

ALTA-AURELIA  
MIDDLE SCHOOL



2016 - 2017  
STUDENT  
HANDBOOK

# Table of Contents

Forward .....	3
Mission Statement .....	3
Nondiscrimination Practices .....	4
Equal Education Opportunity .....	5
Public Concerns .....	5
School Schedule .....	6
<b>Academic Integrity</b> .....	6
<b>Attendance</b> .....	6
Absence Notification .....	7
Attendance – Make-up Work Following an Absence .....	8
Attendance Policy .....	8
<b>Discipline</b> .....	9
Detention .....	9
Detention Expectations .....	9
Suspension and Expulsion .....	9
In-School Suspension .....	10
Out-of-School Suspension .....	10
<b>Dress Code</b> .....	10
<b>Eligibility for Extra Curricular Activities</b> .....	12
Academic Eligibility .....	12
Code of Conduct .....	12
Hazing .....	17
Physical Exams .....	17
<b>General Information</b> .....	17
Administrative Discretion .....	17
Backpacks / Book Bags .....	18
Care of School Property .....	18
Change of Address .....	18
Church Night .....	18
Communicable and Infectious Diseases .....	18
Electronic Devices .....	18
Guidance & Counseling Services .....	18
Gum, Candy & Beverages .....	19
Inappropriate Language .....	19
Internet Usage .....	19
Juice / Water / Milk Machine Rules .....	19
Late Starts & Cancellations .....	19
Lockers .....	19
Lost & Found .....	20
Lunch .....	20
School Transportation .....	21
Telephone .....	22
Visitors .....	22
Weapons .....	23

<b>Safety &amp; Emergency Procedures</b> .....	23
Emergency Drills .....	23
General Safety Expectations .....	24
<b>PBIS – Positive Behavioral Interventions &amp; Supports</b> .....	24
<b>Student Behavior</b> .....	25
Classroom Conduct / Expectations .....	25
Student Behavior Code .....	25
Aggravating or Mitigating Circumstances .....	25
Assault .....	26
Endangerment of Health & Safety .....	26
Failure to Serve Detention .....	26
Fighting .....	26
Insubordination .....	26
Profane or Inappropriate Language .....	27
Tardies .....	27
Theft .....	27
Truancy .....	28
Vandalism .....	28
<b>Student Rights &amp; Due Process</b> .....	29
Appeal Process .....	29
<b>Substance Use / Abuse / Possession / Distribution</b> .....	29
Distribution of a Controlled Substance .....	29
Possession or Use of Tobacco, Alcohol, or Controlled Substances .....	30
Substance Abuse Intervention Policy .....	30
Substance Use / Abuse / Possession / Distribution – Code 502.5A .....	31
<b>Academic Affairs</b> .....	31
Standardized Grading Scale .....	31
Homework.....	32
Honor Roll .....	32
Human Growth and Development.....	32
Physical Education .....	32
Progress Reports .....	33
Study Hall .....	33
Study Hall Expectations & Regulations .....	33
<b>Other Policies</b> .....	34
Homeless Policy.....	34
Legal Status of Students .....	35
Open Enrollment .....	35
Student Harassment .....	35
Student Records .....	37
Student Directory Information.....	38
Student Searches .....	39
Threats of Violence .....	40

The Alta –Aurelia Middle School staff extends a welcome to all students for the 2016-2017 school year. Your success at school is what you make of it. We hope that you have many happy and worthwhile experiences as you complete your education here. Alta-Aurelia Middle School will provide you with an excellent facility and many outstanding opportunities. We encourage you to make good choices and have an enjoyable year.

The Alta –Aurelia Middle School Staff

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## **FORWARD**

This handbook has been developed for students and their parent(s)/guardian(s). Every effort has been made to summarize school policies and regulations so that students and parent(s)/guardian(s) will have a basic understanding of the staff expectations for students attending Alta-Aurelia Middle School. The policies printed in this document are subject to change due to continuous review and revision of Board Policies.

The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. **Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy. Students shall not engage in inappropriate public displays of affection, use abusive language, profanity or obscene gestures or language.**

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

## **AURELIA COMMUNITY SCHOOL MISSION STATEMENT**

The mission of the Aurelia Community School District is to provide a solid foundation of essential skills, and an environment of excellence in educational opportunities, so each student will become a life-long learner.

## **ALTA COMMUNITY SCHOOL MISSION STATEMENT**

Together in Lifelong Learning

## **NONDISCRIMINATION PRACTICES**

The board will not discriminate in its educational activities on the basis of race, color, national origin, creed, socio-economic status, religion, sex, disability, sexual orientation, gender identity or marital status.

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, national origin, creed, socio-economic status, religion, sex, marital status, sexual orientation, gender identity or disability. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

Students or parents of students of the Aurelia Community School shall have the right to file a formal complaint alleging non-compliance with the regulations outlined in Title VI of the 1964 Civil Rights Act, Title IX of the education amendments of 1972 and section 504 of the Rehabilitation Act of 1973.

**Level one:** A student or parent with a complaint of discrimination on the basis of sex, race, national origin or disability may discuss it with the teacher, counselor, or building administrator involved.

**Level two:** If the grievance is not resolved at level one and the grievants wish to pursue the grievance, they may formalize it by filing a complaint in writing with the Title VI, Title IX and section 504 Compliance Officer. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within ten (10) working days from date of the event giving rise to the grievance or from the date the grievants could reasonably become aware of such occurrence. The grievants may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer shall investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent within ten (10) working days after receipt of the complaint.

**Level three:** If the complaint is not resolved at level two, the grievants may process it to level three by presenting a written appeal to the Superintendent within ten (10) working days after the grievants receive the report from the Compliance Officer. The grievants may request a meeting with the Superintendent. The Superintendent has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent within ten (10) working days after receipt of the appeal.

This procedure in no way denies the right of the grievants to file formal complaints with the Iowa Civil Rights Commission, the Federal Office of Civil Rights or civil rights grievances, or to seek private counsel for complaints alleging discrimination.

Title VI, Title IX and Section 504 Compliance Officer  
300 Ash Street  
Aurelia, Iowa 51005  
712-434-2284

Reporting alleged child abuse by school employees:  
Complaints of alleged child abuse may be reported to the following designated child abuse investigators:

Level I Investigator: ..... Barb Huseman..... 434-2284  
Level I Alternate Investigator: ..... Sonia Galvin..... 434-2284  
Level II Investigator: ..... Cherokee County Sheriff 225-5374

**EQUAL EDUCATION OPPORTUNITY**

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, creed, socioeconomic status, color, sex, marital status, national origin, sexual orientation, gender identity or disability.

The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

Inquiries regarding compliance with equal education opportunity shall be directed to the Title IX Compliance Officer, 300 Ash Street, Aurelia Community School, Aurelia, IA 51005, or by telephoning 712-434-2284; or contacting the Director of the Region VII office of Civil Rights, U.S. Department of Education, 111 N. Canal Street., Suite. 1053, Chicago, IL, 60606-7204, or the Iowa Civil Rights Commission, 400 E. 14<sup>th</sup> Street, Des Moines, Iowa, 50319-1004, (515) 281-4121 or 1-800-457-4416, <http://www.state.ia.us/government/crc/index.html>.

**PUBLIC CONCERNS**

Members of the Alta and Aurelia Community School Districts who find disagreement with personnel, material, or methodology are urged to approach the situation in sequential procedure. First, contact should be made with the instructor, coach, or sponsor at the area or activity involved. If the situation is not solved at this level the process should continue through the activities director, principal and superintendent. Ultimately, the process may evolve to the level of the school board.

## **SCHOOL SCHEDULE (8:20- 3:30)**

Period 1	8:20	-	9:02
Period 2	9:05	-	9:47
Period 3	9:50	-	10:32
Period 4	10:35	-	11:17
Period 5	11:20	-	12:02
<b>Lunch</b>	<b>12:05</b>	-	<b>12:25 (5<sup>th</sup>/6<sup>th</sup> Lunch)</b>
Period 6	12:28	-	1:10 (6 <sup>th</sup> Grade only)
Period 6	12:05	-	12:47 (7 <sup>th</sup> /8 <sup>th</sup> )
<b>Lunch</b>	<b>12:50</b>	-	<b>1:10 (7<sup>th</sup>/8<sup>th</sup>)</b>
Period 7	1:13	-	2:00
Period 8	2:03	-	2:45
Homeroom	2:48	-	3:20
	3:10		Dismiss shuttle students
	3:20		Dismiss non-shuttle

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## **ACADEMIC INTEGRITY**

In education, where performance is considered an accurate reflection of ability and effort, academic integrity and honesty are essential. In order to meet the demands of work and society in the future, each student must identify and exhibit his/her own academic strengths. Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, or copying from other sources is not tolerated. Cheating will be dealt with by the teacher and may result in loss of credit for the assignment, quiz, test, or project.

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## **ATTENDANCE**

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. 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 that was absent. In order to maintain interest and understanding in a program of instruction, students should not expect to be absent any more than is absolutely necessary. Students who fail to make up work missed may not understand what the teacher is currently presenting, and may also become discouraged with 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 interferes with the progress of those pupils who are regular and prompt in attendance.

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 responsibility and self-discipline. Lifelong patterns of responsibility and self-discipline of regular attendance and promptness are fostered by attention given them during the years of school attendance.

There are times, however, when school officials may determine that the problems associated with absence from school are outweighed by the advantages of an activity in which the student participates and they may endorse or sponsor an activity or trip. Attendance at such approved trips and activities will not be considered an absence from school.

**All students who are scheduled to participate in a public performance and/or practice on any day that school is in session must be in school by noon and attend school the entire afternoon that day.** Advance (24 hours or more) appointments for a doctor or dentist are exempt.

#### **ABSENCE NOTIFICATION**

Students who know they will be absent must notify the office prior to the absence. If advance notification is not possible, parents must notify the Alta-Aurelia Middle School office at **434-5595** on the day of the absence prior to 8:30 a.m. If no call is received, the school nurse will make a personal telephone call to the listed residence number, work number, or emergency number to confirm the absence with the parent.

**If a student has been absent, a note from the parent or guardian stating the date of the absence and the reason for the absence must accompany the student upon return to school. If no note or phone call is received at the Principal's office the absence will be recorded as unexcused.**

If a parent wishes to have their child out of school we respect the parent's authority in such matters, but the reason for the absence will be determined as excused or unexcused by the building principal. It also is the responsibility of the student and parent to accept the outcomes of school absenteeism.

**The school determines whether an absence is excused or unexcused.** Excused absences include, but are not limited to, illness, family emergency, recognized religious observances and school activities. Unexcused absences include, but are not limited to, oversleeping, tardiness, shopping, hunting, non-school related concerts, preparation or participation in non-school parties or other celebrations, and employment.

Students who need to leave school during the school day must receive permission from the office and have a note signed by the student's parents, have their parents telephone the office, or have their parents pick them up. Students who return to class or arrive after the

school day has begun must present a signed note from their parents to the office for re-admission. Students are not released to anyone other than their parents or persons listed on their emergency card during the school day unless the office has a note signed by the student's parents.

**In all matters concerning absences, the school's administration has the authority to determine whether an absence is excused or unexcused.**

Recognized absences from school will be considered for the following reasons:

- Personal illness
- Death or serious illness in the immediate family or household
- Medical or dental appointments which cannot be made other than during school time
- Other reasons which can be justified from an educational or developmental/personal growth standpoint. Permission for such absences should be obtained in advance of the absence from school.

#### **ATTENDANCE – MAKE-UP WORK FOLLOWING AN ABSENCE**

Students are responsible for arranging to make up schoolwork missed due to an absence. Students who know they are going to be absent should make arrangements with their teachers in advance to make up their schoolwork. Students have two days for each day absent to make up schoolwork upon return from an absence. If there are special or extenuating circumstances, it is the responsibility of the student to make arrangements for additional make-up time with individual teachers upon their return from an absence. Students who miss a test during an absence should plan on taking the test the day they return from the absence unless special arrangements are made with the teacher.

#### **ATTENDANCE POLICY**

- After a student misses 10 days of school per semester, regardless of the reason (except extenuating medical circumstances), the students need to make up the time.
- This time can be made up during detentions and early out days for professional development.
- This time should be caught up every school year or it carries over into the next school year.
- The teacher monitoring the make up time will document the time, as well as the student documenting the time and turning in a form to the office.

## **DISCIPLINE**

Students and members of the staff have the right to expect mutual courtesy, fair and equitable treatment, and to be informed of their rights and responsibilities. Alta-Aurelia Middle School strives to assist students to develop the ability for self-direction and self-discipline.

All staff members have jurisdiction over all students on school property, school transportation, and at all school activities (whether or not the activities are on school property.)

Students found to be engaged in inappropriate behavior will face disciplinary action. Discipline infractions vary in their degree of seriousness. Thus, a certain degree of latitude will be given to school personnel in administering consequences. In all cases the rights of the students will be preserved and protected.

### **DETENTION**

Detention will be served before school (7:30 a.m.-8:00 a.m.) or after school (3:30 p.m.-4:00 p.m.) If the student doesn't show up for detention, the detention time will be doubled. If a student is participating in an extra-curricular activity and has not completed the detention, he/she will not be allowed to attend practices, games, or performances until the detention is served. Students may be given in-school suspension for not serving assigned detentions.

### **DETENTION EXPECTATIONS**

- Students placed on detention by staff or administration must report to detention by 7:30 am or 3:30 p.m.
- Students placed on detention will be expected to bring study materials.
- A detention must be completed the day of, or the day after detention is given.
- The following behavior standards are required for detentions.
  - a. Students may not talk to other students.
  - b. Students must bring books, paper, and pencils/pens.
  - c. Students may not bring recreational articles.
  - d. Students may not bring food or beverages.
  - e. Students will spend the time in quiet study or reading.
  - f. NO sleeping!

### **SUSPENSION AND EXPULSION**

The Iowa Code gives the administration the right to suspend, and the board of education the right to expel any student from school for violation of the rules and regulations of the board, or when the presence of the student is detrimental to the best interests of the school. Suspension may be in school or out-of-school.

## **IN-SCHOOL SUSPENSION**

In-school suspension is the temporary isolation of a student from one or more classes while under administrative supervision. The principal may impose in-school suspensions for an infraction of school rules which are serious but do not warrant the necessity of removal from school. The principal shall conduct an investigation of the allegations against the student prior to imposition of in-school suspension. The investigation will include, but is not limited to, written or oral notice to the student of the allegations against him/her and the opportunity to respond. Parents will be notified when a student receives in-school suspension.

## **OUT-OF-SCHOOL SUSPENSION**

Out-of-school suspension is the removal of a student from the school environment for periods of short duration. Out-of-school suspension is to be used when other available school resources are unable to constructively remedy student misconduct. A student may be suspended out-of-school for up to five (5) days by the principal, and up to ten (10) days with permission from the superintendent, for commission of gross repeated infractions of school rules, regulations, policy of the law, or when the presence of the student will cause interference with the maintenance of the educational environment or the operation of the school. The principal may suspend students after conducting an investigation of the charges against the student, and giving the student appropriate due process. Notice of the out-of-school suspension will be mailed no later than the end of the school day following the suspension to the student's parent(s)/guardian(s) and the Superintendent. A reasonable effort shall be made to personally notify the student's parent(s)/guardian(s) and the person attempting to make the contact shall document such effort.

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## **DRESS CODE**

There is a strong connection between academic performance, students' appearance and students' conduct. Good taste in dress is an important part of a wholesome classroom climate. Neatness of attire and cleanliness of body are important to health and safety and are conducive to a good learning climate in school. Students are allowed their own individual taste in clothing and apparel as long as it is not disruptive and/or detracts from the educational process.

The administration at Alta-Aurelia Middle School will interpret the dress code in the best interest of the entire student body. **Students will be required to change if dressed inappropriately.** What is fashionable and acceptable outside of school is not always acceptable in the school setting. Good judgment on the part of the student and parent(s)/guardian(s) should be the primary guide for proper dress at school. Alta – Aurelia Middle School restricts attire linked to disruption or that would cause a health or safety hazard.

All students' dress and appearance in school and school activities must comply with these guidelines.

1. All students must always maintain a state of cleanliness. As a general guideline, clothing worn by students of either sex should be neat, clean, and modest in nature and not detracting to others.
2. Students must wear some kind of reasonable footwear, appropriate to the activity.
3. Clothing and footwear must not have ornamentation that would damage furniture or floors or create a safety hazard to students or others.
4. Every student must be clothed from shoulder to mid-thigh. Bare "midriff" styles, halter tops,  $\frac{3}{4}$  shirts, muscle shirts, undershirts, or see through and extremely low cut blouses are prohibited. Any top with "spaghetti" straps requires a garment to be worn under or over the top. Mesh shirts such as football jerseys must be worn with another shirt underneath.
5. Caps, headbands, or other head covering are not to be worn in the building at any time and footwear is required at all times. Failure by a student to remove hat or head apparel at the request of a staff member will be considered insubordination.
6. Shorts and skirts are permissible, but they must reach to the student's mid-thigh. Pants/shorts/trousers are to be worn around the waist; **no "sagging" will be allowed. Boxer shorts worn are not to be visible;** they are an undergarment.
7. Boxer/gym shorts and sleepwear are not permissible.
8. Clothing advertising alcoholic symbols, illegal substances, gang affiliation items, negative behavior phrases, or obscene messages fail to meet the approved standards for a good educational environment. **The school reserves the right to determine the appropriateness of any shirt that is worn to school.**
9. Clothing worn in gym class is not to be worn to other classes. Athletic uniforms, sweats, and warm-ups may not be worn to classes with the exception of football jerseys purchased by the athletes and cheerleading uniforms on game days. Students wearing clothing considered inappropriate under these guidelines will be required to change clothes to remain in school.
10. Jackets and coats will not be permitted to be worn inside the building during the school day (administrator discretion.) If you think that there might be some question about your dress, there probably will be. Remember that appropriate dress for school is different than what may be considered appropriate casual wear on the street.
11. Clothing that is directed toward or intended to threaten, intimidate, or demean an individual or group of individuals because of sex, color, race, religion, disability, or national origin is prohibited.

If a student's appearance disrupts the educational process, the student will be subject to disciplinary action. The administration will interpret the dress and grooming code in the best interest of the entire student body.

Staff members teaching in areas where necessary safety precautions must be used will follow stricter guidelines. Staff members having students in academic and extra-curricular areas who will make public appearances will also use stricter guidelines during the year.

Students and their parents assume a major responsibility for the type of educational program desired at this school. It is the intent of the faculty and administration to promote a good learning environment without imposing undue restrictions on each individual.

**NOTE:** Students will not be sent home to change. If they do not have something in their locker, the office will provide them with clothing to change into.

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

### **ACADEMIC ELIGIBILITY**

Students must pass all of their classes to be eligible for extra-curricular or co-curricular activities. Grades will be evaluated every Friday. Students who are not passing all of their classes at that time will be ineligible to participate in extra-curricular activities the following week of school. Eligibility will be reevaluated each week. Students who are academically ineligible will not be allowed to dress for, or participate in, any co-curricular or extra-curricular events as a member of a team or group. They will be expected to continue to attend practice or rehearsal. Ineligibility begins on the next school day following an eligibility period.

### **CODE OF CONDUCT**

#### **GOOD CONDUCT ELIGIBILITY POLICY ALTA-AURELIA HIGH SCHOOL/MIDDLE SCHOOL**

### **STATEMENT OF PHILOSOPHY**

It is a privilege and an honor to participate in the full range of student activities at the Alta and Aurelia Community Schools. These activities and participation in them add a great deal to each student's education by promoting good citizenship and moral character, developing discipline and skills necessary to personal success and well being, and promoting the image and identity of the schools and communities. Students who choose to participate in the Student Activity Program will conduct themselves appropriately at all time on school grounds and away from school throughout the calendar year. The responsibility of good conduct ensures student health and safety, student respect for the rights of others and is an extension of the student's responsibility to represent the school and community in an appropriate manner. The right to participate in multiple extracurricular activities is open to all students.

### **APPLICABLE ACTIVITY PROGRAMS**

The Student Activity program includes all school sponsored extracurricular activities including but not limited to:

1. All athletics
2. All extracurricular music, speech, drama, cheerleading, and drill team
3. Co-curricular activities.

4. Student council and other elective offices
5. School honors
6. School sponsored reward trips

#### APPLICATION OF THE GOOD CONDUCT CODE

Appropriate student behavior is required by and impacts on all extracurricular activities in which a student participates. If a student is participating in multiple extracurricular activities at the time the student loses privileges under this policy, the loss of privileges shall apply to all of the multiple activities.

Any student declared ineligible under any other Good Conduct Rule who has not completed the full period of ineligibility under that Good Conduct Rule shall not be eligible at Alta or Aurelia until they fulfill their prior ineligibility. Once that period of ineligibility has been completed, the student then would be immediately eligible for extracurricular activity(s) for Good Conduct Rule purposes. All previous Good Conduct violations carry forward with the student and become part of the student's discipline record at Alta and Aurelia.

If a student joins an activity with an outstanding Good Conduct Code violation, the student may not quit the activity until the end of that activity's season if the student wishes to receive credit for satisfying the previous Good Conduct Code penalty.

For an activity in which the student has already participated in a competition or performance at the time of the Good Conduct Team's determination of a violation, the period of ineligibility shall begin immediately following the determination.

#### GOOD CONDUCT TEAM

The Good Conduct Team will consist of the principal and the activities director. These two will make up the Good Conduct Team when investigating and determining a violation.

#### PROHIBITED CONDUCT

1. Possession of any alcoholic beverage, or being present with knowledge, intent, and/or control thereof where alcoholic beverages are being consumed illegally; also as defined by the Code of Iowa. This includes "lookalike" beverages.
2. Consumption of alcoholic beverages
3. Possession or use of any form of tobacco
4. Possession of any "controlled substance" or "paraphernalia" without a legal prescription, as defined by the Code of Iowa, or being present with knowledge, intent, and control thereof where "controlled substances" or "paraphernalia" without a legal prescription are being used; also defined by the Code of Iowa. This includes "look-alike" substances.
5. Use of "controlled substance(s)" without a legal prescription, as defined by the Code of Iowa.
6. Causing, or attempting to cause damage (vandalism) to private property, school property, or any other public property.
7. Theft, or attempted theft of private property, school property, or any other public property.
8. Committing exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), serious hazing or harassment of others. NOTE: This could include group conduct

**First Violation:** A student shall lose eligibility for the next eight consecutive extra-curricular event dates and will need to complete ten (10) hours of supervised community service selected by the district prior to participation in any activity. A student who violates the Good Conduct Provision but admits the violation to the principal, athletic director, or superintendent within 24 hours (excluding weekends or holidays) of the violation, will have the loss of eligibility reduced to four consecutive extra-curricular event dates and ten (10) hours of supervised community service. This opportunity is afforded only if the student was not observed by members of the school staff, coaches, sponsors, or administrators prior to the student reporting the incident. The self-reporting provision will not apply to incidents occurring during school-related activities or on school-sponsored trips. The self-reporting provision is to encourage students to be honest and responsible to report their own infractions of the Good Conduct Rule. The ineligibility period shall not exceed one (1) calendar year.

**NOTE:** An “event date” is any date which has single or multiple activities. A baseball/softball tournament, or a musical event on the same date as an athletic contest equals one event date. This includes preseason Jamborees.

**Second Violation:** A student shall lose eligibility for the next twelve consecutive extra-curricular event dates and will need to complete ten (10) hours of supervised community service selected by the district prior to participation in any activity. A student who violates the Good Conduct Policy, but admits the violation to the administrator, athletic director, or superintendent within 24 hours (excluding weekends and holidays) will have the loss of eligibility reduced to eight consecutive extra-curricular event dates and ten (10) hours of supervised community service provided the parents or guardians make arrangements to have the student participate in an intervention, counseling, or treatment program. Evidence of enrollment in an intervention, counseling, or treatment program will be presented to the administration prior to the reduction of ineligibility. This self-reporting opportunity is afforded only if the student was not observed by members of the school staff, coaches, sponsors, or administrators prior to the student reporting the incident. The self-reporting provision will not apply to incidents occurring during school-related activities or on school-sponsored trips. This ineligibility period shall not exceed one (1) calendar year

**Third Violation:** Students shall lose eligibility for one calendar year from the date of occurrence and will need to complete ten (10) hours of supervised community service selected by the district.

A student who has been declared ineligible for 365 calendar days due to a third violation of the Good Conduct Policy, may, at the end of a 182 day period, petition the Board of Education **of the district they are attending** in writing to have eligibility reinstated. Consideration for reinstatement of eligibility will be based on the student’s conduct in and out of school, school attendance, and scholastic performance during the period of ineligibility. Students reinstated will be placed on probation for one hundred and eighty-two days with the conditions of the probation stated in writing.

**Fourth Violation:** Permanent loss of eligibility from all extra-curricular activities for the remainder of their high school career.

#### **ELIGIBILITY – GOOD CONDUCT POLICY – ADDITIONAL PROVISIONS**

1. If a violation of the Good Conduct Policy occurs on school property, during a school-related activity, or on a school-sponsored trip, additional consequences will be administered.
2. To assist students in dealing with problems leading to violation of the Good Conduct Policy, referral may be made to the school counselor and/or outside agencies for assessment of potential chemical abuse or misuse, or other at-risk behaviors.
3. Students who have violated the Good Conduct Policy will continue to practice during their period of ineligibility, (unless otherwise directed by the coach or sponsor), but may not dress, sit, or travel with the team or activity group.
4. Penalties for violating the Good Conduct Policy shall be cumulative from year to year during the time of a student's attendance in the Alta or Aurelia Community Schools. Violations of the Good Conduct Policy accumulated during junior high will not carry over to high school.
5. Students who go out for an activity they have not normally participated in to serve their loss of eligibility due to violations of the Good Conduct Policy must start at the beginning of the season and finish in good standing with the coach or director of that activity. Students who do not finish, or who do not finish in good standing, must complete the total loss of eligibility.
6. When additional activities or athletic events are added to the calendar after a student has been declared ineligible, the student will not be able to participate in those events, nor will those events count toward the student's penalty. Events added because a team has advanced in district/regional play or because previous events have been cancelled will not be considered part of this provision.

#### **ELIGIBILITY – ADDITIONAL PROVISIONS**

1. Students who have been suspended from school (in-school or out-of-school suspension) will not be eligible to practice or participate during the time of their suspension. Students who receive a suspension in addition to consequences imposed due to a violation of the Good Conduct Policy will not practice or participate during the time of their suspension. However, event dates missed while serving the suspension will count toward the number to be missed for violation of the Good Conduct Policy.
2. In the event situations occur that are not specifically covered in this handbook, the principal will provide a ruling based on the intentions of this section of the student handbook and the intent of the board policies of the Alta and Aurelia Community School Districts.

#### **ELIGIBILITY – STUDENT DUE PROCESS**

1. The principal shall conduct an informal investigation of the charges being brought against the student. The Activity Director and the coach or sponsor of the sport or activity involved may be asked to assist in the investigation.

2. An informal hearing/conference will be conducted by the principal. The principal shall give the student oral or written notice of the allegations. The student shall be advised of the charges and will be afforded the opportunity to respond to the charges. The principal, if it is found advisable, may permit the student to confront the witnesses against the student, or call witnesses on his/her behalf, including the person(s) making the charges.
3. The investigation, informal hearing/conference, and notice to the student must precede actual ineligibility from athletics or activities. Nothing, however, shall prevent the immediate suspension from activities of a student when the student's continued presence in activities would endanger students, the director's safety or well being, or substantially interfere with the proper functioning of the activity program. In the event of an immediate suspension, a hearing/conference will be held within three (3) school days at such time and place as designated by the principal with written or oral notice to the student and/or parent or guardian.
4. The principal will document the basis and procedure used for each and every declaration of ineligibility.
5. Notice of the ineligibility will be mailed no later than the end of the following school day to the student's parent or guardian, Superintendent and the President of the Board of Education.
6. **Appeal Process:** The student shall be afforded the opportunity to appeal an action of ineligibility to the Superintendent within five (5) school days. Upon receipt of the written notice of ineligibility, the student and/or parent or guardians, shall present oral or written notice to the Superintendent requesting an appeal. The procedure for further appeal and/or hearing before the school board shall follow and be consistent with Board of Education policies concerning "hearings to consider expulsions." Should an appeal be presented before the Board of Education, the decision of the Board is final. During the appeal process, the student shall remain ineligible.

## MUSIC POLICIES

Clarification of academic and good conduct eligibility in the Alta and Aurelia music programs-sometimes crossover between purely academic and activity in their orientation. Therefore, the following guidelines will be followed when the student becomes ineligible for participation for academic and good conduct reasons.

### Academic:

Students enrolled in the Concert Choir and Instrumental Music courses:

1. May participate in curricular-based performances.
2. Will not participate in non-curricular based competitions or performances (i.e. Valleyfest, Music Trip)

### Activity:

Students in the Show Choir and Jazz Band will be ineligible as per policy

1. An academic eligibility is in force as per academic eligibility policy.
2. A Good Conduct ineligibility will be interpreted as per policy.

### **VOLUNTARILY SEEKING ASSISTANCE**

The school encourages students to seek assistance with chemical abuse problems, or other problems. If a student, in good faith, suspects that he or she needs assistance in dealing with a personal problem before it is known to the school, he or she may request assistance from the school administration, a guidance counselor, or a coach or sponsor of an activity without fear of penalty under the Good Conduct Rule. The student must, at his/her own expense, enter and follow a prescribed program of assessment, evaluation and treatment, if indicated by a non-school agency, and must make the principal aware of his or her participation in such program by providing a written confirmation from the agency providing a program. This option may be used once every twelve months. However, this does not provide immunity for disciplinary action should the student continue with actions they are seeking counseling for.

### **HAZING – Iowa Code Section 708.10**

A person commits an act of hazing when the person intentionally or recklessly engages in any act or acts involving forced activity, which endanger the physical health or safety of a student for the purpose of initiation or admission into, or affiliation with an organization operating in connection with a school, college, or university. Prohibited acts include, but are not limited to, any brutality of a physical nature such as whipping, forced confinement, or any other forced activity which endangers the physical health or safety of the student.

For purposes of this section, “forced activity” means any activity which is a condition of initiation or admission into, or affiliation with, an organization, regardless of a student’s willingness to participate in the activity.

A person who commits an act of hazing is guilty of a simple misdemeanor.

A person who commits an act of hazing which causes serious bodily injury to another is guilty of a serious misdemeanor.

### **PHYSICAL EXAMS**

All participants in sports must receive a physical examination prior to participating in any activity. Insurance waivers must also be signed. Athletes will not be allowed to participate for practices or games/performances until signed forms are turned in.

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## **GENERAL INFORMATION**

### **ADMINISTRATIVE DISCRETION**

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

### **BACKPACKS/BOOK BAGS**

Any bag carried into classrooms must be no bigger than a pencil bag and remain on one's person. All other bags are to be kept in the student's locker during the school day.

### **CARE OF SCHOOL PROPERTY**

The appearance of Alta-Aurelia Middle School is directly related to the pride of its students and staff. Every effort has been made to provide you with the best facilities and equipment available to make your year as pleasant and beneficial as possible. Students are held liable for any loss or damage to property and equipment and will be expected to repair or replace any damage or loss.

### **CHANGE OF ADDRESS**

Students/Parents are requested to report to the principal's office (712-434-5595) whenever they have a change of address and/or telephone number.

### **CHURCH NIGHT**

Wednesday night of each week is church night and no middle school practices or events are scheduled on that night.

### **COMMUNICABLE AND INFECTIOUS DISEASES**

Students who have an infectious or communicable disease are allowed to attend school as long their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a concern about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, chicken pox, pertussis, strep throat & "pink eye" until treated with antibiotics for at least 24 hours.

### **ELECTRONIC DEVICES**

Television sets, laser pointers, Ipods, or other distracting devices should not be brought to school. Cell phones are **not** to be used in the building from 8:10 a.m. to 3:20 p.m. unless authorized by a teacher. They must be turned off and stored in a secure location out of sight while in the building. If they are seen or heard, they will be taken and the following consequences will be imposed:

**1<sup>st</sup> violation: Student will be required to turn devices into the office each morning for 2 weeks. 2<sup>nd</sup> violation: Student will be required to turn devices into the office each morning for 6 weeks. 3<sup>rd</sup> violation: Student will be required to turn devices into the office for the remainder of the semester.**

### **GUIDANCE & COUNSELING SERVICES**

A counselor is available to assist students in a confidential manner with concerns ranging from adjustment to schoolwork to careers to issues of a highly personal nature. Students will be encouraged to schedule appointments with the counselor during their learning center periods, lunch periods, or before or after school. Students should feel that they may consult any staff member or administrator with any concern.



### **GUM, CANDY AND BEVERAGES**

Each teacher is allowed the discretion of whether or not he/she will allow gum chewing in his/her classes.

Food, candy, or beverages other than water are not allowed in the classrooms or study halls.

The eating of other foods during the school day is restricted to the lunchroom area.

### **INAPPROPRIATE LANGUAGE**

Students are expected to use language that is appropriate for school or work. Students that use inappropriate language when talking to or referring to another staff member or student will be disciplined. This may include out-of-school suspension.

### **INTERNET USAGE**

Student access to the Internet is seen as a necessary addition to the educational opportunity provided to our students. It will enable our students to explore resources and communicate throughout the world. Along with this opportunity comes a great responsibility. Access to the network will be provided to students who agree to act considerately and responsibly. Inappropriate or improper use will result in loss of access and/or disciplinary action. Students are not to play games on the computer or Internet and they are not to use the computer for e-mail purposes.

### **JUICE/WATER/MILK MACHINE RULES**

Students will not be allowed to purchase beverages, other than water, from the vending machines during the school day (from bell to bell).

### **LATE STARTS AND CANCELLATIONS**

If weather conditions might cause school cancellation, PLEASE DO NOT CALL THE SCHOOL, listen to one of the following stations: Cherokee - KCHE 1440 AM, 92.1 FM; Storm Lake - KAYL 990 AM, 101.7 FM or KKIA 92.9 FM; Spencer KICD-1240 AM, 107.7 FM. Information is also posted on the front page of the school website at [www.aurelia.k12.ia.us](http://www.aurelia.k12.ia.us). Parents and students are asked not to call the school during emergencies or storm conditions, as we want to keep telephones open for emergencies as much as possible. **If school is delayed or cancelled, all morning activities are cancelled.**

### **LOCKERS**

Each student is assigned a locker for use during the school year. Lockers provide adequate space for the storage of school materials and personal belongings. Students are asked not to use large book bags that do not fit into lockers easily. Locker doors are to be closed and locked when a student is away from his/her locker. Each student will be issued a padlock at the beginning of the year which students will be required to use on his or her lockers.

Students are advised to keep their lockers locked at all times as the school will not be responsible for any items taken from an unlocked locker. Students are also urged to keep their lockers neat and orderly and to refrain from allowing materials to accumulate in the

lockers or locker areas. Waste containers are placed in each locker area for disposal of waste materials.

Students are advised not to mark, deface or damage lockers. However, the posting of suitable, appropriate materials on the inside locker door is permissible if done in good taste and such materials are removed when the locker is vacated. The use of decals (whatever the subject), nude or obscene posters/pictures, and alcoholic advertisements are prohibited.

Periodic maintenance inspection of lockers is made throughout the year to determine the extent of compliance with locker regulations. In the case of maintenance inspections, a 24-hour notice of inspection will be given. Those who habitually misuse or damage lockers will have the privilege of locker use revoked.

Random locker inspections without prior notice may also be conducted periodically through the school year. When conducted, the student or another adult witness will be present for the inspection of the locker. A specific student's locker and its contents may also be searched when a school authority has reasonable suspicion that the locker may contain illegal or contraband items. Again such searches will be conducted in the presence of the student or another adult witness. The student will be notified if a search is conducted of their personal property such as purse, backpack, duffle bag, etc.

The student is subject to the consequences of any violated school rules and/or state laws should any illegal, unauthorized, or contraband items be discovered during any of the inspections or searches mentioned above.

### **LOST & FOUND**

All articles that are found should be taken to the superintendent's office and it is there that you should inquire for anything you have lost.

### **LUNCH**

Lunch is closed for all students. This means that students may not leave the school during their lunch period. All students will be required to go to the lunchroom during their scheduled lunch period.

The school provides wholesome hot lunches at a reasonable cost. Students are encouraged to avail themselves of this service. However, students who prefer to bring sack lunches are welcome to do so. The following procedures and regulations apply for the lunch program:

- Students planning to participate in the school lunch program must put money in their lunch account in the superintendent's office. Lunch tickets will be issued to students at the beginning of the year. Replacement tickets will cost \$5.

- The cost per lunch is announced at the beginning of the school year and prior to any changes.
- Students desiring milk only with sack lunches may purchase milk for a minimal cost.
- Seconds are available on a “pay per item” basis.
- All waste and debris must be cleared from tables when leaving. Put waste in proper trash receptacles and hand trays to the dishwasher.
- Be sure to put silverware in the correct bins.
- Students may not bring, or have someone bring them, fast food (Caseys, McDonalds, Pizza Hut, etc.)
- Courtesy to others and the practice of good table manners is expected of students. Students who are unable or unwilling to display acceptable behavior will be denied participation in the lunch program on either a temporary or permanent basis.

### **SCHOOL TRANSPORTATION**

The school district provides transportation for all students as required by law. It may be necessary to take this privilege away from a student because of his/her conduct in a school vehicle. Transportation for all students who participate in school-sponsored activities is arranged for and furnished by the school district unless special permission to do otherwise is granted by the middle school principal. Students may be given permission to return from an activity with their parents if the parent makes the request in writing to the sponsor. Students may not ride home with anyone else without prior permission from the principal or athletic director.

### **BUS RULES**

#### **Be safe by:**

- Staying in your seat at all times
- Listen to the driver’s instructions
- Using your inside voices

#### **Respect the bus by:**

- Not leaving garbage behind
- Not eating or drinking on the bus
- Not damaging the bus

#### **Respect each other by:**

- Not yelling
- Not fighting
- Not pushing

## **BUS INCIDENT REPORT RULES**

Before any incident reports are filed, every effort should be taken to correct any behavior problems without them. Incident reports should not be used as a way to threaten or intimidate a student into behaving better. Incident reports must be taken as a very serious nature and show a no tolerance policy to incorrect behavior or bad attitude. With that said, listed are the steps that will be taken when a student has incorrect behavior on a bus.

### **First Incident:**

Driver will talk to student about incorrect behavior.

### **Second Incident:**

Fill out incident report completely and deliver it to the principal of the student(s) involved. Driver will talk to the student and parents about incorrect behavior. Inform parents that if another incident report is filed, the student will lose riding privileges for 5 days.

### **Third Incident:**

Fill out incident report completely and deliver it to the principal of the student(s) involved. The parents of the student(s) will be notified and student(s) will lose riding privileges for 5 days.

### **Fourth Incident:**

Fill out incident report completely and deliver it to the principal of the student(s) involved. The parents of the student(s) will be notified and student(s) will lose riding privileges for 20 days.

### **Further Incidents:**

Any further report will result in all riding privileges being suspended.

**Please note that suspended riding privileges include all extra-curricular activities and shuttles.**

## **TELEPHONE**

The telephone in the middle school office is available to students by permission. Unauthorized long distance calling (including toll free numbers) may result in a loss of phone privileges or other disciplinary action. Students will not be called out of class for phone calls unless an emergency exists.

## **VISITORS**

We welcome visitors to our building. As visitors enter the building, please sign in at the middle school office.

## **WEAPONS – Aurelia Board of Directors – Policy Code No. 502.08**

The board believes weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be taken from students and others who bring them onto school district property or onto property within the jurisdiction of the school district, or from students who are within the control of the school district.

Parents of students found to possess a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects may be reported to law enforcement officials, and the student will be subject to disciplinary action including suspension and/or expulsion.

Students bringing a firearm to school shall be expelled for not less than twelve (12) months. The superintendent shall have the authority to recommend this expulsion requirement be modified on a case-by-case basis. For purposes of this portion of this policy, the term “firearm” shall include any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary, or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy.

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## **SAFETY & EMERGENCY PROCEDURES**

### **EMERGENCY DRILLS**

Periodically the school holds emergency fire, tornado and other safety drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

## **GENERAL SAFETY EXPECTATIONS**

- Students are NOT to leave the building without permission.
  - Book bags and coats are to be left in lockers. There is not room for these in classrooms and they compromise building security.
  - For safety reasons, do not trade lockers. If there is a concern, please contact the principal's office.
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## **PBIS – Positive Behavioral Interventions & Supports**

In our efforts to establish Alta-Aurelia Middle School as a safe, welcoming and purposeful learning environment, we have implemented a program called Positive Behavioral Interventions & Supports (PBIS).

PBIS actively encourages students to achieve their academic potential while also behaving with good character. At Alta-Aurelia Middle School the focus is on teaching and encouraging appropriate behavior in all areas of the school concentrating on the instruction of the Warriors Expectations: Safe, Responsible, and Respectful. Students who are safe, responsible, and respectful are ready to act appropriately so they maximize their learning opportunities and do not detract or interfere with the learning opportunities of their classmates.

Students are actively involved in learning what the Warriors Expectations mean and look like in all areas of our school through activities, lessons, demonstrations, videos, and role-playing. In addition to learning the Warrior Expectations, teachers and staff will recognize and reward students for better-than-expected behavior.

Staff will issue Warrior Acknowledgement slips to students when they observe them in the act of exceptional behavior. The Warrior Acknowledgement slips are then put into grade level buckets. Drawings will be held periodically and those student winners will be given an opportunity to pick a reward from an Acknowledgement Reward List.

## **STUDENT BEHAVIOR**

### **CLASSROOM CONDUCT/EXPECTATIONS**

Self-discipline is the ability of the individual to conduct himself/herself in a manner which permits the orderly and efficient operation of the classroom whereby all students can achieve the maximum educational benefits.

It is the goal of the school to ensure the rights of all students to a safe and productive environment in which they may develop the attitudes, skills and maturity to function as responsible adults, accountable for their own actions.

A student who disrupts the educational environment or is a distraction to it, at the expense of the students who want to learn, will be subject to being removed from the class or activity by the administration or staff member.

If a student's conduct in the classroom cannot be improved with reprimands by the teacher, the assignment of detention time to be served with the teacher, parental contact/involvement, and/or in-school suspension will apply.

If a student's conduct is flagrant (exceeding reasonable or excusable limits), the first or second suspension could have the same consequences as the third. A student may be disciplined by the administration on presentation of sufficient evidence that implicates the student in any of the following offenses while at school, attending, or participating in any school related activity or going to/from a school related activity. The list shall include but is not limited to: fighting, stealing, insubordination, gang activity, vandalism, extortion, abusive language, initiation, hazing, harassment, bullying, excessive display of affection (any display beyond holding hands will be considered excessive), disruption of school, possession or use of alcoholic beverages or controlled substances, and possession or use of tobacco products.

### **STUDENT BEHAVIOR CODE**

The behavior of all students is expected to be positive in school and at school sponsored activities. Each student must assume a strong responsibility for observing the rights of others, for maintaining a positive school image, and for being informed of and adhering to school rules. Positive student behavior permits the orderly and efficient operation of the school and the maintaining of an educational environment in which the maximum benefits for all students may be achieved. Students who disrupt the educational process may be subject to the following procedures:

1. **AGGRAVATING OR MITIGATING CIRCUMSTANCES:** Certain disruptions of the educational process may have aggravating or mitigating circumstances. These circumstances may cause the administration to dispense procedures which are less than or greater than those listed. This Student Behavior Code will be in affect while students are on school property, while students are being transported in school vehicles and while students are attending or participating in school activities, either home or away.
2. **ASSAULT:** A violent or verbal attack of a student or staff member.

**Any Offense –** Notification of authorities and one to three (1-3) days suspension; possible referral to the Board of Education for further disciplinary action.

3. **ENDANGERMENT OF HEALTH & SAFETY:** Any action by a student which is of such a nature as to endanger the health and safety of the students or staff of the Alta-Aurelia Middle School may be placed on an out-of-school suspension and referred to the Board of Education for possible expulsion.
  
4. **FAILURE TO SERVE DETENTION:** Students must serve detentions by the assigned day. Failure to do so will result in additional detention time. Subsequent violations will result in an in-school suspension.
  
5. **FIGHTING:**
  - 1<sup>st</sup> Offense –** One to three (1-3) days suspension; the authorities may be contacted.
  
  - 2<sup>nd</sup> Offense –** Three (3) days suspension; parental conference with administration for readmission; the authorities may be contacted.
  
  - 3<sup>rd</sup> Offense –** Three (3) days suspension; possible referral to the Board of Education for further disciplinary action; the authorities may be contacted.
  
6. **INSUBORDINATION:** The refusal of a student to obey a school rule, regulation or a request by a staff member or school official.
  - 1<sup>st</sup> Offense –** Removal from class or activity for three (3) days plus 30-minute detention.
  
  - 2<sup>nd</sup> Offense –** Removal from class or activity for three (3) days plus two (2) 30 minute detentions.
  
  - 3<sup>rd</sup> Offense –** One (1) day in-school suspension; parental conference may be required for readmission.
  
  - 4<sup>th</sup> Offense –** One to three (1-3) days out-of-school suspension; possible referral to Board of Education for further disciplinary action.
  
7. **PROFANE OR INAPPROPRIATE LANGUAGE:**
  - 1<sup>st</sup> Offense –** Possible detention or suspension.
  
  - 2<sup>nd</sup> Offense –** Possible detention or suspension
  
  - 3<sup>rd</sup> Offense –** Possible detention or suspension; parental conference with administration.

8. **TARDIES TO SCHOOL/CLASS:** Promptness and attendance are keys to a proper work ethic that is vital to all students as potential employees. All students who arrive late to school in the morning should report to the middle school office to receive a pass to class. Students who arrive late to class late will be marked tardy by the teacher. If a student misses more than 20 minutes of class, it will be considered as an absence from class and will count towards their 10 absences.

**1<sup>st</sup> Offense** – Recorded; no penalty

**2<sup>nd</sup> Offense** – Recorded; no penalty

**3+ Offenses** – Thirty (30) minutes of detention for each offense

9. **THEFT:** The unlawful taking of property

a. Theft of an item with a value of \$10.00 or less

**1<sup>st</sup> Offense** – Notification of authorities; one (1) 30 minute detention; school district will not press charges.

**2<sup>nd</sup> Offense** – Notification of authorities; two (2) 30-minute detentions; school district will press charges; considered to be a Good Conduct Code violation.

**3<sup>rd</sup> Offense** – Notification of authorities; three to ten (3-10) days suspension; possible referral to Board of Education for further disciplinary action.

b. Theft of an item with a value greater than \$10.00

**1<sup>st</sup> Offense** – Notification of authorities; one (1) 30-minute detention; school district may press charges; considered to be a Good Conduct Code violation.

**2<sup>nd</sup> Offense** – Notification of authorities; two (2) 30-minute detentions; school district will press charges; considered to be a Good Conduct code violation.

**3<sup>rd</sup> Offense** – Notification of authorities; three to ten (3-10) days suspension; possible referral to the Board of Education for further disciplinary action.

10. **TRUANCY:** This is defined as being absent from school or an assigned class without the knowledge/consent of the school. Students who leave the building without permission will be subject to the same penalties.

**1<sup>st</sup> Offense** – Assigned detention time to make up of all time missed due to truancy; parental conference with administration for readmission. The authorities may be contacted.

**2<sup>nd</sup> Offense** – Assigned detention time double the time missed due to truancy; parental conference with administration for readmission. The authorities may be contacted.

**3<sup>rd</sup> Offense** – Three (3) days suspension. The authorities will be contacted.

11. **VANDALISM:** This is the willful or malicious destruction or defacement of public or private property.

**1<sup>st</sup> Offense** – Notification of authorities; detention; must make restitution.

**2<sup>nd</sup> Offense** – Notification of authorities; detention; must make restitution.

**3<sup>rd</sup> Offense** – Notification of authorities; three (3) day suspension; must make restitution; possible referral to the Board of Education for further disciplinary action.

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## **STUDENT RIGHTS AND DUE PROCESS**

Each student is guaranteed the preservation of his/her rights in any disciplinary matter. This includes the administration insuring that the student will be informed of the charges and will have the opportunity to question the evidence. Respect, fairness, and recognition of responsibilities for both parties must prevail in all relations. When a student is being approached by a teacher concerning a discipline issue, the following procedure will be followed:

1. The student must be informed very clearly as to what he/she has done.
2. The student may ask for and expect a conference, to be set by the teacher, at the earliest possible time. This will enable the student to present his/her argument and let his/her feelings be known.
3. The teacher must inform the student of what action may be taken, if any, at the time of the offenses, or let the student know there will be a conference set for this purpose.
4. The teacher is not permitted to discuss or argue the problem in the presence of a group. However, through the above procedures, the principal is responsible to see to it that the student has every right to be heard.

### **APPEAL PROCESS**

The enforcement of the Board Policy shall be the responsibility of the principal. The student or parent(s)/guardian(s) may appeal the principal's decision to the Superintendent in writing within five (5) days of the decision. The Superintendent will return within five (5) days his decision in writing to the person that submitted the appeal. The Superintendent's decision may be appealed within five (5) days to the Board of Education by delivering a written appeal notice to the Superintendent or his secretary. The Superintendent shall schedule the appeal for a regular or special meeting of the Board of Education, which shall be held within ten (10) days after receipt of the appeal notice.

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## **SUBSTANCE USE / ABUSE / POSSESSION / DISTRIBUTION**

### **DISTRIBUTION OF A CONTROLLED SUBSTANCE**

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

### **POSSESSION OR USE OF TOBACCO, ALCOHOL OR CONTROLLED SUBSTANCES**

**1<sup>st</sup> Offense –** The principal/designee after substantiating the possession or use of tobacco, alcohol or controlled substance will take the following actions:

1. Remove student from the classroom or activity.
2. Notify law enforcement personnel and request that appropriate action be taken.
3. Notify parent(s)/guardian(s) and request their immediate presence.
4. Notify the Guidance Counselor.
5. Suspend the student from school for seven (7) days in compliance with student due process procedures.

The principal/designee may hold a portion of the suspension in abeyance or may utilize in-school suspension if the student:

1. Works with the Guidance Counselor to obtain an immediate professional assessment.
2. Agrees to follow the recommendations of the assessment counselor.
3. Have parent(s)/guardian(s) sign release of information forms between the school and any assessment agency. (The school will not assume liability for costs that might be incurred with any of the above.)

Once the school receives information in regard to the assessment and subsequent professional recommendations, the student may be immediately readmitted to regular classes.

Failure to comply with the recommendations of the assessment counselor on a first offense will result in immediate reinstatement of the out-of-school suspension.

**2<sup>nd</sup> Offense –** The principal/designee, after substantiating a second offense on the part of the student, will suspend the student from school and will recommend to the Superintendent of Schools that the student be expelled in compliance with student due process procedures.

1. Should a student elect to drop out of school rather than accept student assistance recommendations or regular school discipline, and subsequently choose to re-enter school, he/she would still be required to fulfill the original recommendations or disciplinary actions.

2. The Aurelia Board of Education feels that any student whose education and/or well-being is being endangered by chemical dependency and/or related disruptive behavior should have access to support from the school. Any student should feel free, without threat of penalty or disclosure, to discuss the matter with any school personnel with whom he/she feels comfortable.
3. Any conference including the parents must have an administrator and assigned Student Assistance Team member present.

### **SUBSTANCE ABUSE INTERVENTION POLICY**

Any student who seeks help from a school administrator, counselor, or staff member in regard to a substance use problem (alcohol, other drugs, tobacco) prior to being observed, arrested, or adjudicated for such use will not be declared ineligible from participation in extra-curricular activities provided that said student participates fully in a bonafide substance abuse treatment program. The administration must be fully agreeable and knowledgeable of all steps being taken in the intervention.

### **SUBSTANCE USE / ABUSE / POSSESSION / DISTRIBUTION – Code No. 502.5A**

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

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## **ACADEMIC AFFAIRS**

### **STANDARDIZED GRADING SCALE**

All middle school classes will be graded according to the following percentage scale:

100 – 93	A
92 – 85	B
84 – 74	C
73 – 66	D
65 – 0	F

Individual teachers will decide whether to issue +’s and –’s, and what the percentage cutoff for those grades shall be.

## **HOMEWORK**

Teachers will assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make up incomplete class work. Students are expected to complete homework on time. Failure to complete homework on time in a satisfactory manner may result in a failing grade in the class. (Please refer to "Attendance Policies" for make-up procedures due to absences.)

Students who fail to complete homework in a timely manner, or turn in homework of poor quality may be assigned to attend "Mandatory Homework Assistance" sessions according to the following guidelines.

### Homework Policy

1<sup>st</sup> offense per class – warning

2<sup>nd</sup> offense – 30 min "Mandatory Homework Assistance"

Each offense after – 30 min "Mandatory Homework Assistance"

## **HONOR ROLL**

Scholarship is recognized and encouraged through an academic honor roll. Grades from the five core classes will be used to determine the honor roll. A student must have a 3.0 GPA with no D's or F's in all classes, including music, physical education and exploratory classes. An honor roll list will be compiled at the end of each quarter.

## **HUMAN GROWTH AND DEVELOPMENT**

Middle school students shall receive, as part of their health education, instruction about personal health; food and nutrition; environmental health; safety and survival skills; consumer health; family life; substance use and nonuse, including the effects of alcohol, tobacco, drugs and poisons on the human body; emotional and social health; health resources; and prevention and control of disease, including characteristics of communicable disease including information about sexually transmitted diseases, including AIDS.

Parents who object to health education instruction in human growth and development may file a written request that the student be excused from the instruction. The written request shall include a proposed alternate activity or study acceptable to the superintendent. The superintendent shall have the final authority in determining the validity of the proposed alternate activity or study.

## **PHYSICAL EDUCATION**

All students are required to participate in physical education classes. Students in grades 6-8 will be required to dress for Physical Education classes in appropriate athletic gear.

- Students must purchase a warrior t-shirt for \$12.
- Students are required to wear a pair of athletic shorts in which are knee length.
- Students are required to wear athletic shoes.
- Students MAY NOT cut off sleeves of their t-shirts or alter their t-shirts in any way.

- NO boxer shorts, jean shorts or any type of cut-offs. Physical Education clothing may not be worn during the school day, in addition to PE classes.
- The school highly recommends use of deodorant and good hygiene care.
- Laundering of gear is encouraged weekly. A “borrow basket” will be provided for students when needed.

### **PROGRESS REPORTS**

Student reports may be sent anytime between marking periods to parents of students. Parental acknowledgement of this report by a note, phone call, or visit to the teacher is recommended and appreciated. Parents may access students’ progress at any time on JMC.

### **STUDY HALL**

A student’s unscheduled time during the day is spent in study hall. Study halls are maintained to provide a place where students are able to prepare their lessons. During the periods students are assigned to the study hall, they are expected to observe all regulations that apply.

### **STUDY HALL EXPECTATIONS & REGULATIONS**

1. The study hall supervisor will be responsible for taking attendance at the beginning of the period and at the end of each period.
2. Students are to sit where instructed by the study hall supervisor. No wandering or seat changing will be permitted.
3. Students are to be in their seat when the tardy bell rings.
4. Students are to remain in their seats while attendance is taken.
5. Each student must bring study materials.
6. Each student must have their passbook signed by the study hall supervisor if a student wishes to leave the room to go to the library, restroom, classroom, etc.
7. The general study hall atmosphere must be such that if only one student desires to study quietly, that student should be afforded the opportunity. This atmosphere should create an environment conducive to helping more students learn to use study time wisely.
8. No candy or food is to be permitted in the study hall.
9. NO Sleeping.
10. Students may sign into the library. Maximum of eight (8) students may go directly to the library.
11. No talking and/or walking around without permission from study hall supervisor.

12. No card or game playing.

13. Students will be informed of any additional study hall regulations at the beginning of the school year and copies of all regulations will be posted in the study hall.

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## **OTHER POLICIES**

### **HOMELESS POLICY**

#### **Homeless Definition:**

A homeless child or youth is defined as a child between ages of three and 21 who lacks a fixed, regular, and adequate nighttime residence, and includes the following;

- a. A child who is sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; is living in a motel, hotel trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement.
- b. A child who has a primary nighttime residence that is a public or private place not designed or ordinarily used as a regular sleeping accommodation for human beings.
- c. A child who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting.
- d. A migratory child who qualifies as homeless because the child or youth is living in circumstances described above.

#### **Responsibility of the School Board:**

The Board of Directors of the Aurelia Community School District has three responsibilities:

1. Locate and identify homeless children or youth of school age who are found within the district, whether or not they are enrolled.
2. Homeless posters are posted pertaining information encouraging homeless children and youths of school age to enroll in the public school at community shelters and other locations in the district where services or assistance is provided to the homeless.
3. Examine and revise, if necessary, existing school policies or rules that create barriers to the enrollment of homeless children and youths, consistent with these rules. School districts are encouraged to cooperate with homeless agencies and organizations to explore comprehensive, equivalent alternative educational programs and support services for homeless children and youth when necessary to implement the intent of these rules. (281-33.3)

The Board of Education has adopted policies compliant with Federal and State mandates to govern the identification and accommodation of homeless children in the district.

A liaison has been appointed to oversee the implementation of homeless policies and programs in the district. The liaison for the Aurelia Community School is Lynn Evans, Superintendent. He may be contacted at 434-2284.

### **LEGAL STATUS OF STUDENTS**

Students need to be enrolled and registered with their legal name. If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record.

### **OPEN ENROLLMENT**

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment by **March 1** of the school year preceding the school year in which they wish to open enroll. Students interested in open enrolling out of the school district must contact the superintendent's office for information and forms.

### **STUDENT HARASSMENT – Aurelia Board of Directors – Policy Code No. 104**

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

**The board prohibits harassment, bullying, hazing, or any other victimization of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, national origin, religion, age or disability is also prohibited.**

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

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

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bully may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

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

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;

- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors;

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions effecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to and including, exclusion from school grounds.

The school or district will promptly and reasonably investigate allegations of bullying or harassment. The principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The superintendent or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

It is also the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy.

## **STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

1. The right to inspect and review the student's education record within 45 days of the day the district received a request for access. Parents or eligible students should submit to the school principal (or appropriate school officials) a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parents or eligible student when the records may be inspected.
2. The right to request the amendment of the student's education records that the parents or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the rights to a hearing.
3. The right to contest disclosure of personally identifiable information contained in the students education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instruction or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); a parent or student serving on official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA are:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### **STUDENT DIRECTORY INFORMATION**

Student directory information is released without parental permission unless the parent asks the school district not to release it. Parents must notify the school district in writing at the beginning of the school year if they do not want the school district to release directory information. Directory information includes name, address, telephone number, participation in officially recognized activities and sports, degrees and awards received,

most recent educational institution attended, year in school, dates of attendance, age, photo, and heights and weights of athletes.

### **STUDENT SEARCHES**

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities and, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules or regulations affecting school order. Reasonable suspicion may be formed by considering factors such as the following:

1. Eyewitness observation by employees
2. Information received from reliable sources
3. Suspicious behavior by a student

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonable related to the objectives of the search. Reasonableness or scope of intrusiveness may be determined based on factors such as the following:

- Age of the student
- Sex of the student
- Nature of the infraction
- Circumstances requiring the search without delay

A student's body and/or personal effects may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulation or the law affecting school order. Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of the student's garments (such as jacket, socks, pockets, etc.) is conducted it will be conducted in private by school officials of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body, handbags, book bags, etc. is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present, unless the health or safety of students will be endangered by the delay which may be caused by following these procedures. Students are permitted to park on school premises as a matter of privilege, not a right. The school retains authority to conduct routine patrols of the student parking lots. The interior of the student's automobile on the school premises may be searched if the school official has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

## **THREATS OF VIOLENCE**

All threats of violence, whether oral, written, or symbolic, against students, staff, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threats impact the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terrorist behavior: the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind, including the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his/her parent(s)/guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

## **Aurelia Nondiscrimination Notification Statement**

### **Equal Opportunity at Aurelia Community Schools**

The Aurelia Community School District does not discriminate on the basis of race, color, national origin, creed, socio-economic status, religion, sex, marital status, age, sexual orientation, gender identity, or disability in educational programs or employment. If you have questions or concerns about any policy or procedure of the district please contact:

Mr. Lynn Evans  
Equity Coordinator  
300 Ash Street  
Aurelia, IA 51005  
712-434-2284

