activities throughout the calendar year of school. The activities include, but are not limited to, the following: Football, Boys Basketball, Girls Basketball, Wrestling, Boys Track, Girls Track, Boys Golf, Girls Golf, Cross Country(Girls & Boys), Baseball, Softball, Volleyball, Cheerleading, Jazz Band, Intramurals (Girls & Boys), *Show* Choir, Musical, Speech, Dance Team, Summer Theater, Art Club, FFA, *FCCLA*, Orab Outlook, Science Club, Spanish Club, Speech Club, Weightlifters, Yearbook, FBLA, *Student Leadership Team*, Marching Band, *Flag Corp*, Choir, National Honor Society, Concert Band, Mock Trial, and Future Problem Solving

#### ACADEMIC AND ATTENDANCE REGULATIONS

- A. A student in grades 7-12 shall be in school the entire day of performance, practice, scheduled contest, program, or trip if he/she expects to participate. Any exception must be cleared through the administration prior to the school day of the event. Seniors are required to be in school for all classes.
- B. If a student will miss a class or classes because of a performance, scheduled contest, program, or trip, he/she must notify their instructors in advance of the date(s) they will be gone. It will be up to the teacher if the student will make up the schoolwork in advance or require it made up after the event.
- C. A student must pass all classes in each grading period to be eligible to participate in co-curricular activities. See Board Policy 503.4R2.

### **INTERSCHOLASTIC COMPETITION**

#### STUDENT CONDUCT REGULATION

A student shall be declared ineligible for a participation in co-curricular competition or any activity where the student appears before the public in the event any of the following occur:

- A student admits he or she has used and/or possessed alcohol, tobacco, or controlled substances;
- A student attends the Juvenile Court Diversion Program;
- A student is found guilty of use and/or possession of alcoholic, tobacco, or controlled substances;
- A student is sanctioned for a breach of discipline (as defined by Section II of the Student Discipline Policy (Code 503.1R1)) under the provision of III of the Student Discipline Policy (503.1R1) and administrative rules of the district. A student is "sanctioned" for purposes of activating the ineligibility provisions of this student Eligibility Policy when a student receives three (3) or more days cumulatively of any combination of in-school or out-of-school suspension(s) during any one academic school year; or
- School district authorities determine a student has engaged in any conduct which makes him or her unworthy to represent the ideals, principles and standards of the Sheldon Community School District.

### **ELIGIBILITY POLICY**

A student may also be declared ineligible under the same terms listed above if the student admits guilt, or if found guilty of other conduct which violates the Iowa Criminal Code either in or out of school, during the school year, or during the summer months that in the opinion of the school administrator makes the student unworthy to represent the ideals, principles and standards of the Sheldon Community School District. A student's period of ineligibility shall be determined according to the following schedule:

1. FIRST OFFENSE – The student will be declared ineligible for the equivalent of one third (1/3) of a season schedule in all activities with a set schedule as set forth in Category A (see Category A for these activities). The calculation for determining the ineligibility shall be made in the activity in which the student is participating when the ineligibility occurs or will be participating next. If the student is not in a set schedule activity when the ineligibility occurs, the student will be ineligible for 6 school calendar weeks and any summer activities for those activities set out in Category B (see Category B for these activities). If no activities/public appearances occur during the 6 weeks in which student is a participant he/she will be ineligible for the next activity/public appearance.
2. SECOND OFFENSE – The student will be declared ineligible for the equivalent of one-half (1/2) of a season schedule in all activities with a set schedule as set forth in Category A (see Category A for these activities). The calculation for determining the ineligibility shall be made in the activity in which the student is participating when the ineligibility occurs or will be participating next. If the student is not in a set schedule activity when the ineligibility occurs, the student will be ineligible for 18 school calendar weeks and any summer activities for those activities set out in Category

B (see Category B for these activities). If no activities/public appearances occur during the 18 weeks in which student is a participant he/she will be ineligible for the next three activities/public appearances.

3. **THIRD OFFENSE** – Violation of this policy shall be the loss of privilege of participation in co-curricular activities where the student appears before the public for a period of one year from the date of the third offense. A student may, after six months, petition in writing to have his/her eligibility reviewed for reinstatement to the school Principal and Board of Education.

<b>Category A</b>		<b>Category B</b>	
Football	Summer Theatre	FFA	Art Club
Wrestling	Mock Trial	Spanish Club	Science Club
Boys Golf	Volleyball	Choir	Weight Lifters
Girls Golf	Marching Band-Flags	Concert Band	Speech
Baseball	Softball	Jazz Band	FBLA
Girls Basketball	Girls Cross Country	Show Choir	Pep Band
Boys Basketball	Boys Cross Country	Dance Team	Speech Club
Boys Track	Cheerleading	Musical	FCCLA
Girls Track		FPS	Yearbook

Whether an offense is a First, Second or Third Offense shall be determined as follows:

1. **First Offense.** An offense shall be considered a first offense if: (1) the student has had no prior violations of this policy; or (2) the student has had prior violations of this policy, however, the student has had no violations of this policy within the preceding one year period of time measured from the date of the commission of the most recent violation.
2. **Second Offense.** An offense shall be considered a second offense if the student has had one prior violation of this policy in the preceding one year period of time measured from the date of the commission of the most recent violation. If a student is already serving a probationary period of ineligibility for a prior violation of this policy and then he or she commits another violation that is a second offense, the student shall serve the remaining period of ineligibility for the first offense concurrently with the probationary period of ineligibility imposed for the second offense, which one year period shall begin as of the date of the commission of the most recent violation. In other words, the probationary period of ineligibility imposed for the first and second offenses shall run concurrently to each other, not consecutively.
3. **Third Offense.** An offense shall be considered a third offense if the student has had two prior violations of this policy within the preceding one year period of time measured from the date of the commission of the most recent violation. If a student is already serving a probationary period of ineligibility for prior violations of this policy and then he or she commits another violation that is a third offense, the student shall serve the remaining probationary period of ineligibility for the prior offenses concurrently with the probationary period of ineligibility imposed for the third offense, which one year period shall begin as of the date of the commission of the most recent violation. In other words, the probationary period of ineligibility imposed for the first, second and any subsequent violations shall run concurrently to each other, not consecutively.

For purposes of this policy, the term “one year period” shall mean 365 consecutive days. This one year period shall be a probationary period.

Students may not use the following activities to serve out their period of ineligibility nor may they participate in these activities during the period of ineligibility: Intramurals, Post-Season Award Banquet, Scrimmages, Jamborees, Future Problem- Solving, Orab Outlook, Student Leadership Team, National Honor Society, Yearbook, Homecoming Court and additional activities at the discretion of the Activities Director and Principal.

Consideration for reinstatement to eligibility shall be based on the student’s good conduct in and out of school, school attendance, and scholastic performance during the period of ineligibility. Reinstated students will be placed on probation for 12 months with the conditions of probation stated in writing. Students who voluntarily enter and satisfactorily complete a 30 to 45 day treatment program for substance use/abuse will be eligible upon their return to school after first, second, or third offense.

**NOTIFICATION:** Any student who fails to notify school officials within three days of receiving a written charge, complaint, or citation regarding conduct which violates the discipline policies is in violation of this eligibility policy. This shall apply both in and out of school and during summer months. Students who fail to notify school officials within three days shall be ineligible to participate in all school activities for 12 calendar months.

If this period of ineligibility to participate cannot be completed during the activity in which the ineligibility occurred, it shall be carried over to the next activity in which the student regularly competes.

If two or more activities are needed to complete the period of ineligibility, the student will be expected to complete, in full, both activities. The period of ineligibility shall begin on the date that the ineligibility is finalized.

## INTERSCHOLASTIC COMPETITION RELATED ADMINISTRATIVE RULES AND REGULATIONS

### APPEAL PROCESS:

1. A hearing will be held with the student and/or parent(s) or guardian(s), at which the student is given oral or written notice of the accusation.
2. During the hearing, the student shall be told the basis for the accusation and shall be given an explanation of the evidence.
3. The student shall be given an opportunity, during the hearing, to present the student's side of the story if the student denies the charge.
4. The hearing may be held immediately following the notification of the alleged misconduct.
5. A student may be immediately removed from school when the student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process. In case of immediate removal from school, the necessary notice and hearing (as provided in Nos. 1, 2, and 3 above) shall be provided as soon as practicable.
6. Immediately following the suspension of a student, parents shall be notified in writing that the suspension has occurred and the reason(s) therefore.
7. The student and parent shall be apprised that they may appeal to the Superintendent of Schools if the suspension is made by the principal or his/her designee and to the Board of Education if the suspension is made or upheld by the Superintendent.
8. Written notice of student suspension shall be given at once to the Superintendent, who will notify the President of the School Board.

### SPECIAL PROVISIONS:

1. Each day of actual competition will count as one event when completing the period of ineligibility. Performance is defined as representing the school in any appearance before the public. (Performances would not include scrimmages.) One performance per day counts for eligibility. A person is eligible the day after completion of ineligibility.
2. The student must participate in all practices while ineligible, unless the period of ineligibility is one year.
3. Mid to late season suspensions. If the number of events a student is ineligible to participate in exceeds the number remaining in the current season, the ineligibility will carry over into the next season or activity in which the student regularly competes.
4. After each violation of the good conduct rule a student is on probation for a period of 12 calendar months. If no violations occur during this probationary period, the student's previous violations are eliminated from his/her record.
5. A violation of the School District's Discipline Policy will also be a violation of the Eligibility Policy and consequences will be enforced appropriately in both policies.

## **ACADEMIC ELIGIBILITY POLICY - Code No. 503.4R2**

Any student wishing to participate in school sponsored athletics or co-curricular activities (See Category A and Category B for a description of these activities) must be in compliance with the provisions of this Academic Eligibility Policy. Compliance with this Academic Eligibility Policy shall be in addition to a student's compliance with the provisions of the District's Good Conduct, Student Discipline and Eligibility Policy.

For purposes of this Academic Eligibility Policy Category A and Category B activities are defined as follows:

### **Category A**

Football	Summer Theatre
Wrestling	Mock Trial
Boys Golf	Volleyball
Girls Golf	Marching Band-Flags
Baseball	Softball
Girls Basketball	Girls Cross Country
Boys Basketball	Boys Cross Country
Boys Track	Cheerleading
Girls Track	

### **Category B**

FFA	Art Club
Spanish Club	Science Club
Choir	Weight Lifters
Concert Band	Speech
Jazz Band	FBLA
Show Choir	Pep Band
Dance Team	Speech Club
Musical	FCCLA
FPS	Yearbook

## I. GENERAL RULE

In order to be eligible to participate in any Category A or Category B activity, each participating student must meet all of the following minimum academic eligibility requirements:

- A. Each participating student must be enrolled and in good standing in the Sheldon Community School District;
- B. Each participating student must be under twenty (20) years of age;
- C. Each participating student shall not have been a member of a college squad, trained with a college squad or participated in a college contest;
- D. Each participating student must be in compliance with the Credit Requirements set forth in Section II of this Academic Eligibility Policy;
- E. Each participating student must be in compliance with the Academic Progress Requirements set forth in Section III of this Academic Eligibility Policy; and
- F. Each participant must have completed any period of ineligibility imposed pursuant to Section IV of this Academic Eligibility Policy.

## II. CREDIT REQUIREMENTS

In addition to the other requirement of this policy, in order to be eligible to participate in any Category A or Category B activity, each participating student must meet all of the following academic credit requirements:

- A. Except for incoming (first time) ninth grade students, each participating student must have earned "credit" in at least four full "credit courses" or the equivalent, each of one period, hour or the equivalent thereof, during the preceding quarter; and
- B. For the term during which the student wishes to participate in any Category A or Category B activity, each participating student must be enrolled in at least four (4) full "credit courses" or the equivalent, each of one period, hour or the equivalent thereof, at all times during the student's participation in any Category A or B activity, except for Baseball and Softball, which occur during the summer when school is not in session and therefore are not governed by this subsection.

For purposes of this policy, the District's school year shall be divided into four separate quarters with beginning and ending dates for each quarter designated by the District on a year to year basis. A student may not use summer school or other means to make up credits to regain eligibility.

For purposes of this policy, the term "earned credit" shall mean that a student has received a letter grade of D- or better in any coursework. Therefore, if a student has received an "F" in a course, the student shall not have "earned credit" for purposes of this policy.

For purposes of this policy, the term "credit courses" shall mean any coursework so designated by the District, but generally includes coursework where a student receives a letter grade, however, Driver's Education shall not be deemed "credit course" for purposes of this policy. In addition, the term "credit courses" shall not include any post secondary, trade or college coursework enrolled in by the student for which the student is not also receiving credit at the Sheldon Community School District, however, any coursework taken under the provisions of Iowa Code Chapter 261C (postsecondary enrollment options) for which the student does receive academic credit towards high school graduation shall be considered "credit courses" under this policy and such coursework shall be used to determine eligibility under both Section II and III of this policy. If a student re-takes a credit course, that course shall again be considered a credit course for purpose of this policy.

## III. ACADEMIC PROGRESS REQUIREMENTS

In addition to the other requirement of this policy, in order to be eligible to participate in any Category A or Category B activity, each participating student must meet all of the following academic progress requirements:

- A. Except for incoming (first time) ninth grade students who are exempt from the provisions of this Subsection A, each participating student must have earned a "passing grade" in all coursework for which credit was given during the previous quarter. As stated above, for purposes of this policy, the school year shall consist of four quarters. A student may not use summer school or other means to make up failing grades to regain eligibility. If a student receives a "failing" "final grade" in any course for which credit is given, such student shall be academically ineligible to participate in any Category A or Category B activity for the period of ineligibility set forth in Section IV of this Academic Eligibility Policy; and
- B. Each participating student must be making adequate progress towards graduation credit requirements (as determined by the District) at the end of each quarter.

For purposes of this policy, the term "passing grade" shall mean that a student has received a letter grade of D- (D minus) or better. For purposes of this policy, the term "failing" grade shall mean that a student has received a "F". If a student receives an "incomplete" as a "final grade" in any coursework, for which credit is given, a student shall remain academically eligible to participate in Category A and Category B activities during the period that the student completes the required coursework to receive a letter grade, however, such period shall not exceed five (5) consecutive school days after grades are issued at the end of a quarter. The letter grade of "W" which signified that a student has withdrawn from participation in coursework with the school district's approval, shall not be considered a failing grade unless, as a result of such "W", the student falls below the minimum credit requirements to maintain academic eligibility pursuant to the requirements of Section II of this Academic Eligibility Policy. For purposes of this policy, the term "final grade" shall

mean that grade which appears on the student's transcript for a school quarter, it shall not include any period less than a school quarter such as any progress report or other like intermediate grading system.

It is the policy of the District that any student with a disability who has an individualized education program (IEP) shall not be denied eligibility based on the credit requirements of Section II or the academic progress requirements of Section III of this Academic Eligibility Policy, if school officials determine, in their sole discretion, that the affected student is making adequate progress towards the goals and objectives set forth on the student's IEP. These academic grading requirements of Section III of the Academic Eligibility Policy shall likewise not apply to any post secondary, trade or college coursework that the student is enrolled in, for which the student will not be receiving any credit at the Sheldon Community School District. For example, if a student enrolls in and attends a college night course at NCC on his or her own time, that student shall not lose eligibility for purposes of Article III should the student receive a failing grade in such coursework.

#### IV. PERIOD OF INELIGIBILITY

As more particularly set forth in Section II of this Academic Eligibility Policy, if any student participant (or any student who wishes to participate in any school sponsored athletics or co-curricular activities) receives a failing grade in any course for which credit is awarded, the student shall be ineligible to dress for and compete in any interscholastic athletic contest or competition; to participate and compete in any co-curricular public performance; and to represent the school in any appearance before the public (scrimmages are not public appearances for purposes of this policy) for the following periods of ineligibility:

- A. Category A Activities. Subject to the special provisions regarding contestants in interscholastic baseball or softball, a student who is academically ineligible under this policy shall be ineligible to dress for and compete in the next occurring interscholastic athletic contest or competition for a period of thirty (30) consecutive calendar days for all Category A activities. As baseball and softball take place during the summer this time period is for four (4) consecutive weeks following the end of the final grading period.
- B. Category B Activities. Subject to the special provisions regarding contestants in graded public performances or competitions, a student who is academically ineligible under this policy shall be ineligible to participate and compete in any co-curricular public performance and to represent the school in any appearance before the public for a period of thirty (30) consecutive calendar days for all Category B activities. In the event a participating student is declared academically ineligible under this policy, and is thereby prevented from participating and/or performing in any public performance or other event that is graded, or in any other like circumstance where failure of the student to perform or participate in any Category B Activities will otherwise negatively impact the student's course grade, school officials shall designate a non-public performance alternative for such affected students so that such students may be graded and otherwise have an opportunity to achieve academic credit.
- C. Special Rule for Middle School Students. Any middle school student (students in 7<sup>th</sup> or 8<sup>th</sup> grade) wishing to participate in school sponsored athletics or co-curricular activities (See Category A and Category B for a description of these activities) must also be in compliance with the provisions of this Academic Eligibility Policy and if declared academically ineligible under this policy, must serve a period of ineligibility for all Category A and Category B Activities as set forth in Section IV of this Academic Eligibility Policy. However, the following special rules and periods of ineligibility shall apply only to middle school students:
  - i. Category A Activities. A middle school student who is academically ineligible under this policy shall be ineligible to dress *or* compete for a period of fourteen (14) consecutive calendar days from the first contest date for all Category A activities.
  - ii. Category B Activities. Subject to the special provisions regarding contestants in graded public performances or competitions, a middle school student who is academically ineligible under this policy shall be ineligible to participate and compete in any co-curricular public performance and to represent the school in any appearance before the public for a period of fifteen (15) consecutive calendar days for all Category B activities. However, a participating student may participate and perform in any event that is graded or where failure of the student to perform or participate will negatively impact the student's course grade. Students shall likewise remain eligible to participate in any non-competition public performances related to any Category B activities should the instructor, in his or her sole discretion, deem an individual student's participation appropriate under the circumstances.

For purposes of this policy, such periods of ineligibility for both Category A and Category B activities, shall begin on the date of the first interscholastic athletic contest or competition; co-curricular public performance; or any other public performance occurring on or after the first school day following the day quarter grades are issued by the school district. During the period of ineligibility, the affected student must attend and actively participate in all practices. So, for example, if a student who is a contestant in football is declared academically ineligible following the issuance of fourth quarter grades and football practice begins August 15; the first school day is August 22; and the first football game is September 7; the student's thirty (30) consecutive calendar day period of ineligibility under this policy will not begin until September 7, the date of the first interscholastic athletic performance.

If a student is a participant in both Category A and Category B activities at the time he or she is declared academically ineligible under this policy, the periods of ineligibility shall run concurrently. That is, should a student be a contestant in

a Category A activity (such as basketball) and a participant in a Category B activity (such as speech) at the same time, the maximum period such student shall be academically ineligible is a period of 30 consecutive calendar days as otherwise calculated in this policy. However, upon expiration of the maximum period of ineligibility applicable to a Category B activity, such student may become eligible to participate in any Category B activities, while remaining academically ineligible to participate in any Category A activities, until such student has served the balance of the period of ineligibility applicable to any Category A activities. Additionally, any two or more periods of ineligibility imposed under this policy shall be served concurrently. In other words, if a student who is not participating in any Category A or B activities as a (first time) ninth grade student is declared academically ineligible under this policy following both the first and second quarters, should the student go out for track, that student shall serve a maximum period of ineligibility of 30 (not 60) consecutive calendar days as otherwise calculated under this policy.

For purposes of this policy, grades are considered "issued and final" when report cards are made available, not when a student actually receives such grades.

A student who is academically eligible under this policy at the close of a quarter is academically eligible until the beginning of the subsequent quarter.

## **DISTRICT NETWORK (ORABNET) ACCEPTABLE USE POLICY**

### **Code No. 605.6**

Technology is a vital part of the school district curriculum and the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

Individual student accounts will be issued to students to allow access to the Internet. Electronic mail (e-mail) addresses will not be issued to individual students. Students will be able to access the Electronic mail (e-mail) for approved classroom projects through their teachers. If a student already has an electronic mail address, the student will not be permitted to use the address to send and receive e-mail at school.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network, which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value. Student internet records and access records are confidential records treated like other student records. Students' internet activities will be monitored on a random basis by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measure to protect students from inappropriate access.

Employees and students will be instructed on the acceptable use of the Internet. Parents, students, and school employees will be required to sign a permission form to allow them to access to the Internet. Students and district staff will sign a form acknowledging they have read and understand the District Network Acceptable Use policy and regulations, that they will comply with the policy and regulations and understand the consequences for violation of the policy or regulations on an annual basis.

## **DISTRICT NETWORK (ORABNET) ACCEPTABLE USE REGULATION**

### **Code No. 605.6R1**

Unless otherwise specified, the following regulations shall apply equally to students, employees, volunteers, and contractors employed by the District. Employees, volunteers, and contractors may have additional obligations owing to the nature of their positions and/or access privileges.

Sheldon Community School District's network (OrabNet) system is a local and wide area technology network linking schools together that also provides access to public networks.

The use of OrabNet is solely for the purpose of facilitating the exchange of information to further communication, education, and research that is consistent with the mission of Sheldon Community School District. OrabNet and the messages transmitted and documents created on it are the property of the Sheldon Community School District. The

Sheldon Community School District has the right to supervise the use of such property. An authorization form must be completed by each person requesting access to OrabNet. Any use without authorization is prohibited.

## NETWORK

1. The use of Sheldon Community School District's Network (OrabNet) is to promote the exchange of information to further education and research and is consistent with the mission of Sheldon Community School District.
2. OrabNet is not for private or commercial business use, political, or religious purposes.
3. Any use of OrabNet for illegal activity is prohibited.
4. Use of OrabNet to access obscene or pornographic material is prohibited.
5. Sending material likely to be offensive or objectionable to recipients is prohibited.
6. Using programs that harass OrabNet users or infiltrate a computing system and/or damage the software components is prohibited.
7. The user will make the most efficient use of network resources to minimize interference with others.
8. Any use of OrabNet that accesses outside resources must conform to their "Acceptable Use Policy."
9. Subscriptions to Listservs, bulletin boards, and on-line services must be pre-approved by the district.

## SECURITY

10. The user will respect the rights and property of others and will not improperly access, misappropriate, or misuse the files, data, or information of others.
11. The user may not share his/her account with anyone or leave the account open or unattended.
12. The user will keep all accounts and passwords confidential and inaccessible to others.
13. The user is responsible for making back-up copies of the documents.

## SOFTWARE

14. The user is responsible for taking precautions in preventing viruses on his/her personal computer equipment and Sheldon Community School District's computer equipment.
15. The illegal installation of copyrighted software or files for use on district computers is prohibited.
16. Please contact the District's System Manager to install any software on district computers.

## E-MAIL

17. E-mail is provided to school district staff for the purpose of exchanging information consistent with the mission of Sheldon Community Schools. Students will be able to access the Electronic mail (e-mail) for approved classroom projects through their teachers.
  - a. OrabNet's e-mail cannot be used for private or commercial offerings of products or services for sale or to solicit products or services.
  - b. E-mail cannot be used for political or religious purposes.
  - c. E-mail messages are subject to district review at any time.
  - d. E-mail should not be used to broadcast messages outside of the building.
18. E-Mail should be deleted regularly from the user's e-mail directory to conserve file space.

Interpretation, application, and modification of this District Network (OrabNet) Acceptable Use Regulation is within the sole discretion of Sheldon Community School District. Any questions or issues regarding this policy should be directed to the Sheldon Community School District administration.

**Copyrighted Software:** Users of software shall abide by the software licensing agreement provided by the software publisher. Without notice, any equipment on the District's property may be audited for compliance. Software piracy and the illegal use or possession of copyrighted software is strictly prohibited.

**Site Licensed Software:** Site licensed software is that which can be used on any equipment at the site for which the software was purchased. This software can be copied legally by anyone to any equipment at the site belonging to the license. Unless permitted by the license, it shall not be copied to equipment not owned by the licensee. Before equipment is moved from one site to another, any site-licensed software shall be removed.

**Network Use Software:** Network use software is purchased for use by a limited number of concurrent users. This software is launched from a server and concurrent use is regulated by server software. Unless permitted by the license, this software shall not be copied from the server to individual hard drives or storage devices.

Concurrent Use Software: Concurrent use software is the same as network use software except it can be copied to work stations if regulated by metering program.

Single License Software: Single license software can be owned by a school, department, or sub-organization within the District. Such software shall not be copied to multiple machines or media in violation of the license agreement.

Such software owned by individuals in the district may be brought into the district under the following conditions:

- a. The user can provide ownership.
- b. The user adheres to the licensing agreement for the software.
- c. The user has registered software with the software company.
- d. The user has registered the software with the building's System Manager and received permission to use the software.

Property Rights: The District has the right to specify who uses its equipment and the information contained therein, under what circumstances, and to what purpose. Equipment purchased by the District belongs only to the District and neither employees, volunteers, nor students in the District have ownership rights to any equipment loaned to them by the District. Extensive use of District equipment and software for private or personal business is strictly prohibited and will subject the violator to disciplinary action. No person shall have exclusive use of District equipment unless authorized by the Superintendent/designee.

Data Security: The District assumes no responsibility or liability if documents stored on District equipment are lost or damaged, nor will the District be responsible for security violations beyond the proper punishment of those persons involved in such violations.

False Entry/Alteration: No student, volunteer, or District employee shall make false entry or alteration of any document, either paper or electronic, used or intended to be used in connection with the operation of any school within the District, nor shall any student open or alter official school documents or private documents, either paper or electronic.

Enforcement/Consequences: The District shall rigorously uphold laws and rules pertaining to the use of technological equipment and the information contained in them and/or generated by their use in the Sheldon Community School District. Anyone found to be violating such laws or rules shall be subject to suit for civil damages as well as prosecution by the District to the full extent of the law and any violation of the rules may result in the revocation of access privileges and disciplinary action up to and including suspension, expulsion, legal action, or termination of employment.

OrabNet Users will be expected to abide by the following network etiquette:

- The use of OrabNet is a privilege and may be taken away for violation of Board policy or regulations. As a user of the OrabNet, users may be allowed access to other networks. Each network may have its own set of policies and procedures. Users will abide by the policies and procedures of these other networks.
  - Users will respect all copyright and license agreements.
  - Users will cite all quotes, references, and sources.
  - Users will only remain on the system long enough to get needed information.
  - Users will apply the same privacy, ethical and educational considerations utilized in other forms of communication.
  - Student access for electronic mail will be through the supervising teacher's account. Students should adhere to the following guidelines:
    - a. Others may be able to read or access the mail, so private messages should not be sent.
    - b. Delete unwanted messages immediately.
    - c. Use of objectionable language is prohibited.
    - d. Always sign messages.
    - e. Always acknowledge receipt of a document or file.
    - f. Users accessing Internet services that have a cost involved will be responsible for payment of those costs.
1. Personal Responsibility: Users must accept personal responsibility for authorized and appropriate use of any OrabNet account made available to them. Access to OrabNet resources is a privilege, not a right. Users acknowledge that they

will be held personally responsible for any use made of authorized access to OrabNet computing resources. Unauthorized or inappropriate use of the OrabNet computing resources may be grounds for sanctions, which could include suspension or loss of computing privileges, disciplinary action up to and including suspension, expulsion, termination of employment, or legal action.

2. **Acceptable Use:** Users must understand that use of an account must comply with Sheldon Community School District education policies. Use of the OrabNet must comply with the goals and objectives of Sheldon Community School District classes and educational programs. Users must be aware that inappropriate use of an account can be a violation of local, state, and federal laws, and that they could be prosecuted for violating those laws. In addition, users must comply with common rules of Network Etiquette (see Section No. 3). In general, transmission of any material in violation of federal or state law is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade secret. Commercial activities for profit generally are not acceptable. Product advertisements and political lobbying are also prohibited.

This policy sets forth some examples of unauthorized, unacceptable, or inappropriate uses of OrabNet resources. These examples are intended to suggest rather than define limits:

1. Using, or attempting to use, someone else's authorization.
  2. Accessing, or attempting to access, someone else's computer files (including system files), at Sheldon or elsewhere, without permission.
  3. Threatening, intimidating or harassing another person.
  4. Impairing, interrupting or inhibiting any other person's access to or use of resources (e.g., generating or spreading a virus, sending codes to lock another person's keyboard, making excessive noise, playing games on-line, inordinate consumption of resources, etc.), except as consequential to normal and acceptable use.
  5. Permitting others (at Sheldon or elsewhere) to use your authorization.
  6. Sending anonymous, deceptive, fraudulent, or unwelcome electronic communications.
  7. Using regional or national networks for purposes that violate Sheldon Community School District agreements with the Iowa Communication Network (ICN).
  8. Violating license agreements, copyrights or intellectual property rights.
  9. Any other activity contradictory to, or not consistent with, the mission, policies or best interests of the Sheldon Community School District.
3. **Network Etiquette and Writing Considerations:** Account users will be expected to abide by generally accepted rules of network etiquette sometimes referred to as "netiquette." General rules of netiquette include, but are not limited to, the following:
    - a. Be a good Internet citizen. Users are citizens of a worldwide community on the Internet. Remember that Internet users have a wide variety of backgrounds and opinions. When responding to another user, be civil and respectful. Never send, or encourage others to send, abusive messages.
    - b. Lurk & learn. A great deal can be learned by "lurking" (reading messages for a period of time to learn about common practices before sending messages of your own). This is particularly important when joining a new listserv or discussion group.
    - c. Get the FAQs. Many services have a list of Frequently Asked Questions. Accessing and studying FAQs is a good way to learn the basics about a particular service.
    - d. Use appropriate language. Remember that you are a representative of Sheldon Community School District and that your messages reflect upon the Sheldon community. Remember that your use of the system is to comply with the policies and programs of Sheldon Community School District.
    - e. Conserve resources and share. Use disk storage space frugally. Keep storage files organized and "weeded." Use access efficiently. The same or similar resources are often available on many computers on the network. Try to download from computers closest to your location. Do not download from or access a computer on another continent when the same files are available from a much closer source.
    - f. Rules of other networks. When connecting to another computer system, remember that you are a guest. General rules for using the remote system are usually posted. As a guest, it is important that you take note of these rules and follow them.
    - g. Chain letters. Do not participate in or start any chain letters. Many networks, upon discovering chain letter participants, deny further access to those participants.
  4. **Privacy and Safety:**
    - a. Privacy of E-mail. Electronic mail is not guaranteed to be private. Sheldon Community School District reserves the right to monitor communications on all authorized accounts.
    - b. Protect your own privacy. Be wary. On the Internet users can never be sure that anyone is who they claim to be. Don't publicly post your phone number, address, or personal information on the system disk storage. User files

are accessible to persons with system privileges.

- c. Meeting with strangers. Do not arrange a face-to-face meeting with a person whom you do not know.\*
- d. Responding to messages. Do not respond to any messages or bulletin board items that are suggestive, obscene, belligerent, threatening, or make you feel uncomfortable. If such a message is received, it should be reported to and forwarded to your teacher.

\*For more information read the brochure "Child Safety on the Information Highway" which is published by the National Center for Missing & Exploited Children.

5. Warranties: Sheldon Community School District makes no warranties of any kind, whether expressed or implied, regarding use of computer information services. Sheldon Community School District will not be responsible for any damages suffered as a result of using computer information services. Sheldon Community School District will not be responsible for loss of data as a result of delays, non-deliveries, or interruptions of service caused by the system or user errors or omissions. Use of any information obtained through the system is at the user's risk. Sheldon Community School District specifically disclaims any responsibility for the accuracy of information obtained through use of your network account.
6. Controversial Materials: OrabNet users may encounter material that is controversial and which users, parents, teachers, administrators, or others may consider inappropriate or offensive. However, on a global network it is impossible to control effectively the content of available data. The user must apply the guidelines of this contract in making decisions about accessing material. Any effort on the part of Sheldon Community School District to restrict access to material shall not be deemed to impose any duty on the part of Sheldon Community School District to regulate the content of material on the Internet, the World Wide Web, or other accessible networks.
7. Restricted Material: OrabNet Users will not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
8. Security: Do not give your password to any other person. Do not use another person's account. You are responsible for any use of your authorized account and for keeping it secure.

Student Violations - Consequences and Notifications: Students who access restricted items on OrabNet shall be subject to the appropriate action described in Board policy or regulations or the following consequences:

1. First Violation - A verbal and written "Warning" notice will be issued to the student. The student will lose Internet access for a period of 30 school days at the discretion of the supervising teacher. A copy of the notice will be mailed to the student's parent(s) or guardian(s) and a copy provided to the building principal.
2. Second Violation - A verbal and written "Second Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent(s) or guardian(s) and a copy provided to the building principal. The student shall forfeit all Internet privileges for a period of 90 school days.
3. Third Violation - A verbal and written "Third Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent(s) or guardian(s) and a copy provided to the building principal. The student shall forfeit all Internet privileges for the remainder of the student's school career.

Please sign the Access Release and Authorization Form if you would like to be granted Internet access and return the permission form to the building principal's office.

**ORABNET ACCESS PERMISSION LETTER TO PARENTS**  
**Code No. 605.6E1**

Dear Parents:

Your child has qualified to receive an Internet account and needs your permission to do so. Your child will be able to communicate with other schools, colleges, organizations, and students around the world. An Internet account allows your child the opportunity to reach out to many other people to share information, learn concepts, and research subjects.

With this educational opportunity also comes responsibility. It is important that you and your child read the enclosed Access Release and Authorization Form and the District Network (OrabNet) Acceptable Use Regulation and discuss it together.

When your child is given an account and password to use on the computer, it is extremely important that the rules be followed. Failure to follow the rules will result in the loss of the privilege to use this educational tool.

Remember that you are legally responsible for your child's actions. Please stress to your child the importance of using only his or her own account and password, and the importance of keeping it a secret from other students. Your child should under NO circumstances let anyone else use his or her account and password!

Although we have established acceptable use policies, please be aware that there may be unacceptable material or communications on the Internet that your child can access. We cannot control material available on other computer systems.

After you have read and discussed this with your child, and if you agree to allow your child to have an Internet account, please sign the Authorization Form and return it to your school.

Sincerely,

**ORABNET ACCEPTABLE USE VIOLATION NOTICE**  
**Code No. 605.6E2**

Student: \_\_\_\_\_

Principal: \_\_\_\_\_

Date: \_\_\_\_\_

Students who access restricted items on the OrabNet shall be subject to the appropriate action described in the school's discipline policy or student handbook or to the following consequences:

\_\_\_\_\_ First Offense:

The above student has violated the District Network (OrabNet) Acceptable Use Regulation by intentionally accessing restricted material. He/She will lose OrabNet access for 30 school days. A second offense will result in the student losing OrabNet access for a period of 90 school days.

\_\_\_\_\_ Second Offense:

The above student has violated the District Network (OrabNet) Acceptable Use Regulation by intentionally accessing restricted material for a second time. As a consequence of this violation the above student has lost OrabNet access for a period of 90 school days. A third offense will result in the student losing OrabNet access for the remainder of the student's school career.

\_\_\_\_\_ Third Offense:

The above student has violated the District Network (OrabNet) Acceptable Use Regulation by intentionally accessing restricted material for a third time. As a consequence of this violation the above student has forfeited all OrabNet privileges for the remainder to the student's school career.

**SHELDON COMMUNITY SCHOOL DISTRICT NETWORK (ORABNET)  
STUDENT ACCESS RELEASE AND AUTHORIZATION FORM**

As a condition of using Sheldon Community School District's network (OrabNet), I understand the use of OrabNet and access to public networks is a privilege and by signing below I agree to the following:

1. I will abide by such rules as adopted by Sheldon Community School District including the District Network (OrabNet) Acceptable Use Regulation.
2. Sheldon Community School District has the right to review any material stored on any system provided by the District and to edit or remove any material. I hereby waive any right that I may otherwise have in and to such material.
3. All information and services available on the Internet and OrabNet are placed there for informational purposes. I use OrabNet at my own risk.
4. Sheldon Community School District does not warrant the function of OrabNet or any of it accessible through OrabNet to meet any specific requirements I may have or that OrabNet will be error free or uninterrupted. Sheldon School District staff is not liable for any damages incurred in connection with the use, operation, or inability to use OrabNet.
5. In consideration for using OrabNet and having access to public networks, I hereby release Sheldon Community School District and its officers, employees, and agents from any claims and damages arising from my use or inability to use OrabNet.
6. I have read and agree to comply with the Acceptable Use Policy. I also understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and disciplinary action taken up to and including suspension or expulsion.

User Name: (please print) \_\_\_\_\_ Building: \_\_\_\_\_

User Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**PARENT OR GUARDIAN**

(a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student, I have read the Acceptable Use Policy and the Access Release and Authorization Form. I understand that this access is designed for educational purposes. Sheldon Community School District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for Sheldon Community School District to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network. Further, I accept responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information on this form is correct.

Parent or Guardian's Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**SHELDON COMMUNITY SCHOOL DISTRICT NETWORK (ORABNET)  
DISTRICT EMPLOYEE ACCESS RELEASE AND AUTHORIZATION FORM**

As a condition of using Sheldon Community School District's network (OrabNet), I understand the use of OrabNet and access to public networks is a privilege and by signing below I agree to the following:

1. I will abide by such rules as adopted by Sheldon Community School District including the District Network (OrabNet) Acceptable Use Regulation.
2. Sheldon Community School District has the right to review any material stored on any system provided by the District and to edit or remove any material. I hereby waive any right that I may otherwise have in and to such material.
3. All information and services available on the Internet and OrabNet are placed there for informational purposes. I use OrabNet at my own risk.
4. Sheldon Community School District does not warrant the function of OrabNet or any of it accessible through OrabNet to meet any specific requirements I may have or that OrabNet will be error free or uninterrupted. Sheldon Community School District staff is not liable for any damages incurred in connection with the use, operation, or inability to use OrabNet.
5. In consideration for using OrabNet and having access to public networks, I hereby release Sheldon Community School District and its officers, employees, and agents from any claims and damages arising from my use or inability to use OrabNet.
6. I have read and agree to comply with the Acceptable Use Policy. I also understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and disciplinary action taken up to and including termination.

User Name: (please print)

\_\_\_\_\_ Building: \_\_\_\_\_

User Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_